Facilities, Safety & Technology Committee Meeting AGENDA
Student Center (SC-204)
February 6, 2017
2:00 pm – 4:00 pm

<table>
<thead>
<tr>
<th>Committee Members:</th>
<th>Upcoming Spring Semester Meetings:</th>
</tr>
</thead>
<tbody>
<tr>
<td>MSC – Joe Andrade, Jorge Escobar (chair), Teresa Paiz</td>
<td>March 6</td>
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<tr>
<td>Faculty – Phillip Crawford, Janet Chang, Scott Miller</td>
<td>March 20</td>
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<td>Classified – Elaine Chapman, Linda Jimenez</td>
<td>April 3</td>
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<tr>
<td>Associated Student Body – Joseph Heady (co-chair), Adrian Keeley, Maria Riojas</td>
<td>April 17</td>
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<td>May 15</td>
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I. Approval of Agenda

II. December 5, 2016 minutes

III. Public Speak – (3 minute limit per speaker)

IV. DISCUSSION/ACTION ITEMS:
   a. Review membership composition to include technology representation
   b. Portable on campus (Owen) - location
   c. Ironworkers – space assignment Building 200 to fulfill LEA
   d. Measure X: planning and conditions for success
   e. Swing space

V. INFORMATION ITEMS:
   a. Summer: B building out of commission for access control project and roof replacement
   b. Milpitas update
   c. Other projects (Gilbane)
   d. Technology Plan Update
   e. VOIP RFP update
   f. Update on electric charge stations

"Student success is a commitment to ensuring that students are able to establish and achieve their educational goals: degree, certificate, transfer, career advancement and lifelong learning experiences. The success of our students is a shared responsibility by all members of our college community."
Facilities, Safety & Technology (FaST) Committee Meeting – Minutes for 2/6/2017

Membership Attendance

MSC – Joe Andrade, Jorge Escobar (chair), Teresa Paiz
Faculty – Janet Chang, Phil Crawford, Scott Miller
Classified – Elaine Chapman, Linda Jimenez
Associated Student Body – Joseph Heady (by phone), Adrian Keeley, Matthew Gonzales
Guest – Maria Avalos (Student Affairs), Blake Balajadia (Student Activities), Rufus Blair (faculty), Michael Hohl (Gilbane), Owen Letcher (District Office), Charlene Lily (student), Andrew Phelps (student), Andrew Spiller (Gilbane)

I. Approval of Agenda

Motion to approve agenda with additions: J. Andrade/S. Miller

II. Approval of December 5, 2016 minutes with corrections: P. Crawford/E. Chapman

III. Public Speak

a. Charlene would like an update on the public paid phone that’s supposed to be installed on campus. She informed the committee that a purchase of a public phone was approved by the Associated Student Government in spring 2012. The Facilities Committee also approved the location of the phone near the electrical post near Leland Avenue. Students have been waiting for four years for the installation of the public phone.

b. Andrew Phelps, reminded the committee that there needs to be a serious discussion about bringing back the child development center. He explained the history of how the college came to lose the child development center that once was on campus. He explained that there’ll be a need to put some of the Measure X money into a new child development center.

c. Rufus Blair explained to the committee that he met with Aaron and Gilbane regarding the teaching lecterns. The lecterns are very complicated to use. He would like to suggest the college offer a workshop with closed caption. He also has a concern that his classroom does not have the flashing emergency lights.

IV. DISCUSSION/ACTION ITEMS

a. Review membership composition to include technology representation:

Jorge proposed that the committee review its current membership to include subject matter experts of technology. Jorge clarified that the committee is only responsible for the operating technology on campus, not instructional. Jorge asked the committee for suggestions on how they should consider having participants with technology knowledge. Joe suggested adding one additional participant from each constituency groups, so they can reach out for technology experts. Phil mentioned that Academic Senate appointed two faculty members to the Technology meeting. He suggested that they possibly could be moved to the FaST committee. Scott suggested that our committee should go to the Campus Technology Committee and ask the chair to either attend the FaST committee or send a representative from the Campus Technology Committee. Jorge mentioned that he is also
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advocating for the CTSS Supervisor, Young Nguyen, to join under MSC. He can be added as an ex-officio. Phil suggested that we see if the Campus Technology Committee would be interested in adding the two faculty members and keeping them as advisors.

Motion/2nd S. Miller – To keep the membership representation the same, and add the CTSS Supervisor as an ex-officio member of the committee.

Y – 8
N – 0
AB – 0

b. Portable on campus (Owen) –

Owen Letcher, District Office Facilities Director, discussed options of locations for portables. The portables would be used as swing space for construction of new buildings. Owen and his team have looked at possible locations for the portables.

Options on campus for modular:

1. Parking lot F (large) – There’s a modular restroom building and parking that extends to the south. This location has a larger capacity.
2. Adjacent to the Auxiliary Gym (small) – West side of the building. This location has a smaller capacity.
3. Existing parking areas
   - Areas along the south fence
   - Areas that are adjacent to the new PE building
4. Multipurpose field – The reason for this location was there weren’t a significant amount of PE classes in that area.

There are options to lease the facilities (portables) or to purchase. If we purchase the facilities, there’s a piggy back agreement that the District could execute. If we lease the facilities there are initial and removal costs and a monthly lease charge.

Janet had a concern that temporary portables could become permanent portables, as she’s seen on other campuses. We need to look at long-term expenses and what these facilities could be used for in the future. Jorge reminded the committee that swing space is needed as there’s nowhere to relocate departments that need to move. He feels that the portables should be leased, which can be paid out of Measure X or Measure 2010 (a portion). Phil asked what the cost would be to install the portable and to move it. Owen explained to the committee the lease costs versus purchasing costs. Jorge believes the portables would be here between 3-5 years. He feels that parking lot F would be the best choice.

Janet suggested that the campus should look at the businesses on Bascom, which are going to vacate in the near future as they move into their new county medical building. Why not use that land? Owen explained that the area is outside of the District boundary. Owen mentioned that the area belongs to West Valley/Mission’s district. Phil encourage that we look into what Janet is suggesting. Owen can look into a lease or an agreement similar to what was put in place with the Technology Building.
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Joe asked how many offices could fit in one portable. Owen explained that it could roughly fit 6 private offices and open space for six additional people in cubicles. Jorge pointed out that the committee needs to define the location, to agree on the costs, decide if the campus should go with the lease or purchase option and/or consider other options that were brought up by Janet. Jorge challenged the committee to start the work on this now. The committee agreed to move forward on a decision for the location.

Motion/2nd S. Miller - If there’s a need for portables, the ideal location would be parking lot F.

Y – 7
N – 0
A – 1

The committee will resume the conversation at the next meeting to discuss facts and options. Owen will present a summary outlining:

- Location
- Lease vs buying
- Size
- Features
- Other options

c. Ironworkers – space assignment building 200 to fulfill LEA with Ironworkers Local 377 –

Jorge acknowledged the work that Phil Crawford has done to get the agreement in place for the ironworkers Apprenticeship Program. As part of the responsibility of the college the program will use the facility that houses a welding lab with 20 welding booths. With the agreement in place, the college will have to work on getting the program up and making sure all details are met. The yard behind the welding lab will be used to build a structure. Conversations between Gilbane and Owen Letcher have begun to determine the dependencies on utilities and infrastructure underneath the yard. A concern is if the structure is too high, it may trigger DSA, which will lead to checking the distance between both buildings for safety space reasons. Jorge will keep the committee up to date on the progress of the program. Mantas Juska, with Gilbane, is the project manager. One thousand apprentices will be joining the college.

d. Measure X: planning and conditions for success –

Owen Letcher presented the 2030 Facilities Master Plan. The FMP was approved by the Board of Trustees on January 2016. Janet asked if the plan held a spot for a child development center. Owen explained that the current plan doesn’t show a place for a child development center. The map is for instructional space only, not for “for profit” buildings. Janet felt that the CDC is an instructional building because it has a preschool for the college student’s children. The committee reviewed program of work and project lists for the college.

A question was asked on how much funding from Measure X was going to SJCC versus EVC since SJCC didn’t receive as much as EVC on the last measure. Owen wasn’t sure at the time what the costs
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were from the previous measure but assured that he would send the costs to the chair’s office to distribute to the committee. Owen explained that it has been decided San Jose City College/Milpitas Extension will receive $320M, Evergreen Valley College will receive $319M and the District Office will receive $110M. Phil disagrees that the split should be equal with EVC when SJCC’s vocational program is more robust.

Owen requested that a committee members volunteer on the RFP committee for architectural firms. They currently have 33 proposals that need to be reviewed, scored and potentially interviewed. Phil has a concern about cronyism adding that there should be a better selection that has minority-owned, women and local businesses for these projects. Owen explained that the board adopted an outreach plan in 2011. They established a goal to serve small minority, women, disabled veterans and/or disadvantage businesses. They’ll continue with the outreach process. Phil would like to see the vendor outreach report. Owen will provide the committee with the report that was just submitted to the board. This will be on the agenda moving forward.

V. INFORMATION ITEMS:

a. Summer: B building out of commission for access control project and roof replacement –

Jorge announced that the B building will be out of commission during the summer. The building will receive a new roof and the doors will be retrofitted for the new access control program. In the classrooms, the furniture, carpet and lecterns will be replaced. No classes will be held in the building during the summer semester.

b. Milpitas update –

Jorge updated the committee on the Milpitas Extension site. The facility is pretty much completed. On December 9, 2016, the district took responsibility of the site. Although there are some small loose ends on campus (commissioning of systems, etc.), the facility is functional. Classes began with Milpitas Unified School District. There are two sections (M-TH) with dual enrollment, in the afternoons. Workforce Institute also has a non-credit adult education class at the facility. There’ll be late start classes that will begin on Monday, February 13th. The challenge will be to have an aggressive summer and fall enrollment process and maximize the use of the space.

c. Other projects (Gilbane) –

• Portable
• B Building Projects (roof, access control, FFE)
• Upgrading parking lot B
• Computer upgrades
• Roof repairs
• Audio/Visual (football stadium, radio station)

 d. Technology Plan Update –

Jorge gave the committee an update on the technology plan project that was coordinated by Vice Chancellor Ben Seaberry. A consultant firm was hired to take a look at all technology needs on
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campus through surveys and interviews. Recommendations will be generated based on the results. Jorge will update the committee once he has more information.

e. VOIP RFP update –

A voice over IP replacement system will take place to upgrade all phones on campus. This will also include upgrading all backend systems, which are required for the phones and voicemail. The equipment (actual phones) will also be replaced in the offices and classrooms. A request for proposal (RFP) was put in place and a company was selected. Phil requested that adjunct faculty be given voicemail boxes. It’s important for students to be able to leave messages for their instructors. Jorge will follow up with the request by contacting ITSS.

Charlene Lily wanted to know when the VOIP system would be ready. Jorge explained that it would take place this fall. He also explained that the pay phone is on the project list. It is different than the VOIP project because it requires an infrastructure from a provider. Jorge assured that the pay phone would be installed when the emergency phone upgrades are in place. Charlene gave a timeline of pay phone installation.

f. Update on electronic charge stations –

Owen gave a presentation of the four electronic charging stations that are going to be installed on campus. He explained the scenario that took place at Evergreen Valley College with their installation of charging stations in regards to pricing, vendor selection and installation. ChargePoint is the vendor that EVC works with for their stations. Owen showed the committee a map of the city where ChargePoint stations are located. Owen explained that two charging stations are on one post. There’ll be four stations (2 posts) installed as a pilot program. The stations will be installed when the parking lot upgrades begin.

Meeting adjourned
Committee Members:
MSC – Joe Andrade, Jorge Escobar (chair), Young Nguyen (ex-officio), Teresa Paiz
Faculty – Phillip Crawford, Janet Chang, Scott Miller
Classified – Elaine Chapman, Linda Jimenez
Associated Student Body – Joseph Heady (co-chair), Adrian Keeley, Maria Riojas

Upcoming Spring Semester Meetings:
March 20
April 3
April 17
May 1
May 15

I. Approval of Agenda

II. February 6, 2017 minutes

III. Public Speak – (3 minute limit per speaker)

IV. DISCUSSION/ACTION ITEMS:

a. Facts and options for portables
   Owen L.

b. Bathroom accommodations
   Joe (Edina)

c. Use of the Auxiliary Gym & Auxiliary Gym Floor
   Joe

d. Early Childhood Education Club request for installation of bulletin board
   Joseph

e. Transgender bathrooms on campus
   Linda

f. Locks and cameras on campus update/Access Control
   Janet/Jorge

g. Wayfinding Signage
   Luthin Creative

h. Signage for SparkPoint
   Scott

i. Technology Plan/Purchase
   Jorge

j. Safety Update
   Jorge

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Facilities, Safety & Technology (FaST) Committee Meeting – Minutes for 3/6/2017

**Membership Attendance**

**MSC** – Joe Andrade, Jorge Escobar (chair), Teresa Paiz, Chief Tom Morales (ex-officio)

**Faculty** – Janet Chang, Phil Crawford, Scott Miller

**Classified** – Maria Avalos, Linda Jimenez

**Associated Student Body** – Joseph Heady, Matthew Gonzales

**Guests** – Jonathan Camacho (WI), Shana Carter (WI), Daniel Garza (Marketing), Fabio Gonzalez (faculty), Michael Hohl (Gilbane), Tait Rafat (faculty), Seng Srisavaththay (student)

I. Approval of Agenda: J. Chang/S. Miller

II. Approval of March 20, 2017 minutes with corrections: S. Miller/M. Avalos

III. Public Speak

IV. DISCUSSION/ACTION ITEMS

a. Follow-up on Auxiliary Gym –

   Linda mentioned that she’s still receiving facility requests (internal/external) for the Auxiliary Gym. She wanted to know the status of the building. Is it going to be taken offline? Jorge reminded the committee the of the safety hazards that are in the gym. The committee reviewed the discussion from the March 3rd minutes. Jorge will request an air quality check and report back to the committee when the results are submitted. In the meantime, he suggested that the gym not be used. He’ll communicate to the college community of the closure.

b. Campus Security Cameras – Additional Coverage Requested –

   Joseph felt were several areas on campus that are lacking coverage based on the Public Safety Video System and Emergency Plan that was given to the committee at the March 20th meeting. Several areas on campus posed high safety risks walking through those areas. Joseph compiled feedback from other groups on campus (ASG, general students and members of the community) to see if others felt the same way. One of the main concerns was the parking lots where there’s been a history of assaults and vehicle thefts. Parking lots should be a priority as they are essential for catching alleged perpetrators by tracking their vehicles that they leave in. Joseph is proposing that there be an amendment to the original plan. Jorge requested that plan be reviewed one more time, so these issues can be addressed. He did explain that some of the cameras in the parking lot will have a 180 degree coverage camera. These cameras also have PTZ (Pan Tilt Zoom), which have a long
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visibility range. Michael will share the concerns with the consultants. Phil had another concern about the quality of the cameras. He suggested that the consultants come to the meeting to give a demo of the camera. The college needs cameras that have good resolution to see faces and license plates. Chief Morales agreed that the cameras should be good enough to see faces. Consultants are very good at choosing cameras that have the ability to track a subject in the camera until they’re out of view and then having another camera pick up the subject were the other left off. He also agreed that the parking lots have a lot potential for crimes to occur. He did assure the committee that an assault in the parking lots didn’t happen last year, but there’s always potential for it to happen along with other crimes. Joe reminded the committee that there’s a budget tied to this plan and it needs to be taken into consideration when purchasing the cameras.

c. Theft Incident on campus –

Janet Chang mentioned that the Health Services department had a theft in their office. A plan is being made to improve the area. It was also mentioned that there’s been inappropriate behavior at KJ’s café (taking products). Chief Morales added that they are reviewing the operations with unlocking the facilities. They are taking a second look at this protocol in light of some of the situations that have been happening on campus.

d. Memorials on campus –

The committee is reviewing board policy 6620 Naming of Properties, Facilities and Programs. This was brought to the committee’s attention due to a request to plant a memorial tree. This decision can’t be done solely by a college Administrator. There should be a simple process for review and consideration. A suggestion was made to create one area for memorial trees. There was previously an area in the General Education quad were faculty planted trees for other faculty who had passed. Janet recommended that the committee members take it back to their constituency groups to get ideas on how to honor former employees. Scott mentioned that in the board and administrative procedure 6620, there was already a process of how memorials are placed on campus. They indicate that the “Chancellor shall develop the procedures for presenting proposed names for facilities to the Board of Trustees for consideration”. The committee would like Jorge to take action in contacting Jodi Marvet, to review and interpret the board policy as it relates to the installation of specific plaques or trees for an employee who’s passed away. Once this has been completed, Jorge will bring back his findings to the committee for further discussion.

e. Technology building signage update –

Phil felt it was important for the college to look at other alternatives other than portables on campus or other property on Bascom Avenue, before we consider affecting SJCC staff. Since the Workforce Institute and the SparkPoint programs are district programs and given that the space is available at the district office for lease, he felt this should be where these programs should be housed.
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MOTION
P. Crawford/2nd J. Chang – In consideration of the college’s need for swing space and general need for workspace and offices on campus, a request is made to have Workforce Institute moved to available space at the District Office.

