



Facilities Advisory Committee  
Meeting Minutes – October 27, 2021, 12:00 p.m.  
Via Zoom

## I. Welcome & Introductions

Farrah called the meeting to order at 12:05 pm Self-introductions were made. It was confirmed that we had a quorum in attendance. The video “New Buildings Coming to Crafton and SBVC 2024” was shared (<https://www.youtube.com/watch?v=X74G5r-shp4>).

## II. Organization

A. Change of Quorum per the October 5, 2021, Chancellor’s Council Meeting, was shared by Erika Menge

- 50%+1 of appointed voting members (not 50% of appointed members plus vacancies), and;
- Two members from each site (CHC, SBVC, and DSO members, and;
- Three out of the four Constituent Groups represented (students, classified, faculty, management)
- Subcommittee quorum structure (if needed, not mandatory) will be unique and established by the overriding advisory committee

B. Outstanding FAC Appointments

- TESS Representative
- Faculty Representative, SBVC
- CTA Representative
- Classified Representative, CHC
- Classified Representative, DSO
- Associated Student Government President or Designee, SBVC
- EDCT Representative
- Black Faculty & Staff Representative
- Latino Faculty & Staff Representative

## III. Current Topics

A. Review of the Committee Charge

Farrah shared that she and the co-chair, Michael Nguyen, had reviewed the current charge and are suggesting changes to ensure the success of the committee and reduce redundancies. Farrah shared that we wanted the review to be a discussion and encouraged the committee to share their thoughts and opinions.

*Current Charge 1: Gathering and disseminating information about issues related to the planning, design and construction of districtwide facilities.*

*Proposed Change to Charge 1: Sharing information related to the planning, design, and construction of the districtwide facilities.*

Farrah stated that it would not be the role of the committee to gather or disseminate information. The Chair or Co-chair will be responsible for disseminating information back to the campuses as appropriate. There were no comments.

*Current Charge 2: Reviewing the College's Educational Master Plans and Facilities Plans goals and making recommendations for modifications and actions.*

*Proposed Change to Charge 2: It was recommended to eliminate this from the charge.*

Farrah shared that this is not the scope of the Facilities Advisory Committee and made the recommendation to remove this from the charge. There were no comments.

*Current Charge 3: Providing quarterly updates on the progress of the bond projects.*

*Proposed Change to Charge 3: Providing updates on the progress of the bond projects.*

Farrah shared that we want to be able to provide updates when they become available, which could be more or less frequently than quarterly. There were no comments.

*Current Charge 4: Ensuring District Design Standards are implemented for all new construction and major renovations.*

*Proposed Change to Charge 4: It was recommended to eliminate this from the charge.*

Farrah shared that this is not the scope of the committee; the work will be completed by architects and consultants. Facilities and Campuses will oversee this and ensure that is completed. Farrah asked for thoughts and comments; there were none.

*Current Charge 5: Reviewing, making recommendations for and implementing District Safety & Security Plans.*

*Proposed Change to Charge 5: Reviewing and making recommendations to the District Safety & Security Plans.*

Co-Chair Michael Nguyen shared that safety and security are a significant role of the Facilities Advisory Committee. Michael shared we want the committee's feedback on these plans; however, it is not the job of this committee to implement plans. The implementation of safety plans is a shared responsibility between Environmental Health and the campus site Safety Officers, the Vice Presidents of Administrative Services. We want the committee to help us review the safety plans.

Ryan Smith is heading up the Security Master Plan as a part of Measure CC. He shared an update that he has been meeting with the campuses, police, and IT to ensure that everyone is in alignment. Currently, a consultant is being procured to create a Security Master Plan.

After further discussion, it was decided to make these two separate charges, separating the safety and security plans, as they are two different stand-alone plans.

*Current Charge 6: Advancing actions that promote safe, adequate, and well-maintained facilities.*

Michael shared that there are no proposed changes to the charge. This committee is charged with promoting health and safety, and this is an open item to address health and safety-related issues as they arise. There were no comments.

