



Facilities Advisory Committee (FAC)  
Meeting Minutes – May 10, 2023 9:00 a.m.  
Via Zoom

**I. Welcome & Confirmation of Quorum**

Farrah Farzaneh called the meeting to order at 9:05 am

**II. Approval of Minutes**

Bob Jenkins made a motion to approve the minutes from March 8, 2023. Cheryl Alexander seconded the motion.

There was no discussion. Tatiana abstained. All other members in attendance voted to approve.

**III. Current Topics**

**A. Recommendation for Approval- Revised Sustainability Goals & Initiatives**

Yash conveyed that the team carefully analyzed the feedback collected from the sustainability open forums. Based on this valuable input, they refined and optimized the final goals and initiatives. These documents were shared with the committee via email on 5/1/2023 and reviewed again on 05/10/2023.

Mike Strong commended Yash and the team for going out to the campuses and getting feedback. He recognized that it slowed down the process but felt that it was valuable for the CHC campus. Tatiana also recognized the efforts that were put forth for these events.

In September we will be voting to take this forward to Chancellor's Council. We need the committee to come prepared in September to approve the plan. Yash will share the final document with the committee as soon as it is prepared.

The Sustainability Goals & Initiatives will be a living document. It will be reviewed and refined as it is executed and added to best meet the needs of the campuses.

**B. Review of Committee Self-Evaluation Survey**

The committee reviewed the results of the self-evaluation survey. It was requested that going forward the committee receive the results prior to the meeting. Farrah shared that any additional comments or thoughts could be sent to her by email. We value feedback and comments so that we can continue to improve and discuss items that are important to the committee.

**IV. Future Topics**

**A. Discussion of future topics for the next year**

Farrah facilitated a discussion about what topics the committee would like to see in the new year.

Tenille recommended that we continue to discuss construction topics. There was a discussion about providing updates about construction topics and how they impact the campus. Mike and Tenille agreed that this needs to be done at the campus level.

It was requested that a high-level schedule of all the district-wide bond projects be shared.

**V. Adjournment**

Farrah adjourned the meeting at 9:50 am  
The next Meeting will be on September 13<sup>th</sup> at 9:00 a.m.



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 Via Zoom

**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.

- yes** 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>Present</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>Present</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>Present</i>
8	Environmental, Health & Safety Administrator	Melissa Nano	DSO	MAN	1	<i>Present</i>
9	Facilities Project Manager	Hassan Mirza	DSO	MAN	1	<i>Present</i>
10	Emergency Manager	<b>Vacant</b>	DSO	MAN	0	
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 Yearyearn	SBVC	CLA	1	<i>Present</i>
17	ASG President or designee, CHC	Dakota Erwin (Nelva Ruiz-Martinez)	CHC	STU	1	<i>Absent</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 (Ernest Guillen)	SBVC	FAC	1	<i>Present</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>Present</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>Present</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>

# Facilities Advisory Committee (FAC) Meeting

Via Zoom: <https://cccconfer.zoom.us/j/94289042512>

Or Dial-In: 669-900-6833      Meeting ID: 942 8904 2512

March 8, 2023

# Call to Order....

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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.
  - ❑ 50% + one of appointed\* voting members
  - ❑ Two persons from each site (CHC, SBVC, DSO)
  - ❑ At least one faculty member from CHC
  - ❑ At least one faculty member from SBVC
  - ❑ Three of four constituent groups represented (faculty, classified, student, management)