Y - 7
N - 0
Ab - 1

MOTION PASSED

It’s appropriate because this is a District Office program, not a college program. They should be at the District Office. Phil mentioned that he’s received several complaints that the building should be for instructional programs. A request was made to have Joe obtain the floor plan. Phil mentioned that a lease and MOU was probably not put in place, which shouldn’t create a problem.

Jorge updated the committee on the progress that was being made with the banners. He has been working with Kishan Vujjeni and William Watson to bring back some of the signage that was on the Technology Building. They are ready to move forward with replacing some of the banners. He asked the committee if every program should be listed on the banners and on the window panel outside the building. Jorge also mentioned that the electronic display on the first floor will be dedicated to showcasing the programs and will be controlled by the CTSS office. Young added that the display is currently active and is online. He invited the committee to go over and check it out. Scott proposed that instead of having a banner with specific programs, that it just say “San Jose City College” and have them leading up to the building. He also proposed that the glass panel have the list of programs inside the building. Jorge explained to the committee that there are 14 programs in the Technology Building.

• Communications
• Photography
• Multimedia
• Journalism
• Business
• Accounting
• Real Estate
• Health Education
• Health Science
• EMT
• Medical Assisting
• Dental Assisting
f. Criteria for determining which function area, or operational team moves to portable

Jorge reiterated that the committee had approved the portables for swing space. The committee's next step is to determine the process. Jorge asked what criteria the committee would like to see in this process. Joe thinks the criteria should be if they need to move from their space, the portables will be used as swing space. He doesn't feel comfortable making a determination on who should move based on a certain criteria. Jorge wants there to be a function without it being interrupted. He would like to make logic of the moving of different offices, so that it's clear. The committee agreed that Jorge can come up with a recommendation to bring back to the next meeting. Joseph asked what plans are being done for the ASG. Jorge gave an idea of converting the space and moving ASG to the portables. Joseph believes the objection that ASG would be the proportion of office space is allocated to faculty far outweighs the proportion of office space allocated for ASG. It would be only be fair and should be taken into consideration. Phil also mentioned that the Kinesiology Department is taking up a large portion of the LRC. They already have a huge footprint on the campus with the sports fields. He thinks that if anyone should go to the portables it should be Kinesiology until their building is ready. Programs that are closer to Student Services should go in the Student Center rather than displacing them. Maria asked if space around campus is being evaluated. She has seen areas on campus were there's space that's not being utilized. Jorge explained that he's informally started a space utilization review. We need someone who's familiar with how this process is completed.

g. 300 wing temporary use

There's a huge space (5000 square feet) next to the Fitness Center, which had been housed for Laser Technology. Jorge believes that this space could be useable for the Robotics & Automation club and to store equipment that they've inquired from ASG. Currently, they don't have enough space in the ASG area in the Student Center. Jorge is proposing that this space be used by ASG clubs and the Robotics & Automation club. The move would be temporary as the building is scheduled to be demolished in 18 months. Joe believes this would be a strain on his department, which is short staffed. If the college is going to bring the building back online, another Custodian will need to be hired. The building is offline and the college isn't receiving funding for it. When asked how we can start receiving funding from the state, it was mentioned that someone would have to contact the state. Joseph agreed that although there are challenges to be overcome in order to make this move, his club is bringing a lot of opportunities in the form of electronics and jobs. They've received over 70 membership applications since the club has been in existence and the club has received monetary and equipment donations. They need a space to store the equipment since they're at capacity in their current area.
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MOTION
J. Escobar/ To allow the Robotics & Automation club and other ASG club, under the proper supervision, to move into the 300 wing until the building is demolished.

Y – 3
N – 4
A – 2

MOTION FAILED

h. Adaptive PE remodel update –

Jorge explained that Adaptive P.E. had unattended consequences of the 100/200 building renovations. When the 300 building was not demolished in 2014, it created problems. One of the decisions was to not move Adaptive P.E. or the Fitness Center into the 100 building, because it wasn’t ready. The understanding was that the P.E. Complex would be up in early 2018 for the Fitness Center and APE would have a space in the 100 building to be reconfigured, creating the proper space for the department. A final decision was made to put the proper allocation of funding for the project. Tait Rafat, APE Faculty, has been chairing the design committee. Tait was able to give the committee an update on the plans.

He explained that the committee signed the charter last week. First renderings were provided to the committee by an architect. There’s been an ongoing discussion with the air conditioning. Some funds have been allocated, so the committee has started to look at equipment and what they would like to have in the building. Tait explained to the committee that APE was at one time going to go into the new P.E. Complex. The department was left out due to budget cuts. There were multiple areas promoted to the department for swing space. The department decided on the 100 building and it’s been a positive experience. Gilbane has mentioned that the new building may come in under the deadline. If that was to happen and everything else goes on time, there could be a possible expedite the move. This would free the Fitness Center offline space.

i. Ironworkers yard update

The Iron Workers program Local #377 has been moving along. Currently, the designing of the footings is being done to put the structure up. Giving the limitation of the space, they’re moving the fence closer to the south/east side of the bldg. The ramp that was installed last year will be moved, if necessary. Gilbane is still working on details with Dennis Meankin.

j. FMP follow up

The committee received a copy of the presentation that was given at PDD. The presentation was regarding Measure X and the projects with the new Facilities Master Plan 2030. Jorge has been receiving feedback regarding the approach. The college has been allocated $320M. There needs to be a discussion on revamping the standards for construction. How
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does the college go about with the selection committee for the different service providers (colors, materials, etc.). How can people be recruited to help with the process? Jorge collected volunteers' forms on PDD. Jorge reminded the committee that it's their role to review the Facilities Master Plan before any suggestions are forwarded to the College Advisory Council. He assured that each member would receive a binder with information about Measure X and the Facilities Master Plan along with any other reference materials that are relevant. Jorge also mentioned that $110M will be allocated to the District Office. Within that funding, some will be allocated to Technology. The Technology Strategic Plan is being developed. A copy will be distributed to the committee to review and a draft was given to the committee. Specifically, a plan is being drafted for the college. This will tie to the Facilities Master Plan. He will charge that the committee to work on the technology aspect of the plan.

i. Child Development Center –

On behalf of the Early Childhood Education Program, Janet proposed that the CDC be placed back on the FMP. This proposal needs to be supported because this benefits all students by giving them a lab for their ECE classes. Childcare can be offered for the students. Also, it has the ability to help with the early teacher program on campus. Our college mission coincides with this type of program. Janet read a letter from Madhavi Sudarsana, ECE Program Coordinator/Faculty, Monette Reyes, ECE Faculty and Elizabeth Sharpe, ECE Faculty. Janet is proposing that the committee supports bringing back the CDC and place it back on the Facilities Master Plan. Scott is disappointed that the committee has heard from only the students. It's frustrating that the faculty hasn't taken the time to bring this to the committee themselves. Phil mentioned that he brought this topic up at the division meeting and he felt that wasn't any faculty or administration support. He feels that if the faculty wants to have this program brought back, that they need to make an effort to come to the committee meeting to discuss support. Joe mentioned that before it can be placed on the Facilities Master Plan, it'll need to be placed on the Education Master Plan.

k. Draft of new committee charge

Jorge's office has compiled Technology Committees from other local colleges. The charges will be forwarded to the committee to review. Jorge will use them to compile the revised FaST charge.
Facilities, Safety & Technology Committee Meeting AGENDA
Student Center (SC-204)
March 20, 2017
2:00 pm – 4:00 pm

| Committee Members: |
| MSC – Joe Andrade, Jorge Escobar (chair), Young Nguyen (ex-officio), Teresa Paiz |
| Faculty – Phillip Crawford, Janet Chang, Scott Miller |
| Classified – Maria Avalos, Linda Jimenez, Cres Nolasco |
| Associated Student Body – Joseph Heady (co-chair), Adrian Keeley, Maria Riojas |
| Upcoming Spring Semester Meetings: |
| April 3 |
| April 17 |
| May 1 |
| May 15 |

I. Approval of Agenda

II. March 6, 2017 minutes

III. Public Speak – (3 minute limit per speaker)

IV. DISCUSSION/ACTION ITEMS:
   a. Facts and options for portables
      Owen L.
   b. Homeless on campus
      Joe
   c. Follow up to SparkPoint signage in Technology Building
      Jorge
   d. Revision of the FaST charge
      Jorge
   e. IT Strategic Plan
      Jorge

V. INFORMATION ITEMS:
   a. Gilbane updates

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Facilities, Safety & Technology (FaST) Committee Meeting – Minutes for 3/20/2017

**Membership Attendance**

**MSC** – Joe Andrade, Jorge Escobar (chair), Teresa Paiz

**Faculty** – Janet Chang, Phil Crawford, Scott Miller

**Classified** – Maria Avalos, Linda Jimenez

**Associated Student Body** –

**Guest** – Michael Dziuba (District Police), Paul Lum (Gilbane), Michael Hohl (Gilbane), Jodi Marvet (District Office), Kishan Vujjeni (Workforce Institute)

I. Approval of Agenda: P. Crawford/S. Miller

II. Approval of March 6, 2017 minutes: P. Crawford/J. Andrade

III. Public Speak

Kishan Vujjeni, Workforce Institute Dean of College Transitions and Extension Programs spoke to the committee regarding the signage and flag concerns that pertain to SparkPoint and other WI programs. He briefly explained to the committee the SparkPoint program and services. In January, SparkPoint had an opening event, which quickly sparkled WI to purchase banners and signage for the day. This was communicated to Jorge at that time. Dean Vujjeni also knew that in the near future the college would be scheduling a big signage/wayfinding project. He didn’t want to wait until the project started, so he went ahead and purchased the banners. Dean Vujjeni offered to order department banners and work on putting signage inside the building as a temporary solution until the new wayfinding signage is complete.

IV. DISCUSSION/ACTION ITEMS

a. Facts and Options for Portables -

Jorge explained that a decision needs to be made soon on the determination of the portables. Projects are scheduled to start during the summer and spaces are going to need to be emptied by late fall. Jorge and Ben discussed the alternative locations on Bascom Avenue and determined that would be too long of a process and will not help in the short term. A location was decided near the “F” parking lot. Jorge felt that a lease option would be best for the college. Joe agreed and mentioned that if the college purchased the portables, it would be a hassle to get rid of them down the line. Phil also agreed on exploring the lease option.

**Motion: J. Andrade/T. Paiz: To approve the leasing of the portables to be put on site.**

Yes – 7
No – 0
Abstain – 0

b. Homeless on campus –

Joe explained to the committee that a large amount of homeless encampments have appeared on campus. The custodians are finding homeless people sleeping in elevators or showering in the locker rooms. It was suggested that an overnight shift at District Police would help to relieve the situation.
Facilities, Safety & Technology (FaST) Committee Meeting – Minutes for 3/20/2017

It was asked if District Police can do anything about the problem. Lt. Dziuba explained that not much can be done as District Police doesn’t have overnight shifts or the money to fund another position. He did explain that there had been one arrest made from a call received regarding the homeless. A suggestion was made to have a CSO on campus throughout the night to run them off campus or to contact the San Jose Police Department. Lt. Dziuba feels this wouldn’t be a good idea to have their CSO’s handle this type of situation. Jorge suggested that Joe start keeping documenting the number of incidents on campus. Video surveillance could be a helpful solution to the problem once the cameras are installed on campus. St. Dziuba also suggested contacting a company called Crime Scene Cleaners. This vendor might be able to assist the Custodial Department in handling hazmat cleaning.

c. Follow up to SparkPoint signage in Technology Building –

Jorge mentioned that he had an opportunity to speak to William Watson, Workforce Institute’s Interim Executive Director, about the concerns expressed by the committee. Jorge went over the recommendation from the committee at the last meeting.

1. Removal of the Workforce Institute signage and replace with San Jose City College signage along with possible department signage. If Workforce Institute, SparkPoint and South Bay Consortium want to fit them on one panel that would be ok.
2. Remove banners from the promenade, save them and when the other banners are received they can be re-installed.
3. Enhance the signage in front of the elevators.

CTSS is testing a new technology for information displays. The TV on the first floor can be changed to show more information for college departments. Kishan reiterated he will pay for banners to be installed. The committee nominated Scott Miller to work with Kishan Vujjeni on the installation of the banners.

d. Revision of the FaST charge –

The committee charge was reviewed. The following were suggestions made by the committee to revise the charge.

1. It was suggested to add to the charge an increase in the operations of technology excluding systems and course management systems.
2. Move to draft to increase the operations of technology excluding systems and course management systems.
3. Change background section (first sentence)
4. Recommendation to Jorge to work on changes and bring a proposal back to the committee.

e. Technology Plan-

Plante Moran was elected to work on the technology plan for the district and campuses. A plan was drafted and a version of the District’s Technology Plan was given to the committee to review. The Facilities Master plan will be used as a guide into including the operational aspects of the college. Jorge requested that the committee check the plan for representation and completeness. Once the committee has agreed upon the plan a recommendation will be given to the College Advisory Council.
V. INFORMATION ITEMS:

a. Gilbane Updates

- Physical Security Phase II Project – Paul Lum
  - Construction to take place in summer 2017
  - Working with architects on plans and specification to give to Purchasing by Apr. 1
  - Advertise project at that time
  - May 9th – bids from contractors
  - May 23rd – Proposal will go to board
  - The month of June – Gilbane should have a Notice to Proceed
  - Installation of 16 emergency stations across the campus
  - Installation of 61 public safety surveillance cameras on exterior buildings
  - Installation of 259 wireless access points
  - Blue emergency phones will have a 180 degree camera on them and will be located in the parking lots
  - Linda will work with Gilbane to get the list of active facility rentals on campus during the summer.
  - Notification needs to be sent out to the college, so that everyone knows there'll be contractors on campus

- Summer Project
  - Theater – Audio and lighting system and stage floor
  - Stadium - AV project
  - Wayfinding Phase I
  - Electric parking stations
  - Crosswalk Improvement Project
  - Physical Security Project (highlighted above)
  - Business Building Access Control Pilot Program and roof replacement
  - Theater roof replacement
  - B staff parking lot fixer
Facilities, Safety & Technology Committee Meeting AGENDA
Student Center (SC-204)
April 17, 2017
2:00 pm – 4:00 pm

<table>
<thead>
<tr>
<th>Committee Members:</th>
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<tbody>
<tr>
<td>MSC – Joe Andrade, Jorge Escobar (chair), Young Nguyen (ex-officio), Teresa Paiz</td>
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<tr>
<td>Faculty – Phillip Crawford, Janet Chang, Scott Miller</td>
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<tr>
<td>Classified – Elaine Chapman, Linda Jimenez</td>
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<tr>
<td>Associated Student Body – Joseph Heady (co-chair), Adrian Keeley, Maria Riojas</td>
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</tbody>
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| I. | Approval of Agenda |
| II. | April 3, 2017 minutes |
| III. | Public Speak – (3 minute limit per speaker) |
| IV. | DISCUSSION/ACTION ITEMS: |
| a. | Self-Evaluation Form |
| b. | Institutional Strategic Goals and Key Performance Indicators |
| c. | 300 Building Space |
| d. | Technology Building Signage update |
| e. | Committee charge |
| f. | Workforce Institute resolution |
| V. | INFORMATION ITEMS: |
| a. | Gilbane Updates |

“Student success is a commitment to ensuring that students are able to establish and achieve their educational goals: degree, certificate, transfer, career advancement and lifelong learning experiences. The success of our students is a shared responsibility by all members of our college community.”
Facilities, Safety & Technology (FaST) Committee Meeting – Minutes for 4/17/2017

<table>
<thead>
<tr>
<th>Membership Attendance</th>
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<tbody>
<tr>
<td><strong>MSC</strong> – Joe Andrade, Jorge Escobar (chair), Teresa Paiz, Chief Tom Morales (ex-officio), Young Nguyen (ex-officio)</td>
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<td><strong>Faculty</strong> – Phil Crawford</td>
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<tr>
<td><strong>Classified</strong> – Kathy Araki (proxy for Maria Avalos), Cres Nolasco</td>
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<td><strong>Associated Student Body</strong> – Joseph Heady, Maria Riojas</td>
</tr>
<tr>
<td><strong>Guest</strong> – Paul Lum (Gilbane), Owen Letcher (District Office), Jodi Marvet (District Office), Sengdara Srisavaththay (staff), Kishan Vujjeni (Workforce Institute)</td>
</tr>
</tbody>
</table>

I. Approval of Agenda: P. Crawford/T. Paiz

II. Approval of April 3, 2017 minutes: P. Crawford/T. Paiz

III. Public Speak

Chief Tom Morales addressed the public/committee and explained that any type of activity on campus that requires police presence needs to be addressed to the District Police rather than calling 911. The public or employees should be calling extension 6468 or (408) 270-6468. If you call 911 from the classrooms it’s going to dial directly to San Jose Police Department, which they’ll call District Police. This will create a delay in getting assistance to you.

