



COLLEGE COUNCIL
Thursday, July 1st, 2004
2 to 3:30 p.m. – Board Room

Minutes

The meeting was called to order by President Carlson at 2:03 p.m. Mass Comm 5 class attended today's College Council meeting.

- 1) **Construction Program Management:** Michal Robinson, coordinator of the Bond Measure Program Management Team, will provide support to the District and Colleges and manage, facilitate, and assist the Program Management Plan. Mike is the project coordinator of the Facilities Management Group (AKA "DMJM". Michal introduced DMJM staff: Mark Nipper; Jim Daniel, Contracts Manager/Administration; Judith Rodden, Program Manager, Preconstruction Services/Chabot; Bill Versacci, Las Positas Preconstruction Services; Stan Dobbs, District Director of Facilities; Maria Presley-Jackson, Administrative Assistant; Lea Latham, Contract Administration/Start-Up Team. The company was started in 1946 by three architects and engineers in California. Within the organization, there are three businesses: DMJM Design, DMJM Technology, and DMJM Management. The corporate office is located in Los Angeles, a design office in San Francisco, and program offices in Mountain View and San Jose. DMJM specializes in education. Their organizational model is to "Think globally, and act locally." Their scope of services is dictated by the contract approved at the June 22nd Board Meeting. This is a Prop. 39 program to provide for bond measures for public institutions that will fund educational facilities, which includes an annual fiscal and

performance audit, and reviewed by the Citizens' Oversight Committee.

Mark Nepper, the Program Control Manager briefly spoke about program schedules and budget, which are crucial to completion of the program, and an emphasis on time and money and aggressively manage construction program. Jim Daniels, the Contract Manager, is responsible for review with the District on how solicitations are put out, requests for services needed for each project, and reviewing contract formats. Judith Rodden will be located on campus, and will be facilitating and overseeing the master planning process and educational plan. Bill Versacci will be the Project Manager at Las Positas. President Carlson invited the Mass Comm. students to attend future meetings of the Facilities Committee which are held on the second and fourth Tuesdays of each month in Room 1509, from 12 noon to 1:30 p.m.

- 2) **Final Draft of Vision, Mission, & Values Statement:** Dr. Ron Taylor distributed the final version of the new Vision, Mission, and Values Statement. Dr. Carolyn Arnold took the lead on development of the Vision, Mission, and Values Statement. Staff were encouraged to provide feedback to the draft statement, and a work group took the old vision, mission, and values listed in the catalog and tried to see what was enduring from that. College staff provided feedback, and IPBC reviewed it, along with the Classified and Academic Senates, ASCC, and College Council. College Council reviewed the statement and approved it. The Council thanked Carolyn Arnold for her hard work and efforts in getting this document finalized.
- 3) **HAZMAT Business Plan: Identifying Waste Stream Generators:** Mac Wright reported that a primary function is safety with people. He is soliciting interest of their stakeholders for the safety of them on campus. One area is identifying waste stream generators, since every one is a waste stream generator (i.e., cut your finger, clean it with a paper towel, then throw it in the trash - that paper towel now becomes a biohazard; used motor oil from the Auto Lab; used needles from the Health Center). Mac encouraged staff to provide

input for the committee so they can get appropriate protections and protocol in place so it can be taken care of. President Carlson asked staff who work in affected areas to join the Safety Committee so they can collectively learn about these issues and provide appropriate feedback. The Safety Committee meets the second Tuesday of the month. Mac also discussed the recycling program on-campus.

- 4) **Other Business:** Kathy Linzmeyer requested clarification on the four-day work week during July 5th. Dr. Carlson provided a clarification and reported a memo was distributed campus wide. He also indicated that over the last two years, we have stuck to the three, ten-hour day schedule with the fourth day as a holiday. His memo was affirming what has been the process for quite some time in attempting to clarify it. The College is closed Friday; however, if staff are scheduled to work it puts every body into a political problem. On one hand, the College has made a commitment to be closed and it has been affirmed that we will be closed. He stated he will not mandate anything and will leave it to individual supervisors to handle within each department.
- 5) **Meeting Adjournment:** The meeting was adjourned at 3:15 p.m.

Next Meeting: Thursday, July 15th, 2 to 3:30 p.m., Board Room.