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

**❖ Please appoint a proxy to represent you if you are not able to attend this meeting.**

# Vote to Approve Minutes for Feb. 8<sup>th</sup> Meeting



Meeting  
Minutes



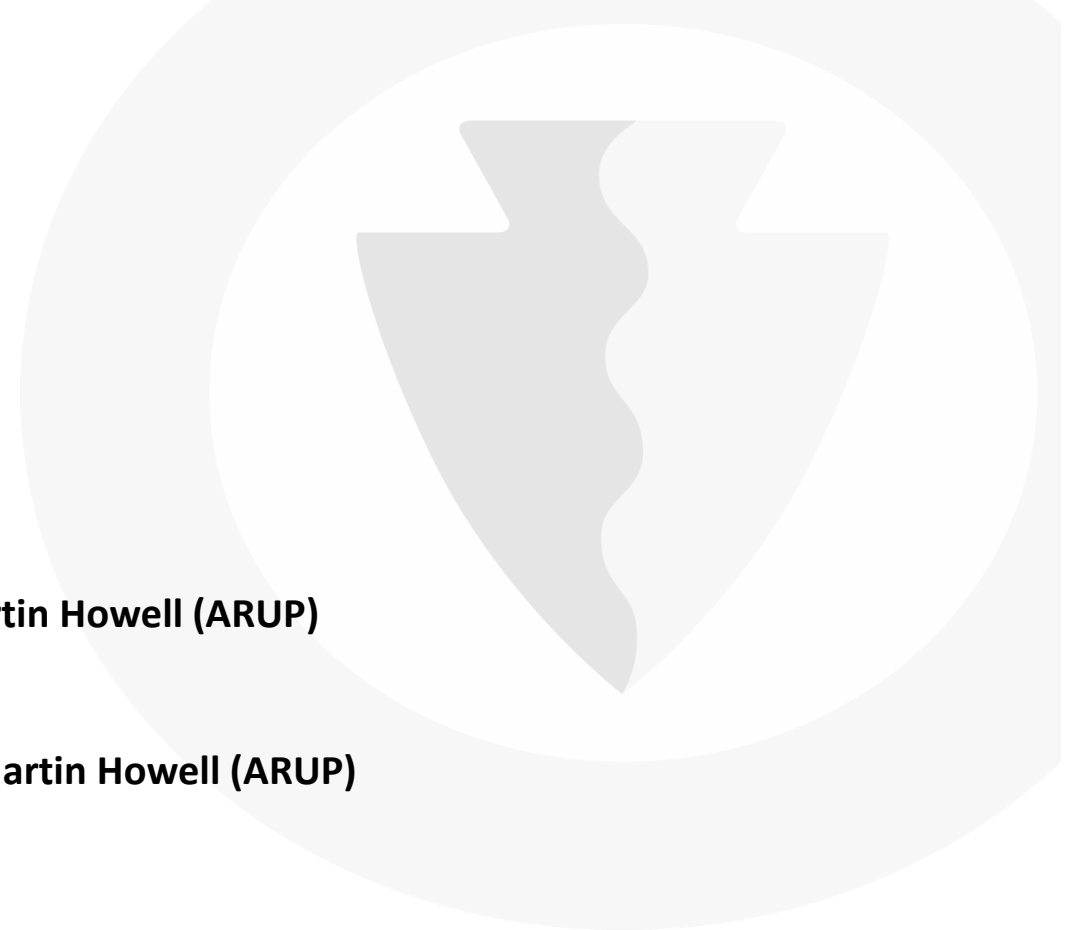
# Sustainability Forums



# Dates and Times

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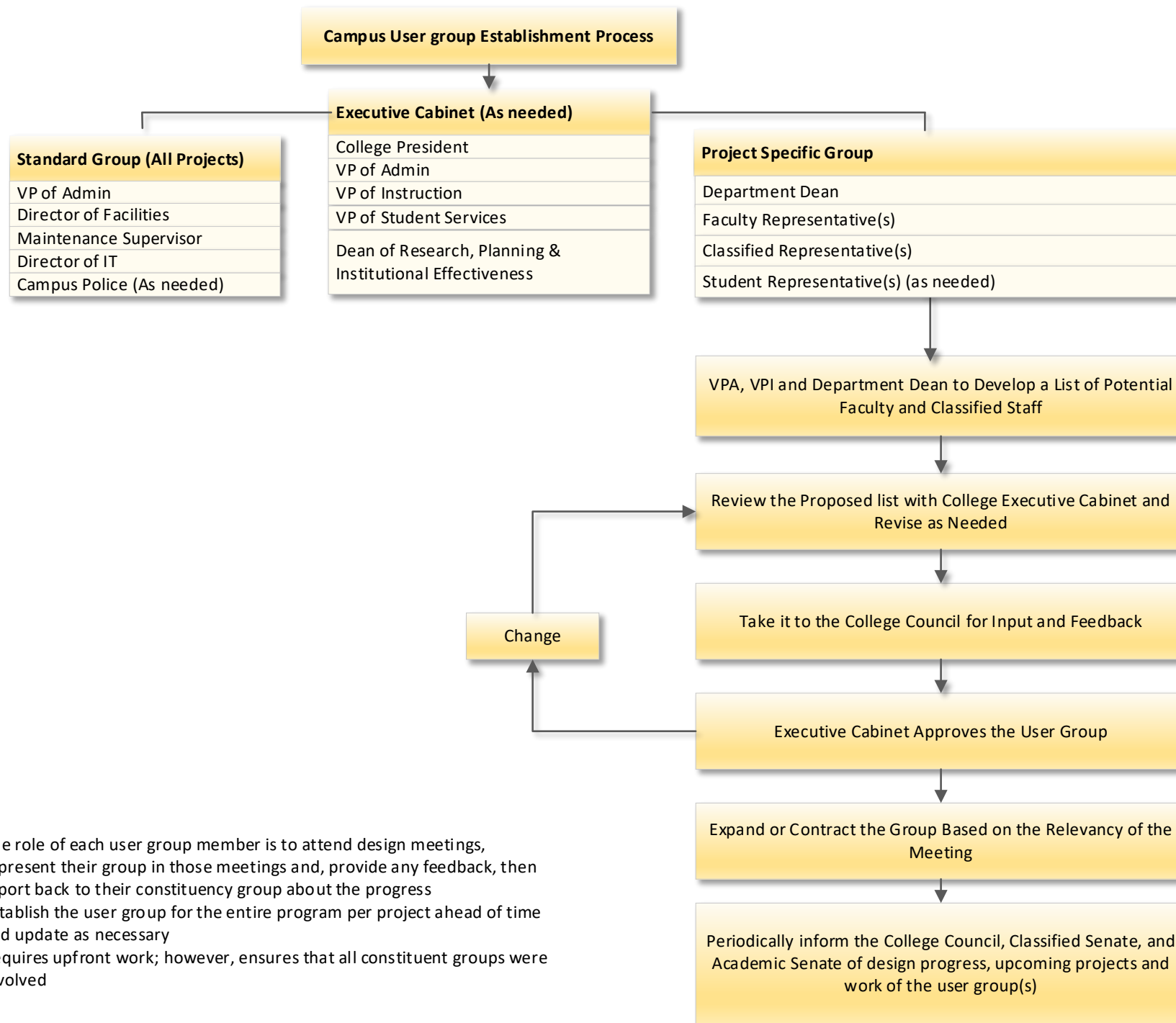
- **CHC: Thursday, March 30<sup>th</sup> 12-1pm**
  - **Facilitators: Mike Strong (CHC), Yash Patel (SBCCD), and Martin Howell (ARUP)**
- **SBVC: TBD**
  - **Facilitators: Tenille Norris (SBVC), Yash Patel (SBCCD), and Martin Howell (ARUP)**







# User Group Establishment Process for Construction Projects



**Note:**

- The role of each user group member is to attend design meetings, represent their group in those meetings and, provide any feedback, then report back to their constituency group about the progress
- Establish the user group for the entire program per project ahead of time and update as necessary
- Requires upfront work; however, ensures that all constituent groups were involved

# Thank You

- Next Meeting is April 12, 2023

March 8, 2023