



Facilities Advisory Committee (FAC)  
**Meeting Minutes – September 13, 2023, 9:00 a.m.**  
Via Zoom

**I. Welcome & Confirmation of Quorum**

Farrah Farzaneh called the meeting to order at 9:00 a.m. Farrah started the meeting with having each member introduced themselves.

Guests in attendance: Zoraida Gutierrez, Ashley Smith, Mirriam Abunaja.

**II. Approval of Minutes**

Mike Strong made a motion to approve the minutes from May 10, 2023. Yash Patel seconded the motion.

There was no discussion. April Dale and Robert McAtee abstained. All other members in attendance voted to approve.

**III. Current Topics**

**A. Review of Committee Organization and Charge**

The committee reviewed the committee's charge, organization, membership, and meeting guidelines.

**B. Recommendation to Approve SBCCD Sustainability Plan**

Yash shared the Sustainability timeline to allow all members to understand how long we have been working on the updated plan. Yash also did a brief overview of the Sustainability Plan Matrix. The plan contains 59 initiatives that will be implemented once the plan is approved by the Chancellor's Council and the Board.

A motion was made by Larry Cook to approve the plan; it was seconded by Deborah Castro.

All members in attendance voted yes.

**IV. Future Topics**

**A. Open Discussion on Future Topics**

Discussion on future topics included: parking at SBVC, Solar at CHC, wayfinding and signage, and campus communication on construction impacts.

**V. Adjournment**

Farrah adjourned the meeting at 9:50 am  
The next Meeting will be on October 11<sup>th</sup> at 9:00 a.m.



Facilities Advisory Committee (FAC)  
**Meeting Minutes – September 13, 2023, 9:00 a.m.**  
 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) Two persons from each site (CHC, SBVC, DSO)
- yes 3) Three of four constituent groups represented (faculty, classified, student, management)

	Representation	Member Name or Vacant	Site	Rep	Present or Absent?
1	Director Facilities Planning, Emergency Management & Construction, Chair	Farrah Farzaneh	DSO	MAN	<i>Present</i>
2	Associate Director of Energy, Sustainability & Safety Administration, Co-Chair	Yash Patel	DSO	MAN	<i>Present</i>
3	VP, Admin Services, CHC	Mike Strong	CHC	MAN	<i>Present</i>
4	VP, Admin Services, SBVC	Steve Sutorus	SBVC	MAN	<i>Present</i>
5	Facilities Director, CHC/Management Association	Larry Cook	CHC	MAN	<i>Present</i>
6	Facilities Director, SBVC	Bob Jenkins	SBVC	MAN	<i>Present</i>
7	Associate Director, Bond Program Planning & Construction	Abel Favela	DSO	MAN	<i>Absent</i>
8	Measure CC Campus Project Manager	Tony Cong	DSO	MAN	<i>Present</i>
9	Environmental Health & Safety Administrator	Vacant	DSO	MAN	
10	Facilities Project Manager	Hassan Mirza	DSO	MAN	<i>Present</i>
11	Academic Senate, CHC	Meridyth McLaren	CHC	FAC	<i>Absent</i>
12	Academic Senate, SBVC	Jennifer Bjerke	SBVC	FAC	<i>Absent</i>
13	Classified Senate, CHC/DSO Representative	Karen Peterson	CHC	CLA	<i>Present</i>
14	Classified Senate, SBVC	Sarah Yearyea	SBVC	CLA	<i>Present</i>
15	Student Body Association, CHC	Enggie Ocampo	CHC	STU	<i>Present</i>
16	Student Body Association, SBVC	Nelva Ruiz-Martinez	SBVC	STU	<i>Absent</i>
17	Black Faculty & Staff Association	April Dale	SBVC	MAN	<i>Present</i>
18	Latino Faculty, Staff, & Administrators Association	Ernest Guillen	SBVC	CLA	<i>Absent</i>
19	CTA (appointed by CTA)	Robert McAttee	CHC	FAC	<i>Present</i>
20	CSEA (appointed by CSEA President)	CaseyThomas	CHC	CLA	<i>Present</i>
21	Confidential Group	Heather Ford	DSO	CON	<i>Absent</i>
22	Police Officer’s Association	James Quigley (proxy: Angelica Arechavaleta)	DSO	MAN	<i>Present</i>
23	Asian Pacific Islanders Association	Souts Xayaphanthong	CHC	MAN	<i>Present</i>
24	TESS Representative	Roger Robles	DSO	MAN	<i>Present</i>
25	EDCT Representative	Tim Vasquez	DSO	MAN	<i>Absent</i>
26	KVCR Representative	Cheryl Alexander	SBVC	MAN	<i>Present</i>
27	Print Shop Representative	Deborah Castro	CHC	CLA	<i>Present</i>

