**College of Alameda Facilities & Technology Committee**

**Meeting Minutes**

**Date & Time: Thursday, December 5th, 2019 2:00 PM**

**Location: A149**

**Attendees:** Chungwai Chum, Amy Lee, Eva D. Jennings, Bala Sampathraj, Michael Duensing, Shawn Foster, Selwyn Montgomery, Michelle Custino, Rachel Goodwin, Sabeen Sandhu

**PURPOSE OF THE MEETING: Organizational Meeting for College of Alameda’s Facilities/Technology Committee**

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| **Topic** | **Facilitator** | **Discussion/Action** | **Materials** |
| Call to Order | S. Sandhu | Meeting called to order at 2:00 pm in L237 |  |
| Approval of Agenda | All | Approved  Uploaded onto Webpage | Link for Agenda |
| Approval of Minutes from Last Meeting | All | Approved  Uploaded onto Webpage | Link for Minutes |
| Update from District Facilities Committee Meeting | C. Chum | VC Sata provided an update on Capital Projects  $800 Million Bond passed in November  $6.5 Million for the Center for Arts  (Public Arts Project)  State Funding & Measure G – Auto Diesel Building  Measure G – Science Building  *Discussion: While these are approved projects for the next few years, what is the plan for DSPS?*   1. *No Heat* 2. *Leaky Roof / Flooding of the Floor Above* 3. *Bathroom Facilities are Horrendous* 4. *Double Entry Doors are Inaccessible* 5. *Request for Additional Space as the Program has Grown*   *These issues were addressed in APUs & Program Reviews over the last five years*  Request: Provide some of the bond funds for creating a safe and healthy environment in the D Building for DSPS  **Action: Committee Co-Chair (S.Sandhu) will take the motion to College Council and Request for an official response regarding the Modernization of HVAC and ADA Compliance. If DSPS is not moving, funds should be allocated to revamp the existing DSPS facility.** | *Insert Link for District Provided PowerPoint Presentation and/or Visuals* |
| Update from District Technology Committee Meeting | B. Sampathraj | 1. People Soft Upgrade  VP of Technology wants to hire a contracting company to help move forward with the upgrades, instead of hiring more permanent staff, as it will provide the district with 24 hour support and a robust team of programmers to proceed with the upgrade.  Pilot of timesheets inputted to the upgrade  *Discussion: Does the contracted firm have experience working with community colleges?*  **Action: B. Sampathraj will raise this question at the next district technology meeting.**  2. New Bond Measure  COA is requested to prioritize technology needs.  **Action: B Sampathraj will resubmit the document previously approved, reevaluate list w/clarity on funding, and create a list of prioritized rooms.**  3. District should address upgrades for 860 Atlantic – scheduled for a new science building (TBD) |  |
| Accreditation | A. Lee | Institutional Self-Study in Progress (Deadline March 2020)  1. IIIB Physical Resources  2. IIIC Technology  **Action: Committee members should consider attending upcoming meetings and participate** |  |
| Campus Clean Up Updates | A. Lee | Shred It Update  20 Containers now delivered; Each building has at least one container, with a majority of them placed in buildings C & D  *Discussion: Security of bins & padlocks*  **Action: Request to move bins inside locked entryways prior to campus closure at night.** |  |
| ADA Section 508 Compliance | C. Chum & R. Goodwin | ADA Section 508 Compliance  Vendor vetted through Chancellor’s Office (ADA Section 508 Compliance)  We need clear procedures for accessibility standards  **Action: Encourage the College Council to establish compliance procedures for accessibility standards. R. Goodwin will provide examples of procedures at a future meeting. Push for University Design to reduce the need for accommodations.** |  |
| Adjournment | S. Sandhu | Meeting adjourned at 3:00 pm  Next Meeting Scheduled for Thursday, January 30th, 2020 at 2:00 pm |  |

**Minutes Taken by S. Sandhu**

**THE MISSION OF COLLEGE OF ALAMEDA IS TO SERVE THE EDUCATIONAL NEEDS OF ITS DIVERSE COMMUNITY BY PROVIDING COMPREHENSIVE AND FLEXIBLE PROGRAMS AND RESOURCES THAT EMPOWER STUDENTS TO ACHIEVE THEIR GOALS.**