

PORTERVILLE COLLEGE
Facilities Planning Advisory Committee

Thursday, November 29, 2018
2:30 p.m. – 3:30pm

Student Center Conference Room

- MINUTES -

COMMITTEE MEMBERSHIP:

Administration – Bill Henry, Primavera Arvizu, Sam Aunai, Kim Behrens, Carol Brown, Kailani Knutson, Jay Navarrette, James Thompson, Arlitha Williams-Harmon, John Word
Faculty – Tim Brown, Jim Entz, Vickie Dugan, Lupe Guillen; Stewart Hathaway, Ann Marie Wagstaff, Joel Wiens, Maria Roman, Robert Simpkins
Classified – Judy Fallert, Janice Halopoff
Students – ASPC President or designee
PC Foundation – Gary Wallace
Facilities KCCD Reps – Eric Mittlestead, Joseph DeRosa

ATTENDANCE: Bill Henry, Primavera Arvizu, Sam Aunai, Kim Behrens, Carol Brown, Kailani Knutson, Arlitha Williams-Harmon, John Word, Tim Brown, Jim Entz, Ann Marie Wagstaff, Robert Simpkins, Janice Halopoff, Eric Mittlestead, Joseph DeRosa.

GUESTS: Glen Hall, Alex Schultz

I. Safety & Security Team Report

- Arlitha Williams-Harmon, VP Finance & Admin Services reported on the many avenues the college has put into place to assist students and staff in the safety on campus including mental health wellness events (see attached).
- Safety & Security Team report on the last Safety and Security Team meeting September 27, 2018 (agenda attached).

II. Completed Projects

- John Word distributed a list with all the completed, ongoing and future projects to date (See handout II., III, IV Projects).

III. Ongoing Project

- (See handout II., III, IV Projects).

IV. Future Projects

- (See handout II., III, IV Projects).

V. Facilities Master Plan (FMP) Update

- Ms. Williams-Harmon reported the FMP is complete and going to the board for final approval at the December 13th board meeting.
- A copy was provided at this meeting for people to review.

VI. KCCD Facilities Report

- Eric Mittlestead, Vice Chancellor, Construction & Facilities reported on the 5 year construction plan and the Measure J and Measure G projects (see attached)
- Mr. Mittlestead presented a PowerPoint presentation on SRID Expenditures by college (see attached).
- Mr. Mittlestead explained in detail State regulations on new building projects and the approval process to have these buildings.
- Mr. Mittlestead reviewed Porterville College's 5 Year Capital Projects Plans looks like (see handout VI. (a). Mr. Mittlestead went into detail on how the state funds college projects.
- Mr. Mittlestead discussed Measure J Project List for Porterville Collage as of 11-28-18 (see handout VI. (b).
- Mr. Mittlestead reviewed SRID Expenditures and Measure J Expenditures by College via a PowerPoint presentation (see handout VI. (c).
- Mr. Mittlestead provided an online demonstration of a dynamic facilities soft database that monitors space utilization per campus to assist administrators on Enrollment Management and the advantages of a database like this has on better planning of classroom use, office space, etc.

VII. Other

VIII. Adjournment

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- AGENDA -

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ATTENDANCE:

GUESTS: *Glen Hall, Alex Schultz*

- ✓ I. Safety & Security Team Report
- ✓ II. Completed Projects
- ✓ III. Ongoing Project
- ✓ IV. Future Projects
- ✓ V. Facilities Master Plan (FMP) Update
Doc. Board mtg.
- ✓ VI. KCCD Facilities Report
Eric M. Chandorfo
- VII. Other
- VIII. Adjournment

Arlitha reported –
1. - Crisis Mgmt Plan
- Great American Shakedown
- Mental Health/Wellness
- Drill 12/10 in AC Bldg.
- email coming out

11. Projects
- see list
- see map
* - Moving HR to back of Forum
- Discussion ensued on the move.

Capacity Load Ratio

Shred = measure G?

