# DPAC Facilities Planning Subcommittee Meeting Agenda

**October 27th, 2022 at 2:05pm**

**This meeting was conducted via Zoom** <https://cccconfer.zoom.us/j/91090144352?pwd=cVRTUmRhNW1sRVkzY1Vmbkh6ajJLQT09>

**Members Present:**

Dagmar Gorman, CSEA Representative,

Judith Marasco, Faculty Representative

Catherine Matheson, Faculty Representative

Judith Mosher, CSEA Representative

Cindy Ordaz, CSEA Representative

Daniel Phillips, Admin Representative, Co-Chair

Alicia Villalpando, Faculty Representative

Charlie Yen, Administration Representative

Francis Yang – AS Dir of Activities, Student Representative

Marco Zetina; CSEA Representative

## Call to Order: 2:09 p.m.

## Approval of Minutes

Approval of October 13th, 2022 minutes, approved unanimously.

## Public Comments - None

## Construction / Maintenance Update, as needed

### Cindy Ordaz presented a quick overview of the new Facilities, Maintenance & Operations work Request System: TDX.

* The new ticketing system can be accessed by faculty and staff using their SMC credentials on the TDX portal located on the facilities website at: [www.smc.edu/facilities](http://www.smc.edu/facilities).
* Overview of services provided in Operations (Custodial, Event Support and Grounds), Maintenance and Construction.
* Scheduled requests can be made through work request, all emergency or urgent should be called in at (310) 434-4378.

### Terry Kamibayashi discussed ongoing major scheduled maintenance projects. Will provide more information on progress in future meetings.

## Safety Issues Update, as needed

1. Daniel Phillips provided updates to the following:

##### COVID guidelines issued by state, county and Cal OSHA.

##### Recent safety inspection by Keenan and SWACC. Reported that some hazards were found and violations will be corrected. Upcoming inspection on chemicals will take place in November, inspection is done every year.

##### Mask mandate matrix was presented to all constituency groups to gather feedback. Matrix will help guide decisions beginning January 2023.

## Future Agenda items – will send out request to groups.

## Announcements - none

## Adjournment – 3:00 pm

Next meeting: November 10, 2022.   
Scheduled meetings: Dec 8, Dec 22, Feb 23, Mar 9, Mar 23, April 27, May 11, May 25, June 8.

**For all documents, visit** <https://www.smc.edu/administration/governance/district-planning-policies/facilities-planning-subcommittee.php>