IV. DISCUSSION/ACTION ITEMS

The committee has agreed that discussion item IV. f. and action item IV. b. should be moved up to the beginning of the agenda for some members who are unable to stay for the duration of the meeting.

f. Workforce Institute resolution

Jorge updated the committee on the resolution that was agreed upon at the April 3rd meeting. He forwarded the approved resolution to the College Advisory Council. The approved motion was to move Workforce Institute from the college to the District Office. CAC discussed the motion and moved it forward to the President. The President has asked the Leadership Team to provide some inside information so that he can make a decision and bring it to District Council. Jorge was able to find out that the first floor of the Technology Building is around 10,000 square feet. The floor is comprised of 60% offices and 40% instructional space (classrooms/conference rooms). The discussion with President Breland was that if there are instructional needs to be delivered as part of adult or contracted education, it can continue to remain at the college. Phil mentioned that this item is on the Academic Senate agenda and he’ll be asking them to support the resolution.

c. 300 Building Space

This item was previously discussed at the April 3rd meeting and was brought to action. The motion to have the Robotics and Automation Club move into a section of the 300 building was unsuccessful. Joseph and Jorge have been corresponding and they wanted to bring the motion back to the
Facilities, Safety & Technology (FaST) Committee Meeting – Minutes for 4/17/2017

committee for reconsideration with additional information. Joseph gave a presentation to the committee showing the benefits of having his club moved to the proposed location.

MOTION
J. Headley/2nd P. Crawford – Move to allow the SJCC Robotics and Automation Club, as well as any other club or clubs under the ASG, as well as any ASG Officer or Officers, under the proper supervisor, and with a plan, to move into the 300 building in the space that is next to the fitness center for a period of no more than 12 months or until the administration requests the space for demolition or other purposes.

Y – 2
N – 3
A – 2
Motion failed

Committee members have concerns regarding safety and supervision in the area. The Robotics and Automation Club explained they have a team of advisors that work with them.

a. Self-Evaluation Form

The committee reviewed the committee goals that were voted on at the beginning of the fall semester. Along with that information they were each able to work on the Self-Evaluation form given to them. All forms were submitted back to the recorder to compile. The committee will review the information at the next meeting.

b. Institutional Strategic Goals and Key Performance Indicators

The committee didn’t need to review this form as it was completed at the beginning of the fall semester.

d. Technology Building Signage update

Jorge has been working with Kishan Vujjeni (WI Dean) and Daniel Garza (Interim Marketing Director) on the design for the banners that’ll be placed in the back entrance of the Technology Building. The project should be completed within the next couple of weeks.

e. Committee charge

The committee was given copies of other community college’s Technology Committee charges to review. Jorge believes that the charge can be revised by the end of the semester. The committee is reviewing the duties and responsibilities of the technology component of the charge. Jorge will have additional discussions with Academic Senate and other faculty members regarding the full control of the academic technology through committee. Jorge will come up with a proposal for the charge and bring it back to the committee for consideration.
V. Gilbane updates

Updated information was given to the committee regarding the concerns that were spoken about at the previous meeting regarding the security cameras. Paul Lum explained that the cameras have a high resolution (1080P) at 5 mega pixels per camera. They’ll also be putting in pan tilt zoom (PTZ) cameras in the parking lots. Paul has been working with Jorge on the camera locations and communication areas. They are working to identify those cameras that are best suited for the project at this time and to ensure that they’ve got coverage on this project and/or other projects. Jorge added that they have identified a few locations were the PTZ cameras will add visibility and view to the location. They’ve identified two places were there’s going to be construction (southwest parking near Wendy’s) of the Maintenance & Operation. When the building is completed that section of parking area will have camera coverage.

Meeting adjourned
Facilities, Safety & Technology Committee Meeting AGENDA
Student Center (SC-204)
May 1, 2017
2:00 pm – 4:00 pm

<table>
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Faculty – Phillip Crawford, Janet Chang, Scott Miller  
Classified – Maria Avalos, Linda Jimenez, Cres Nolasco  
Associated Student Body – Matthew Gonzales, Joseph Heady (co-chair), Maria Riojas | May 15 |

I. Approval of Agenda

II. April 17, 2017 minutes

III. Public Speak – (3 minute limit per speaker)

IV. DISCUSSION/ACTION ITEMS:

a. Facilities Master Plan
   i. Early Childhood Education/Child Development Center

b. College Advisory Council Comprehensive Report

c. Strategic Planning Committee Annual Self-Evaluation of Standing Committees

d. Safety Update

V. INFORMATION ITEMS:

a. Gilbane Updates

"Student success is a commitment to ensuring that students are able to establish and achieve their educational goals: degree, certificate, transfer, career advancement and lifelong learning experiences. The success of our students is a shared responsibility by all members of our college community."
Facilities, Safety & Technology (FaST) Committee Meeting – Minutes for 5/1/2017

**Membership Attendance**

**MSE** – Joe Andrade, Jorge Escobar (chair), Young Nguyen (ex-officio), Teresa Paiz

**Faculty** – Phillip Crawford, Scott Miller

** Classified** – Kathy Araki (proxy for Maria Avalos), Linda Jimenez, Cres Nolasco

**Associated Student Body** – Matthew Gonzales, Joseph Heady (co-chair), Maria Riojas

**Guest** – Michael Dziuba (District Police), Owen Letcher (District Office), Jodi Marvet (District Office), Mina Nabeel (Early Childhood Education Club), Andrew Spiller (Gilbane), Madhavi Sudarsana (ECE faculty)

I. **Approval of Agenda:**

   J. Heady/M. Riojas

II. **Approval of April 17, 2017 minutes:**

   S. Miller/J. Heady (1 abstention)

III. **Public Speak**

Instructor Madhavi Sudarsana, spoke to the committee regarding the department’s need to have the Child Development Center. She read a letter from the Early Childhood Department faculty giving their view on the needs of a child development center. She also learned that the ECE department could receive funding from local planning commissions (i.e. Santa Clara County Office of Education). The department has started to have discussions about helping students without lab classrooms. Partial funding is also available, if the ECE has a plan. She explained that there is a need for child care for our students. ECE students also need to have an onsite classroom for them to practice. Currently, students are sent all over the city to other locations for observation training.

IV. **DISCUSSION/ACTION ITEMS**

   a. **Facilities Master Plan**

   The committee members were given a copy of the current facilities master plan, which can be used as a reference for upcoming projects. Jorge mentioned that the committee needs to start thinking of priorities and designs. In the fall semester, the committee should be able to start with a solid plan, which ties into the funding and releasing of the bond funding. There are a lot of steps in between from hiring architects to hiring firms that are going to be providing services.

      i. **Child Development Center**

         - This discussion needs to start early on.
         - The department needs to look at what age groups would work best on our campus. Toddlers have a low ratio compared to pre-school aged children. Need to look at it from all aspects.
         - Will this only be open to the students or to the community? Discussion needs to take place.
         - The ECE Department would like to be involved in the creating of the facilities.
Facilities, Safety & Technology (FaST) Committee Meeting – Minutes for 5/1/2017

- There are still questions as to where this facility would be located and under what administrator.

The CTE program will probably be the first building to be built based on this Facilities Master Plan. A conversation with the department needs to happen before summer, so the committee fully understands the needs of the department and the faculty. Once the discussion has begun, the committee will meet again in the fall to look at those requirements. A last suggestion was to have the CTE staff and faculty work on their list of needs over the summer. The Iron Workers may also have a need for higher ceilings based on the department locations at other colleges. Architects have not been approved as of yet.

b. College Advisory Council Comprehensive Report

The committee reviewed the information that’s been compiled on to the College Advisory Council Comprehensive Report. The chair is scheduled to meet with CAC and present the report on Friday, May 5th. The committee worked on the section that included challenges, success and accomplishments.

Challenges

- CTE stakeholder spring meeting
- Child Development Center and where it fits into the FMP
- 24/7 campus security and/or plan
- Technology portion of the committee, work out a protocol that keeps the faculty senate in close engagement
- Space planning/utilization
- Emergency evacuation/preparedness improvements
- Locking mechanism
- Completing a campus wide access control project
- Renovate/update conference rooms
- Using technology to be more collaborated in our work as a committee (google apps, etc.)
- Captioning meetings (ada compliance), stream live

Successes

- Meeting quorum
- Student participation

c. Strategic Planning Committee Annual Self-Evaluation of Standing Committee

N/A

d. Safety Update –

Lt. Dziuba explained that there were three burglaries over the weekend. The buildings that were burglarized were the Business and General Education Buildings and the Library. Currently, there are no leads or fingerprints. There could be a connection to the homeless issue on campus. Nearby
Facilities, Safety & Technology (FaST) Committee Meeting—Minutes for 5/1/2017

residents have also been hit with a string of burglaries. This is an open investigation and Chief Tom Morales will communicate more information as it comes in to his office. President Breland and VP Escobar will be sending an all campus email regarding the situation. Lt. Dziuba also mentioned that the alarms were triggered multiple times throughout Sunday and early Monday. The notification of the alarms was sent to the alarm company, because District Police are closed at the time of the alarms. Unfortunately, District Police wasn’t dispatched, due to the high volume of alarm notifications it can be anything from something minor or major. They don’t have enough staff to handle the multiple notifications. It was asked by the committee if this will affect the installation of the cameras. The cameras are still scheduled to be installed in the summer. This project will help District Police in identifying suspects on campus grounds. It has shown to be very helpful at Evergreen. Lt. Dziuba assured the college that District Police are brainstorming other alternative solutions. President Breland commented that this should be a top priority.

V. INFORMATION ITEMS:

Gilbane Updates:
- Business Building access control and roofing
- Theater small surface
- Relocated Adaptive P.E.
- Audio/Visual projects(stadium speaker system, radio station)
- Wayfinding, signage
- Staff Parking Lot “B” closure
- Retrofitting lights in parking structure
- Theater roof, floor, lighting, sound system

Meeting adjourned
Facilities, Safety & Technology Committee Meeting AGENDA
Student Center (SC-204)
May 15, 2017
2:00 pm – 4:00 pm

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<tr>
<td>MSG – Joe Andrade, Jorge Escobar (chair), Young</td>
<td>Have a great summer!</td>
</tr>
<tr>
<td>Nguyen (ex-officio), Chief Tom Morales (ex-officio),</td>
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<tr>
<td>Teresa Paiz</td>
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<td>Faculty – Phillip Crawford, Janet Chang, Scott Miller</td>
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<tr>
<td>Heady (co-chair), Maria Riojas</td>
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I. Approval of Agenda

II. May 1, 2017 minutes

III. Public Speak – (3 minute limit per speaker)

IV. DISCUSSION/ACTION ITEMS:
   a. PM/CM Selection Committee
   b. Facilities Master Plan Sub-committee
   c. Committee Evaluation
   d. Technology Plan
   e. 300 Space Temp Allocation
   f. Removal of dead and sick trees by SJCC Facilities Grounds Department

V. INFORMATION ITEMS:
   a. Gilbane Updates

"Student success is a commitment to ensuring that students are able to establish and achieve their educational goals: degree, certificate, transfer, career advancement and lifelong learning experiences. The success of our students is a shared responsibility by all members of our college community."
Facilities, Safety & Technology (FaST) Committee Meeting – Minutes for 5/15/2017

Membership Attendance

MSC – Joe Andrade, Jorge Escobar (chair),

Faculty – Janet Chang, Scott Miller

 Classified – Maria Avalos

Associated Student Body – Matthew Gonzales, Joseph Heady (co-chair), Maria Riojas

Guest – Robert Altacruz (student), Byron Brelan (President), (Michael Hohl (Gilbane), Sengdara Srisavaththay (Workforce Institute),

I. Approval of Agenda: S. Miller/J. Andrade

II. Approval of April 17, 2017 minutes: S. Miller/M. Riojas

III. Public Speak

Associated Student Government President Luna expressed to the committee the need to have the Robotics & Automation Club to the 300 wing. Their area is extremely small for the amount of equipment they have and will be receiving.

Debbie Huntze-Rooney requested that the committee take into consideration that the Kinesiology Department be able to stay in the current location (Learning Resource Center) until the new Jaguar Sports Complex is ready for them to move in to.

Robert Altacruz, Digital Manufacturing Director of the Robotics & Automation Club, expressed the need for the additional space in the 300 wing. He all the opportunities that the club would have by being allowed to have the additional space.

Would appreciate if the committee took into consideration the moving of the Robotics & Automation Club in to the 300 wing.

IV. DISCUSSION/ACTION ITEMS

a. PM/CM Selection Committee
Facilities, Safety & Technology (FaST) Committee Meeting – Minutes for 5/15/2017

The district received feedback from both colleges and constituency groups about the need to go through a clear, open and transparent process for selecting the new construction/project management company. A request for a RFP (Request for Proposal) is going out to select a company that can serve the construction design and execution of Measure X. Jorge is asking for participation from the committee members to be a part of the RFP and the evaluation committee. If anyone is interested they should forward their names to Jorge and he’ll let Owen Letcher, District Director of Facilities & Bond Program Management, know.

b. Facilities Master Plan Sub-Committee

Jorge suggested that the committee consider a sub-committee from the FaST committee, to review on specific things that come up. The committee would initially need to create a charge and come up with some objectives to be met. Scott feels there should be a sub-committee formed to begin looking at the FMP. He volunteered to be a part of the sub-committee. Maria suggested that there be a timeline that the sub-committee would need to develop, to report back to the committee. Jorge explained that when it comes down to the execution of the bond, there are other initiatives that are tied to the full plan that need to be taken into consideration. Someone needs to create the plan and give a portion of that to the sub-committee where they can come up with suggestions and ideas. Faculty needs to be involved were it impacts their area. A notice will be sent out for volunteers. He’d like the sub-committee to start in the fall.

c. Portable update

The college has the quotes and designs for the new portables that’ll be added to the campus. The two other avenues that were suggested for swing space; other buildings along Bascom Avenue, which is only open for rental, not purchasing. The other suggestion from the committee was to consider moving Workforce Institute moved to the District Office. This would integrate Workforce Institute’s no-credit classes to any classroom on campus. The discussion is currently being held at the District Council meetings. Jorge will provide an update when he hears back from the council.

d. Technology Plan

The committee members received a copy of the draft Technology Plan. It was a coordinated effort from both colleges and the district office. It also serves to satisfy standard 3 of accreditation. It’s a tool that helps the committee to execute, in an organize way, different aspects of technology. The plan will be supported with an action plans for certain areas. It was noted that the students play a big role in the plan. Jorge pointed out pages 15-18 display the items that were generated from the survey, which was completed by our faculty, staff and students. The survey had 398 responses. Janet discussed new programs that could help with best practices on campus. The college needs to move forward with upcoming technology. Janet also suggested that faculty be given trainings and workshops for new programs. Jorge has had discussion with Academic Senate. Phil has mentioned that Academic Senate feels that the committee should take on all technology purposes under the committee. Jorge feels that there should be more participation from faculty on the committee. The committee was tasked with reading the technology plan, so they’re prepared when they return in the fall.
Facilities, Safety & Technology (FaST) Committee Meeting – Minutes for 5/15/2017

e. 300 Space Temporary Allocation

This item is being revisited for the third time with the committee. For multiple reasons, the committee hasn’t been able to meet the approval of the item. The Robotics & Automation club would like to use the available space since they’re club has grown in membership and has acquired equipment that can’t be stationed in the Associated Student Government offices.