*Current Charge 7: Reviewing data pertaining to employee injuries and incidents and making recommendations to prevent future occurrences.*

*Proposed Change to Charge 7: It is recommended to eliminate this from the charge.*

Michael shared that when we created the original charge, we were uncertain about the future of the campus Safety Committees. It has been decided that the Campus Safety Committees will continue to meet, and this task falls under their purview. There were no comments.

*Current Charge 8: Evaluating and updating the districtwide Energy and Utility Infrastructure Plans.*

*Proposed Change to Charge 8: It was recommended to eliminate this from the charge.*

Sustainability and Energy Manager Yash Patel shared that this was covered under charge 1 “sharing information related to the planning, design, and construction of districtwide facilities.” He ensured the committee that information would be shared, but that this charge was redundant. There were no comments.

*Current Charge 9: Reviewing, making recommendations for and implementing a Zero Net Energy Plan and Sustainability Plan.*

*Proposed Change to Charge: Reviewing and making recommendations for Zero Net Energy Plan and Sustainability Plan.*

Farrah shared a brief definition of Zero Net Energy, and there were no further comments. It was discussed that committee’s role would be to review and make recommendations to the plan. However, the committee would have the bandwidth to implement the plan.

*Current Charge 10: Ensuring alignment with the California Community Colleges’ Climate Change & Sustainability Plan.*

*Proposed Change to Charge: It is recommended to eliminate this from the charge.*

Farrah shared that she felt it was sufficiently covered under the previous charge. There were no comments.

*Current Charge 11: Providing a quarterly Sustainability Progress Report.*

*Proposed Change to Charge 11: Providing a Sustainability Progress Report.*

Updates will be provided when they become available; it could be more frequent or less frequent depending on the progress made. There were no comments.

Farrah called for a motion to approve the changes to the charge. Dave made a motion to approve all changes as presented with the exception of separating Charge 5, that there would be separate charges for the safety and security plans. Sgt. Kenneth Owens seconded the motion.

AYES: Farzaneh, Nguyen, Jenkins, Nunez, Smith, Patel, Mirza, Yearyean, Owen, Ward, Stevenson, Bahiri

NOES: None

ABSTAIN: None

#### B. Creation of Sub-Committee: Mask Exception Review Committee

Michael shared about the need for a standing group to be established to review mask exemptions submitted from students. Employee exemptions are handled by HR. Michael felt it was essential to have a group in place with a standing monthly meeting that is available as needed to review and reply to student requests for exemptions.

Erika shared that it is under the purview of this committee to determine the needed membership and if a quorum is necessary. Since the meeting was short on time, it was recommended that the discussion of membership and quorum be moved to the next meeting.

Michael asked for a motion to create the sub-committee. Dave made a motion to approve the creation of a Mask Exemption Sub-Committee, clarifying the membership and quorum will be discussed at the next meeting. Yash Patel seconded the motion.

AYES: Farzaneh, Nguyen, Jenkins, Nunez, Smith, Patel, Mirza, Yearyean, Owen, Ward, Stevenson, Bahiri

NOES: None

ABSTAIN: None

#### IV. Next Meeting Date & Adjournment

A Doodle Poll will be sent out to determine the next meeting date and time. Farrah adjourned the meeting at 1:03 pm.



Facilities Advisory Committee  
 Meeting Attendance – October 27, 2021, 12:00 p.m.

**QUORUM:** Definition of Quorum is established by Chancellor’s Council. Committees cannot vote or make decisions unless they have met quorum, but in order to encourage participation, committee members can provide a designee or a proxy if they are not able to attend.

