Facilities Committee Meeting Minutes
September 22, 2025

Roll Call
Committee Members:
Administrators (3): Erin Denney, Edith Kaeuper
Faculty (3): Steven Brown (co-Chair), Madeline Mueller, Alan D'Souza
Classified Staff (3): Michael Snider
Students (3):

Committee Alternates:
Administrators (3): Kit Dai
Faculty (3): Jennifer Rudd
Classified Staff (3): Jeffrey Kelly
Students (3):

Not Present:
Administrators: Alberto Vasquez, Zachary Lam
Faculty: Stephanie Robison, Anna-Lisa Helmy
Classified Staff: Maria Salazar-Colon, David Delgado
Students: Angelica Campos, Christina Michaud, Brianna Smith

Resources: Facilities Committee Web Page

1. **Call to Order**
    a. The meeting was called to order by Co-Chair Steven Brown at 1:05 PM.

2. **Approval of Agenda**
    a. Discussion – none.
    b. Motion to approve the agenda made by Alan D'Souza, seconded by Michael Snider
    c. Voice vote to approve the agenda as amended
        i. No abstentions
        ii. No nays
        iii. Motion passes

3. **Public Comment – Items not on the agenda**
    a. None.

4. **Approval of Minutes**
    a. Discussion
    b. Motion to approve the minutes made by Edie Kaeuper, seconded by Madeline Mueller.
    c. Voice vote to approve the minutes.
        i. No abstentions
        ii. No nays
        iii. Motion passes

5. **AVC Report – Design & Construction Projects**
    a. **Alberto Vasquez was not present to provide a report.**
    b. Evans Center
        i. Alan D'Souza asked about swing space during the renovation and the status of the AMT program.
    c. Safety Projects
        i. Michel Snider raised safety issue concerns regarding signage, barriers, open hole, and signs of warning and detour that need to be done to OSHA standards.
        ii. Alan D'Souza raised concerns about a minor fire incident outside of the Student Success Center.
    d. Heating
        i. Alan D'Souza asked for a status report on the heating/cooling systems at the Rosenberg Library.

6. **Buildings & Grounds Report**
    a. **Alberto Vasquez was not present to provide a report.**

7. **Old Business**
    a. 1550 Evans
        i. Steven Brown spoke about this as a backroom deal with multiple entities that nobody can seem to find documentation on, and that SFPUC won't lease us back the space.
    b. Parking Structure Update
        i. Steven Brown - The project is in the design phase; an architect has been chosen. They are still in CEQA and environmental impact investigations.
    c. AMT Program update
        i. No update.
    d. Student Union MLK space
        i. Steven Brown - We are waiting for rainy season for further investigation.
    e. Security Camera Projects
        i. No update.
    f. Building Space Inventory
        i. Steven Brown - the whole college is being inventoried for accurate numbers. Office of Instruction is also updating the inventory of classroom equipment.
        ii. Alan D'Souza asked about the reallocation of HBB rooms.

8. **New Business**
    a. Board Items – Informational
        i. none
    b. Board Items – Action
        i. Jasmine Kaw said that there is a DRT Item related to the construction contract for the general contractor.
        ii. Edie Kaeuper said that the John Adams elevator project is also on the meeting agenda.
    c. December meeting reschedule
        i. According to the Committee Description, meetings are on the 4th Monday of the month, which in December would be 12/22/25. It is anticipated that many members will not be available on that date.
        ii. It is proposed that either 12/8/25 or 12/15/25 could be options. After discussion, the committee determined that 12/15/25 was the better option.
        iii. Motion to change the date of the December meeting to 12/15/25 was made by Madeline Mueller, seconded by Alan D'Souza.
        iv. Voice vote to approve the date change:
            1. No abstentions
            2. No nays
            3. Motion passes

9. Future Business

a. Call for agenda items

i. None.

10. Adjournment

a. Meeting adjourned at 1:41 PM