Members Present:

<table>
<thead>
<tr>
<th>MSC</th>
<th>FACULTY</th>
<th>CLASSIFIED</th>
<th>STUDENT</th>
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</thead>
<tbody>
<tr>
<td>MSC – Duncan Graham</td>
<td>AS – Hasan Rahim</td>
<td>CSEA – Deanna Herrera</td>
<td>Andrew Phelps</td>
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<td>MSC – Joe Andrade</td>
<td>AS – Clem Lundie</td>
<td>CSEA – Corinne Salazar</td>
<td>Joseph Heady</td>
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<td>MSC – Lamel Harris</td>
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<td>MCS – Mani Dickerson</td>
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<td>MSC – Edina Rutland</td>
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<td>MSC – Jorge Escobar</td>
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- **Absent Members:** Gerald Grudzen
- **Minutes:** Dee Davis

**Call to Order:**
- Meeting called to order by Duncan Graham at 9:03am

**Welcome and Introductions:**

**Adoption of the Agenda:**
- Motion to approve Agenda by Deanna Herrera
  i. Second by Leslyn McCallum
  ii. Agenda approved

**Approval of October 7, 2016 Minutes/Suggestions:**
- Motion to approve September 16, 2016 minutes by Lamel Harris.
  i. Clem Lundie 2nd
  ii. Minutes approved

**Public Comments (3 minutes):**
- None

**CAC Committee Comments (2 minutes):**
- None

**Action Items:**
- Approval of QFE Timeline with slight modifications
  i. Lamel Harris move to approve with changes
  ii. Mani Dickerson 2nd
  iii. Motion approved
- Review/revise committee charge – recommend change on Classified membership
  Four members chosen by Classified Senate, one by CSEA
  i. Mani Dickerson move to approve with changes
  ii. Lamel Harris 2nd
  iii. Motion approved
- Approve to rename Facilities & Safety Committee to Facilities, Safety & Technology Committee – there were some concerns including technology into the committee and the impact of the CTC. Jorge Escobar will provide a review of the change. Phase 1 – name change, take on operation; Phase 2 – technology aspect, outline technology responsibilities – does it change the current charge of CTC?
  i. Motion approved
**Information Items/Action**
- Jorge Escobar named Committee Chair of the new Facilities, Safety & Technology Committee.

**Discussion Items**
- Committee Workflow and Plan
  1. Would like to spend time in the meetings doing work as a committee
- QFE –
  1. Forms Court – Operations manual to store administrative procedures – what is the purpose of the form, do we need it, form workflow on back, keep electronically “where is the process written down?”
- Meditation Room for Larry Harris – Refer to the Facilities, Safety & Technology Committee. There is a Board policy about naming rooms. Must wait three years after death.
- Ad-hoc workgroup – Politics/Campus climate – Check with Civility Committee, tap into groups already dealing with issues. Andrew Phelps will lead for CAC and ask for team members to assist.

**Comprehensive Reports**
- None

**Standing Committee Updates (2 minutes):**
- **Academic Senate:** No updates
- **Campus Technology Committee:** Set new meeting date
- **Classified Senate:** Executive officers meeting today
- **Diversity Committee:**
- **Facilities, Safety & Technology:** Revised charter, set goals. Implementing grid to keep track of Action Items. Have template – will share with CAC.
- **Finance Committee:** Working on process for discretionary funding. Will met Monday, 10/10. Ongoing discussions on resource allocation. Additional funds from lottery.
- **President / Vice President's Updates:** District Office working on tech plans – there are opportunities to participate. Nov. 17 working to create the tech plan. Plan will be integrated between the DO, EVC and SJCC.
- **Professional Development Committee:** None
- **Strategic Planning Committee:** None
- **Student Success Committee:** None

**Other (2 minutes):**
- **ASG Reports:** METAS taking 50 people to the opera
- **Robotics:** Planning Tech Talk event for October 29, 11 – 2.

**Announcements (2 minutes)**
- None

**Meeting Adjournment:**
- Meeting adjournment at 10:30 am