**College of Alameda**

**Facilities/Technology Committee Meeting MINUTES**

**Date|Time|Location: Thursday, October 24th, 2019 | 2:00 pm | A149**

**Attendees:** Rachel Goodwin, Shuntel Nathaniel, Sabeen Sandhu, Eva D. Jennings, Jayne Smithson, Michael Duensing, Bala Sampathraj, Michelle Custino, & Shawn Foster

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| **Topic** | **Facilitator** | **Action** | **Materials** |
| Purpose of Meeting: Organizational Meeting for College Facilities/Tech Committee | | | |
| 1. Call to Order | S. Sandhu |  | 2:10 pm |
| 1. Approval of Agenda | All | Agenda Amended to include D Building Concerns | Agenda: |
| 1. Approval of Minutes from Past Two Meetings | All | Minutes edited & uploaded to Technology and Facilities Webpage | <https://peralta4-my.sharepoint.com/:w:/g/personal/ssandhu_peralta_edu/EWsGFgIJSZRNrvhdEKi6X34BayysaQGIPfQCNu1lFkpezg?e=bRD6vb>  <https://docs.google.com/document/d/1e_BMM5F5Q-QQljNF31Qvb1GcwqnYveXsbZs4xJAWblE/edit> |
| 1. Update on C104 Technology Upgrade | B. Sampathraj | B. Sampathraj met w/President Karas and received confirmation that C104 is in the queue for technology upgrades. The estimated timeline is Spring of 2020. J. Smithson requested a concrete date, however, upgrades are subject to prioritization and equity concerns. |  |
| 1. **Update from District Facilities Meeting** | R. Goodwin | R. Goodwin updated the committee with highlights from the last District Facilities meeting:   * District Facilities considered retooling membership due to quorum, PFT representation, & increasing faculty counts * Measure C Spending Update (clarification & flexibility w/bond) Also Program Management Committee * Accreditation Roles (DGS & ACCJC) * Upcoming New Space Inventory |  |
| 1. Update from District Technology Meeting | B. Sampathraj | B. Sampathraj provided an update from the District Technology Committee meeting:   * People Soft Updates * Power Shut Down * Blue Phones * Video Camera Systems – compatible w/existing systems and do not require storage * IT does not have access – District Only Viewing |  |
| 1. Campus Clean Up Update | S. Sandhu | S. Sandhu circulated a flyer for committee review and approval detailing Campus Clean Up.  Suggested edit – remove one text box that is duplicated on both sides “Special Note”  Committee found the handout useful and well designed (Thank you, Nickey) | Flyer for Review:  <https://peralta4-my.sharepoint.com/:b:/g/personal/ssandhu_peralta_edu/EWSIHR6EKGhFrWWB5tzeNt0BXd8rrFfuWybzuFenibAg4Q?e=01RWjY> |
| 1. Electric Car Chargers Update | S. Sandhu | After a review of past minutes, S. Sandhu determined that two electric car charges were scheduled to be installed in February of 2014. Charles Neal visited the Facilities committee and detailed that the installation would take place during the Spring 2014 semester. Five years have passed and the campus has not received electric car chargers. Charles Neal is also not listed in the Peralta Directory. M. Duensing noted that both electric car chargers and solar parking panels were discussed at a prior College Council meeting. S. Sandhu will research both at the district facilities meeting. |  |
| 1. Concerns about Maintenance of the D Building | M. Custino | M. Custino remarked on public health concerns and potential hazardous conditions in the D Building: lack of heating; bathrooms are vandalized and often in need of cleaning. The committee addressed the need to lock bathrooms when the campus closes and maintain facilities. M. Custino will generate a work order and S. Nathaniel will reach out to custodial supervisors regarding the bathrooms needing to be locked.  During the discussion about the D Building, committee members addressed that CAL OSHA visited the library about black particulate from the ventilation system and the leaky roof. |  |
| 1. ADA Compliance & SARZOOM | M. Custino & R. Goodwin | During the discussion regarding maintenance of facilities (see item 9), M. Custino and R. Goodwin addressed the recent litigation against Los Angeles Community College District for ADA noncompliance. This is a concern for the Peralta Community College. With the implementation of SARZOOM – a technologically enabled scheduling tool – is 508 Compliance in captioning met? The committee is unclear regarding the tool having auto-captioning or captioning through a third party vendor.  This discussion raises a wider concern about the lack of a compliance committee and legal counsel at COA and the PCCD. This is a larger issue that needs to be addressed in a future meeting at to the larger PCCD community. | <https://www.ada.gov/> |
| 1. Adjournment | S. Sandhu | Meeting rescheduled due to Thanksgiving Break  Next Meeting 12/05/19 at 2:00 pm in A149 |  |

Minutes Taken by S. Sandhu & R. Goodwin