Met?	
X	50% + one of appointed* voting members (9 members)
X	Two persons from each site (CHC, SBVC, DSO)
X	Three of four constituent groups represented (faculty, classified, student, management)

Representation	Member	Present	Absent
1) Director Facilities Planning, Emergency Management & Construction - Chair	Farrah Farzaneh	x	
2) Associate Director of Environmental Health, Emergency Planning & Safety Administration - Co-Chair	Michael Nguyen	x	
3) VP, Administrative Services (CHC)	Mike Strong		x
4) VP, Administrative Services (SBVC)	Scott Stark		x
5) Facilities Director (CHC)	Larry Cook		x
6) Facilities Director (SBVC)	Bob Jenkins	x	
7) Measure CC Campus Project Manager (CHC)	Leilani Nunez	x	
8) Measure CC Campus Project Manager (SBVC)	Ryan Smith	x	
9) Sustainability & Energy Manager	Yash Patel	x	
10) Facilities Project Manager	Hassan Mirza	x	
11) Emergency Manager	Paul Walker		x
TESS Representative	(pending appointment)		
12) Police Department Representative	Kenneth Owens	x	
13) Faculty Representative, CHC	Amanda Ward	x	
Faculty Representative, SBVC	(pending appointment)		
CTA Representative	(pending appointment)		
14) CSEA Representative	Dave Stevenson	x	
15) Classified Representative	Sarah Yearyearn	x	
16) Associated Student Government Representative (CHC)	Amr Bahiri	x	



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X	50% + one of appointed* voting members (9 members)
X	Two persons from each site (CHC, SBVC, DSO)
X	Three of four constituent groups represented (faculty, classified, student, management)

Representation	Member	Present	Absent
Associated Student Government Representative (SBVC)	(pending appointment)		
17) KVCR Representative	Cheryl Alexander		x
EDCT Representative	(pending appointment)		
18) Print Shop Representative	Debra Castro		x
Black Faculty & Staff Representative	(pending appointment)		
Latino Faculty & Staff Representative	(pending appointment)		

\*50% +1 will be calculated using 50% of total appointed members (not 50% of appointed members plus vacancies).

# Facilities Advisory Committee (FAC) Meeting

Via Zoom: <https://cccconfer.zoom.us/j/95568923149>

Or Dial-In: 669-900-6833      Meeting ID: 955 6892 3149

October 27, 2021

# Agenda

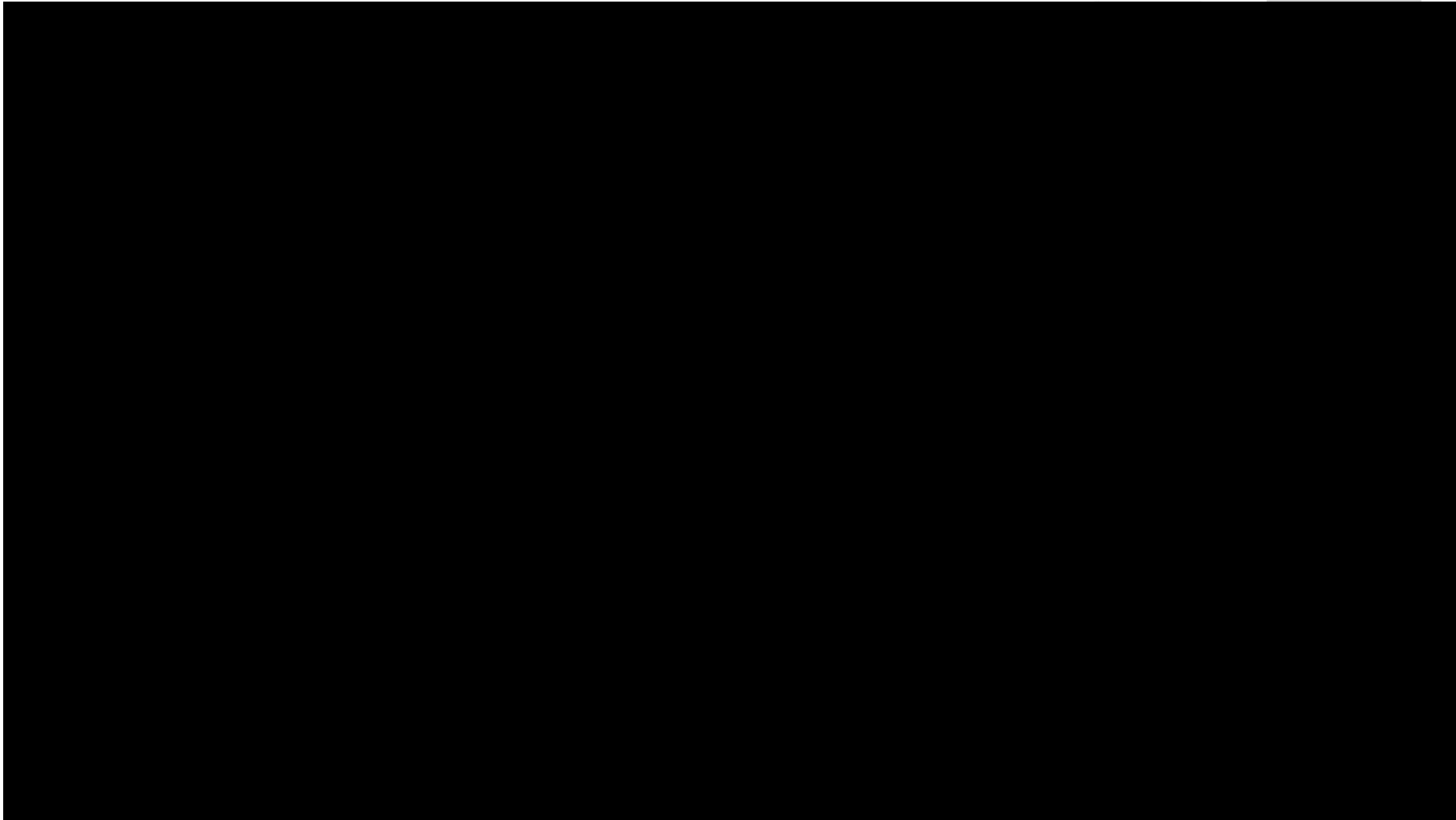
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- 1 Welcome & Introductions – Farrah Farzaneh, Chair**
  - A. Video “New Buildings Coming to Crafton Hills & SBVC in 2024”
- 2 Organization**
  - A. Change of Quorum per October 5, 2021 Chancellor Council
  - B. Outstanding FAC Appointments
- 3 Current Topics**
  - A. Review Committee Charge
  - B. Creation of Sub Committee: Mask Review Committee
  - C. Great Shake Out Update

