

## Buildings & Grounds and Sustainability Advisory Committee Meeting

### Agenda

Date: 5/11/23		
Outstanding General Items	Discussions/Background	Actions
*Status Update for previous items		
Membership & Meeting Duration	<p>2:00pm – 2:05pm</p> <p>Currently we have the following members:</p> <ul style="list-style-type: none"> <li>• Diana Cohn Hayes</li> <li>• Audrey Capristo</li> <li>• Danmin Deng</li> <li>• Bret Watson</li> <li>• Simon Pennington</li> <li>• Mike Teijeiro</li> <li>• Joel Cortez</li> <li>• Sam Connell</li> </ul>	<p>Need to have a student</p> <p style="color: blue;">Next meeting - Meet in person in 1901</p>
Sustainability - ESAC	<p>2:05pm – 2:10pm</p> <p>Do we want to include Energy and Sustainability issues in the Buildings &amp; Grounds Committee?</p>	<p>Add ESAC members (Julie Ceballos, Bob Cormia &amp; a student from ASFC)</p>
Campus Signage Update	<p>2:10pm – 2:20pm</p> <p>Discussed at Measure G Owners meeting. In the process of setting up a FOAP. Need to have a project charter</p>	<p>Next steps – create the project charter, work with facilities and operations and Purchasing for hiring a vendor. Gather information first - Get feedback from the campus community, put together a working group as a steering committee. (public info, combining messaging near the campus</p>

	developed and hire a consultant.	maps, and add lighting, par course like facts of the campus)
Lighting Project	<p>2:20pm to 2:30pm</p> <p>Added to Measure G project list. FOAP is being requested and will be set up. Need to have a project charter, lighting study.</p>	Create a subgroup – Joel Cortez, Mike Teijeiro, Audrey Capristo.
13-55 (Issue 5: Lack of a sense of belonging, safety, and space allocation for students of color).	<p>2:30pm – 2:40pm</p> <p>Welcoming environment</p> <p>Procedures/Checklist needs to be developed</p> <ul style="list-style-type: none"> <li>-Warm and Welcoming</li> <li>-Safe</li> <li>-Clean</li> <li>-Carpet and Paint condition</li> <li>-Equipment in the space is in good condition and functions well for student use</li> <li>-Lighting is bright enough</li> <li>-Coordination to personalize space working with the architectural integrity requirements</li> </ul>	<ul style="list-style-type: none"> <li>-Need to develop check list (Audrey Capristo)</li> <li>-Need the focus group feedback from Valerie Fong/Ulysses Acevedo also Sonya Sanchez Santoyo</li> <li>-Review info from the Facilities Master plan survey (connection to the college)</li> </ul> <p>Have District report on grounds.</p> <p>Work through Facilities and Grounds to hire vendor for tree service. (have Joel Cortez discuss)</p> <p>Add plants, color etc.</p> <p>Adopt an Area (volunteer with planting and maintenance) Joel will follow-up with Union.</p>

	<p>Survey for students and staff for spaces that are welcoming and which ones are not welcoming.</p> <p>Valarie Fong mentioned focus group for Umoja/Puente students that could be useful</p> <p>Improve and maintain grounds, trim and spray for weeds, don't neglect specific areas of the campus. Contract at certain times where there is peak workload (run by the union rep.).</p>	
<p>Outdoor Seating/shade enhancements</p>	<p>2:40pm – 2:50pm</p> <p>Discuss areas to add tables, benches, shade umbrellas, etc. Look at PSEC, add shade areas, umbrellas, canopies, turf the quad. Yoga classes in the PSEC Quad! Buy more tables with umbrellas, make the campus pleasant to keep students here.</p> <p>Specific Areas;</p>	<p>Develop a list of areas, items to purchase and estimated budget. Audrey and Diana. Work with Mike Teijeiro for seating with shade. Repaint and add umbrella's.</p>

	<p>Veterans Plaza both sides, next to Middle College and near the flag pole.</p> <p>Hearthside Lounge (outdoors)</p> <p>Utilize existing tables and move them – add umbrellas and have departments closest to the tables monitor the umbrellas</p>	
Surplus:	<p>2:50pm – 2:55pm</p> <p>Foothill has 3 areas identified to store surplus, discuss the process, still need a vendor (District is working on this).</p> <p>District reported yesterday that they do not have to go out for an RFP. Need to have a list of vendors.</p>	<p>Develop a process, post process/forms to the college website, put items on board list and have the board approve the items, contact District vendor to pickup the items. Should clear all of the storage areas once we have the vendor.</p> <p>Get the vendor from Joel Cadiz and Erik Olague.</p>
Other Items:	2:55pm - 3:00pm	