MOTION:
Facilities, Safety & Technology Committee Meeting AGENDA
Student Center (SC-204)
September 18, 2017
2:00 pm – 4:00 pm

| Committee Members: |
| MSC – Joe Andrade, Jorge Escobar (chair), Young Nguyen (ex-officio), Chief Tom Morales (ex-officio), Teresa Paiz |
| Faculty – Phillip Crawford, Janet Chang, Iyun Lazik |
| Classified – Maria Avalos, Linda Jimenez, Cres Nolasco |
| Associated Student Body – |

| Upcoming Fall Semester Meetings: |
| October 2 |
| October 16 |
| November 16 |
| November 20 |
| December 4 |

I. Approval of Agenda

II. Public Speak – (3 minute limit per speaker)

III. DISCUSSION/ACTION ITEMS:

a. Elect Chair/Vice Chair

b. Charging Station Procedure

c. International Program

d. Classified Senate/CSEA office space

e. Facilities Master Plan (Measure X)

f. Technology Master Plan

g. Measure G 2010

h. Safety

i. Space Utilization

j. Campus Beautification

IV. INFORMATION ITEMS:

a. Gilbane Updates

"Student success is a commitment to ensuring that students are able to establish and achieve their educational goals: degree, certificate, transfer, career advancement and lifelong learning experiences. The success of our students is a shared responsibility by all members of our college community."
Facilities, Safety & Technology (FaST) Committee Meeting – Minutes for 9/18/2017

Membership Attendance

**MSC** – Joe Andrade, Jorge Escobar (chair), Young Nguyen (ex-officio), Teresa Paiz (Absent)

**Faculty** – Janet Chang, Phil Crawford, Iyun Lazik

** Classified** – Maria Avalos, Cres Nolasco, Linda Jimenez (Absent)

**Associated Student Body** – Joseph Heady, Maria Riojas

**Guest** – Norma Ambriz-Galaviz (Interim President), Katherine Bailey (KJs Café), Lt. Michael Dziuba, Jodi Marvet (District Office), Melissa Martinez (student), Scott Miller, Doriann Tran, Kidane Sengal, Andrew Spiller (Gilbane)

I. Approval of Agenda with modifications: J. Andrade/M. Riojas

II. Public Speak

Janet Chang mentioned that the new wayfinding signs were working well around campus.

She had one concern regarding the limited lighting around the Technology Building. She suggested that the evening administrator walk the campus to see if there are any other areas that lack lighting.

Katherine Bailey, owner of KJ’s Café, announced that she has been reviewing and considering new signage for the café that’ll go along with the college’s new signage and branding. Katherine gave the committee a copy of the signage plans to review. A digital version is attached. She also mentioned that during the month of October the café staff will represent Breast Cancer Awareness by wearing pink KJ Café shirts along with new energy that’ll be coming to the café.

III. DISCUSSION/ACTION ITEMS

a. Safety

Joe suggested that the campus should bring back the bike patrol. Lt. Dziuba mentioned that staffing is important and it can be done. He assured the committee that Chief Morales is looking into new bikes.

Maria A. mentioned Moorpark Avenue near Leland still has arrows on the street, which direct driver to turn towards parking lot “C”, which is now an exit only. This is causing confusion for drivers. Jorge indicated that the street markings are a city issue. The college will need to look into it and have them correct it. She also had a concern regarding cars that are crossing through the Leland intersection, which isn’t a straight away. She suggested that barriers be placed near the crosswalk to stop cars from entering. Lt. Dziuba will look into what can be done.

Jorge mentioned that he had addressed a concern with Gilbane regarding some construction vehicles (tractors) on campus without spotters/flaggers. It’s a safety concern that Jorge felt needed to be addressed immediately.
Facilities, Safety & Technology (FaST) Committee Meeting – Minutes for 9/18/2017

He also mentioned that the campus had additional security officers on campus during the summer to address safety concerns. The campus had two armed officers that patrolled the campus grounds 24/7. The extra security was a result of recent break-ins and the homeless problem near campus, and it was primarily a swift response to a situation that merited executive action. The current contract expired, but the college is considering keeping the service; the expense came out of the college budget.

Phil mentioned that a faculty member had a concern regarding a student who was on the campus harassing a faculty member. Phil was informed that the student had a weapon and ammunition and was given a five year restraining order. Phil was told that this incident wasn’t placed on a security/crime report. Lt. Dziuba assured the committee that the weapon and ammunition that was found was off campus in the student’s car. Lt. Dziuba wasn’t aware that the incident wasn’t in the security/crime report and would follow up to get accurate information. Doriann asked if it was necessary that the college post this student’s photo all over campus. She felt it made the college look bad when there are visitors to our campus. It was a very necessary due to the seriousness of the case. The photos were posted around campus until the restraining order was put in place. Lt. Dziuba stated that booking photos are a matter of public record.

Lt. Dziuba explained that there has been a few accidents and hit and runs around the parking structure. Campus Police is trying to come up with solutions to fix this problem. A suggestion was that maybe the parking spaces are too close and maybe the parking spaces should be re-stenciled. Lt. Dziuba requested that Campus Police be given a copy of the evening administrator lists with the administrator’s contact information. Corinne will follow up with Campus Police to make sure they have this information.

Jodi Marvet asked the committee members if anyone had attended the PDD Active Shooter workshop. She would like to know what they thought. Lyn had attended the workshop and thought the exercises were well worth it.

b. Elect Chair/Vice Chair

The committee discussed the election of the chair and vice chair for the 17-18 year.

Nomination for Chair:

- Janet Chang/2nd Joseph Heady for the nomination of Jorge Escobar
- Joseph Heady nominated Joe Andrade; Joe declined
- Unanimous vote – Jorge Escobar – Chair

Nomination for Vice-Chair:

- Jorge Escobar/2nd Cres Nolasco for the nomination of Joseph Heady
- Maria Avalos/2nd J. Andrade for the nomination of Teresa Paiz
- Two votes for Joseph Heady
- Four votes for Teresa Paiz, nominated for Vice Chair

ACTION: Teresa will be formally notified of the appointment.
Facilities, Safety & Technology (FaST) Committee Meeting – Minutes for 9/18/2017

c. Electronic Vehicle Charging Stations Procedure

The committee discussed the absence of procedures for the new charging stations. Joe mentioned that he’s received some calls and he’s not familiar with what procedures were in place. The committee was told that the stations will be open to everyone including non-students/employees. The college will keep an eye out as to how the impact will affect the college. It was asked if there would be restrictions on the stations for the drivers. The restrictions are on the application that drivers use for the charging station. A suggestion was made that a sign of the policy/procedure should be posted near the stations. The committee discussed the collection of the fees from the station. It was confirmed that Charge Station Point, the company that owns the stations, collects the fees. The committee felt that a portion of the fees should come back to the college.

**ACTION:** Jorge will look into it and will provide details.

d. International Program

Doriann Tran, International Counselor, spoke to the committee regarding the International Program’s needs for more space. Currently, the program has two offices, which isn’t enough space since the program is expanding. The program is lacking a place to store private records and is in need of a lobby. Doriann asked the committee to assist the program in identifying space in the Student Center. Ideally, she would like the program to have four offices with a lobby. She explained that the program needs to hire more personnel, which would be another reason that space is needed for this program.

The committee gave a couple of suggestions as to where the program could be temporarily housed while a new location is figured out. The suggestions were the floor that is currently occupied by the Workforce Institute, which will be moving to the District Office or the Kinesiology Department when they move to the new P.E. building in spring ‘18.

e. Classified Senate/CSEA office space

The Classified Senate will also like to obtain an office for themselves and CSEA. Per the CSEA contract, Article 3.14, which states “CSEA and Classified Senates, will be provided office space on each campus. Each of the two offices will be shared by CSEA and Classified Senates on that campus.”

**ACTION:** The Classified Senate President was not present at the meeting.

**ACTION:** The item will be on the next agenda

f. Facilities Master Plan/Space Utilization (Measure X)

Jorge gave some updates to the committee on some future plans this year. He announced that the Workforce Institute possibly could be moving to the 5th floor of the District Office in December. He was also happy to announce that one set of floor plans for the campus had recently been put together. As a result the college will commission a space utilization audit to validate and analyze the current floor plans -- a consultant will be hired to assist the college audit all spaces and provide floor plans with the current person/persons occupying offices, cubicles, and labeling common areas. Spaces to condition will also be looked at for the college. A suggestion was made to possibly move Middle College out of the Student Center integrating them to the campus. Other areas are being considered as swing spaces to move functions until more space is available, the Business Building (8-
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107) and LRC are other areas that are being consider as availability for new spaces. Its suggested that Program Review is used to compile and quantify space needs.

The Facilities Master Plan was given to the committee and will be reviewed throughout the year. The committee will need to work on a process for reviewing process, plans and priorities for Measure X.

Phil had a concern regarding the decision for funding allocation for Measure X. Constituency groups were not given consideration when deciding where the funding would be allocated. There needs to be an explanation on who made the decision for funding and if it was done by the District Office only. The allocation needs to be reviewed again with input from all constituency groups. The FaST committee should be questioning the District Office in regards to the concerns.

MOTION: P. Crawford/2nd J. Chang – Find out the process and persons involved in the allocation of Measure X. Unanimously approved.

There needs to be accountability from the District Office, if not, the fault lays on the college for not asking the question. Some committee members were concerned that the District Office had allocated itself 15% of the new bond.

Jorge added that the cost of construction has multiplied over the last few years at a rate that changes exponentially, which means the college would only be able to complete fewer projects than what Facilities Master Plan shows. The college needs to be very smart in refining the projects, where those are build and together work on the prioritization. San Jose City College is an older campus with older buildings and infrastructure that requires more funding. The Milpitas College Extension is another building that now needs to take into consideration when allocating funds.

g. Measure G 2010

Jorge shared with the committee that he was informed that there are an additional $7.7M to spend from the Measure G 2010 bond. The funding will need to be spent before June 2019. Although it’s great to have additional funding, the college has a short amount of time to allocate the funding to projects and complete them on time.

The committee had concerns as to why the new funding is coming to the college late. Phil indicated that “they are” aware that the funding was supposed to be planned for projects on the MG2010 list and the lack of well-planned funding forced the College to trim scope, which is a huge concern.

Phil brought up that the project to fix the power plant changed generating $2.2 million that are not moved to other projects. This as a consequence that the power plant was built incorrectly, which was a waste of tax payer dollars. The committee wants to know who’s to be placed accountable for the power plant not being certified by DSA (Division of State Architect). It was asked why Gilbane, a construction development firm or whoever managed the bond didn’t catch or highlighted this situation, although it might have started years earlier. Andrew Spiller, with Gilbane, explained that this project was done before Gilbane came to campus. The committee discussed if there was ever a contract in place at the time. Jorge offered to ask Gilbane and/or the District Office to provide him with the technical report so it can be reviewed. He will then follow up with the committee once he receives the report.
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Jorge mentioned that the funds from the power plant project are being moved to fully fund the new M&O (Maintenance & Operations) Building. He reminded everyone that a year or so ago the college was informed that $9M were available to allocate to new projects. At that point, since the M&O (Maintenance & Operations) Building was cut years ago due to the lack of resources, and the theater lobby/drama classes can be upgraded, those two projects were resurfaced.

The M&O building will be located in the southwest corner of campus by the Wendy’s entrance. It will house a warehouse, Custodial and Grounds, the Maintenance Departments and the EOC (Emergency Operation Center). The EOC is a location is designed so it can be used for other purposes and will be wired and ready to be used in the event of an emergency. The EOC is a good addition that will prepare the College for an emergency (most likely a natural disaster). The additional funds transferred will allow to invest $1-1.5M for having a generator, analog lines, communications, and the building to be an essential facility project. Jorge has worked with Chief Morales in the programming of details needed. A copy of the rendering of the building was provided to the committee.

The committee further discussed where the remaining $7.7M funding should be placed. A suggestion was the absence of the Child Development Center. This project should be a top priority since it’s for students who need child care services. Jorge mentioned that based on prior discussions, ECE (Early Childhood Education) has space within Measure X. However, with the new available funds, we could install modulars where building “K” is located.

Phil mentioned that the college needs to establish a partnership with the community by bringing back the swimming pool, which was promised by previous administrators when it was closed. The new Fitness Center should also be open to staff and students to use.

h. Campus Beautification

Jorge mentioned a few improvements most which took place during the summer:

- Campus wayfinding and signage
- Business building classroom renovations
- Business building Access Control Pilot Program
- Theater and Business Building roof repairs
- Replacement of Stadium Sound System
- Radio station upgrade
- Garden/bench area near the General Education Building
- Trees to be replanted on Moorpark Avenue, which were already approved by through the Landscape Master Plan
- Consulting with a landscaping architect, so the proper trees are placed in the best place for them to grow
- 200 trees are required to be planted, 4 were planted on Milpitas campus
- Jorge is coordinating with the City of San Jose, Parks & Recreation to develop a planting program together with the college
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IV. GILBANE UPDATE

- PE Projects moving forward, opening in spring 2018 (January)
- Summer projects completed
- Adapted Physical Education currently being worked on

Meeting adjourned
Facilities, Safety & Technology Committee Meeting AGENDA
Student Center (SC-204)
October 2, 2017
2:00 pm – 4:00 pm

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<tr>
<th>Committee Members:</th>
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<tr>
<td>MSC – Joe Andrade, Jorge Escobar (chair), Young Nguyen (ex-officio), Chief Tom Morales (ex-officio), Teresa Paiz (vice-chair)</td>
<td>October 16</td>
</tr>
<tr>
<td>Faculty – Phillip Crawford, Janet Chang, Iyun Lazik</td>
<td>November 16</td>
</tr>
<tr>
<td>Classified – Maria Avalos, Linda Jimenez, Cres Nolasco</td>
<td>November 20</td>
</tr>
<tr>
<td>Associated Student Body – Joseph Heady, Maria Riojas</td>
<td>December 4</td>
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I. Approval of Agenda

II. Public Speak – (3 minute limit per speaker)

III. DISCUSSION/ACTION ITEMS:

a. Classified/CSEA Office Space J. LeDee
b. UC Transfer Campaign Canvas Banners and Posters R. Gutierrez
c. Tree removal in Lot F J. Andrade
d. KJ’s Entrance Signage J. Escobar
e. Facilities Master Plan/Space Utilization (Measure X) J. Escobar
f. Child Development Center J. Escobar
g. CDC Model Classroom J. Escobar
h. Physical Education Building (Feb. 2018) J. Escobar

“Student success is a commitment to ensuring that students are able to establish and achieve their educational goals: degree, certificate, transfer, career advancement and lifelong learning experiences. The success of our students is a shared responsibility by all members of our college community.”
i. Technology Plan
   J. Escobar

j. Print Services RFP
   J. Escobar

k. Charge Station Fee Update
   J. Escobar

l. Robotics club safety and access plan
   J. Escobar

m. Fiscal Agent for Bond Oversight
   P. Crawford

n. Nursing Simulation Lab
   I. Lazik

IV. INFORMATION ITEMS:

   a. Gilbane Updates
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Membership Attendance

MSC – Joe Andrade, Jorge Escobar (chair), Young Nguyen (ex-officio), Teresa Paiz
Faculty – Janet Chang, Phil Crawford, Lyun Lazik
Classified – Maria Avalos, Linda Jimenez, Cres Nolasco
Associated Student Body –
Guest – Robert Gutierrez (METAS), Jammaar Hall (ASG), Julinda LeDee (Classified Senate), Owen Letcher (District Office), Jodi Marvet (District Office), Scott Miller, Ariel Rodeo,

I. Approval of Agenda:  

II. Approval of September 18, 2017 Minutes:  

III. Public Speak/Follow-ups/Updates:

Campus Lighting:

There was a follow up discussion regarding Janet’s concern of limited lighting on campus. Jorge mentioned that this concern was brought up to Vice President Montemayor in Academic Affairs since the evening administrators schedule falls under his area. A separate meeting will be scheduled to discuss setting up expectations for the evening administrators, such as: walking the campus at least once a night and following processes and protocols related to communication. Janet suggested that all night instructors need to have both the District Police and night administrator phone numbers. It was explained that the evening administrator has an iPhone with a dedicated number, which can be used to send texts and emails along with calling directly. Jorge agrees that all faculty needs to be aware of these phone numbers. Jorge suggested placing stickers on the classroom phones with the evening administrator’s phone number similar to the one that’s on the phone for District Police. Cres also indicated that the District Police’s number is coded on all the new classroom phones. It was suggested to code the evening administrator’s phone number too.

NOTE: Contact Elizabeth Juarez to see if the phone number can be coded on the classroom phones.

Electrical Vehicle Charging Stations:

The committee received a document that highlighted the electrical vehicle charging stations. Jorge received confirmation from Owen Letcher of the revenue from the charging stations. The college has been credited with the exception of 10%, which goes to the company. The college has received an estimated $1700 back in revenue. Jorge explained that this revenue comes to the college indirectly as abatement of expenditures. The District Office pays for the electricity, which the revenue abates those expenditures. Jodi asked the committee if there have been any issues with non-electric vehicles parking in the spaces for the charging stations. Jorge explained that the committee discussed this concern at the last committee meeting and the follow up to this issue was to notify Chief Morales and to update the parking regulations. It was also suggested that the college add a sign that indicates if vehicle are not
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charging they could potentially receive a citation. This discussion triggered another topic about the length of time a vehicle could charge before a citation can be given. These thresholds will need to be defined.

