



Facilities Advisory Committee (FAC)  
Meeting Minutes – October 12, 2022 9:00 a.m.  
Via Zoom

**I. Welcome & Confirmation of Quorum**

Yash Patel called the meeting to order at 9:03. The meeting began with Yash requesting that if a committee member cannot attend a meeting that they please assign a proxy. This will help the committee make a quorum in the future.

We did not meet quorum.

Guests in attendance: Krystal Trussell

**II. Approval of Minutes**

Due to there being no quorum we were not able to vote on the approval of minutes.

**III. Annual Earthquake Exercise**

Paul Walker shared about the International ShakeOut Day, aka “The Great ShakeOut” which is held the 3<sup>rd</sup> Thursday in October annually. They utilize the date as the start time, it will be at 10:20 on 10/20. This year we are focusing on education and awareness including a media campaign on the workplace plan and resources to help you be better prepared at home. Resources are available (<https://sbccd.edu/district-services/police-department/crime-prevention/emergency-preparedness.php>) for students, staff, and faculty. The information is provided in multiple languages, if an additional language is needed, please reach out to Paul Walker at [pwalker@sbccd.edu](mailto:pwalker@sbccd.edu) or 909-382-4005. If you have suggestions or feedback, please provide comments to Paul. Tatiana asked if once the Great ShakeOut is completed, if the successfulness reported back to the District Office? The testing and notification system will ensure that we have accurate contact information for students, faculty and staff. Within five minutes of messages being sent, a report can be generated to identify the accuracy of our information. The report is audited, to see if there is a system error, or bounce backs are former employees who have not been removed from the system. In addition, Paul will work with the VPAs at each campus, on safety initiatives and identifying Building Captains for each campus. Paul is also involved in the campus safety committees and uses that as a forum to get feedback and make improvements. Surveys can be completed to track the engagement. The campuses are working with the faculty and staff to ensure we are prepared and ready. Melissa also shared that the Building Captains meet and provide feedback. In addition, they do an inventory of emergency equipment and ensure that all items are working.

**IV. Current Topics**

**A. Review of Training Schedule**

Melissa Nano shared the Injury Illness and Prevention Plan (IIPP) is up for review and will be presented at the SBVC Safety Committee. The IIPP is for all employees, she asked

that we all review and if there are any comments or suggestions, please provide them to Melisa, Mike Strong or Tenille Norris. Starting next week Melissa will be reviewing the IIPP at all new employee orientations.

At SBVC the managers will be getting a quarterly status completion report on mandatory safety trainings so that managers can track the status and follow up to ensure completion.

Melissa has reached out to both campuses to determine how the mandatory safety trainings can be included in Flex Days. Chemical Hygiene training will also be provided.

Melissa, Mike and Tenille meet monthly to identify and schedule trainings. Once there is a plan, it will be shared with the committee. Tatiana thanked for Melissa for her involvement, she voiced that the District needs to support Melissa in this role. It is a team effort, she mentioned the website needs to be vamped up, and she needs all of the support she can get. Melissa shared that Mike and Tenille are very involved and providing support. Yash shared that we will provide Melissa with all necessary resources.

**B. Health and Safety Plan Review**

This was not discussed.

**C. Sustainability Plan**

Yash Patel shared the Energy Analytics Dashboard. We have approximately 100 meters between the two campuses and the District Offices. In order to accurately review the information, we have an interactive dashboard, so that we see the data and trend the information. This also shows our solar energy generation. This tool shows our usage and our cost, which allows us to manage and review the information in a simplified format. Submeters are being installed in November at Valley College, the data currently displayed is at the campus level. Meters will be installed at each building so that we can isolate data. Bob asked if we are measuring the water usage campus-wide right now. Yash explained that the buildings have their own water meter, but we have not yet imported the data. Tatiana thanked Yash for putting this tool together and suggested that we add a tab showing where all of this information is coming from. Yash said we can add a tab and explained that most of the information is pulled directly from the utility website. She asked about the methodology behind it so that we know where the data comes from. Tatiana also asked that we include air quality management and information about scope 3 emissions. Yash commented we are open to expanding this tool so that it is much more comprehensive. Tatiana shared that because we will be reporting per building, it is important that it is clear that everyone knows where the information is coming from so that there are no assumptions made. The SBVC campus will be collecting air quality data, and she said it is important how that will be shared and hopefully it will help us make informed decisions on behalf of the campus. Bob and Tatiana discussed utilizing this information in our curriculum. Tatiana shared that KVCR has air quality data, she asked Yash if he has reached out to AQMD. Yash commented that we are not currently working with them, but he will reach out to them. Bob shared that in the cafeteria there are large monitors, and he suggested this information be shared on the monitors and link it to a class. The Tech Building will have interactive dashboards for students. Tatiana shared the point person for AQMD. She also let us know that Mary Valdemar is part of the community steering for Assembly Bill (AB) 617.

Through energy modeling, we were able to simulate the impact of each building, by identifying all of our equipment and simulating the energy consumption based on the hours used. The intent is to identify which buildings are using the most energy per square foot. This helps us to know our priorities for improvement. There are a lot of variable factors that need to be taken into consideration, including the types of classes. In certain buildings, we have the ability to monitor different types of loads, i.e. cooling, lighting, ventilation, water heating, and more.