PORTERVILLE COLLEGE
Safety and Security Team

03:00 PM – 04:00 PM • Thursday, September 27, 2018 • SCCR

Co-Chairs: John Word, Jacqueline Verduzco

Team: Arlitha Williams-Harmon, Glen Hall, Tim Brown; Marlis Brownfield, Joseph Cascio (ASPC Pres),
Stephanie Olmedo, Jolene Fernandez

AGENDA

Start: 3:05p

"Every Day Is a Safety Day, Safety Has No Holiday"

I. Information/Announcements Items

a. Crisis Response Plans Update

- i. ✓ 9.17.18, Crisis Management Team Meeting – **The Crisis Management Team has been meeting to develop and form an Incident Command System for the campus. The Incident Command System (ICS) is a nationally developed organizational chart that serves as a campus crisis management of tasks and responsibilities during an emergency. The last meeting held was on 9/17/18.**
- ii. Review of appointed Crisis Management Team Members- **Members of the ICS are being selected based on a staff skills survey that was emailed to all staff asking for an evaluation of skills, knowledge, and past experiences.**
- iii. Review of roles and responsibilities of assignments- **The roles and assignments have recently been assigned (drafted) based on the survey. Area leads and personal have received the drafted roles for the Incident Commander and will have a chance to review and give feedback for possible changes as they see fit. The next Crisis Team meeting is scheduled on Oct. 15th. Once roles have officially been assigned meetings and trainings will be held to go over each individual's roles and assignments on the Incident Commander.**

- ✓ b. Campus Safety Training Matrix- **Series of safety trainings that Arlitha has put together. Some trainings have already been held. The trainings give information on steps to take in the event of a crisis, initial actions to take, etc.**

- c. OSHA Training – SM Lab and M&O – **John Word (M&O) and Jacqueline Verduzco (SM) to participate in the online OSHA training.**

- ✓ d. Fall Safety Campaigns

- i. Great California Shakeout Drill 10.18.18 at 10:18am
 - i. Drop, Cover, Hold-on- **Utilizes the PC Alert System and the speaker notification on the Shore tell phone system.**
- ii. Campus Safety Month
- iii. Domestic Violence Month
- iv. Campus Safety Sexual Violence
- v. Mental Health- Mental Wellness 18/19 Academic Year Plan Review

II. Project Update/Review -

- a. HVAC replacement, M/O, TI, CT, Art Gallery – Complete

- b. SM Elevator and Restroom Modernization – Restrooms Complete, Elevator pending certification. Elevator failed inspection on 9/26/2018. Contractors are on site to fix problem areas. Still pending Fall Semester.
- c. Parking Lot A&B construction – Complete- A problem area in the parking lot entrance closest to Main Street (parking lot A) has been brought to John’s attention. Drivers are cutting the corner and going over a curb. John is having an engineer review the area to fix it.
- d. Facility Master Plan- To KCCD Board for Review, Oct 11, 2018
- e. Drought Tolerant Landscape- in process- Part of the parking lot construction. Drought Tolerant landscape including artificial turf and plants is being installed along College Ave. and on Main St. to the bus stop area.
- f. AC and SC door replacements – in process – AC doors have been replaced. On Friday 9/28 the Student Center sliding doors by B&N are scheduled to be replaced.
- g. Gym Floor Replacement – in planning Meeting was held on 9/26 about the GYM Floor replacement. This will involve a complete redo of the main GYM floor, and resurfacing of the front entrance and replacing of asbestos tiles in the coaches hallway (coaches row).

III. Other

- a. Red bags – 5 bags are being re-filled. Another training TBD Another training will be held for individuals who will receive the remaining 5 bags and act as a refresher course for those that already have a red bag. Joe Cascio mentioned that some departments are unaware that the red bags exist. A suggestion was mentioned that people should be made aware who has a red bag, where it is stored and possibly having an alternate to access a bag if the holder is not on campus.
- b. Title IX webinar – Arlitha viewed a Title IX webinar which gave more insight to investigating and reporting on Title IX. Arlitha has a video in her office on Title IX if anyone is interested. In conjunction with Title IX, under the Clery Act the Annual Campus Security and Fire Safety Report for 2017 is set to be published on October 1st 2018. A link is provided on the Safety team website to view more information on Porterville campus security and to view a PDF of the annual report. <https://www.portervillecollege.edu/security/safety-security>.
- c. Armed Intruder Exercise- TBD This is an exercise that will need some planning. All staff will need to participate. Flex Day has been mentioned as a possible day.

