Draft of Minutes for Ybor City Campus Planning Council Meeting

Friday, December 2, 2011

In attendance: Chuck Holmes, Emery Alford, Suzanne Crosby, Christina Acosta

The meeting started at approximately 8:35

Renovations update:

Pat Weber sent an e-mail regarding campus renovations update:

From Pat Weber 12-1-11 for CPC meeting

We met today on the reroofing of the Admin. building. That will start on the 13th. Not sure when it will be complete until we see how much roof deck damage there is.
We are meeting Friday morning to try and nail down dates for the LRC construction on the 4th floor. The building will be without power for several days since a large panel on the 4th floor must be replaced. The old air handlers will be demolished and replaced so we will not have any air for several weeks.
The install of the new heating boiler in the PST building should be complete by next Friday.
The tile in the Ybor lobby will be replaced starting on the 14th. Some of the old tile is popping up along a joint.

Dr. Alford reports that the library should be open in January. The concern with the A/C being down is how the humidity level will affect the books in the library. Hopefully, the weather will be mild and relatively dry during the period that the A/C is being replaced.

There are some concerns regarding how operations in the Fitness Center may impact the instruction occurring on the second floor directly above it.

Suzanne Crosby noted that the leaks in the VAB building are being addressed.

CIF Items

Reminders were given regarding creating “Wish Lists” for CIF items, should funding sources become available.

Unit Plans:

Dr. Alford explained how the Unit Plans are created and is reviewing the needs for full time faculty and staff is funding becomes available. A copy of the Campus 2009-2011 Unit Plan was reviewed, and the majority of the items seem to have been completed. The 2011 – 2013 Campus Unit plan will be reviewed and discussed at a future date.

Other Business:

Suzanne Crosby inquired as to the status of the settlement funds from the Student Services building. The A/C in the YVAB building is in dire need of replacement / reconfiguration, and it was her understanding
last year that some of those funds would be allocated to replacing the A/C in the VAB building, as currently with the air handlers in the classrooms, the students cannot hear the instructor.

Christina Acosta had three items to discuss:

1) We need to generate some type of calendar of events that indicates when various paperwork items are due. It could be some type of shared calendar / quick reference sheet that would list deadlines for items such as CIF items, etc.

2) What are the exact duties of Angela Waters? What does she do for our campus? Do we give her information and she does the design, or do we go through Ashley Carl?

3) There is a need for an If-then reference sheet for problems urgent issues that arise in the classrooms. Who are the “go-to” people to call to get these issues resolved immediately?

Two recent problems that she experienced:

There was a floor which had been waxed, making it slippery, and was then cleaned with Ammonia, not Denatured Alcohol, which made it sticky. It was discussed that any maintenance needs should have a ticket generated with specific instructions for special items to try to avoid potential problems.

There was a projector with a burned out bulb. A ticket was generated, but it took several days to get the issue corrected. Dr. Alford noted that the best way to contact Chuck Bowen is through e-mail, as he provides support for more than one campus.

Suggestions for resolution:

Regarding maintenance items- if there are special methods needed for cleaning, that information needs to be provided to campus services.

Audio Visual problems should be e-mailed to Chuck Bowen, and a ticket submitted for documentation.

Any technology related items should have a ticket generated in the HCC live system so that the issue gets directed to the correct person.

Next Meeting:

Our next meeting is tentatively scheduled for Friday, February 3, 2012.

The meeting adjourned at approximately 9:35 A.M.