- 4 Future Topics**
  - A. Sustainability Plan
  - B. Injury & Incident Report
- 5 Determine Next Meeting Date & Adjournment**







# NEW Advisory Committee Quorum



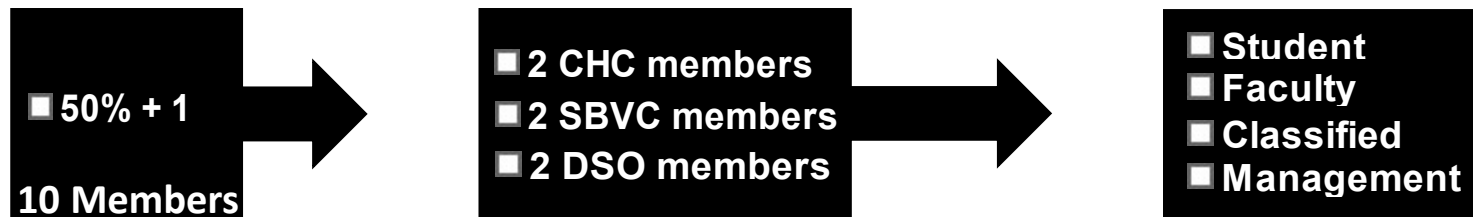
This is the new quorum that Chancellors Council approved at the October 5, 2021 meeting.

*50%+1\* with a minimum of two CHC members, two SBVC members, two DSO members, and out of those six, three out of the four Constituent Groups are present (students, classified, faculty, management).*

*Quorum will include voting members only.*

*\*50% +1 will be calculated using 50% of total appointed members (not 50% of appointed members plus vacancies).*

- ❖ The newly approved quorum will stay at the advisory committee level. Subcommittees/task force/workgroup's quorum structure (if needed, not mandatory) will be unique and established by the overriding advisory committee. Advisory committees can adjust as they see fit.