Pricing for food at KJ’s Café:

Maria noticed in KJ’s Café that there’s only a pricing list for the drinks, not the food. She was concerned that when students come in they’re not aware of how much the food is when they bring it to the register. She asked if it can be suggested to KJ’s Café to add the food to their pricing list or place a price sticker on the food.

IV. DISCUSSION/ACTION ITEMS

a. Classified/CSEA Office Space -

Julinda LeDee, Classified Senate President, explained to the committee that she has come across an article in the Classified Bargaining contract (Article 3.14), which states that CSEA and the Classified Senate is entitled to share space. Julinda is looking for available office space, and if anything becomes available she’d like to request the space for CSEA/Classified Senate. Jorge explained that the college doesn’t currently have space available. It was asked how CSEA/Classified Senate would utilize the space if something does become available. Julinda explained that CSEA/Classified Senate would only need an office space where records and files can be stored along with a desk to do union/senate business. Maria explained that CSEA/Classified Senate is willing to take temporary space similar to how another group last semester came to the committee and was approved for temporary space. CSEA/Classified Senate would be willing to have this same type of set up until a permanent location could be decided. Janet emphasized to the committee that while the college is in transition, the committee should make this a priority. She also mentioned that when the Student Center was being designed, a shared office space for Academic Senate/Faculty Association was in the plans. As the college looks at space utilization it should keep in mind a permanent space for CSEA/Classified Senate. Jorge explained that this discussion will prompt a conversation regarding space utilization at one college and not the other. It will also trigger discussion on roles of responsibilities for each group that receives space.

Jorge reminded the committee that Workforce Institute will be moving out of the first floor of the Technology Building at the beginning of 2018. This will create a capacity for the committee to think about locations and space. Internally, the committee will need to come up with a decision-making process to allocate the designated space. Jorge reiterated that he would like to hire a firm to do an audit of the space utilization and create floor plans categorizing the occupants.

b. UC Transfer Campaign Canvas Banner and Posters -

Robert Gutierrez described canvas banners that he would like to utilize to promote a campaign encouraging San Jose City College students to transfer to the University of California system. Messaging will focus on three UC transfer resources: 1) Transfer Admission Planner, 2) Transfer Admission Guarantee, 3) Blued & Gold Opportunity Plan. The messages will tell students who are interested, what they can see and where they can go for assistance. The posting dates are from October through December 2017 to align with the UC application filing period from November 1 to November 30. Should UC extend the deadline, the banners will remain posted until the deadline. Robert explained that last year the deadline was extended to January 2nd. There are a total of 6 canvas banners with grommets to tie on stair railings in the General Education Building and
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Multidisciplinary Building. In addition, there are 6 vertical roll-up/pop-up portable banners to strategically place inside the Student Center and Science Complex Building. Jorge commended METAS for the great work they do in transfer ability to the CSU/UC system. Jorge recommended that Robert work with Daniel Garza, Marketing Director, to start thinking about process and the signage around campus. Janet thinks it’s a great idea and feels that the banners will help students become more aware of what programs are on campus and what UCs they can transfer to.

c. Tree Removal in Lot F -

The committee reviewed a map showing a tree located between the 200 building and lot “F”, which is posing a risk on campus. The tree is about 40-50 feet high and is leaning due to the winter that we had last year. It’s only a matter of time before it falls and causes damage or hurts someone. Joe wanted to bring this situation to the committee’s attention and to let them know that the tree will be removed. Jorge requested that Joe have the Groundskeeper III do a summary report for reassurance. Jorge explained to the committee that the two risks for taking down a tree is if it is a safety hazard or if it’s in the footprint of the construction of a new building. Joe mentioned that the college has purchased thirteen trees and has installed nine.

d. KJ’s Entrance Signage -

The committee reviewed the signage presentation for KJ’s Café, which is to upgrade the entrance of the theater. The presentation showed the branding of the college on one side of the entry and KJ’s branding on the other side. The branding highlighted power words that are related to the program and to the cafe.

Jorge did a survey with the faculty and received feedback that some thought the branding looked attractive and others thought that the branding is too much. Maria mentioned that she also did a survey for the classified staff and it was also noted that the signs were too busy and the color resembled Evergreen Valley College. It was also felt that the signage at the top of the entrance isn’t readable and looks more like a restaurant rather than a theater.

Some of the committee members thought the branding looked too busy. Janet suggested taking off the café wording on the entrance door only, leaving the wording on the right side window and the signage on the side entrance of the building. This way the café wording isn’t dominating the college side. Phil suggested using visible signs that indicate what’s in the building instead of logos and advertisement.

Janet thought that it may look like there’s some inequality by accepting banners for KJ’s when Fresh & Natural doesn’t have that much advertisement on campus. Jorge believes it’s a fair question about equity and fairness regarding Fresh & Natural, but he commends KJ’s owner for being a proactive minority women owned business that goes beyond to advertise and have great customer service. Although people like Fresh & Natural, they make no efforts to advertise. Janet warned that this could cause a problem if the committee or college is focusing on promoting one vendor over the other. She does feel that KJ’s offers great services and products, but when looking at signage there needs to be a balance showing this is a college theater and there is a coffee service in the building.
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Jorge asked the committee if there was anything in the presentation that can be kept for the college. Phil thought that in the area where the signs indicated the theater program the word “theater” could be added. The committee agreed that wording above the main entrance doors shouldn’t be there. Iyun thought that the wording on the main entrance doors could say “SJCC” on the right and “Theater” on the left.

Maria suggested that if the proposal is sent back to be redesigned that it should be with just SJCC. She did mention that she liked the theater mask symbols on page 4. It was also suggested that they come up with another design.

**NOTED:** Jorge will ask Daniel Garza to take a look at the designs to see if he can offer input and will give the feedback to KJ’s.

e. FMP/Space Utilization (Measure X) -

Jorge explained to the committee that they’ll be looking for someone to assist them in getting through the space utilization update. He envisions having floor plans for the entire campus, which identifies the occupants in those buildings. This will serve as a true inventory for when there’s vacancy.

The committee was given proposed documents to review that will help them as they develop the execution of Measure X at the college. This will be a leading document that captures the evolution of what the college does while leaving it for prosperity. The proposed documents highlight the background, history of Measure X and getting into an implementation road map. He also suggested that these documents could be placed in SharePoint, so that it can continue to be updated. The committee also reviewed a chart that showed components of the bond implementation. It gave a breakdown of the end-user groups and functional owners with their responsible areas.

Janet asked if the college is going to hire more staff as it grows. For example, she brought up the Custodial Department and the needs of having more staff when additional buildings are implemented. Jorge gave a brief history of the layoffs that started in 2009. At that time, the function was centrally managed and was fully staffed. When the college downsized the function became decentralized. Currently as the college is up growing it’s dealing with low level staffing and limited budget.

Jorge explained that the college had gone through an extensive search for funding to give to the department for two more custodians. Jorge and President Breland met with CSEA to discuss overtime and how tired the Custodial are becoming, which helped in justifying additional staff. He explained that this type of situation leads into total cost of ownership. The college needs a plan to continue to build and grow while finding additional staff.

In discussion of the Physical Education building, the Custodial staff has toured the building and has projected that at least two Custodians should be assigned. Jorge also plans to speak with the Dean of Kinesiology regarding the key users that’s be in the building that need to start taking better care of their areas. This also goes along with other areas on campus (staff breakrooms, etc.). There needs to be accountability for keeping department areas in order.
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Janet was inquiring about the appointment from Academic Senate to the RFQ/RFP for Measure X 2016 Program Management/Construction Management Firms Selection Committee. Phil mentioned that there was a proposed resolution to halt the proceedings because all constituency groups were not considered. There’s also a proposal in place to find out what happened and how much marketing has already been done. Reportedly there were only three candidates who applied. Phil feels this is inappropriate and the constituency groups should have been there from the beginning.

Phil mentioned an action item from the previous meeting, which was inquiring into the process and persons involved in the allocation of Measure X. He felt he received nothing but evasion from the District Office. He explained that someone in the District Office made this decision, which wasn’t ok. He’s requesting for a bond steering committee with members of the college’s constituency groups. He’s also going requesting that the Academic Senate approve the motion to request the bond steering committee. He explained that there’s a Citizens Bond Oversight Committee, but staff isn’t allowed on this committee. The CBO Committee is there to protect the tax payers and to make sure the funding is spent correctly, not to determine if the funding is being spent on what’s needed for the college. He feels it’s a good idea to have a couple of individuals from the FaST committee along with the constituency groups on this steering committee. It shouldn’t just be a District team that makes this decision.

Janet asked if the process is being evaluated by the Board of Trustees or are they just allowing the District Office to just do what they want. The BOT has a role in being transparent with where funding goes. They’re supposed to be looking at for the interest of the colleges. She feels the BOT is only open to discussion with the District. Phil disagreed; he feels they’re a lot more open. He reminded Janet that the representatives from both unions meet with the BOT. They bring these issues up and do discuss them. Phil thinks that some of the BOT members are not happy with the way things have been handled.

The committee received and reviewed the Bond Management Ecosystem, which is a diagram that explains the roles in Measure X. The chart is a guide that shows the historical documentation of the bond. As the committee develops Measure X and the bond, there needs to be a clear understanding of the moving parts and roles of the college.

f. Child Development Center -

With additional funding that the college has to spend between now and June 2019, Jorge would like to start making a decision of bringing the Child Development Center back on campus, understanding that department will be in fully compliant portables. The only location on campus to place the portables would be where the K Building currently houses Gilbane Construction. If the K Building is demolished, it’ll make room for the portables and Gilbane Construction could be moved to trailers. Jorge said this could be done within the next two years. This is a possibility and the funding is there to support it. If it becomes a priority, we can start working on logistics. The Early Childhood Education faculty will also be providing recommendations. The ECE department will also be engaged with the Milpitas College Extension to develop programmatic activities and work in coordination with the Child Development Center on Escuela Parkway. This will tie together with the state contract that the college has for subsidized child care for on campus students.

NOTED: Jorge will work on setting up a timeline.
g. Early Childhood Education Model Classroom -

The Early Childhood Education department is also asking for a reconfiguration of B-106, where the classes are usually held. They would like to take a portion of the class and make it a model classroom with furniture that would be set up for children. This model classroom will be used as a tool for teaching the ECE students. This would be an interim step in helping the department until a Child Development Center could be built. There'll be some fact checking with Academic Affairs to see what faculty use B-106 and to see what programs may be impacted by the reconfiguration. ECE is also seeking funding from Strong Workforce to pay for the reconfiguration and furniture. Jorge asked the committee what pathway they'd like to follow; either to make a decision as a committee or have Jorge make the decision based on data. Phil would like to see a usage report on the room that indicates the usage by other departments for the past year and half.

**NOTED: Jorge will gather the information and bring back facts to the committee.**

h. PE Building (Feb. 2018) -

The construction of the building is moving along. Jorge gave the latest updates from Gilbane to the committee, which is that the project is on time and on budget with no delays. The expectation is that the construction will be completed by the end of October. There's a plan to move faculty and staff into the building before the holidays and have them ready to start at the new location by the beginning of spring 2018 semester.

The Dean has been asked to consider a process of letting more students, faculty, staff and the community members use the facility. The college is talking with Bascom Community Center to see if there's collaboration when the new building is in place. A committee for the grand opening will be created and invitations to join the committee will be sent out to the college community.

i. Technology Plan -

Young Nguyen, CTSS Supervisor, has been working on adapting the plan for the college. The plan is similar to the District Technology Master Plan. The projects that Young has been working with his team have been tied to the strategic goals set in the Technology Master Plan (Security, Self-service, Standardization, Student Experience and Support). The committee was given a list of initiatives that were collectively inputted from student groups, faculty and staff. Young explained that the college is also doing certain things to help leverage the framework to place the items on the list in the plan. Some projects are already in the works (i.e. wayfinding). A large portion of the plan is audio visual upgrades in the classroom and computer refreshes in the labs, including staff and faculty offices. Some labs have already been completed. Communication will be given to the college community as the work goes along.

Iyun mentioned that one of the common problems in the classrooms is that some instructors will unplug the wires to use their laptops and then not place them back in their proper places. She asked that those wires be labeled, so it becomes easier to put the wires back where they belong. Young is already looking at how to resolve the issue. He's trying to set up a system that everyone can understand and see commonality. He's also looking at placing laminated instructions in every
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classroom. Iyun asked that the projector be set to “standby” so they can shut off automatically. This will help so the lenses won’t burn out as quickly. It was mentioned that the Science Complex will be the next building to have projector upgrades.

Jorge mentioned that Konica Minolta’s contract has come to an end. He would like to invite the campus community and committee members to see if they would like to participate in a discussion about the needs and services of our next copier provider. Jorge will work with the RFP (request for proposal), but only if the scope means that the college is going to change the practice. He doesn’t want to just replace the copier provider, but rather make sure that the college evolves.

j. Charge Station Fee Update -

Discussion was done during updates.

k. Robotics Club Safety and Access Plan -

Jorge gave an update on one of the conditions that the committee had with the Robotics Club moving into the 300 building, which was having a safety and access plan in place. Jorge is currently working with Student Affairs to define the levels of supervisions that are required for the clubs to meet. There’s a requirement for them to have and advisor at their meeting and possibly a more restricted requirement to have an advisor when they’re having practice and/or working on a project. The club is finding that it’s challenging to have an advisor attend their meetings. Due to this challenge, the club is unable to access the space provided until they can have an advisor that can be present. Jorge is going to reach out to the Student Affairs Administrators and Jodi Marvet to see what compliances need to be in place for the club.

l. Fiscal Agent for Bond Oversight -

The majority of this item was discussed in item e. FMP/Space Utilization (Measure X).

Phil reiterated that it would be helpful if the committee knew more about the process and how the funding was divided between both colleges and district. The process was started in July and he’s only aware of one MSC member from Business Services that was selected to serve on the committee, but it didn’t appear to look as if there was faculty or classified representation. There should’ve been constituent representation on this committee. Phil mentioned again that there is a proposed resolution on the Academic Senate agenda to halt the process, so that faculty can participate.

m. Nursing Simulation Lab -

Iyun explained that the Nursing Simulation lab is currently under the guidance of the Workforce Institute. She explained that the lab was donated by Kaiser through a former faculty member. This is a simulation lab that is set up to train all health professionals. Currently, EVC has a nursing program that would like to take over the lab, but she feels it should remain with the college as we have Anatomy and Physiology instructors that are interested in using the lab. When the instructors try to schedule the use of the lab they’re told by Workforce Institute that they either have to pay a fee or they can use it temporarily since it’s going to be moved. She’s asking that the committee take action or at least start discussing the future of the simulation lab. The move of the lab will affect a major
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program on campus. She thinks that the committee should find out who has ownership of the lab and whether or not it should be moving.

Jorge explained that it was his understanding that the equipment in the simulation lab was going to be handed over to EVC by way of a “handshake” or by another process that he’s not aware of. The lab has never belonged to the college as far as he knew. It’s always been under a MOU with Workforce Institute that was signed years ago. Jorge hasn’t seen the MOU and isn’t aware of what is included in the document. He mentioned that even though the Workforce Institute is moving their offices to the District Office, they’ll still have supervision over the simulation lab space and the transition center. It was asked how the Anatomy and Physiology should continue with the planning of their curriculum if the lab is gone. Jorge believes that this should be placed in their Program Review to either keep the lab or have one created for the program. Lynne mentioned that President Breland had told her that the lab belong to the college and wouldn’t be moved.

NOTED: Jorge will speak to Byron regarding the MOU/Simulation Lab.

