

## ACC Meeting: Campus Facilities Operations Committee

---

**Date:** November 20, 2008

**Time:** 2:30 pm

**Chair:** Ben Ferrell

**Location:** SVC, Rm 133

**Co-Chair:**

**Attendees:** Becky Cole, Bel Smith, Ben Ferrell, Christina Chapman, Dean Johnson, Frank Taylor, Judy Van Cleve, Linda Morrison, Gary Rodge, Terry Bazan, Mark Goodrich, Bill Mullane, Betsy Erwin, Linda Haywood, Cheryl Richard

**Adjunct Faculty Present:** None

**Student Government Association Present:** Christine Chapman

---

### Minutes

No minutes submitted.

---

### Committee Reports / Action Items

---

**Report:** Master Plan Update

**Presenter:** Bill Mullane

**Discussion:** Working with RR City regarding the TIA (Traffic Impact Analysis). Design of Round Rock Campus is going well, but the project team is working to resolve budget challenges without causing a delay in the project schedule. A&M is building near ACC property. ACC plans to break ground in February.

---

**Report:** Work Orders

**Presenter:** Dean Johnson

**Discussion:** Dean Johnson reported on the monthly work orders received. To view report: <http://www.austincc.edu/busdept/CampusFacOpsCmte/AttachHome.pdf>

Dean will send work order reports to each Campus Manager. Campus Managers have requested a demonstration of the software for the reports feature. This will be scheduled through Mary Hensley's office.

---

**Report:** Recycling Committee Report

**Presenter:** Christine Chapman

**Discussion:** SGA Representative reported on the recycling marketing campaign. Signs and posters will be created with a positive message. Christine showed the members several signs that will be created and posted on walls and bins. A kick-off activity in January will be planned.

Ben reported further on the recycling committee – new director position is posted. Recycling Committee members have asked for future involvement in the formation of the department and director functions.

---

**Report:** Status on Smoking Policy

**Presenter:** Gary Rodge

**Discussion:** The CFOC has not collected smoking surveys from all associations. Phyllis will request association presidents send forward their smoking surveys. ASC is discussing a smoking policy. EHS Committee has reviewed this topic several times. Becky Cole reported:

**EHS Committee Results:**

1 vote for leaving as is – no smoking within 15 ft of any building entrance (current Administrative Rule and City Ordinance)

12 votes for designated smoking areas with the following

- Provide covered designated smoking areas
- Identify appropriate areas at each campus, location where it will be convenient but out of the normal flow of traffic
- Area must be ADA accessible
- Provide “wellness” classes on smoking cessation
- Administration provide support for compliance, develop a culture where employees/students can feel comfortable in challenging those who are not complying
- Develop an enforcement process – can be done through Procedures and Guidelines

2 votes for going to No Smoking Campuses

- No smoking on all ACC campuses, includes grounds and parking lots
- Committee felt that this would be almost impossible to enforce since we don't enforce current Admin. Rule and a total culture shock.
- Felt it might be possible to go from Designated Smoking Areas to No Smoking at a later time

3 people abstained from voting

We will be moving forward with implementing the Designated Smoking Areas at RVS. Will include the installation of four covered areas at the campus, will be accessible and will have an appropriate slab/ground covering, with some area covered and some area right outside the covered area for "open" area. These will be the only places on campus where smoking is allowed. SAC currently has identified "Designated Smoking Areas". However, I don't think there have been efforts to enforce no smoking in the parking lot or parking garage areas.

CFOC discussed the EHS options and proposed the following motion:

**Motion:** Committee recommends moving toward designated smoking areas and in preparation of having designated areas, having funding in place. Committee also recommends resolving the issue of compliance. Committee also recommends pursuing wellness education on smoking to our campus community.

**Motion Approved.** Motion will be sent forward to ASC by Phyllis Kalz.

Designated areas:

For - 11

Against - 3

Abstain – 1

---

**Report:** Key Update

**Presenter:** Mark Goodrich

**Discussion:** Who has control over keys? Mary Hensley's office has had a lot of discussion on key control. It is in the Master Plan to go to electronic access.

---

**Report:** Tennis Court Update

**Presenter:** Mark Goodrich

**Discussion:** Initial testing was conducted on one section of one of the tennis courts. This sample showed no asbestos containing materials were found. Additional testing was conducted on all RVS tennis courts and the basketball courts. This sampling indicated that asbestos was present in the materials used to construct all of the tennis courts and the basketball court. At this point, all materials are in good repair so no abatement is needed at this time.

---

## Future Topics

Betsy Erwin has requested custodial contracts be placed on the January agenda.

---

## Other

---

**Next Meeting:** January 29, 2009

**Location:** SVC, Rm 133

**Time:** 2:30 pm – 3:30 pm

Campus Facilities Operations Committee Mtg.  
November 20, 2008