# Call to Order....

## Quorum Check

- Two CHC
- Two SBVC
- Two DSO
- Student
- Classified
- Faculty
- Management
- 10 Members in Attendance

Name	Membership Position	Location	Attendance
Farrah Farzaneh, Chair	Director Facilities Planning, Emergency Management & Construction	DSO	x
Michael Nguyen, Co-Chair	Associate Director of Environmental Health, Emergency Planning & Safety Administration	DSO	x
Mike Strong	VP, Admin Services, CHC	CHC	
Scott Stark	VP, Admin Services, SBVC	SBVC	
Larry Cook	Facilities Director, CHC	CHC	
Bob Jenkins	Facilities Director, SBVC	SBVC	x
Leilani Nunez	Measure CC Campus Project Manager, CHC	DSO	
Ryan Smith	Measure CC Campus Project Manager, SBVC	DSO	x
Yash Patel	Sustainability and Energy Manager	DSO	x
Hassan Mirza	Facilities Project Manager	DSO	x
Paul Walker	Emergency Manager	DSO	
Kenneth Owens	Police Department Representative	DSO	x
Amanda Ward	Faculty Representative, CHC	CHC	x
Dave Stevenson	CSEA Representative	CHC	x
Sarah Yearyean	Classified Representative, SBVC	SBVC	x
Amr Bahjri	Associated Student Government President or Designee, CHC	CHC	
Cheryl Alexander	KVCR Representative	DSO	x
Debra Castro	Print Shop Representative	DSO	

# Outstanding FAC Appointments

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- **Tess Representative**
- **Faculty Representative, SBVC**
- **CTA Representative**
- **Classified Representative, CHC**
- **Classifies Representative, SBVC**
- **Associated Student Government President or Designee, SBVC**
- **EDCT Representative**
- **Black Faculty & Staff Representative**
- **Latino Faculty & Staff Representative**



# Review Committee Charge

**The Facilities Advisory Committee is an advisory committee to the Chancellor's Council. The committee is charged with:**

- Gathering and disseminating information about issues related to the planning, design and construction of districtwide facilities.
- Reviewing the College's Educational Master Plans and Facilities Master Plan Goals and making recommendations for modifications and additions.
- Providing quarterly updates on the progress of bond projects.
- Ensuring that District Design Standards are implemented for all new construction and major renovations.
- Reviewing, making recommendations for and implementing District Safety & Security Plans.
- Advancing actions that promote safe, adequate, and well-maintained facilities.
- Reviewing data pertaining to employee injuries and incidents and making recommendations to prevent future occurrences.
- Evaluating and updating the districtwide Energy and Utility Infrastructure Plans.
- Reviewing, making recommendations for and implementing a Zero Net Energy Plan and Sustainability Plan.
- Ensuring alignment with the California Community Colleges' Climate Change & Sustainability Policy.
- Providing a quarterly Sustainability Progress Report.

# Review Committee Charge

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## ^Sharing

1. ~~Gathering and disseminating information about issues~~ related to the planning, design, and construction of districtwide facilities.

\* Sharing information related to the planning, design, and construction of districtwide facilities.

# Review Committee Charge

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- ~~2. Reviewing the College's Educational Master Plans and Facilities Master Plan Goals and making recommendations for modifications and additions.~~

# Review Committee Charge

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3. Providing ~~quarterly~~ updates on the progress of bond projects.

\* Providing updates on the progress of bond projects.



# Review Committee Charge

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## 4. ~~Ensuring that District Design Standards are implemented for all new construction and major renovations.~~

- This is a contractual responsibility of district consultants as well as college facility and construction personnel

