

College of Alameda

Facilities/Technology Committee Meeting Minutes

Date and Time: April 25, 2019 at 2:00 – 3:00 pm in A149

Attendance: Jayne Smithson, Rachel Goodwin, Sabeen Sandhu, Sonya Perkins, Verna Van, Atheria Smith, Michael Duensing, Bala Sampathraj, Michelle Custino, William Bruce

Topic	Facilitator	Discussion/Action	Materials
Purpose of Meeting: Organizational Meeting for College Facilities/Tech Committee – Fiscal Year 2019			
Call to Order	Rachel Goodwin	Start meeting	
Approval of Agenda	All	Added Guest Remarks	Agenda Refer to Link: https://peralta4-my.sharepoint.com/:b:/g/personal/ssandhu_peralta_edu/EeRODr6nd9hGrOKfg3BerMMB6zAkMMjXHpuys7saP2vi4w?e=PSu0dZ
Approval of Minutes	All	Corrected Sonia Ork to Sonya Perkins Added “Discussion” to Action Column	Meeting Notes
Campus IT: IT updates	B. Sampathraj	Smart Classrooms Priority List Campus-Wide Desktop and Laptop Upgrade Technology Requests Extracted from APUs COA Data Center Upgrades Campus-Wide PA System lining up w/New Building (Refer to Priority List) See Attached w/ Cost Estimation Included Larger Screen/Monitor in F Building Pit Action Items: <ol style="list-style-type: none"> 1. Circulate Priority List 2. Information Gathering about additional unlisted technology requests (list to be circulated) 	Prioritized Tech Request Rating Sheet Excel (See Link) https://peralta4-my.sharepoint.com/:b:/g/personal/ssandhu_peralta_edu/EW7VdP_mRONGv4AycDqgwHcBeShwLvkZaYnqYJZPsSwSqw?e=z2wJCs

<p>Facilities Update: College's priority projects listed in the Facilities Master Plan and discussion of next steps on how to align those projects with the State Chancellor's Office.</p>	<p>Ms. Atheria Smith</p> <p>Ms. Verna Van, Project Manager, Roebbelen</p>	<p>Alignment of Master Plan w/Project List Two FPP: (1) Auto Repair – B & C Building Replacement (2) Aviation – State Funding Priority</p> <p>Focus on FTES as we prioritize projects <i>Issue: DSPTS not schedule to move to new building. If the building is being replace, what happens to DSPTS? Repurpose Building A (moving departments around) Decommissioning only part of the C & D buildings Health & Safety Issue – dangers of remaining in building (C&D will Eventually Come Down – Cap Load Issue) VPI Miller: President Karas will be meeting next week to report issues impacting campus to the state Repurposing comes at a high cost ASTI moving into C-Building? Does it count towards the cap? Requires clarification Requires MOU w/outside entity using site Procedures for Taking Down the Building</i></p> <p>Action: (1) Communicate w/shared governance and report back to Atheria Smith (district) Timeline (issue) - today is the last meeting of the academic year, must complete outside of meeting space</p> <p>Priority -- Pick Four Projects and Rank Them</p>	<p>Refer to Handouts:(see links)</p> <p>Two: (1) Project List https://peralta4-my.sharepoint.com/:b/g/personal/ssandhu_peralta_edu/EW7VdP_mRONGv4AycDqgwHcBeShwLvkZaYnqYJZPsSwSqw?e=xUqyzv</p> <p>(2) 2017 Facilities & Technology Master Plan</p>
<p>Update on the new building construction project.</p>	<p>Sonya Perkins & Verna Van</p>	<p>Update on Construction of the New Building Decking nearly complete Major concrete pour & welding</p> <p>Schedule: Target Date of Building Completion Spring 2020 FFFE ADAM & Discussion of Faculty Offices</p> <p>Action Item: (1) Link available on President's Office Web Page (2) Ceremony for New Building Prior to May 24th, 2019 (3) FFFE AV Systems & Computer Labs</p>	<p>Multi-Vista Camera Enabled (Live)</p> <p>See Attached Blue Print https://peralta4-my.sharepoint.com/:b/g/personal/ssandhu_peralta_edu/ETDsICYE12VNoACgpfPX2C4B-YYxcAR00kC0bvKCrw3KYA?e=cIEZay</p>

		<p>(4) Standard for Classroom Furniture Required (See Merrit Barbara Lee Building) Should be accessible DSPTS and adjustable & sit/stand tables RFP to Interior Designer & Outreach to Vendor</p> <p>(5) Will the office windows open?</p> <p>(6) Meeting Rooms will have AV</p> <p>(7) Lounge will be listed as “Faculty & Staff Lounge” - Inclusive</p>	
Guest Remarks:		<p>J. Smithson: Problems w/campus facilities (broken window, bathroom issue, water fountain) - campus looks beautiful (gardens)</p> <p>Action Item:</p> <p>(1) Geese Crossing Signs for Campus (M. Custino)</p> <p>(2) What can we do to commend Nestor about our campus climate and beautification? <i>Commendation or certificate / Some type of district acknowledgement</i> <i>Also what should we do to prevent plant theft?</i> <i>District Camera Update on Placement</i> <i>Can we purchase our own cameras and put them up?</i> <i>End of the year award w/stipend (classified senate issue) [Classified 39]</i> <i>Make something in the FABLAB to commend Nestor</i> <i>Start an Award – subcommittee</i> <i>Campus Appreciation Award</i> <i>Name a Garden Bed After Him – Seek President’s Approval</i> <i>Get Approval and then work on wording</i></p> <p>(3) Cameras in the new building (information needed)</p> <p>(4) Update to the Committee List</p>	
Next Meeting TBA	Rachel Goodwin	<p>Next Meeting Fall 2019</p> <p>Email Follow-Up about Prioritization</p>	
Adjournment	Rachel Goodwin	3:00 pm on 4/25/19	

Minutes Taken By: Sabeen Sandhu

Committee Membership:

Administration – MB Benvenuti, Paula Armstead, Lilia Celhay

Classified Staff – Bala Sampathraj, Michael Duensing, Shawn Foster
Faculty – Sabeen Sandhu, Rachel Goodwin, John Peterson

Student – TBD