IV. Discussion

A question was asked if the HVAC could be shut down if needed during an emergency, for example, smoke from a fire, a toxic air borne chemical is released. Who could access the system? Call M&O- Most buildings are set up on a central system and can be controlled on a computer system in the maintenance shop. All other buildings would require someone from M&O to come out to the building to turn off the air system.

V. Future Agenda Items

N/A

VI. Adjournment

4pm

Porterville College to Host Mental Health Conference May 2

Conference will feature six breakout sessions led by local health professionals

FOR IMMEDIATE RELEASE

PORTERVILLE, Calif. – (April 19, 2018) – Porterville College and the Tulare County Health & Human Services Agency, in partnership with Porterville Unified School District, Burton School District and the Tulare County Office of Education, will host an “Overcoming Obstacles: Signs, Symptoms and Strategies” mental health conference May 2 at PC.

The conference is free and open to the public and will take place from 1-5 p.m. in the college theater. Doors open at 12:30 p.m. The event is geared toward kindergartners through college sophomores, postsecondary educators and support providers.

The event will feature a variety of breakout sessions, including:

- “Psychotropic Medication and Alternatives,” presented by Diane Kecskes, who is the psychiatric medical director at Promesa Behavioral Health in Fresno.
- “Substance Abuse Prevention and Intervention,” presented by Michelle Reynoso, who is a California certified prevention specialist for the Tulare County Alcohol and Other Drug treatment programs.
- “Individualized Educational Plan Criteria and Process, Student Study Teams, 504 Plans,” presented by Heather Rodriguez, who is the special education coordinator for Burton School District.
- “Trauma-Informed Practices for Schools,” presented by Ray Buchanan, who is the clinical supervisor for the Tulare County Office of Education’s Behavioral Health Services.
- “College Transition and Porterville College Programs, Resources, Supports,” presented by Errin Sullivan Arcos, who is a certified rehabilitation counselor and learning disability specialist for the Disability Resource Center at Porterville College.
- “Suicide Prevention and Intervention,” presented by Noah Whitaker and Lisa Williams Hall. Whitaker coordinates the Tulare & Kings Counties Suicide Prevention Task Force and Hall is Porterville College’s safety and security program manager.

Citrus High School principal Scott Braden, who in 2010 authored an inspirational book for educators titled “Win Their Hearts...Win Their Minds,” will be the event’s keynote speaker.

May is Mental Health Awareness Month. According to the National Alliance on Mental Illness, 43.8 million adults experience some kind of mental illness in a given year. Also according to NAMI, suicide is the third-leading cause of death among people ages 10 to 24.

“Mental health is an important part of everyone’s overall health. Its importance cannot be underestimated,” said Diane Thompson, PC’s director of Student Services. “As a team, we are committed to increasing public safety through cross-system collaborations and doing everything we can to prevent suicide, destigmatize mental health disorders and promote help-seeking behavior for all of our students.”

Preregistration is required for this conference. Those who are interested in attending can register via the PC website. For registration assistance, contact Stephanie Olmedo-Hinde at solmedo@portervillecollege.edu or 791-2425.

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Any questions about this event can be directed to Alex Schultz, who can be reached at (559) 791-2209 or alex.schultz@portervillecollege.edu.

