



Buildings & Grounds Committee
 Meeting Notes #4
 July 16, 2008
 Bio-Health Conf Room
 2:00 – 3:00 p.m.

Attendees:	Email	Phone
Janice Carr	carrjanice@fhda.edu	650-949-7613
Don Dorsey*	dorseydonald@fhda.edu	650-949-
Art Heinrich	heinrichart@fhda.edu	650-949-6295
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Lynn Mc Comas*		650-949-6152
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Frank Nunez	nunezfrancisco@fhda.edu	650-949-5347
Denise Perez	perezdenise@fhda.edu	650-949-7256
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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		
Guests		
Daphne Small*		
CC: President's Council		

Item #	Description	Responsible	Complete
5.7.3	Mission Statement: 7/16/08 A revised mission statement was sent out. J. Carr responded and her draft was provided for the committee review. A suggestion was made to add a paragraph about the membership participation and term limits. After some discussion, the term limit suggestions were abandoned.	A. Stenger – Membership Paragraph	In Progress
5.7.4	7/16/08 Signage – Implementation has been sequenced into 4 phases. Phase 1 Campus Center due by start of Fall Quarter. Phase 2 Lower Campus due around Oct, Phase 3	B. Visas	In Progress

	<p>Campus Building numbers due around Nov, Phase 4 Way finding due around Dec.</p> <p>Minor revisions are being made to the classroom signage for better posting and access. Inserts will accommodate 2 half sheets, half-moon included for finger pulls, too tight signage can be “opened up” by loosening screws.</p>		
5.7.5	<p>Campus Posting & Event Advertising - A copy of the posting policy was provided from the Student Handbook by J. Carr. D. Dorsey and B. Visas will walk the campus and locate potential locations for additional bulletin boards and banners Monday, 7/21/08. A map will be brought back to the Committee for review. D. Dorsey mentioned the Campus employs two Work Study Students to monitor the bulletin boards. The Committee felt it was important to set a policy and communicate with staff and faculty about where items can be posted. Office windows are still part of the campus and are not really “personal space”. We want to promote paper reduction, but if you must post here are the guidelines (to be defined). More and more information will be shared through electronic media – Flat Screens will be installed at various locations of the campus; A&R, every level of the Lower Campus, Campus Center, Media Center and KCI.</p> <p>7/16/08 1) D. Jones-Dulin has provided the vendor who was used at De Anza for LED signs. The sign in the courtyard between A& R and the Lohman Theatre is being handled by Karen Webb and the NIC Committee, managed by Gilbane Building Co. 2) A. Stenger shared Interactive Kiosk information for directories.</p> <p>7/16/08 3) Reusable sandwich boards were discussed as a cost effective, easily identifiable interim way of guiding visitors. The Committee would want the User Group to work with the Design Center for professional sign development. The only</p>	<p>B. Visas – Posting Policy Draft by next meeting</p> <p>A. Stenger – Locate actual users for site visit, investigate cost and implementation requirements</p>	In Progress

	<p>drawback is the continual use of paper. A recommendation was made to use magnetic signs that could be reused. D. Dorsey agreed that he could house a set of the boards and they could be checked out through the Design Center.</p> <p>4) D. Small provided a copy of the A.S.F.C. Publicity Code. This will be taken into consideration during the draft of the new posting policy.</p> <p>A project under Measure C will address additional signage needs and ADA access. Part of this work will be to address the planters with ivy adjacent to buildings.</p> <p>1) To comply with the ADA requirements, the drop from the sidewalk can be no more than 4” deep. There has been discussion about filling the planters in with rock. The Committee would like more discussion about this during the planning session. B. Visas to notify Gilbane. 7/21/08 Email to C. Michaelis.</p> <p>2) Plant Maintenance is also looking for ways to use less water. Currently the grassy knolls do not have proper top soil and the irrigation water rolls off. Plant would like to implement native plant areas to reduce water. Again, the Committee would like to have additional discussion around this topic. B. Visas to put on future agenda.</p>		
5.7.7	<p>Landscaping - Parking Lot 2-3 7/16/08 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). 7/16/08. A suggestion was made to invite the Deans to a B&G Committee Meeting to discuss a process and a desired result. Future Meeting</p>	B. Visas	On Hold
5.7.9	<p>Landscaping - Trash/recycle containers, locations/type. This is being addressed through the Sustainability Group. The</p>	B. Visas	Closed 7/16/08

	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.		
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/Entire Campus</p> <p>7/16/08 The Committee felt this may be problematic. We could have a clean-up day in the future to address trash, weeds etc.</p>	Committee	Future Meeting
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
7.16.1	Smoking Issues on Campus – There are two student officers paid for by Health Fee funds, who are responsible for walking around campus and advising students we are a non-smoking campus. Repeat offenders are cited for violating the Student Code of Conduct. The Committee asked that there is monitoring during evening classes 5:30 – 6:00 around Building 6000.	D. Dorsey	In Progress
7.16.2	A meeting was hosted by K. Hueg & D. Dorsey with A. Stenger and B. Visas on 7/15/08 to discuss various buildings and grounds issues. Meeting minutes distributed at 7/16/08 B&G meeting. A suggestion was made to consider a name change instead of Buildings & Grounds. This will be added to our next agenda for discussion.	B. Visas	In Progress
7.16.3	Next Meeting – Tuesday, August 19, 2008, 4:00-5:00 p.m. Bio-Health Conference Room Rm5212.	Information	