
DPAC Facilities Planning Subcommittee Meeting Minutes

Feb 11th, 2021 at 2:05pm

This meeting was conducted via Zoom <https://cccconfer.zoom.us/j/99981632311>

Co-Chairs:

Dagmar Gorman, CSEA Representative, Co-Chair

Daniel Phillips, Admin Representative, Co-Chair

Attendees:

Don Girard, Administration Representative - Absent

Daniel Jimenez, Student Representative

Judith Marasco, Faculty Representative

Catherine Matheson, Faculty Representative

Elisa Meyer, Faculty Representative

Judith Mosher, CSEA Representative - Absent

Michael Roberts, CSEA Representative - Absent

Devin Starnes, Administration Representative

James Stevenson, CSEA Representative

Alicia Villalpando, Faculty Representative

Charlie Yen, Administration Representative – Absent

Ferris Kawar

Craig Walter

I. Call to Order

Catherine motioned to approve minutes; Elisa second the motion - Approved

II. Public Comments

Individuals may address the DPAC Facilities Planning Subcommittee concerning any subject that lies within the subcommittee's jurisdiction. Individuals with comments pertaining a specific agenda should notify the committee co-chairs prior to the agenda item being reached. The co-chairs reserve the right to limit the time for each speaker.

III. Approval of Minutes

Approval of January 14th, 2021 Minutes

January 28th, 2021 meeting was cancelled, there are no minutes to review

IV. Construction / Maintenance Update, as needed

a. Devin Starnes updates

- i. Mainframe work order system: Work order system called main saver; new system up and running
- ii. Caddy roll out & replenishment: Cleaning caddy's were purchased and will be available in each department, and will be replenished by M&O
- iii. M&O and RM are working on a campus wide assessment for what is needed for all areas on campus

Elisa Meyer asked what takes place to reopen buildings. She works in Dresher and has observed ventilation is not the best in the building.

Judy Marasco is asking a similar question as to what is done for the buildings to reoccupy. Devin mentioned that although buildings are not occupied, M&O does periodically circulate air, flush toilets, and turn various systems on.

Dagmar Gorman asked whether there are quick instruction for staff to re-enter buildings, or things staff need to know to re-enter buildings. Also, will there be training for using the new work order system. In addition, is anyone doing walk-throughs to determine if work is being conducted?

There was also a question related to how the safety plan is related to the cleaning caddy's and does the plan need to be updated.

It was asked how will sanitizer be provided for the classrooms and who will be looking out for safety issues in the classrooms. In addition, how will professors be trained. Daniel mentioned that these are all items that are currently being assessed and discussed right now within the EOT.

V. Safety Issues Update, as needed

- a. Update to Hazardous Materials Report- Response received: Daniel Phillips shared with the group the Hazardous Materials Inventory inspection report which stated by the inspector that the Hazardous Materials program, the Hazardous Communication program, and the Chemical Hygiene program are effective at SMC.

VI. Agenda

- a. Brain storm: Topics to discuss at Spring 2021 meetings

- i. Provide updates on where we are with returning to campus. What will the classrooms look like?
- ii. There was discussion regarding what is the status of the Pico Village. Devin stated these spaces have been converted to classrooms.
- iii. Provide an update regarding the master plan.
- iv. Chairs meeting update

VII. Future Agenda Items

- a. Elisa Meyer: Program Review updates: PRESENTATION POSTPONED

VIII. Announcements

IX. Adjournment

Approved Meeting Schedule for 2021: Jan 14, 28, Feb 11, 25, March 11,25, April 8,22, May 13, 27, June 10,24

For all documents, visit www.smc.edu/FacilitiesPlanningSubcommitee.com

Next scheduled meeting: January 28,2021 at 2:05pm via Zoom <https://cccconfer.zoom.us/j/99981632311>