# Facilities Advisory Committee (FAC) Meeting

**Via Zoom:** <https://sbccd-edu.zoom.us/j/83346290797>  
**Or Dial-In:** 669-900-6833      **Meeting ID:** 83346290797

September 13, 2023

# Agenda

## I. Welcome & Confirmation of Quorum

## II. Vote to Approve Minutes - from May 10, 2023

## III. Current Topics

- A. Review of Committee Organization and Charge
- B. Recommendation to approve SBCCD Sustainability Plan

## IV. Future Topics

Open discussion for future topics

## V. Adjournment

Next Meeting will be October 11<sup>th</sup> at 9:00 a.m.



## II. Vote to Approve Minutes from May 10, 2023.



Meeting  
Minutes

# III. Current Topics

---



## Review of Committee Organization and Charge

# Charge & Membership

**SBCCD Mission:**

*The San Bernardino Community College District (SBCCD) transforms lives through the education and training of students for the benefit and enrichment of our diverse communities.*

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

1. Sharing information related to the planning, design and construction of districtwide facilities
2. Providing updates on the progress of bond projects
3. Reviewing, making recommendations for and implementing District Safety
4. Reviewing, making recommendations for and implementing Security Plans
5. Advancing actions that promote safe, adequate, and well-maintained facilities
6. Reviewing and, making recommendations for a Zero Net Energy Plan and Sustainability Plan
7. Providing a Sustainability Progress Report

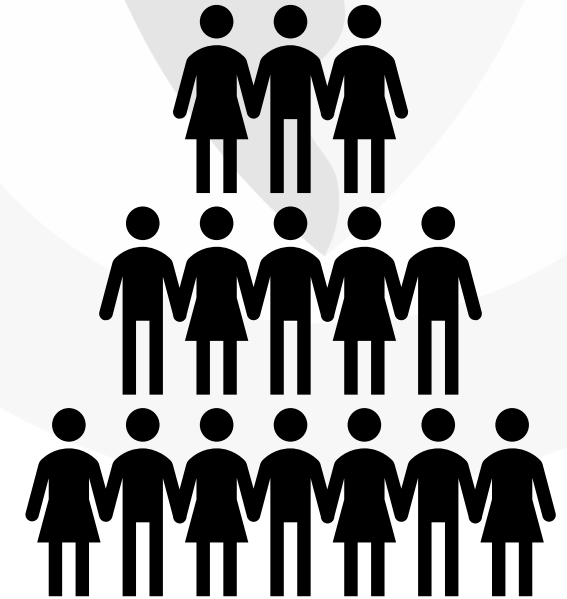


# Charge & Membership

**SBCCD Mission:**

*The San Bernardino Community College District (SBCCD) transforms lives through the education and training of students for the benefit and enrichment of our diverse communities.*

- Director Facilities Planning, Emergency Management & Construction, Chair
- Associate Director of Energy, Sustainability & Safety Administration, Co-Chair
- VP of Admin Services from each campus
- Facilities Director from each campus
- Measure CC Project Manager from each campus
- Environmental Health & Safety Administrator
- CTA & CSEA Representative
- Confidential Group Representative
- Classified Staff Rep from each campus
- Associated Student Government President or designee from each campus
- Police, KVCR, EDCT, TESS & Print Shop Representative
- Black Faculty & Staff Rep
- Latino Faculty & Staff Rep
- Asian Pacific Islander Association Representative