Carol Brown

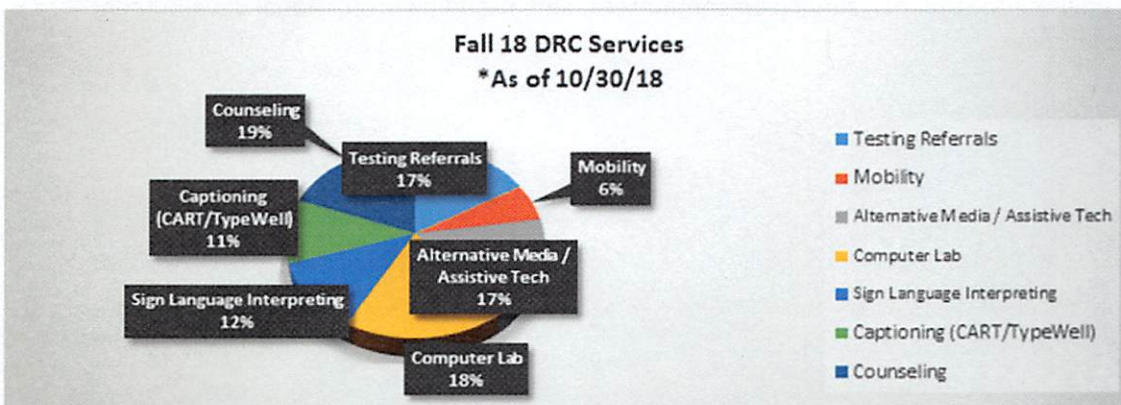
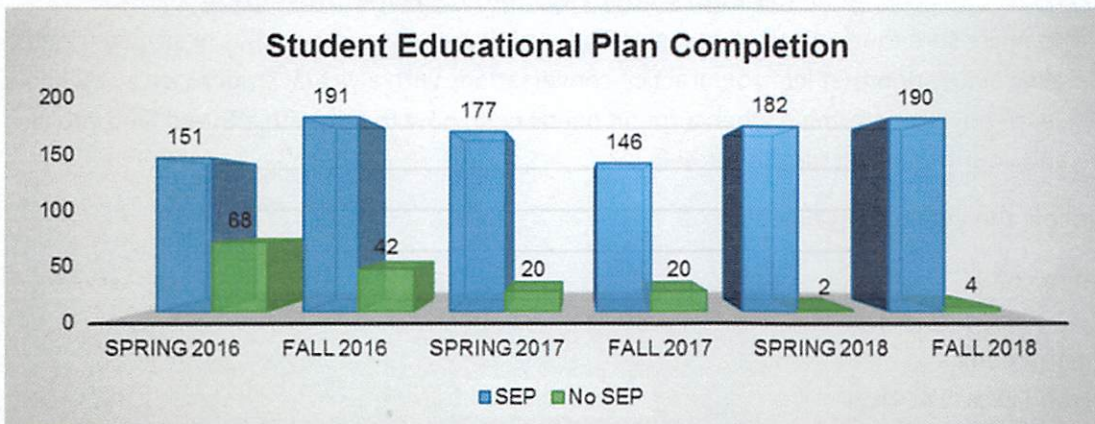
From: owner-pc_admincouncil@listserv.portervillecollege.edu on behalf of Diane Thompson <dithomps@portervillecollege.edu>
Sent: Tuesday, November 06, 2018 9:59 AM
To: pc_faculty; pc_adjunct; pc_classified; pc_admincouncil; pc_extendedadmincouncil
Subject: Fall 2018 Programs Update: DRC, EOPS, CARE, Foster Youth, NextUp, CalWORKs, and Mental Wellness

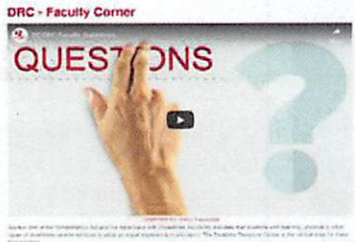
Good Morning PC Family!

Here's a brief update of the DRC, EOPS, CARE, Foster Youth/NextUp, CalWORKs, and Mental Wellness efforts.

DRC

The completion of Comprehensive Student Education Plans (CSEP) increased this semester due to case management efforts. Our program has grown from from 14 graduates last semester to an estimated **34 graduates this academic year**. Below you will also find a summary of services provided.





DRC Handbooks: [The Faculty Website](#) was updated and a video was created to describe the collaborative role the DRC can have with faculty. The Faculty Handbook was updated August 2018 and distributed at:

- Flex Day for Full time Faculty (Posted on the website)
- New Hire Orientation
- Adjunct Faculty Orientation

Mental Wellness

Mental Health Screening: <https://www.portervillecollege.edu/student-wellness/mental-health-screenings>

It is a quick way to determine if you or someone you care about may need to reach out to a doctor or mental health professional for an evaluation. We cannot link these screenings to any one individual, so you remain anonymous. It takes only a few minutes per screening, and at the end, you will receive information and next steps.