Yash also shared the Sustainability Plan at the SBVC Safety Committee, and they provided a lot of feedback. He is currently working on incorporating some of their ideas into the plan. Tatiana is going to bring the plan back to the Safety Committee since there is a new membership this year. The committee has not approved the plan yet, she anticipates that there will be further granular recommendations. Tatiana asked, we would like to have her share with her committee as a path forward. Yash shared that the last time he met with the committee he shared the sustainability plan goals and categories. He will generate a document and then review the comments he incorporated. The safety committee can comment and provide a redline document to help provide direction and feedback. Tatiana shared that one of the recommendations was to have forums and a responsibility matrix. It will require a team effort; the plan will set the goals and then we will work on identifying each user group that can help us in meeting the goals.

Yash will share information on the transportation survey next month.

**V. Adjournment**

Yash adjourned the meeting at 10:00 am.

The next meeting will be on November 9th at 9:00 am.



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**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.

- no 1) 50% + one of appointed voting members (not 50% of members plus vacancies).
- yes 2) One faculty member from each campus
- yes 3) Two persons from each site (CHC, SBVC, DSO)
- yes 4) Three of four constituent groups represented (faculty, classified, student, management)

|    |  |                                       |      |     |   |                |
|----|--|---------------------------------------|------|-----|---|----------------|
| 1  | Director Facilities Planning, Emergency Management & Construction, Chair       | Farrah Farzaneh                       | DSO  | MAN | 1 | <i>Absent</i>  |
| 2  | Associate Director of Energy, Sustainability & Safety Administration, Co-Chair | Yash Patel                            | DSO  | MAN | 1 | <i>Present</i> |
| 3  | VP, Admin Services, CHC  | Mike Strong                           | CHC  | MAN | 1 | <i>Absent</i>  |
| 4  | VP, Admin Services, SBVC   | Tenille Norris                        | SBVC | MAN | 1 | <i>Absent</i>  |
| 5  | Facilities Director  | Larry Cook                            | CHC  | MAN | 1 | <i>Absent</i>  |
| 6  | Facilities Director  | Bob Jenkins                           | SBVC | MAN | 1 | <i>Present</i> |
| 7  | Associate Director, Bond Program Planning & Construction                       | Abel Favela                           | DSO  | MAN | 1 | <i>Absent</i>  |
| 8  | Environmental, Health & Safety Administrator                                   | Melissa Nano                          | DSO  | MAN | 1 | <i>Present</i> |
| 9  | Facilities Project Manager   | Hassan Mirza                          | DSO  | MAN | 1 | <i>Absent</i>  |
| 10 | Emergency Manager  | Paul Walker                           | DSO  | MAN | 1 | <i>Present</i> |
| 11 | Faculty, CHC (1 of 2) (appointed by Academic Senate President)                 | Peter Gend                            | CHC  | FAC | 1 | <i>Present</i> |
| 12 | Faculty, CHC (2 of 2) (appointed by Academic Senate President)                 | <b>Vacant</b>                         | CHC  | FAC | 0 |                |
| 13 | Faculty, SBVC (1 of 2) (appointed by Academic Senate President)                | Jennifer Bjerke                       | SBVC | FAC | 1 | <i>Absent</i>  |
| 14 | Faculty, SBVC (2 of 2) (appointed by Academic Senate President)                | Tatiana Vasquez                       | SBVC | FAC | 1 | <i>Present</i> |
| 15 | Classified, CHC (appointed by Classified Senate President)                     | Christina Sweeting                    | CHC  | CLA | 1 | <i>Present</i> |
| 16 | Classified, SBVC (appointed by Classified Senate President)                    | Sarah Yearyeon                        | SBVC | CLA | 1 | <i>Present</i> |
| 17 | ASG President or designee, CHC   | Dakota Erwin<br>(Nelva Ruiz-Martinez) | CHC  | STU | 1 | <i>Present</i> |
| 18 | ASG President or designee, SBVC  | Chassady Arias                        | SBVC | STU | 1 | <i>Absent</i>  |
| 19 | Black Faculty & Staff Association  | <b>Vacant</b>                         |      |     | 0 |                |
| 20 | Latino Faculty, Staff, & Administrators Association                            | Mary Valdemar<br>(Ernest Guillen)     | SBVC | FAC | 1 | <i>Absent</i>  |
| 21 | CTA (appointed by CTA)   | Alicia Hallex                         | SBVC | FAC | 1 | <i>Absent</i>  |
| 22 | CSEA Representative (appointed by CSEA)  | Dave Stevenson                        | CHC  | CLA | 1 | <i>Absent</i>  |
| 23 | Classified, DSO (appointed by CSEA)  | <b>Vacant</b>                         |      | CLA | 0 |                |
| 24 | Confidential Group   | Stacey Nikac                          | DSO  | CON | 1 | <i>Absent</i>  |
| 25 | Police Officer’s Association   | Blake Bonnet                          | DSO  | MAN | 1 | <i>Absent</i>  |
| 26 | TESS Representative  | Roger Robles                          | DSO  | MAN | 1 | <i>Present</i> |
| 27 | KVCR Representative  | Cheryl Alexander                      | DSO  | MAN | 1 | <i>Present</i> |
| 28 | EDCT Representative  | Tim Vasquez                           | DSO  | MAN | 1 | <i>Absent</i>  |
| 29 | Print Shop Representative  | Deborah Castro                        | CHC  | CLA | 1 | <i>Present</i> |
| 30 | Asian Pacific Islanders Association  | Souts Xayaphanthong                   | CHC  | MAN | 1 | <i>Present</i> |