# Review Committee Charge

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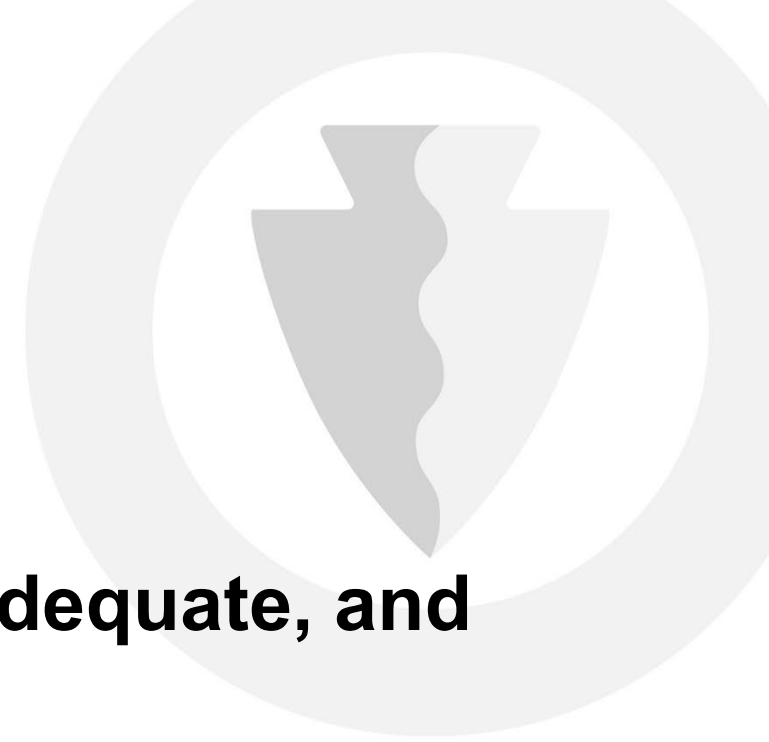


- <sup>^</sup>and <sup>^</sup>to
5. ~~Reviewing, making recommendations for and implementing District Safety & Security Plans.~~

\* Reviewing and making recommendations to District Safety & Security Plans.

# Review Committee Charge

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## **6. Advancing actions that promote safe, adequate, and well-maintained facilities.**

- This committee is charged with promoting health and safety, this is an open item to address health and safety related issues as they arise.

# Review Committee Charge

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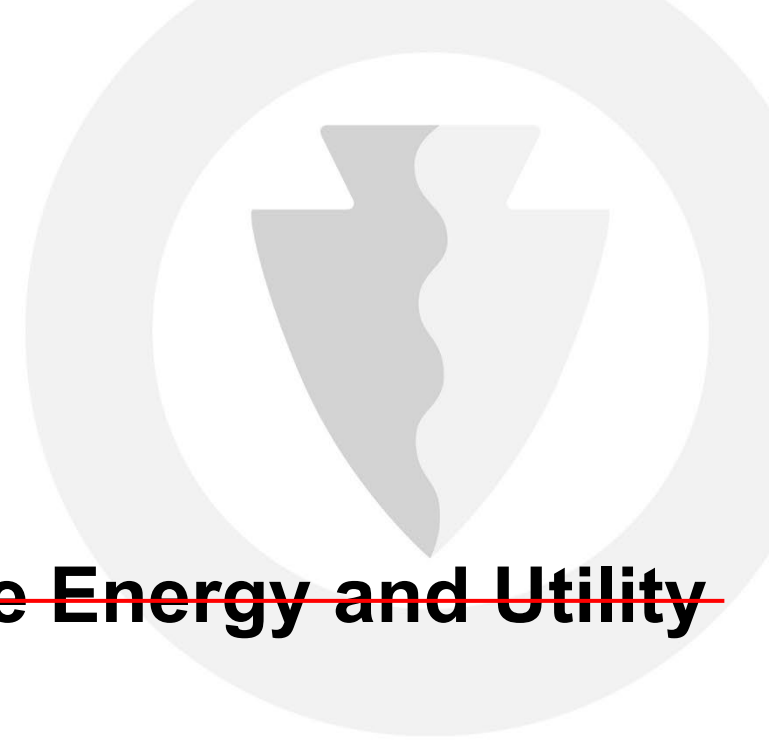


## ~~7. Reviewing data pertaining to employee injuries and incidents and making recommendations to prevent future occurrences.~~

- This is the responsibility of campus safety committees.

# Review Committee Charge

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## 8. ~~Evaluating and updating the districtwide Energy and Utility Infrastructure Plans.~~

- This is covered under previous charge “Sharing information related to the planning, design, and construction of districtwide facilities.”