Suicide Prevention: <https://www.portervillecollege.edu/student-wellness/suicide-prevention>

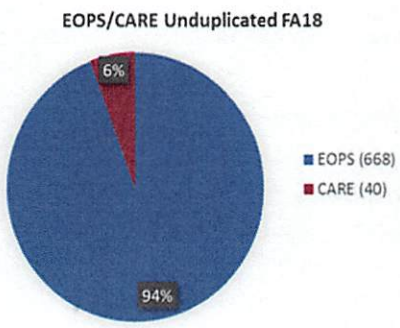
At Porterville College, we want to make sure that we can all recognize signs of distress and know what to say if a friend needs help. Kognito offers an online simulation that lets you practice conversations with a virtual student, so you'll know what to say in real life. You will learn how to determine when a friend needs help, how to talk with a friend who you're worried about, and where you and your friend can turn to for help.

To complete the simulation, follow the instructions below:

- Go to **Kognito** (ccc.kognito.com)
- Create a New Account
- Follow the on-screen instructions
- Choose your simulation and click "LAUNCH"

EOPS/CARE

Our team is busy providing advising to students, serving on committees, and attending professional development opportunities for continued learning.



- November 6th - CARE 2Gen Luncheon

A Thanksgiving lunch will be served to single parents enrolled in the CARE program and their children, children from the Child Development Center and their parents, Self-Defense (RAD) Training and Mental Wellness information will be provided.

- **November 7th – RegFest:** Full-day event to assist EOPS register for spring 2019.
- **November 8th - Building Bridges – Community Resources Collaboration**

CalWORKs

PC has a strong partnership with Tulare County. Supervisors and Social Workers from Tulare-WORKs attend our department meetings, Araceli and I attend monthly county meetings, county employees serve on our advisory committee, and they attend our Annual Student Recognition Ceremony. Currently, we serve 127 students who are on cash-aid looking to earn a degree to become self-sufficient. Our team does a great job preparing students for the workforce.

Foster Youth/NextUP

PC received a new state allocation to serve foster youth students who meet eligibility requirements. Our team is busy identifying students via email, phone, text, and social media. There are multiple program benefits available to students such as meal cards, free text books, bus passes, parking permits, personal care kits, unmet need grants, and unlimited one-on-one access to a designated counselor. If a student self-identifies as a foster youth or former foster youth, please refer them to Financial Aid or EOPS right away.

If you have any questions, please stop by my office or email me directly.

Have a wonderful day!

Diane

Diane Thompson

Director, Student Services



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Completed Projects

PC Door Hardware Replacement- AC and SM doors

HVAC Replacements SMSR 2017-18 – Strategic Mechanical CDC wall units, Academic Center HVAC

Parking Lots A and B Rehabilitation, punch list items.

Prop 39 Year 5 Interior/Exterior Lighting, SCE Close-out, Gym interior, TI exterior, Soils lab interior, Art Gallery exterior.

Replace/Repair HVAC, Various Buildings, American Mechanical- CT, TI, Art Gallery, M/O

Tennis Court Resurfacing, Phase I and II

Flooring Replacement, Various Buildings, Cafeteria, SCCR, Pirates Cove, Coaches Row offices, Theater, M/O, Science Math Classrooms.

Replace FF&E, Various Locations, Classroom furniture (Health Careers, Fine Arts, CT 1301, Academic Center, Theater seating)

Ongoing Projects

PC Campus Security Upgrades- Cameras Phase II/

PC Drought Resistant Landscape- Synthetic turf and plants

Facilities Master Plan Update- To Board December 13th

Gym Floor Replacement- Design, Project schedule, April 27th – August 2, 2019

Math/Science Elevator Repairs, Code Compliance tasks in process, then State Inspection

LRC Learning Center – Reconfiguration. Work Scheduled for December 12.

Relocate Security Office and HR- Preparing new office spaces for moves.

Future Projects

Infrastructure- Underground Utilities. Civil Engineer preparing quote to design project

Public Address System Project- Exterior campus speakers. Demo scheduled for BC.

Restroom Renovation and Hazardous Material Removal. Architect survey for design. AC, Gym Foyer.

