Sergio Lopez stated that while moving the machine will help keep the traffic moving, improvements need to be made to the drop off area. The Foundation has given $6,000 for benches, lights, etc, although $12,000-$15,000 was requested. Ideally, a sidewalk from the drop off zone to the 900 building should be installed.

Gym Floor Covers
Rick Webster reported that he has received proposals for gym floor covers as a result of previous committee discussions regarding damage to the gym floor. Covers would cost approximately $10,000 and could last up to 10 years. Mr. Webster will present the information to the Athletics Department.

Parking Spaces
The committee discussed the shortage of parking spaces for both students and staff. Sergio Lopez stated that eight reserved spaces were added to make up for those lost with the creation of the drop off zone. There has been no increase student parking, yet the student population is growing. Additionally, the 4 day work week is further impacting the parking lots Monday through Thursday, with plenty of parking available on Friday. Instructor Diedre Rowley addressed the committee regarding her problems finding a parking space. Eric Lehtonen restated his proposal to make staff parking available to students after a certain hour in the evening. **M/S (did not carry) Fletes/Lehtonen to make all reserved parking available to students after 5:00 p.m.**

M/S/C Horsman/Fletes to make 20 reserved spaces in each lot (north and south) available to students after 5:00 p.m., for the Spring 2004 semester.

Mr. Hudson proposed forming sub-committee of staff and students to make a recommendation to the committee on parking. A sub-committee of Marie Hisel, Phyllis Gilliam, Judy Santistevan, Georgina Madrid, Betsy Riehle, Eric Lehtonen and three students was formed. Mr. Hudson will convene the first meeting of the sub-committee.

Long Range Facility Planning Committee

Mr. Hudson reported that the visioning process has identified the need for a long range facility plan. He proposed three sub-committees be formed to produce a long range enrollment forecast, a curriculum/facilities modernization survey, and a survey of maintenance needs. The main job for the committee will be a facilities modernization survey, with committee members being assigned a specific building or buildings. Mr. Hudson suggested that committee members work with department heads and staff to determine the needs of each area. Information on each building, the enrollment forecast (to be coordinated by Dr. Jaime), and the maintenance survey (to be conducted by Rick Webster and Jimmie Sander, Jr.) will be compiled into a final report by March 2 and presented to the board on March 12.. Weekly meetings, lasting about 30 minutes, will be held for committee members to report on progress, and to ask questions.

Dr. Pai reported on the visioning process, and the need for a long range facility plan. He stated that the efforts of the committee will be essential in determining priorities, and in assisting the board in making a decision regarding the best option for meeting the needs identified.

Meeting adjourned at 2:50 p.m.