# Review Committee Charge

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## 9. Reviewing, making recommendations for <sup>^and</sup> ~~and implementing~~ a Zero Net Energy Plan and Sustainability Plan.

\* Reviewing and making recommendations for Zero Net Energy Plan and Sustainability Plan.

# Review Committee Charge

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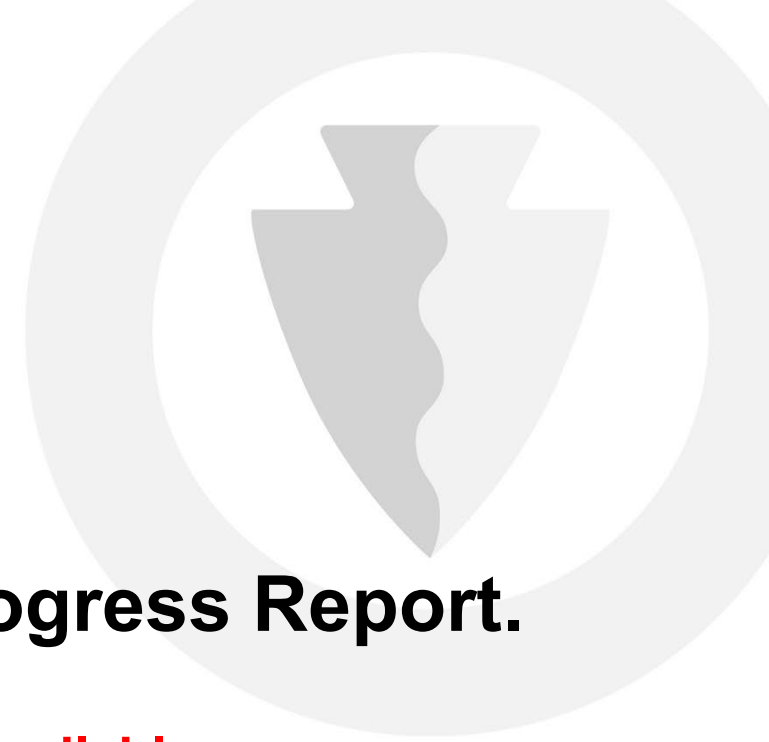


## ~~10. Ensuring alignment with the California Community Colleges' Climate Change & Sustainability Policy.~~

- This is covered under previous charge. “Reviewing and making recommendations for Zero Net Energy Plan and Sustainability Plan.”

# Review Committee Charge

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## 11. Providing a ~~quarterly~~ Sustainability Progress Report.

- Updates will be provided as they become available.

\* Provide a Sustainability Progress Report.



# Voting on Committee Charge Changes:

Name	Yes	No	Abstain
Farrah Farzaneh, Chair			
Mike Strong			
Michael Nguyen			
Scott Stark			
Larry Cook			
Bob Jenkins			
Leilani Nunez			
Ryan Smith			
Yash Patel			
Hassan Mirza			
Paul Walker			
Kenneth Owens			
Amanda Ward			
Dave Stevenson			
Sarah Yearyean			
Amr Bahjri			
Cheryl Alexander			
Debra Castro			

# Creation of Sub-Committee: Mask Exemption Review Committee

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1. Charge and Intent
2. Membership & Quorum
3. Frequency of Meetings



# Voting on Sub-Committee:

Name	Yes	No	Abstain
Farrah Farzaneh, Chair			
Mike Strong			
Michael Nguyen			
Scott Stark			
Larry Cook			
Bob Jenkins			
Leilani Nunez			
Ryan Smith			
Yash Patel			
Hassan Mirza			
Paul Walker			
Kenneth Owens			
Amanda Ward			
Dave Stevenson			
Sarah Yearyean			
Amr Bahjri			
Cheryl Alexander			
Debra Castro			

# Great Shake Out Update

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- **Update by Michael Nguyen**



## Future Topics:

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- 1. Sustainability Plan**
- 2. Injury & Incident Report**



# Next Meeting:

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## Suggestions for Next Meeting Date and Time



# Thank you!