Table 1 Capital Projects

| Project Title | Budget | Occupancy Date |
|--|--------------|----------------|
| PC Parking Lot A & B Upgrades | \$1,500,000 | 2018/2019 |
| PC Land Acquisition | \$935,246 | 2018/2019 |
| PC Building Isolation Water System | \$3,000,000 | 2019/2020 |
| PC Utility Corridor Around Campus | \$2,800,000 | 2020/2021 |
| * PC Allied Health Facility | \$17,941,000 | 2022/2023 |
| * PC Career Technology Building | \$17,659,000 | 2024/2025 |
| PC Physical Education and Athletic Area Upgrades | \$12,422,000 | 2028/2029 |

* Meas. J Funds
 Allied - Very rigid process to get funded.
 Health - FPP

Career Tech
 - 2021-22 hopefully to get when Allied Bldg is.

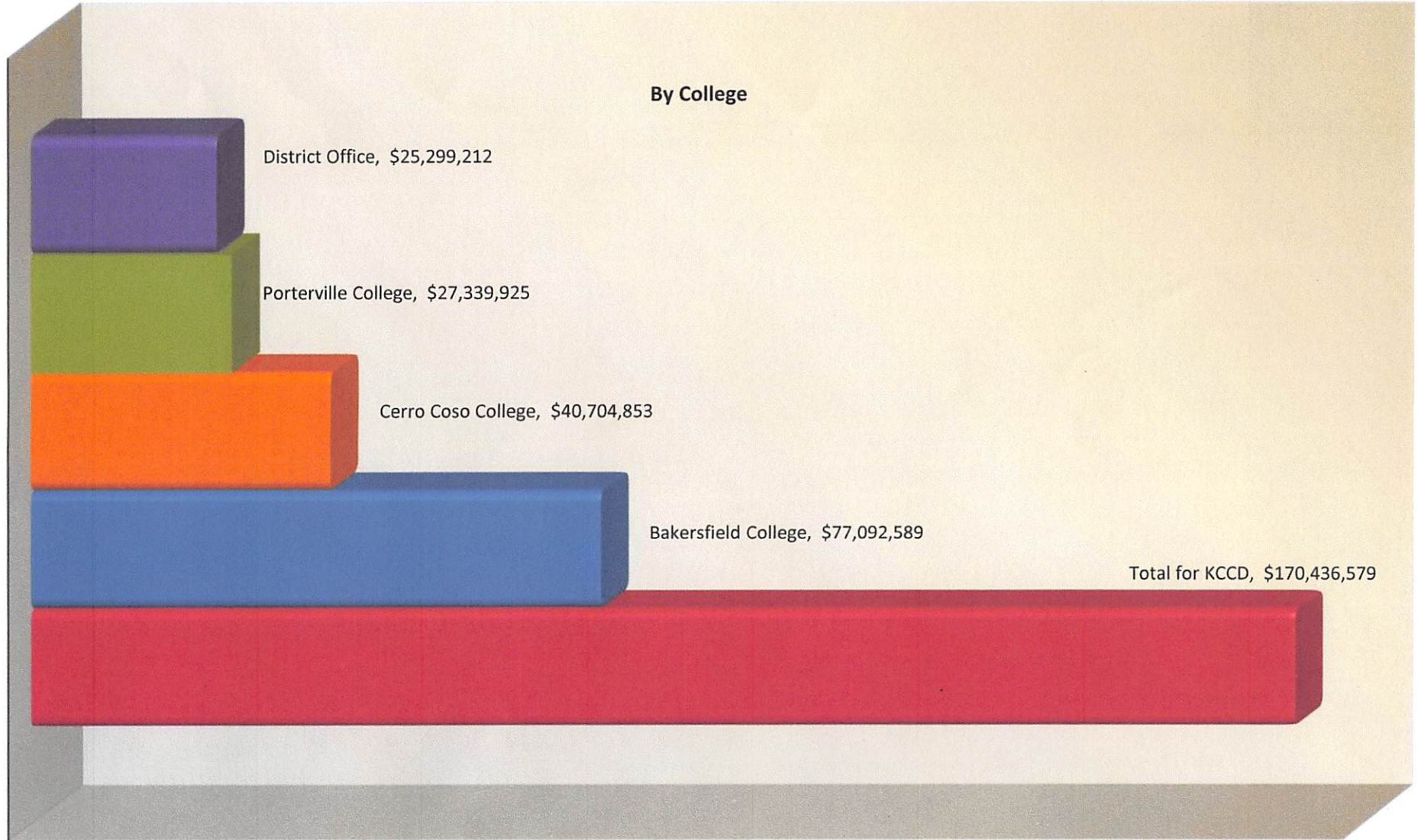
District Plan

Measure J Project List for Porterville College (11-28-18)

