



Buildings & Grounds Committee
Meeting Notes #3
June 18, 2008
Altos Room 1:30 – 2:30 p.m.

Attendees:	Email	Phone
Janice Carr*	carrjanice@fhda.edu	650-949-7613
Art Heinrich*	heinrichart@fhda.edu	650-949-6295
Andrew Horng*	ahorng@gmail.com	
Christine Mangiameli*	mangiamelichristine@fhda.edu	650.949.7249
Lynn Mc Comas*		650-949-6152
John Mummert	mummertjohn@fhda.edu	650-949-7394
Frank Nunez	nunezfrancisco@fhda.edu	650-949-5347
Denise Perez*	perezdenise@fhda.edu	650-949-7256
Irv Ploke	plokeirv@fhda.edu	650.949.7714
Gillian Schultz	schultzgillian@fhda.edu	650.949.7292
Annette Stenger	stengerannette@fhda.edu	650-949-7200
Brenda Visas*	davisvisasbrenda@fhda.edu	650-949-7033
Russell Wong	wongrussell@foothill.edu	650-949-7040
* indicates attendance		

Item #	Description	Responsible	Complete
5.7.1	Campus Planting – Daffodils \$750 has been donated by the Palo Alto Garden Club and Stanford Horticulture towards purchasing daffodil bulbs. Marked map still required for Committee sign-off. The latest proposed location is the hillside to the right of the Footbridge. Planting could take place anytime from August to November. A suggestion was made to notify staff as well as faculty for volunteer efforts.	A. Horng	Map due at next meeting.
5.7.3	Mission Statement – The mission statement from the previous Buildings & Grounds Committee was distributed. The Committee was asked to review the document and bring any changes, suggestions, etc. to the next meeting for review. 6/18/08 The Committee reviewed the past Mission Statement. A suggestion was made to either have a comprehensive narrative or	Committee	Draft by B. Visas sent out prior to next meeting for review.

	bullet points, because the current document appears to be choppy.		
5.7.4	<p>Signage</p> <p>B. Visas mentioned that way finding is being reviewed and missing or broken signage or out of date signage is in process of being replaced. D. Perez expressed concern about the functionality of the current classroom signage and would like to discuss it at the following meeting.</p> <p>6/18/08 D. Perez, Foothill's class scheduler shared her frustration with the current classroom signs. 1) The insert is an odd size which doesn't make sliding information into the holder easy. The size is larger than one-half sheet of paper, but smaller than an 8.5 x 11" sheet. 2) The original signs have the capability of sliding a document under the sign. However, if the previous document has been torn and not removed properly, paper jams the sliding mechanism rendering it useless. 3) Buildings 4200-4300 have a half-moon cut out to allow the insert to be removed easily. New signs do not have this feature. 4) Signs have been mounted tightly against the door frame, eliminating the access to the insert. 5) Postings of all types get posted at the room number sign. These signs must be removed by D. Perez before she can post Class information. A suggestion was made to explore installation of a self-healing strip of material approx. 12" wide for miscellaneous postings. (See Posting Policy below.) 6) Main entrance doors are not easily identifiable to find the class schedules. B. Visas will discuss concerns with the sign manufacturer.</p>	B. Visas	In Progress
5.7.5	<p>Campus Posting / Wayfinding</p> <p>The written policy is currently being rewritten per D. Small.</p> <p>6/18/08 J. Carr will forward a copy of the posting policy to B. Visas.</p> <p>1) B. Visas will follow up with D. Jones-Dulin for specifications of the De Anza LED signs. An LED is scheduled for installation at the Lohman Theatre before</p>	Information	Future Mtg

	<p>fall (?). The Committee felt that additional LED boards through the Campus would be helpful. 2) A suggestion was made to look at 3D directories or perhaps interactive directories. 3) A suggestion was made to consider having colored lines (like a hospital) to aid wayfinding. 4) K. Webb has compiled a signage package for the Bookstore. It is currently under review prior to submitting to Procurement. We hope to have the signs in place by Fall. 5) A second signage package will be developed for Lower Campus buildings, including additional No Smoking Signs. 6) A third signage package is under development for Campus wayfinding, building number replacement, room number signs that are incorrect or missing, modification of monuments (arrows/listings) throughout the Campus. A suggestion was made to consider color coding the building numbers for clarity. A project under Measure C will address additional signage needs and ADA access.</p>		
5.7.7	<p>Landscaping - Parking Lot 2-3 6/18/08 Our neighbors have requested that we install wheel stops/barriers and or landscaping to minimize racing in this adjoined lot. A. Heinrich is the Measure C Bond Manager and is reviewing this for future recommendations.</p>	A. Heinrich	In Progress
5.7.8	<p>Landscaping - Metropolitan Areas (outside of Division Offices). 6/18/08. This may be addressed through the Sustainability Group. Further information to follow.</p>	B. Visas	In Progress
5.7.9	<p>Landscaping - Trash/recycle containers, locations/type. This is being addressed through the Sustainability Group. The Campus will be moving to a single stream recycling effort. (Clean) Paper will continue to be recycled through the blue containers. Trash will go into one receptacle, recyclables (bottles, cans, anything plastic with a triangle) will go into the other receptacle in conjunction with the Los Altos Garbage Company. Further information to</p>	B. Visas	In Progress

	follow.		
5.7.10	<p>Volunteer Projects to be undertaken by local community groups. 6/18/08</p> <p>1) Sanding and painting Campus benches. More information will be needed to make sure this is not problematic with Risk Management or EH&S.</p> <p>2) Weeding Parking Lot 5</p>	Committee	TBD
6.18.1	Measure C Landscaping efforts should be brought before the Buildings & Grounds Committee as well as new buildings for review, and recommendation to President's Cabinet.	A. Heinrich	As needed
6.18.2	As a function of this Committee, it is encouraged and expected that Committee members will share this information with other Committees they serve on.	Committee	Closed
6.18.3	Meetings will be held monthly. Next meeting will be Wednesday, July 16, 2008. 2:00 p.m. Location: Bio-Health Conference Room, Room 5212.	B. Visas	Closed