V. GILBANE UPDATE:

- PE Building is still moving along
- Radio Station is almost completed
- Access Control in the Business Building is almost completed
- Signage is being finalized with the corrections

Meeting adjourned
Facilities, Safety & Technology (FaST) Committee Meeting AGENDA
Student Center (SC-204)
October 16, 2017
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<tr>
<td>Teresa Paiz (vice-chair)</td>
<td>December 4</td>
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<tr>
<td>Faculty – Phillip Crawford, Janet Chang, Iyun Lazik</td>
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<td>Nolasco</td>
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<td>Associated Student Body – Joseph Heady, Maria Riojas</td>
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I. Approval of Agenda

II. Approval of October 2, 2017 minutes

III. Public Speak/Follow-ups/Updates – (3 minute limit per speaker)

a. CDC/ECE Model Classroom Follow-up                                       J. Escobar

b. Nursing Simulation Lab                                                   J. Escobar

IV. DISCUSSION/ACTION ITEMS:

a. Committee charge                                                         J. Escobar

b. FaST committee representation – Selection process for a CM/PM             J. Escobar

c. Facilities Master Plan/Measure X                                          J. Escobar

d. Student Restraining Order – July Incident                                P. Crawford

e. ASG/Student Misc. Requests of FaST Committee                              J. Heady

f. Broken Soundboard/Power Supply                                            J. Heady

g. Computer Lab Software Issues                                              J. Heady

V. INFORMATION ITEMS:

a. Gilbane Updates

"Student success is a commitment to ensuring that students are able to establish and achieve their educational goals: degree, certificate, transfer, career advancement and lifelong learning experiences. The success of our students is a shared responsibility by all members of our college community."
Facilities, Safety, & Technology (FaST) Committee Meeting – Minutes 10/16/2017

Membership Attendance

MSC – Joe Andrade, Jorge Escobar (chair), Young Nguyen (ex-officio), Teresa Paiz (co-chair)

Faculty – Janet Chang, Phil Crawford, Iyun Lazik

Classified – Maria Avalos, Cres Nolasco, Linda Jimenez (absent)

Associated Student Government – Joseph Heady

I. Approval of Agenda with modifications

P. Crawford/M. Avalos

a. Move Item IV.d on the agenda to accommodate guests who’ll be speaking (P. Crawford)
b. Add item IV. g – Update on meeting with City of San Jose (J. Escobar)
c. Add item to IV.h – Kinesthetic/PE ancillary (P. Crawford)
d. Correction for item IV.f – Subject should be Computer Lab software/hardware issues (J. Heady)

II. Approval of October 2, 2017 minutes

P. Crawford/T. Paiz

III. Public Comments & Updates

a. Child Development Center/Early Childhood Education Model Classroom Follow-up
   i. On behalf of ECE Faculty and President Breland, Jorge gave the committee handouts from the Early Childhood Development department. He mentioned President Breland has declared the intent of having a CDC on-campus along with an ECE model classroom. As discussed at the October 2nd meeting, there’s a need to prioritize the CDC with additional funding, which will bring modular buildings with the additional funding from Measure G 2010. The modular buildings would go where building “K” is currently located if plans go accordingly. The expectation is to have the modular up for CDC by 2019. The college will start the process of outlining the scope by defining the operation model with assistance and dialogue from faculty. This dialogue has begun and the faculty have given Jorge some insight as to what the CDC used in the past. Jorge also mentioned that the Milpitas College Extension is having additional conversation with Kidango and with the Sobrato Foundation Seal Project. This may provide classes and
programs that may create connections with Early Childhood providers in San Jose.

ii. Jorge also shared with the committee, that the County Office of Education started a strategic plan on how it can bring childcare centers back on community college campuses. The plan is projected to come in 2025.

b. Campus Safety – riding skateboard and bicycles on-campus
   i. Dr. Edina Rutland spoke on behalf of Student Accessibility Services students and herself. It’s become a safety issue with people riding bikes and skateboards on-campus. Hearing impaired students are unable to hear the bikes or skateboards as they approach them. Students have almost been hit. These students on bikes and skateboards have been asked to not ride them on campus. Edina is requesting from the committee to post more visible signs on-campus stating that bikes and skateboards on-campus is prohibited. The committee will follow-up on this topic.

c. Security for Cosmetology late classes
   i. Dennis Meakin, Adjunct Faculty for the Iron Workers Program, explained to the committee that he notices that on Tuesday, Wednesday and Thursday evenings at 9:45 p.m. when his class gets out that the women from the cosmetology classes are walking to the parking lots alone. He doesn’t see visible security on campus at this particular time. He understands that there’s security that patrols the entire campus and feels that they should make an effort to be in the area at that particular time to make sure these women can get to the vehicles safely.

d. Nursing Simulation Lab
   i. Iyun Lazik updated the committee on the discussion from the last meeting regarding the nursing simulation lab on the first floor of the Technology Building. It’s been officially donated and will be moving to EVC by November. She mentioned that a decision was made to gut out the lab and return it to an office space. The plan is to continue pushing this subject since it’s an academic area and the space was designed for a simulation lab.
   ii. Jorge mentioned there was discussion with Owen Letcher regarding the Workforce Institute. Jorge is trying to obtain a copy of the floor plan of the Technology Building, so that everyone can review the availability of spaces. The understanding is that the move of WI will only affect the right side of the first floor where the offices are located. Jorge will collect more official information and will bring it back to the committee. The committee will then define a timeline and process to plan for the use of that space.

IV. Discussion / Action Items
   a. Committee Charge
i. The committee needs to finish up the updated version of the committee charge. There are three areas of competency to the charge, facility, safety and technology. The committee was given a draft of the technology component of the charge at the last meeting to review. Jorge suggested that at the next meeting blocking off time to review and draft the charge. He also mentioned that the goals and objectives will need to be reviewed too. This will be on the next meeting agenda.

b. FaST Representation for Construction Management (CM) and Project Management (PM) Committee

i. Owen Letcher is requesting for one or two FaST committee members to serve on the Construction Management (CM) and Project Management (PM) Committee. They would like to have at least one of the members be a faculty member. Owen explained that the makeup of the committee is directed by the Chancellor and board Outreach subcommittee: 2 members from the Facilities and Safety committees from each campus, Representatives for Academic Senate and CSEA, VPAS from both campuses, ITSS representative, Bond Program Manager, and other Bond Program managers if hired prior to the selection process. This would be referred to as the district-wide Evaluation Committee. The contract will be for both San Jose City College and Evergreen Valley College. Owen explained that the Bond Program Managers that he’s speaking of are currently both vacant positions at both colleges.

ii. Owen also explained the timeline for this process. Chancellor Budd decided December 18th would be the point in time when the final interviews would be held. In addition to the evaluation committee there will be a final selection committee for 2nd interviews, which will consist of the Chancellor, and Vice Chancellors.

a. Phil Crawford asked how many entities are involved in the process. Owen reiterated that there are currently two internal vacant positions for bond program managers for each campus. This committee has been in place since June 2017. Fabio Gonzalez was appointed by the Academic Senate. A request to the Faculty Association for a representative was made, but there wasn’t a response. In addition to these two positions, there is a RFQ for services related to bond finance, compliance and communication services and vendor contract with the district. These are currently in progress and 2nd interviews are scheduled. They are waiting for appointments from Academic Senate to this committee. Fabio explained that he’s serving on the hiring committee for the Bond Program Manager position. He also
explained there are no union representatives on this committee.

b. Construction Management and Program Management Committee is what are needed for two volunteers from the FaST Committee.

2. Janet Chang would like to know the difference between this bond and our last bond.
   a. Owen explained that in the last bond (MG-2010) all the services were bundled together in one contract (Finance, Compliance, Communications, Construction Management & Program Management), which was led by Gilbane. There is now an attempt to break apart and allow participation by a number of different companies and smaller companies; it was decided to separate out the finance, compliance, and communication services from the construction management services. In an effort to support the colleges better, the internal positions to the district-wide positions were created through the board to better support the colleges in user-support meetings, workload of the Vice Presidents of Administrative Services. In percentage of dollar amounts he assumes it would be less, because they’ve reduce the services requested on each outside vendor than what had been requested in 2010 by Gilbane services. He feels this model will give more communications and interaction between user groups and bond programs.

3. Motion by P. Crawford/2nd I. Lazik (handout – re: process)
   That the SJCC FaST Committee, in the spirit of establishing and maintaining transparency, inclusiveness, and accountability respectfully asks that the hurried screening process (reportedly incapable of any delay) to select a fiscal oversight firm be delayed giving all appropriate constituents bodies (including FaST Committee) an opportunity to review the selection and allocation processes and either affirm these processes or make recommendation(s) to the Chancellor for appropriate changes in processes.

4. Jesus Covarrubias explained that faculty was asked for participation within days. The Academic Senate process takes longer to put a call out to faculty. The district decided to refuse to put a pause on the process and after one candidate was excluded then they were invited again to participate. This isn’t true participatory governance.

Seconded and passed
c. Facilities Master Plan / Measure X

i. Owen explained that the Measure X allocation was defined by the Board of Trustees, which is related to SJCC’s Facilities Master Plan. He also reminded the committee that he did a FMP presentation regarding the allocations back in the spring. The Board of Trustees, in passing the resolution to place on the ballot, defined the district-wide allocations on the ballot (ballot #319319109).

ii. Owen also explained that per both colleges’ facilities master plans the consultants, Cambridge West Partners, developed a scope and a budget for each campus. The numbers for those projects were “2015” dollars and the dollar values were escalated to the midpoint of construction when it was anticipated that the projects in the facilities master plans would be executed on our campus. The total of that in addition to the fees, services and soft costs were added to those facilities master plan numbers with the allocation numbers for both colleges. This was escalated through this process and then through the Measure X Campaign Committee, which also defined the total dollar value to be placed in front of the voters. It was asked how the committee came up with the same dollar amount (both colleges & district-wide) and if the amounts were changeable. Owen explained that the district-wide dollars were driven by the Technology Master Plan and the identification of a need to demolish the Police Academy and the old District Office building. Owen also explained that these amounts can be changed, but reiterated to the committee that these numbers are based on our Educational and Facilities Master Plans along with our facility needs associated with both plans. If there are modifications or amendments that need to be made, revisions can happen.

iii. Joe Andrade asked if the vote would delay any projects. Owen explained that once the Finance Compliance and Communications Manager are hired, it’ll be about four months until the first credit rating meeting can be held. Two months after that, would be the first bond series sell. Whatever the date for hire is complete, it’ll be six months from that point until you have the first series of bond funding in Measure X available. If the BOT decides in favor of the resolution being presented by the Academic Senate and the FaST Committee, the reset date will be moved. Phil clarified that it wouldn’t go to the BOT, but rather to the Chancellor and explained that this is a motion, not a resolution. He explained that the committee’s motion is asking the Chancellor to slow down and change the participation process. The motion asks that the college be given an opportunity to review the processes and/or be able to affirm or give recommendations for change. Jorge explained that there shouldn’t be a concern about delaying projects, because there is enough funding in Measure 2010 to carry the construction
forward. He also feels by creating a solid foundation on the process, it'll benefit everyone.

d. Student Restraining Order
   i. Phil Crawford mentioned that there were many staff concerns regarding an individual who was threatening to a faculty member in June. The individual came on campus with a stun gun along with knives. After a further search of his vehicle, off campus, it was noted that this individual had a shotgun and live ammunition. Phil feels we should have a better alert system than what we have currently. Privacy was given up once arrested. Appears reporting under Clery Act is deficient because not able to get clear picture.
      1. Janet has a concern with mental health issues on campus. She currently hired a case manager, Sophia de la Fuente, works with unruly students to de-escalate situations.
      2. Faculty concern:
         a. Bob Wing – Faculty/staff need to be informed quicker, so they can be on the lookout and can say something if they see anything. If they’re not informed on what to look for, they’re unable to say anything.
         b. Jessica Breheny – Restraining order is a public document. Faculty should not have to lobby to get an announcement.
         c. Linda Ferrell – No sign or warning signs. The only warning sign was what student said at the student employment.
      3. Jorge will follow-up and request Chief Morales or Lieutenant Dziuba to attend the next meeting. The case rests with the San Jose Police Department who took the lead on the entire investigation. Campus perspective we did everything in our power to keep us safe and informed given the circumstances.

e. ASG / Student requests
   i. Associated Student extra funding that could be used for equipment. The ASG proposed that funding be possibly used for a canopy for the archery field, updating lab equipment and new furniture in the student service area. Jorge mentioned that a portion of equipment funding could be used with bond money if it considered long-term. Jorge would also like to look at other options for funding. There’s also state block and facility rental funding.

f. Computer Lab Software /Hardware Issues
   i. Joseph mentioned to the committee that the soundboard is broken in radio station, which the Broadcasting classes and Media Club rely on it. The technicians estimate it cost more to repair than to buy a new one. Jorge mentioned that this project is fully funded and is in “the works”. The radio
station was upgraded with the exception of the sound board. The purchase order has been submitted to replace it.

ii. Computer lab (M-102) needs to do testing, which has been delayed because computers are failing to display is needed. On a weekly basis, students have to take their tests at home because computers are not working. A work order was done, and CTSS is aware of the problem. It was mentioned that the Technology Master Plan also includes replacing computers in the labs.

iii. The Ironworker Program is in need of small footing for curtain wall. Dennis gave the footage to Jorge.

g. City of San Jose
   i. President Breland, Jorge and the Administrative Services team was able to meet with the City of San Jose staff to discuss the college’s Facilities Master Plan. The feedback from the city was positive and relevant for the projects that the campus will be doing (circulation, transportation, etc.) The city wants a follow up from programmatic information to artificial intelligence, open source software and developing programs with the college. The city would like to train our grounds staff and our electricians. This is a huge opportunity for the college to work with the city.

h. Kinesthetic / PE Ancillary
   i. Phil mentioned some faculty concerns regarding the portable restrooms around the football field and a portable concession stand. Jorge indicated that bathrooms will be functional by the “old” field house. We also have a restroom by the multidisciplinary field. There was also a new concession modular added and a visiting team room since those were out of scope in the design.

Meeting adjourned
Facilities, Safety & Technology (FaST) Committee Meeting AGENDA
Student Center (SC-204)
November 6, 2017
2:00 pm – 4:00 pm

Committee Members:
MSC – Joe Andrade, Jorge Escobar (chair), Young Nguyen (ex-officio), Chief Tom Morales (ex-officio), Teresa Paiz (vice-chair)
Faculty – Phillip Crawford, Janet Chang, Iyun Lazik
Classified – Maria Avalos, Linda Jimenez, Cres Nolasco
Associated Student Body – Joseph Heady, Maria Riojas

Upcoming Fall Semester Meetings:
November 20
December 4

I. Approval of Agenda

II. Approval of October 16, 2017 minutes

III. Public Speak/Follow-ups/Updates – (3 minute limit per speaker)
   a. Committee charge
   b. Construction Manager Service RFQ Committee – Final Vote

IV. DISCUSSION/ACTION ITEMS:
   a. Safety Issue – Entrance into Lot C and Moorpark/Leland Intersection
   b. Labeling food in KJ’s
   c. “Ride Hailing” locations at the campus for Uber and Lyft
   d. ASG Representation on Measure X Bond Committee

V. INFORMATION ITEMS:
   a. Gilbane Updates

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Facilities, Safety, & Technology (FaST) Committee Meeting – Minutes 11/6/2017

Membership Attendance

MSC – Joe Andrade, Jorge Escobar (absent), Young Nguyen (ex-officio), Teresa Paiz (co-chair)

Faculty – Janet Chang, Phil Crawford, Iyun Lazik

Classified – Maria Avalos, Cres Nolasco, Linda Jimenez

Associated Student Government – Joseph Heady

Guests – Owen Letcher, Chief Tom Morales, Doug Smith

I. Approval of Agenda

J. Chang/I. Lasik

II. Approval of October 16, 2017 minutes with modifications

Pending approvals via email

III. Public Comments & Updates

a. Committee charge -

The committee received a copy of the current charge. Teresa suggested that the committee review the charge and bring their changes and suggestions to the next meeting.

Towards the end of the meeting, the committee revisited the charge. There were some noted areas that need to be updated. Joseph suggested that the charge be placed on Google Docs and sent out to the committee to start working on.

b. Construction Manager Service RFQ Committee – Final Vote -

Corinne read off the tally votes that were done through email. The final results were:

Phil Crawford – 4
Joe Andrade – 2
Janet Chang – 4

Motion
Phil Crawford/2nd Iyun Lasik - To accept the email voting and moving Phil Crawford and Janet Chang forward as FaST members to the Construction Manager Service RFQ Committee.

