



**Facilities Development Council  
Minutes [APPROVED]  
March 14, 2019 3:00 PM  
Building E Room E112**

**MEMBERS**

Name	Representing	Present	Absent
Joseph Reyes, Chair (designee -FP&CM)	Administration	X	
David Phillips (VP - ITR)	Administration	x	
Michelle Peters (Dir. - DSPS)	Classified Mgmt., Supervisors, Confidentials	X	
Cristina Zavala	Classified Mgmt., Supervisors, Confidentials	X	
Dawn Henry	CSEA	X	
Vacant	CSEA		
Mayra Almodovar Lopez	Faculty		X
Daniel Lopez	Faculty		X
Samantha Saldaña	ASHC	X	
Resa Pilar	ASHC	X	
Hector Mosqueda	L-39	X	
Vacant	L-39		

**Others**

Name	Title or Representing	Present	Absent
Kenneth Laird	Public Safety	X	
Marco Riggillo	Maintenance & Operations	X	
Victor Ferreira	Maintenance & Operations	X	

CALL TO ORDER & INTRODUCTIONS  
Meeting called to order at 3:03 PM

Joseph Reyes

**ACTION ITEMS**

- Approval of February 14, 2019 Meeting Minutes Joseph Reyes  
**MOTION:** C. Zavala      **SECOND:** David Phillip      **Motion Carried Unanimously**
- Approval to recommend consolidation of Administrative Services and Facilities Development Councils  
**MOTION:** Dawn Henry      **SECOND:** Resa Pilar      **Motion Carried Unanimously**

**INFORMATION/DISCUSSION/PRESENTATIONS**

- Information Technology Resources Update David Phillips

**Hartnell College Vision Statement:** Hartnell College students will be prepared to contribute as leaders to the intellectual, social, cultural, and economic vitality of our communities and the world.

**Hartnell College Mission Statement:** Focusing on the education and workforce development needs of communities in the Salinas Valley, Hartnell College strengthens communities by providing opportunities for students to reach career and/or academic goals (associate degrees, certificates of achievement, transfer to four-year institutions) in an environment committed to student learning, achievement and success.

- a. Newsletter – IT department sends out newsletter; strives to be monthly. Most recent was issued yesterday March 13.
- b. Accreditation – One of the recommendations by the visiting panel was that the IT Master Plan was expired. As VP, Mr. Phillips took full responsibility for that. While the master plan is not necessary to meet the standard, the District states that the IT Master Plan is the driving force behind the plans of the department.
- c. Phones in classrooms are still being installed. Can dial 911 but cannot dial long distance from the classrooms. Cannot dial local calls either. Only the four digit on campus numbers and 911. Can dial 6789 +1 for IT emergencies. The phones have intercom capabilities and they will be able to broadcast emergency announcements. Again, only specified personnel will be able to use the phones to broadcast. They will have a code to log into the system to broadcast an emergency announcement.
- d. Website: Background information is that our Website was noted by the Dept. of Education not to be accessible. We were given chance to correct this. Part of problem is the configuration of the current site (headers and footers of the pages) are not accessible and cannot be made so without work that is not practical. (Drupal). New vendor was having problems and the December 2018 implementation was delayed. We are not able to delay it any longer so the weekend before spring break it will be converted to the new format. This means that the website will be “frozen” March 23<sup>rd</sup>. If there is any posting that is necessary, please bring it to David Phillips attention. James can post those items that must be done in order to meet any required deadline. This gives the week of spring break time for staff to work out the kinks. Training on the new system will be through the PDC. Can sign up for classes or take self-guided training.
- e. AB705 requires that no placement tests be given. It is now necessary to use multiple measures web tool to identify student placement for math and English. Have been using the new program for 3 weeks. Student answers questions and inputs their program or major and the tool identifies the pathway and placement.

In addition, new rule that students must acknowledge that in order to graduate/transfer in the two years, must take 15 units. A new acknowledgement on registration pages is being inserted for registering student to click and acknowledge. This is in conjunction with Guided Pathways.

## 2. Public Safety Update

Kenneth Laird

Welcome Kiosk had its’ soft opening on Monday. It is being manned between our First Alarm offices and Public Safety student workers. There will be times that it is not manned, if an officer is called away for an event, or students’ schedules cannot cover an opening. It is an information source not a “guard shack”. Has been well received and will be put to use for the Salinas Valley Ag event coming up.

Next focus for the department is the annual Cleery Report. This is the document required by the Cleery Act. It requires summaries of incidents and reports in different public safety categories and is due in September.

Marco Riggillo, Director of Facilities and Operations and Mr. Laird are continuing to work on and resolve the radio system.

3. Measure T and Campus Construction Projects

Joseph Reyes

Status is still pretty much the same for the Measure T projects.

Five projects in Series A totaling approximately \$70 million dollars

Four projects have been programmed/designed, and are in project review at the Department of State Architect. Looking for these projects to start late summer.

One project, North Monterey County is behind. This will be a design/build project. Currently the bridging documents to provide the design/build teams for proposal are being drafted.

Meeting for Building B second floor which is called a secondary affect project was held this date. The programming/design for this is about 90-95% complete. The second floor will be new home to EOPS, Tutorial, Computer Lab, MiCasa and ESL lab. The Nursing program upon completion of their new building will vacate this area.

Non – Measure T Project: Starbucks will begin on April 15, 2019. Construction will proceed to the opening in late August 2019. There will be construction noise as work will be Monday through Friday. It will be at the north end of the C building. Walkways will be disrupted at different times during construction.

OTHER ITEMS/BRIEF ANNOUNCEMENTS

1. None

NEXT MEETING(S)

- April 11, 2019
- May 9, 2019

ADJOURNMENT

Joseph Reyes

Meeting adjourned at 3:32 PM.