



Facilities Committee Meeting Minutes

January 8, 2016

1:30 p.m.

Board Room

Chair: Dr. Thomas Miller

Co-Chair: OPEN

✓ Call to Order: 1:40 p.m.

✓ ROLL CALL (**P=Present**; **A=Absent**; **A/E=Excused**):

P	A/E	NAME	P	A/E	NAME
	A/E	Blythe Mueller (ASB Student)	P		Josiah Salazar (ASB Student)
P		Dwiggins, Steve (CSEA)	P		Garcia, Steve (Management)
P		Guardado, Lynn (Faculty)	X	X	VACANT (Management)
	A/E	Bonato, Tony (Faculty)		A	Graham, Ron (Administration)
	A	Knight, Leonard (Management)		A/E	Miller, Thomas (Faculty)
P		Painter, Michelle (CSEA)	X	X	VACANT (CSEA)
P		Murray, Jim (CSEA)		A	Smith, Frank (Administration)
P		Sewell, Robert (Management)		A/E	Visser, Mike (Faculty)
	A	Shaner, Keith (Faculty)			

Present	Absent
7	8 absent / 2 vacant
Quorum Established:	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>

✓ GUESTS: None

✓ Agenda Items:

Approval of October 16 and December 11, 2015 Draft Meeting Minutes

Motion: Sewell ; **Second:** Salazar **Approved / Not Approved**

1.) New Chair / Co-Chair Nominations and Election

There was discussion on who might fill the vacated seat of Chair and Co-Chair. We need someone who is motivated and willing to put in the time. The committee showed interest in having ASB Student, Blythe Mueller, fill in as Co-Chair.

2.) Establishing New Quorum Policy:

Discussion on changing the Quorum Policy from 50%+1 to 7 due to the fact that it is difficult to get a quorum to do any business. If necessary, we will **adopt** the new quorum policy at the next meeting if there is not the 50%+1 to vote, and ratify at the next meeting.

ACTION ITEM: Lynn will contact faculty and Steve will contact managers to let them know we are having a vote to establish a new quorum. If we do not have a quorum at the next meeting, we will lock in the new quorum and ratify it when we do have a quorum.

ACTION ITEM: Michelle will make the changes to the policy document and bring it to the next meeting for review and vote. She will send it out to the committee beforehand.

NOTE: Based on the discussions, we chose to vote on approval of the past two meeting minutes so that they can be posted to SharePoint and on the Facilities Committee website.

3.) 2016 Goals:

After much discussion it was determined that some of our 2016 goals will be as follows:

- 1.) The Purposes of the Committee will now be on the Agenda each month to remind the committee of our charge. Each month we will discuss the upcoming annual 5-year plan which is due in June. The college mission and goals will also be included on the meeting Agenda in order to have the easily available for reference.
- 2.) We will create a campus-wide survey regarding conditions of buildings that will be completed by those who reside in the building. This will give M&O needed information for their P.R.A.I.S.E. report and budget requests.
- 3.) The Tutoring Task Force committee is in the process of establishing a center specifically for tutoring needs. The information will be vetted through the Facilities Committee in order to determine how to make this best happen in the location they are given to use.

ACTION ITEM: Michelle will make the changes to the agendas each month to include the mission and goals and the bulleted list of 5 items that make up the committee's purpose for meeting.

4.) Good of the Committee / Open Comments:

Josiah requested that we add Gender Neutral Restrooms to next month's agenda. Michelle has contacted CSEA for a 3rd time requesting someone for the vacant spot, and will contract Lisa Gibbs for the vacant faculty and Victoria Martinelli at the President's office for the vacant management spot.

ACTION ITEM: Michelle will send out reminders to the committee of our upcoming meetings earlier in the week.

5.) Next Regularly Scheduled Meeting:

February 19, 2016 ~ 1:30 p.m. - Board Room

6.) Meeting Adjourned: 2:30 p.m. (ish)