

## ACC Meeting: Campus Facilities & Operations Committee

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**Date:** July 24, 2008

**Time:** 2:30 pm

**Chair:** Ben Ferrell

**Location:** SVC, Rm 168

**Co-Chair:**

**Attendees:** Ken Hoffman for Becky Cole, Bel Smith, Ben Ferrell, Betsy Erwin, Bill Mullane, Dean Johnson, Frank Taylor, Gary Rodge, Gilbert Rodriguez, Herb Coleman, Juanita Mendez, Judy Van Cleve, Kathleen Christensen, Linda Haywood, Liz Westfall for Linda Morrison, Marilyn Lee-Taylor, Reed Stoddard.

**Adjunct Faculty Present:** None

**Student Government Association Present:** None

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### Minutes

Minutes for the June 26, 2008 meeting were approved.

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### Committee Reports / Action Items

**Action Item:** Work Orders

**Presenter:** Dean Johnson

**Discussion:** Dean Johnson reported on the monthly work orders received. June – July 2008, 988 requests with 982 completed. Among the sixteen not completed were PIN Windows, (28 work orders) accessibility buttons for bathroom doors. Open work orders: Building A, B, G at RVS – roof problems. This last subject led to a discussion on formalized procedures for district-wide requests. Kathleen Christensen will take this back to the Student Services Council.

On the work order report, could it include preventive maintenance? Yes, they can add preventive maintenance to the report.

Repeat work orders: Buildings & Grounds do not see the major requests in duplicates. Minor requests, because of changes in staff, are duplicated frequently. Jackie Mauldin reviews these work orders.

Email Generated Response – Jackie Mauldin will report on system enhancements after she attends conference. When the work order is requested on line, the system automatically generates a response that the request has been received.

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**Action Item:** Smoke Free Campus/Covered Smoking **Presenter:** Gary Rodge/Marilyn Lee Taylor Area

**Discussion:** EHS Task Force has brought this subject up again and would like the Campus Facilities Operations Committee to make a motion and move this subject on to the next committee. After a short discussion, a motion was proposed to become a smoke free campus. Moved and seconded.

**Motion:** The Campus Facilities Operations Committee recommends that the Austin Community College District become a smoke free Campus. For: 7 Against: 5 Non-Vote: 1

**Motion:** Approved.

Committee will request association surveys information (collected by Becky Cole) and forward to ASC.

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**Action Item:** Master Plan Update

**Presenter:** Bill Mullane

**Discussion:** A brief update on the proposed Round Rock Campus was presented informing the committee that a presentation on the Round Rock Campus will be given to the Board on September 8, 2008. The Campus is scheduled to open August 2010.

Audits: Fire Suppression and Security audits are being readied prior to campus visits.

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## Future Topics

Facilities Request Form and Free Speech. [Marilyn Lee Taylor]  
August meeting has been cancelled.

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## Other

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**Next Meeting:** September 25, 2008

**Location:** SVC, Rm 168

**Time:** 2:30 – 3:30 pm