



Facilities Council
March 28, 2019
3:00 – 4:00 p.m.
Burns Hall – 3rd Floor boardroom

Meeting Minutes

Members Present: Debi Buckley, Eric Smith, Dr. Ricky Tompkins, Jim Lay, Teresa Taylor, Eric Vest, Jason Degn, Jack Thompson

Members Absent: Carol Cooper, Jason Degn

Guests: Dr. Marvin Galloway, Stephanie Lewis, Denise Nemece, Victor Chalfant, Gulizar Baggson, Melissa Smith, Becky Krein, Melissa Jordan

Action Items

The Facilities Council received these facilities modification requests:

MAIN CAMPUS

- I. Executive Director of Operations – Jack Thompson
 - Jack Thompson requests relocation of the college’s recycling site due to the construction of the Integrated Design Lab. The site will be relocated adjacent to the Central Energy Plant.

Dr. Tompkins made a motion to approve the request for relocation of the recycling site to the Central Energy Plant. Eric Smith seconded the motion. Debi Buckley called the question to vote. Vote: approved unanimously.

BURNS HALL

- I. Chair of Visual Arts & Media – Stephanie Lewis
 - Stephanie Lewis requests modification of Burns Hall Room 1021, 1106, 1116, and 1146. The Communication & Arts team have been tasked with renovation and expansion of the Graphic Design Department and Video/Film curriculum as well as the relocation of the Journalism newsroom. The College is expanding programs

due to the construction of the Integrated Design Lab. The team prepared a list of proposed renovation needs for Burns Hall, including:

- Room 1021 – Relocation of the Journalism Newsroom. Denise Nemec presented information about relocating The Eagle View newsroom closer to other Communication & Arts programs, classrooms, and the Graphic Design Lab. Renovation needs include adding electrical and IT outlets, cleaning, repainting, and replacing flooring. Room 1021 will allow more space for group work.
- Room 1106 – Media Production Lab. Victor Chalfant presented information about transforming room 1106 into a video/photography space/Media Production Lab.
- Room 1116 – Victor Chalfant shared information about transforming room 1116 into a 3rd Graphic Design studio. This will allow an expansion of the Graphic Design program.
- Room 1146 – Victor Chalfant shared information about adding new equipment to room 1146 and transforming the space into a spray booth area. Options for self-contained ductless ventilation were shared with the group.

The estimated completion date for these projects is fall 2019 (when the Integrated Design Lab is completed). Additional potential projects include replacing the Macs in the Graphic Design Lab and renovating the 1102 hallway. Debi Buckley discussed prioritizing budget requests for Communication & Arts facilities requests.

Teresa Taylor made a motion to approve the modification of Burns Hall Rooms 1021, 1106, 1116, and 1146. Eric Vest seconded the motion. After further discussion, Teresa Taylor amended her motion to include the stipulations discussed by the group, including investigating the ventilation request and prioritizing projects in the most cost effective manner. Debi Buckley called the question to vote. Vote: approved unanimously.

II. Dean of Science & Mathematics – Dr. Marvin Galloway

- Dr. Galloway requests modification and renovations of these spaces:
 - Burns Hall 1418 – Science Department Mural. Becky Krein, Administrative Assistant, painted a mural that greets students and visitors. Art in public spaces and offices requires approval by the Facilities Council. Both Eric Smith and the PACA were supportive of the project.
 - Burns Hall 1454 – Lab Research Room Upgrade. Dr. Galloway shared information about how the lab will be renovated with new equipment, including a new vent hood. An outdated atomic mass spectrometer has already been removed. Faculty member Melissa Smith requested permission to place carbon dioxide tanks in room 1154 (and discontinue use of room 1411.2) for purposes of growing cultures in a grant funded program.
 - Burns Hall 2323 – Astronomy Class upgrade. Dr. Galloway presented information about adding two additional computers to the Astronomy Lab. Two computer desks and additional electrical outlets will be added to the space. This will raise the maximum number of students in the classroom to 22.

STUDENT CENTER

- I. Dean of Science & Mathematics – Dr. Marvin Galloway
 - Dr. Galloway requests modification of these spaces:
 - Room 338 – Computer Classroom Upgrade. Classroom work stations can be modified to add space for two additional computer stations. The upgrade would increase classroom enrollment to 22 and increase efficiencies.
 - Room 343 – White-board paint. Two vacant back walls in the classroom will be prepared and painted with floor to ceiling white-board paint. Jim Lay shared information about the three-step process of preparing walls for the new paint. White-board paint is more cost effective than purchasing additional white-boards.

Jim Lay made a motion to approve the Burns Hall and Student Center facilities requests from Dr. Galloway. Eric Vest seconded the motion. Debi Buckley called the question to vote. Vote: approved unanimously.

Informational Items

Effective March 29, 2019, Debi Buckley is transitioning to a part-time position as Chief Construction Officer. Gulizar Baggson will chair the Facilities Council as the Interim Vice President of Finance & Administration.

Jack Thompson shared information about adding decorative boulders to the garden area in the circle drive between the Student Center and the Parking Garage. The boulders will make landscaping more efficient and prevent traffic congestion in the drive.

Meeting adjourned at 4:29 p.m.

Recorded by Todd Glass