Unanimously approved

IV. DISCUSSION/ACTION ITEMS:

a. Safety Issue – Entrance into Lot C and Moorpark/Leland Intersection -

Maria is following up on this item, which she brought to the committee at the beginning of the semester. She hasn’t heard of any follow ups regarding these issues. The concern was the new one-way exit out of Lot “C”, which people are still not aware of and are coming in from that way. Maria suggested angling the sign, so that it’s more visible. The second concern is the intersection at Leland Avenue, where vehicles are entering the college illegally. She was hoping that a barrier could be placed near the crosswalk to stop vehicles from coming in from the intersection. Chief Morales asked the committee if he was to take a look around the campus at signs that may need to be replaced or added, does he need to bring it back to the committee for recommendations. Joe suggested that if it is a safety matter, he should be able to handle it and inform the committee afterwards. Teresa suggested communicating with Jorge, so he can let the committee know as a follow up. Joe also mentioned that Sandy Lott with Gilbane is also working on new signage around campus. Joe also noted that the arrows on the street are the responsibility of the city to change. Barriers were also found and can be used to place near the Leland Avenue intersection to help stop vehicles from coming in illegally.

b. Labeling food in KJ’s Café -

Maria followed up on this previous item, which she had brought to the committee. She’s still noticing that food in the café doesn’t have price tags on them. It was suggested that she follow up with Jorge to see if he was able to speak with the café owner.

c. “Ride Hailing” locations at the campus for Uber and Lyft -

Chief Morales has noticed at both colleges that there are a lot of Lyft/Uber drivers dropping off students. He would like to propose some designated areas on campus for these services. He’s mapped two areas, which would be good points of pick up and drop offs. He suggested designating the following areas.

- Turnaround located east of staff lot “C”
- Northside of student lot “E”, west of the 100 building
• The committee also suggested the area outside of the Police Station since this area is already being looked at for another drop-off area.

This should cover all three areas of the campus. Chief Morales will work with both Lyft and Uber to have these designated areas pinned on their app. He will report back to the committee with this item, so it can be voted on.

The committee discussed the quality of coverage with certain cell phone providers. Chief Morales had a concern with one provider, Verizon, that doesn’t work well in the Student Center. This can cause complications during emergencies. Chief Morales and Young Nguyen will do a walk around the campus to check on the coverage and make sure there’s adequate service in all buildings on campus.

d. Associated Student Government Representation on Construction Manager Service RFQ Committee -

Joseph mentioned that he had talked to the ASG about the “Measure X Bond Committee” and the need for student participation. This is a very important committee and ASG believes there should be student’s representation. There was clarification to make sure that the committee that was being spoken about was actually the Construction Manager Service RFQ Committee. The committee asked Doug Smith if a student representative can join the Construction Manager Service RFQ Committee. Doug mentioned that the committee would like to have student representation on the committee and that he would approve on behalf of the Chancellor to have them on the committee. He suggested at least one student from each college. Joseph will bring this item back to the ASG so they can designate a student to be on the committee.

V. INFORMATION ITEMS:

a. Gilbane -

    No information reported.
Facilities, Safety & Technology (FaST) Committee Meeting AGENDA  
Student Center (SC-204)  
November 20, 2017  
2:00 pm – 4:00 pm

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<td>a. Parking Spaces</td>
<td>Chief Morales</td>
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<td>b. District Five Year Capital Outlay Plan</td>
<td>O. Letcher</td>
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<td>c. Scheduling of Computer Updates</td>
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Facilities, Safety, & Technology (FaST) Committee Meeting – Minutes 11/20/2017

Membership Attendance

**MSC** – Joe Andrade, Jorge Escobar, Young Nguyen (absent), Teresa Paiz (co-chair), Chief Tom Morales (ex-officio)

**Faculty** – Janet Chang (absent), Phil Crawford, Iyun Lazik

** Classified ** – Maria Avalos, Cres Nolasco (absent), Linda Jimenez (absent)

** Associated Student Government ** – Joseph Heady, Maria Riojas (absent)

**Guests** – Ed Fregoso (Gilbane), Fabio Gonzalez, Owen Letcher, Doug Smith

I. Approval of Agenda with additions:  

   J. Andrade/T. Paiz

II. Approval of October 16th & November 6th minutes:

   Approval of Oct. 16th minutes  
   I. Lasik/M. Avalos

   Approval of Nov. 6th minutes w/modifications  
   J. Andrade/I. Lasik

III. Public Comments & Updates

   No discussion

IV. Discussion/Action Items:

   a. Parking Spaces –

   Chief Morales reiterated on the discussion at the last meeting regarding the “drop-off zone” location on the west side of campus (outside of the Student Center). He’s asking that the two additional parking spaces be added adjacent to the parking garage for Campus Police. Currently, there are two designated parking spaces. Designated signs will be created and installed.

   b. District Five Year Capital Outlay Plan –

   Owen explained that the District Five Year Capital Outlay Plan is submitted to the State of California each year. The largest component of the plan identifies future construction projects and their impact to capacity load ratios on campus. The plan also includes and reports the full-time student count, weekly student contact hours
and full-time equivalent faculty. It takes a ratio of full-time equivalent students to your square footage. The current ratios that are required for a state funded project is that it must be below 100%. At this point in time, there are no applications for state funded projects at either colleges. The ratios are counted in five areas:

1. Audio/Visual/Television
2. Lecture
3. Laboratory
4. Office
5. Library Spaces

SJCC’s current ratio for AVTV is at 25%, current ratio for lecture space is 233%, current ratio for laboratories is 101%, current ratio for offices is 226% and current ratio for Library space is at 167%. This means that the college has a capacity for students, not that the college is overbuilt. This also means when the state views our college for funding, it would not be likely that we would be rewarded a state funded project.

Jorge asked if the labs go under 100% could the college could ask for state funding. Owen explained that given the age of existing labs and spaces on campus, if it dropped below 100% it would give the college a potential state funded project. Owen did mention of the $2B in state funding that the Chancellor’s Office has identified. Funding for $1.5B is currently based on backlogged projects. The college would be competing for the last $500M in state funds.

Jorge asked when the college did the Facilities Master Plan, which at the time there wasn’t an approved bond, the source funding was potentially bond and state calculated. Owen explained that the FMP indicated that the college has the potential in mostly facilities which are currently occupied in the 100/200 buildings. There is potential state funding for those programs when we go to reconstruct them. It was assumed that the college wouldn’t qualify for state funding.

Phil asked how the District Office came up with the formulas for the office space. The college has faculty members who are adjunct and are using two office spaces. He’s surprised to see the state’s calculations went way over. Owen explained that the state covert to full-time equivalent faculty. The college adjunct faculty are converted to full-time equivalent. Phil felt that the formula wasn’t accurate when there are multiple faculty members using the same classroom.

Phil also asked if the computer labs/equipment were considered laboratories too. Owen explained that each classroom is categorized by a taxonomy of program service codes or top codes has a lab/lecture component to it. Phil asked based on our percentage in that area if we should be able to apply for state funding to
replace computers and older labs. Owen reminded the committee that the state won’t necessarily pay for the equipment, but rather pay for the space that houses the equipment. It would account for the classroom square footage related to the labs.

Phil asked how the state determines for conference rooms. Owen clarified that conference room space falls under the same category as office space. This would be a 6/10 tops code. It counts against our faculty office space.

Phil asked is there is a formula on athletic facility equipment. Owen explained that there are formulas for athletic facilities, but is considered instructional space (classroom/laboratories). Owen also explained that the athletic fields aren’t included in the college’s square footage since it’s not an enclosed space. Athletic facilities that are indoors would be considered instructional space.

Joseph asked if a Child Development Center would be considered a laboratory space. It was explained that the existing building “K” on campus is currently an offline space. It isn’t counted against the college’s square footage. If it was being counted for, it would be considered either classroom/labs/offices space. He also mentioned that portions of the 300 building are also considered offline.

Jorge asked Joe if he has seen the plan before as the Facilities Manager. Joe explained that he hadn’t seen the plan, but was aware of what Owen was talking about in regards to the space. Jorge feels that if Joe has access to this report, it can be used for the Space Utilization Analysis. Jorge mentioned that he was had an understanding that the data was corrected. Owen agreed that the data was corrected when they went around the campus and corrected room use assignments. It was noted that there was an error when they submitted the report. The error was in the reported equivalent full-time faculty by the active year information, which was being placed in the 5th year. The reports were edited to bring that number back in to the current report.

Fabio mentioned that he usually asks Joe about top codes and how they’re used at the college. He thought the explanation of the conference room, which is used by students constantly, can lead to the assumption that the college has outgrown the rooms. He thought it would be interesting to share these reports with the Academic Senate, so they could see how the rooms are used since many of them interpret that the rooms aren’t being utilized. Owen knows that the system might not be perfect and thinks that it would be a great tool to have a more robust system that links the classroom assignments/scheduling to the floor plan of the building and feels it would be a great tool for the college. Jorge would like Joe to take the lead in reconciling the data when it’s presented to the Academic Senate for clarification on the conference rooms.
c. Scheduling of Computer Updates –

Iyun has noticed that in the last three weeks that Microsoft Windows has put up several updates. She believes that these updates shouldn’t be scheduled in the middle of the day. When it’s done during the day it slows down presentations and student work. It should be done in the evening when most employees are gone. She asked if there was a way to designate an establish time period for the updates in the evening. Jorge feels that this is a valid point and will communicate it to Vice Chancellor Seaberry.

Iyun also had a concern about the administrator privileges on the computers. When she’s in the middle of a lecture her computer will go on “standby”. This causes her to have to restart the computer. She should be able to have permission to change the standby timing, so that it can be adjusted to her teaching style. Currently, it has to be adjusted by CTSS. Jorge will follow up with Young Nguyen, CTSS Supervisor. Jorge explained that the administrator rights are more for security purposes, but will see if the lectures can have the time changed, so that the computer doesn’t go off so quickly.


The committee was inquiring weather they were to uphold procedures pertaining to Robert’s Rules of Order and the Brown Act. Jorge had followed up with President Breland and was told that the committee is not under the Brown Act, but can informally take on some of the rules to help manage the meeting flow.

Phil was under the assumption that this was a standing committee, but maybe it should be considered an advisory committee. He asked how it was determined that the committee wasn’t a Brown Act committee since it’s considered a standing committee. He’d like to know where this idea originated from.

Iyun mentioned that it should be re-addressed on the charge. The charge also needs to clarify the position of the committee. She does believe it should be a standing committee and should be subject to Robert’s Rules of Order. Input from the college community would be welcomed.

e. Committee Charge –

Motion by J. Heady/2nd I. Lazik – Move to postpone the item until the next meeting.
V. Information Items:

a. Gilbane Updates –

I. AV Stadium

Modified the AV system to enhanced the speaker system and reduce the
decibel sound level. A report is expected to be coming from the designer
this week. The report should show the improvement of the reduction in
sound levels.

II. Access Control

The Business Building is undergoing a comprehensive lockdown process,
where the locks are being electrified. This is a programming component,
which will enable the classrooms to have a local lockdown in the case of a
type of alarm. It will immediately dispatch to the District Police. He’s
currently developing an alarm protocol response system with District Police.
The committee will receive an update on how this system will work when
these types of alarms are triggered. This system will change from the brass
to a phob/HID card reader program. This is a pilot project that will
grow out to other buildings in the future.

III. Roofing Repairs - COMPLETED

Parts of the Theater roof and the entire Business Building roof were
replaced.

IV. Formal Punch Walk – P.E. Building

This is being done at the Physical Education building. This is a formal
process where they bring in design team were they’ll go through all the
designs, specifications of the building and give feedback to the contractor.
This becomes the list of items to be completed before they commission the
building.

b. Measure X

The committee reviewed a handout from Jorge on Measure X. It’s believed that
having the funding available requires that the college put together a solid plan and
executing on it. Having the framework that highlights order and shows a new logic
on allocated funding is something worth considering. The committee and college
is already actively reviewing the Facilities Master Plan. The CTE Building is the
primary building to be built. The Maintenance and Operations building is already
been designed using G-2010 bond funding. The college is working on the Early
Childhood Development, which will also be funded by G-2010 bond funding. These
things are already aligning so that we can get to the design of the CTE building. There’s two ways to start the process and get things going. The college can bring back the consultants that worked on the FMP before, so they can review the document. Jorge believes at this point that review the existing document would reduce the speed of getting the CTE building moved along. The other way would be to get the consultant to focus on the CTE building and help the college with four thing:

1. Review the Facilities Master Plan (FMP) and how it relates to CTE
2. Give the college an inventory of the schools in the state who’ve built CTE buildings in the last five years. We can look at what they’ve built and look for a copy of those buildings to start with something for our college.
3. Look around in the Bay Area for colleges that have a strong CTE program and have them tell us finding and facts about managing and configuring their departments.
4. Interview our faculty to see what’s needed for space (infrastructure, labs, and classrooms).

Jorge feels that it’s important that the college creates a few open forums, so there can be dialogue on the FMP in general. After the college focuses on the CTE building it can start looking at the infrastructure (i.e. utilities, safety and security initiatives, core-infrastructure, etc.) on campus that won’t be sustainable over time. There’s a lot of work that needs to be done (i.e. electrical, water, sewer) within the next 15 years. Jorge doesn’t believe there’s money allocated in the FMP. Jorge asked the committee if they thought he was going in the right direction or do they want to see the consultants do a complete review of the FMP or should they just concentrate on the CTE building.

Phil feels that the forums are a good idea to get input. He’s not sure if the plan has been changed to accommodate the Child Development Center. He mentioned that the Academic Senate is looking at a need for a Student Cultural Center. It’s important for us to incorporate this change. Looking at the breakdown of Measure X funding on the handout, Phil noticed that the District Office received $109M. He asked if the District Office also submitted a Facilities Master Plan and if so, were the colleges involved in this process. Doug explained that most of the funding is for technology and there isn’t a District Office FMP.

Phil mentioned at a past board meeting that it was discussed of tearing down and leveling the old District Offices. Doug confirmed that there is a plan to demo the offices and the South Bay Academy. This is so the future developer doesn’t absorb the cost and rather the District absorbs it through bond funding. The purpose is by reducing the developers cost the District will do better in its profit sharing. Phil feels this is an issue that the bond funds are being used for an Evergreen land development. He mentioned that Evergreen is concerned about
multiple closed session discussions around this topic. It doesn’t feel like a real transparent process on what the District plans to do, who’s paying for it and who’s going to be profiting from it. Lyna mentioned that the purposed amount to demo the buildings based on what Doug shared at another meeting is $1,324,000 for the old District Office and $3,700,000 for the South Bay Academy. There’s also a new District Corporation building, which would cost $7,350,000. Jorge believes this new building is going to be a warehouse. Doug explained that in regards to the new land development project he expects there will be a more open presentation in January.

Phil would like to request that the committee be able to review the plan tied in to the District’s $110M share of the bond. He doesn’t feel that either campuses have had an opportunity to voice or assess their shares of the bond funding. He’d like to see the whole plan to understand the concept of what funding is available, so there isn’t another situation where there ends up being funding left over as with MG-2010. Phil’s curious how the numbers for each campus came up to be about the same. Phil also mentioned that at a board meeting, the Board President said that the college’s decided the bond amounts based on our Facilities Master Plans. Phil doesn’t feel that this is correct. The chart that was given to the committee, he doesn’t know where that came from. Jorge explained that the source of the documents that were given to the committee is a summary from the District website and possibly from Owen Letcher. Jorge also explained that there was a conversation regarding the breakdown of the funding and how it was calculated. He explained that what had happened was the total that was proposed in the Facilities Master Plan was an estimated $240M for SJCC. It was extrapolated out the increases of cost of living and cost of construction supplies. This is the scope of the calculations that Jorge knows. Doug mentioned that Owen Letcher would be the committee’s best resources to receive this information. He should have the basis for the breakdown of the bond funding. Doug also clarified that “District” doesn’t mean district central office, it means district control/distribution to the colleges. Roughly, $60M is for technology. In response to Phil’s inquiry on the land distribution project, Doug explained that to his understanding is intending to be for the college promise. This is to help pay for student fees. There’ll be a follow-up with Owen and Ben regarding the whole plan and the technology portion.

Jorge would like to keep the process going by getting the first building in place, which is important for the committee to define. He reminded the committee that the idea is that the CTE building be finish by 2021. Given the timeframe that the committee has if it take a year to get the design completed, DSA and two years of construction will barely make the project completed on time.

Joseph asked what the college can do to allow students to participate and grow in terms of entrepreneurship in technology. Is there a facility/program within the college where students can learn to develop business ideas, learn to raise funds
and pitch to investors. Lyon mentioned the District program Sparkpoint, which is supposed to assist students with these types of tasks. Joseph had spoken with Sparkpoint, but felt they were still working on getting the program started. Jorge mentioned that he had a conversation with Dean Tran in the Business and Workforce Development division. Dean Tran is hearing the same sentiments from industry partners. As the college develops the CTE building, maybe there could be a maker’s area possibly sponsored to be used as an area used for events like conventions/meetings for students. These things need to be put in as a requirement as something that the college would like to have in order for the architects to see if it’s something that can be done. Lyon sees the maker’s space as a possible revenue generator since the maker’s space downtown has closed down, which leaves a need. Joseph mentioned another potential could be by having a maker’s space it would help students to grow. If there was a program that could help students to funding and equipment, there could technology that develops within and maybe there could be proceeds that could come back to the college.