# Meetings

---

This will be a non-Brown Act meeting held via Zoom

Members will:

- Honor agenda and be prepared to participate in the entire meeting.
- Keep discussions focused on the issues, not on the person presenting them, nor on items not immediately relevant to the topic.
- Encourage full and open participation by all FAC members and make a concerted effort to avoid discussions that are dominated by a few people.
- Welcome and solicit diverse opinions and viewpoints, remembering that disagreements are acceptable, often leading to good decision-making.
- Practice active listening skills in order to avoid pre-formulated responses, interruptions and sidebar conversations.

# Representation & Quorum

---

## Members will:

- Maintain and promote a focus that is based on district strategic priorities rather than personal, constituency or college interests.
- Represent constituency with accuracy and truthfulness, presenting data as completely as possible and not selectively withholding information.
- Communicate a clear understanding of the issues and any FAC recommendations to their constituency.
- Solicit input from and disseminate information to their respective constituency group.
- Base interpersonal behavior on the assumption that we are all people of goodwill, ensuring that interactions within and outside the FAC meetings are consistent with expectations of discretion and respect for individual and institutional integrity.
- Honor and acknowledge the contributions of individuals as well as the accomplishments of the whole team, regardless of the level of controversy in the discussion or its outcome.

# Representation & Quorum

---

- 50%+1 of appointed voting members (not 50% of appointed members plus vacancies),
- One faculty member from each campus,
- Two members from each site (CHC, SBVC, and DSO members, and
- Three of the four Constituent Groups represented (students, classified, faculty, management).

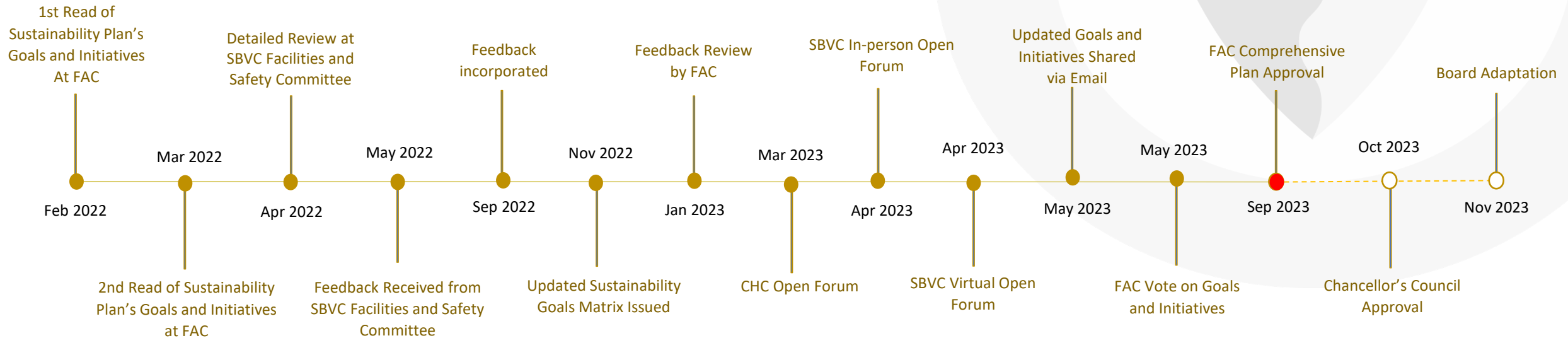
# III. Current Topics

---



Recommendation to approve SBCCD  
Sustainability Plan

# Sustainability Plan Review Timeline







# IV. Future Topics

---



Open Discussion on Future Topics



# Thank You

- Next Meeting is October 11<sup>th</sup> at 9:00a.m.

September 13, 2023