



Facilities Advisory Committee (FAC)  
**Meeting Minutes – November 8, 2023, 9:00 a.m.**  
Via Zoom

**I. Welcome & Confirmation of Quorum**

Abel Favela called the meeting to order at 9:04 a.m.

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

**II. Approval of Minutes**

Mike Strong made a motion to approve the minutes from October 11, 2023. Heather Ford seconded the motion.

There was no discussion. Mary Valdemar, Debra Castro, and Chloe De Los Reyes abstained. All other members in attendance voted to approve.

**III. Current Topics**

**A. Follow-Up on Campus Communication**

Abel shared that he walked through buildings to have discussions with faculty that will be directly affected by construction. He learned valuable information from these communications, including that some campus staff are not reading the three-week look ahead emails. In addition, he received feedback that having a map attached, showing impacted areas, with dates and additional details would be helpful. Mike Strong agreed with attaching an impact map and suggested sending out a separate email to specific areas that will be impacted.

Mike Strong shared that people need to read their emails. The team can commit to following up with specific groups that will be affected. It was suggested that we put up signage on the campus to show what is not accessible. Davena encouraged everyone in attendance to think about ways that they could help with communication. CHC faculty has asked that updates include a percentage of project completion.

**B. SBVC Updates**

**a. Softball Field Update**

The project has been on hold, due to a faulty contractor. The bond team has been working diligently to get a replacement contractor with the surety to finish the project. The lowest responsive bidder will be taken to the November board for approval.

**b. Wayfinding and Signage**

The bond team is working with an architect to address all signage on the campus. It is anticipated that a draft plan will be complete and ready for presentation in January. One of the objectives is to increase perimeter signage and campus branding, establish the front door to the campus, and to create a path for visitors to travel across the campus.

c. **Location of SBVC Student Housing**

The land that has been acquired for Student Housing is located south of the main campus, between Inland Center Dr. and Hillcrest Ave., about a 10-minute walk from the campus. We are still working to acquire the land to create a direct pathway to the campus. The site we have acquired is 14 acres of land and there are approximately 10 acres are usable for building, the other acres will be used for parking, pathways, and outdoor gathering areas. We currently have an RFI out requesting information from developers and other agencies to understand what resources are available to help make this project happen.

**IV. Future Topics**

- A. Safety Update by Dave Stevenson, Interim Health & Safety Administrator
- B. Review of Facilities Masterplan Timeline
- C. Campus Communication Revisited

**V. Adjournment**

Abel adjourned the meeting at 10:05 am  
The next Meeting will be on December 13<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>