



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.



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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.

- 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>