| Project | Amount | Completion Date |
|--|---------------|-----------------|
| Update Facilities Master Plan | \$ 218,000 | 2018-19 |
| Land Acquisition | \$ 935,246 | 2018-19 |
| Allied Health FPP Local Match (Measure G pays \$2,469,561) | \$ 8,141,327 | 2021-22 |
| Ball Fields Restroom Building Modernization | \$ 794,000 | 2026-27 |
| Ball Fields Irrigation Modernization | \$ 80,000 | 2026-27 |
| Ball Fields Fencing and Gates | \$ 35,000 | 2026-27 |
| Ball Fields Storage/Concession Stand | \$ 320,000 | 2026-27 |
| Ball Fields Bleachers | \$ 175,000 | 2026-27 |
| New Baseball Field | \$ 1,500,000 | 2026-27 |
| New Softball Field | \$ 1,500,000 | 2026-27 |
| Gym Floor Replacement | \$ 720,000 | 2019-20 |
| Restroom Renovation and Hazardous Material Removal | \$ 1,375,000 | 2021-22 |
| Kitchen Plumbing | \$ 400,000 | 2018-19 |
| Infrastructure | \$ 6,450,000 | 2020-21 |
| Career Technology FPP Local Match | \$ 8,000,000 | 2027-28 |
| Human Performance and Kinesiology Center | \$ 7,217,000 | 2028-29 |
| Classroom Modernization (FFE & Flooring) | \$ 2,000,000 | 2027-28 |
| HVAC Upgrades | \$ 2,027,168 | 2024-25 |
| Drought Resistant Landscape | \$ 160,899 | 2018-19 |
| PC Program Contingency | \$ 1,839,101 | |
| PC Campus Project Total | \$ 43,887,741 | |