Jorge commended Joseph and the Robotics Club for the “mini maker space” that the club has already created. The club was able to have electronic tables donated. For security purposes, Jorge mentioned that he purchased and installed eight (8) security cameras. Joseph mentioned that the students are excited about the space feel it’s a unique opportunity for them with what they’ve created in the space. Joseph announced that the club will be generating a kick-starter campaign and an automated pet training tool.

c. Safety Concerns

Last Sunday, there was a burglary in the Library and Learning Resource Center. This is a repeat offense that happened about six months ago. He mentioned the highest level of communication between the Chief of Police and himself has improved greatly. The Custodial and Maintenance teams both showed up on Sunday to help out with the situation.

Last Friday, Jorge also noted that there was a car accident leaving the campus on Leigh Avenue. Emergency response was there to handle the situation. Although it was off campus and may not have been anyone associated with the college, it still relates to us.

Today, another car accident happened on Moorpark Avenue near the Student Center.

Chief Morales is working with the city to change some of the signage on Moorpark Avenue to provide safety to those students who park across the street. The Chief
is also facing resistance from the city on the parking of semi-trucks and big vehicles who make it unsafe for students who are crossing the street.

Phil wanted to know what the financial loss was on the library. He also commented on how he’s been trying to get the college to invest in more student patrol. Chief Morales reminded him that these burglaries are happening at 4am, which makes it hard to have a student patrol at this time and it would be unsafe. There’s a MOU with San Jose Police Department to respond over night, but this was on Saturday night and they’re extremely busy. It took them awhile to respond. Chief Morales explained that it was a couple hundred dollars in change was taken from the library. He feels this is going to remain an issue because the burglaries are happening in the middle of the night. The committee discussed the level of sound that the alarms are giving off. It could be that they’re not loud enough.

Edina asked about camera project and if they’ll be installed soon. Jorge explained that the project has been a difficult due to numerous things (i.e. scoop of work, resources, funding and design). Ed explained that the Physical Security project is in the process of reaching an agreement. There hasn’t been a notice sent to the prospective bidders yet. The project includes 56 cameras throughout the campus. They’ll placed at main entrance/exit points. They’re looking to put that online by summer 2018. Jorge also mentioned that this project will go to board on December 10th. It was explained that some of the bidders didn’t meet the requirements and/or didn’t acknowledge the addendum. Chief Morales brought up the point that people can simply wear a mask to hide their faces. These particular people know the college’s vulnerabilities and know what they’re looking for. It can be as simple as not using copy machines that take change and possibly moving to using a debit card.

Joe mentioned that the holidays are coming up and that’ll leave the college vulnerable since that’s a long period of not having anyone on campus. Is there a plan in place during this time? The Chief explained that due to the time of the year and the holidays it leaves his department low in staffing.

Phil mentioned hiring an outside security agency to patrol the grounds during this time. The Chief explained that this would require the involvement of CSEA, looking at budget and sending out to bid for companies. If this could all be in place the Chief would be up for considering it. Jorge explained that the college is absorbing a lot of these expenditures. This is a staffing issue that the college has, which he’s spoken to the President about and suggested having overnight security again. Phil suggested working with the Sherriff’s Department to do patrolling or responding to incidents. The Chief explained that Sherriff’s Department has their
own staffing issues too. Jorge said in the short-term he’ll see what can be done to bring the security company back on campus.

Jorge asked Chief Morales about license plate recognition. A couple of years ago the college was looking at MPR installed on campus, which is for any vehicle that came on campus was documented on record. He asked if it was still capable with the software that’s being purchased with the ticket machines. Chief Morales explained that the procedures for paying for a parking pass.

1. Pay cash at the machines in the parking lot, you receive your parking pass.
2. Payment by credit card, which the college doesn’t have yet.
3. Payment by phone app. You’ll enter your license plate number and credit card information. Campus Police will be able to check the license plate and see if a pass has been paid.

These are the three options that Campus Police would like to offer at some point. Chief Morales explained that the infrastructure is in place for these methods. It’s still being determined when in the future that this will be back up to do and weather the monitors will be available to read license plate numbers when you enter the college. The machines itself will have this capability.

Iyun likes the fact of using a paperless option, but sees that the officers will be spending a lot of time monitoring all license plates. Chief Morales explained that the software that’s available now can be used at a faster pace.
### Committee Members:
- MSC – Joe Andrade, Jorge Escobar (chair), Young Nguyen (ex-officio), Chief Tom Morales (ex-officio), Teresa Paiz (vice-chair)
- Faculty – Phillip Crawford, Janet Chang, Iyun Lazik
- Classified – Maria Avalos, Linda Jimenez, Cres Nolasco
- Associated Student Body – Joseph Heady, Maria Riojas

### Upcoming Fall Semester Meetings:
- See you in the Spring!

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I. Approval of Agenda

II. Approval of November 20, 2017 minutes

III. Public Speak/Follow-ups/Updates – (3 minute limit per speaker)

IV. DISCUSSION/ACTION ITEMS:
   a. Appoint a member of the committee to participate on December 5, 12:00 – 1:30 pm at the District Office Subject: Bridge Contract - Bond Financial Management, Compliance, and Communications
   b. Conversion of B107 to workspaces
   c. Assign B106 to Child Development and install a model classroom as proposed by ECE faculty
   d. Technology Building first floor assignment
   e. Committee Charge

V. INFORMATION ITEMS:
   a. Gilbane Updates
   b. Facilities Master Plan

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"Student success is a commitment to ensuring that students are able to establish and achieve their educational goals: degree, certificate, transfer, career advancement and lifelong learning experiences. The success of our students is a shared responsibility by all members of our college community."
Facilities, Safety, & Technology (FaST) Committee Meeting – Minutes 12/4/2017

**Membership Attendance**

**MSC** – Joe Andrade, Jorge Escobar, Young Nguyen (ex-officio), Teresa Paiz (absent)

**Faculty** – Janet Chang, Phil Crawford (absent), Iyun Lazik

**Classified** – Maria Avalos, Cres Nolasco, Linda Jimenez

**Associated Student Government** – Joseph Heady

**Guests** – Mina Alsadoon (student), Michael Hohl (Gilbane), Melissa Martinez (student), Jodi Marvet (District Office)

I. **Approval of Agenda with modifications:** M. Avalos/J. Andrade

II. **Approval of November 20, 2017 minutes with modifications:** J. Andrade/M. Avalos

III. **Public Comments & Updates:**

Joe brought a door locking device to demonstrate to the committee what it will look like when there’s a need to lock a door in the case of an emergency. He mentioned that he and Chief Morales have been working on this project of purchasing these locking devices and both feel it can be used for the majority of the doors on campus. A thorough presentation is scheduled to be shown during the spring Professional Development Day in January.

IV. **DISCUSSION/ACTION ITEMS:**

a. **Bridge Contract – Bond Financial Management, Compliance, and Communications** –

Jorge explained during the last board meeting there was a non-approval for awarding a contract for accounting services, communication and compliance. There’s a request for a meeting at the District Office (12/5/17 @ 12pm) to discuss the item with the District Office and the colleges and to view the potential of a bridge contract. This will be a one year contract for the same services. It will allow us to continue with the execution of the bonds (MG 2010 & Measure X). Participating in the meeting will be Vice Chancellor Doug Smith, Owen Letcher and both college’s VPs of Administrative Services. They would like to have a representative from both SJCC and EVC’s Facilities Committees.

Jorge asked for volunteers from the committee for the meeting tomorrow. He mentioned that Phil Crawford sent him an email requesting Janet Chang, which she declined. Joseph Heady volunteered to serve if there was no one else on the committee willing to do so. The committee unanimously approved for Joseph Heady to serve on the committee.
b. Conversion of B107 to workspaces –

It’s been suggested that B107 be converted temporarily to office space. The room is small in size and has obstructions that make it not ideal for classes. The college is at capacity with office space and there are 5-6 classified personnel who’ll be hired in the spring. There is currently nowhere to put the new employees. The room is the least used in the building. There’ll be no significant construction, but rather modular cubicles and space provided. This should accommodate 6-8 people. If there’s a need in the future for the classroom space the room can be easily dismantled.

Janet asked what the possibility would be to move the Middle College offices to B107. This would free up their office in the Student Center and it can become available to the International Student Program.

Jorge explained that the college will commission a space utilization analysis since there’s been a lot of suggestions of moving of departments that have grown out their space. There’s a big dependency on a space being emptied up, which will start with the move of the current P.E. office (L114) when they move into the new P.E. building. When the area is emptied it’ll take a few months to condition it and then the college can determine who’ll be moving into this space. Workforce Institute is another area that’ll become emptied soon (no move-out date yet).

The following are some departments the committee discussed that are in need of additional space.

- Middle College
- International Students Program
- Student Accessibility Services (at capacity)
- Extended Opportunity Program & Services

Iyun asked about space for part-time instructors. Jorge recognizes that this is another need for the college, but mentioned that there is GE119 (Adjunct Faculty Center) and there’s another location for them in the Science Complex, which needs to be conditioned for more space. There’s an area on the fourth floor of the Technology Building, which may be able to be used for adjunct faculty.

Jorge feels that B107 is currently the only room that can be modified and conveniently located for currently hired classified employees. If there’s a concern regarding classroom space, he assured the committee that there is no lack of space for classes. Joe also mentioned that the college is utilizing only 45% of the classroom availability. Joe also sees that the portables still need to be revisited as an option for swing space. It would be best to lease them, so there gone after they’re utilized.
Facilities, Safety, & Technology (FaST) Committee Meeting – Minutes 12/4/2017

Janet mentioned that her area has no room to provide for psychological services. They’re in need of a place that’s quiet with no windows for privacy. The department is in the process of hiring someone in the spring and can use the extra space.

Based on Joe’s comment of having 45% classroom availability, Lyn asked if this included prime times during the day. She felt that when it’s not during that time it would seem to be more room. Joe reiterated that generally about 45% of the classrooms are being utilized throughout the day. Lyn agrees with giving space for employees, but she’s concerned about giving away the classroom space that may be needed during prime times and running into a situation where there isn’t enough room to schedule classes. Jorge suggested that all times of the day need to be looked at to see what classrooms are open at any given time.

MOTION - J. Escobar/J. Andrade:

To convert B107 temporarily to workspace. The committee will revisit this during the semester to see if there’s more space available and look at data.

Y - 6
N-1
Ab -1

Motion passed

c. Assign B106 to ECE and install a model classroom as proposed by ECE faculty –

The faculty from the Early Childhood Education classes would like to convert B106 into a combination of a regular classroom and a model classroom for children. Jorge checked the utilization of the room over the last few years and it’s solely used by ECE faculty. This would require no construction. The idea would be to partisan the classroom and make a section for a lab furnished with small furniture for children (model classroom). This would be used to bring actual children in to bring an experiential learning environment. The ECE students and instructors could showcase an actual children’s classroom. The challenge would be designating the space for only ECE and getting additional funding for furniture. Jorge mentioned that the ECE faculty have already requested strong workforce funding, which they’ve allocated $25,000 for purchasing and making modifications to the space. If needed, the college can look into using instructional equipment too.

Joe asked currently how many classes use the classroom in one day. Jorge explained that the schedule shows ECE use the classroom Monday through Saturday at different times throughout the day. Lyn asked what the capacity is for the room. The classroom currently holds about 45-50 chairs. Jorge requested to the committee of moving it forward and allowing it to happen. There was no objection from the committee.
d. Technology Building first floor assignment –

The committee reviewed a floor plan for the first floor of the Technology Building where it currently houses the Workforce Institute. WI will be moving to the District Office. The floor plan shows 10-12 offices and cubicle space, 2 conference rooms and 1 kitchen. This is roughly about 12,000 square feet. Jorge asked the committee how they should go about selecting who’ll go in this area once it vacated. The furniture and equipment will remain in the building.

Joe asked about the simulation labs and transition center. Jorge believes these will remain with WI since they are outside of the scope of the move.

Jorge explained to the committee that they need to consider spaces that make sense to be together. It should be a department that can accommodate the entire space. Since it’s still early the committee should start considering a process to follow. Janet suggested that the committee create a list of departments who are in need of the space and define how they could be fitted together in the space. Iyun suggested having the departments/faculty present to the committee similar to how it’s done with the budget hearings in the spring. They can meet with the committee and give a justification of their needs for the space. It was suggested that the first step would be to send out an email to the campus community asking departments to send their justifications to the committee for review.

The committee recognized the following departments that they know of that may need space.

- Adjunct Faculty
- Mental Health
- Middle College
- International Students
- EOP&S
- Metas
- AFT
- Academic Senate
- Classified Senate
- SAS

A suggestion was made that the departments should possible be based on program review and instead of having faculty or the department present it should come directly from the department administrator.
Facilities, Safety, & Technology (FaST) Committee Meeting – Minutes 12/4/2017

Jorge asked Joe to follow up with Owen on the timing of the move. Jorge is hoping to get a better working floor plan soon. The committee will need to make a decision in February.

e. Committee charge –

The committee reviewed and made some changes to the current charge. The committee agreed to continue following up with changes and suggestions through Google Docs. There’ll be a follow-up in a week. The committee will continue to work on the charge and will continue in the spring.

V. INFORMATION ITEMS:

a. Gilbane Updates –

Michael Hohl gave updates on the Gilbane projects.

- Follow up on punch list PE Complex, opening in Spring 2018
- Radio station - Equipment is in, commissioned systems
- Temporary signage remains, final language was approved last week. New signage will be up in spring.
- M&O/Facilities is on hold
- Issue with the contractor fence panel that fell and hit student. When Gilbane was made aware of it, they went out on site. Fence was repaired and re-tied with additional supports.
- Access Control – Programming coordination is being done with Cornwell Systems. Completion date will be sent to Jorge tomorrow.
- Milpitas – Sign is currently being installed, hardscape/landscape as well

b. Facilities Master Plan (FMP) –

Jorge explained that this item will be an ongoing discussion with the committee. The current conversations that the committee has discussed relates to space utilization, which relates to the bond and Measure X. The discussion will be input for the consultants, designers and architects at some point in the future.

The committee discussed the District Five Year Capital Outlay Plan, which had rations of labs and offices. The actual report was emailed to the committee members to review. Iyun explained that the report indicated the number of counselors and faculty, which the college will have 157 faculty by the year 2020. She’s not sure how the numbers are being generated. Jorge shared the same concerns and feels it’s difficult to read the report. He doesn’t know if the data is accurate. Owen had mentioned in his presentation that there were some numbers that were incorrectly reported but were corrected. Jorge feels that these are the type of inputs that the committee needs to compile so that they can determine what spaces should be built in the new buildings.
Jorge explained that there are two tracks on the FMP that need to be completed. The first track is moving forward with the new CTE (Career Technology Education) building. In order to get this building completed the college will be doing somethings ahead of time. The design work will be done with Measure G 2010 funding. There isn’t a direct need for issuing trenches of the bond for Measure X. However, the funding will be needed in the next 12-18 months.

The second track is the committee will need to start reviewing the entire FMP to see if there are new needs. The District Office has contracted the same consultants who assisted with putting together the FMP to come back and present to the campus since the report is very comprehensive. This will happen when the committee returns in the spring.

Iyun is concerned with how the District Office handles budgeting. She wants to make sure there’s consistency on the presenting of the FMP and that the District Office isn’t pinning both colleges between each other by allocating more money to one college over the other. Jorge explained that the allocation to both colleges isn’t going to change. It will not be reduced or augmented for either colleges. If either colleges feel strongly about constructing one building over the other, they’ll need to look at their allocation of funding to see what they can do to make it happen. Jorge feels that we’re in a good place because the committee was involved in the planning of the FMP two years ago. It was done with logic and thinking.

Iyun mentioned President Breland’s request to have a task force for a CTE study. She feels that this committee should be involve. The task force will be looking into the validation of the Education Master Plan to see what the industry is looking for and what type of technologies are out there. The FMP consultant will get into more of the facilities part of it. Jorge has requested that the consultant give him a list of California community colleges that have built new CTE buildings in the last five years. He’d like to get an inventory of information about the sizes, labs and layouts of their buildings. He’s also looking to have the task force tour some of these colleges to get ideas.

Secondly, Jorge is asking that the consultants look at the bay area college’s CTE facilities. He feels that we’re doing something wrong, because DeAnza College receives millions of dollars of RSI funding compared to our college. Janet thinks that our instructors haven’t had the time or expertise to go out and work on getting these type of funding. The college needs a grant writer. She also sees that the division has had a hard time with keeping an administrator in place. Support and help is needed.

Meeting adjourned