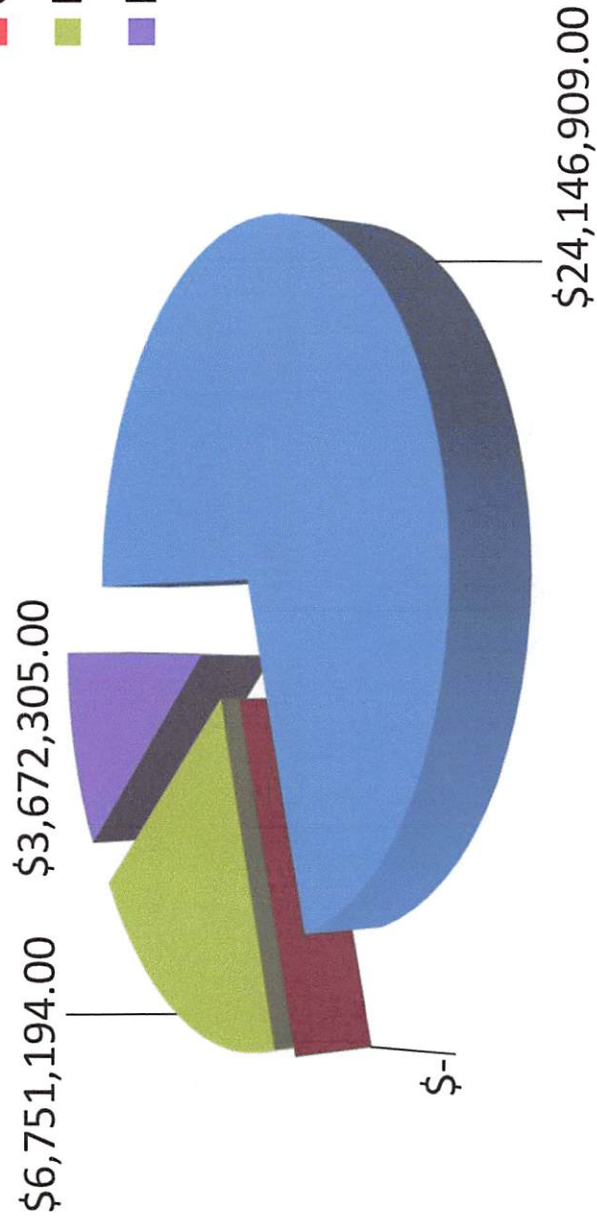
SRID Expenditures By College



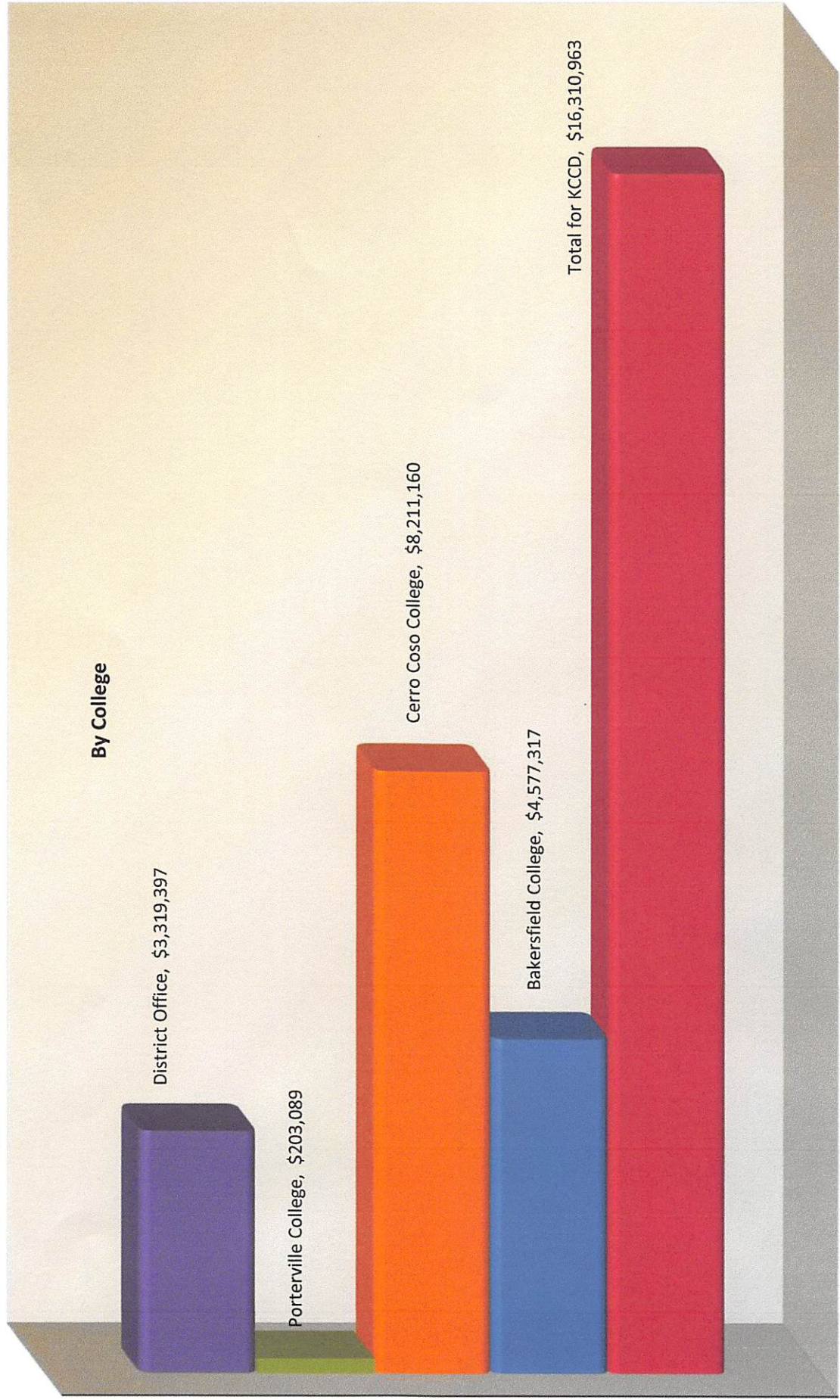


Unspent SRID Funds By College

- Bakersfield College
- Cerro Coso College
- District Office
- Porterville College



Measure J Expenditures By College



Unspent Measure J Funds By College

Funds Remaining to Spend by Campus

