



Facilities Committee Meeting Minutes

December 15, 2025

Roll Call

Committee Members:

Administrators (3): Alberto Vasquez (Chair), Erin Denney, Edith Kaeuper

Faculty (3): Steven Brown (co-Chair), Madeline Mueller, Alan D'Souza

Classified Staff (3): Michael Snider

Students (3): Angelica Campos, Brianna Smith

Committee Alternates:

Administrators (3): Kit Dai

Faculty (3): Anna-Lisa Helmy

Classified Staff (3):

Students (3):

Not Present:

Administrators: Zachary Lam

Faculty: Stephanie Robison, Jennifer Rudd

Classified Staff: Maria Salazar-Colon, David Delgado, Jeffrey Kelly

Students: Christina Michaud

Resources: [Facilities Committee Web Page](#)

1. Call to Order

- a. The meeting was called to order by Chair Alberto Vasquez at 1:04 PM.
- b. Chair Vasquez extended thanks to Edie Kaeuper, who is retiring, for her service to CCSF and the Facilities Committee.

2. Approval of Agenda

- a. Discussion – AVC Vasquez proposed an addition to Old Business of The Program Review Projects, to be presented by Cherisa Yarkin, as item 7F.
- b. A motion to approve the agenda with the proposed addition made by Steven Brown, seconded by Edie Kaeuper.
- 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. Public Comment from Olga Shvarts submitted in writing: *The DSPS department is responsible for determining student accommodations and placing DSPS-owned equipment in classrooms across campus each semester. To ensure continuity of access, these items are typically left in classrooms for use by DSPS students in subsequent terms. However, we have encountered recurring challenges. First, when classes are not in session, classrooms are often locked, and we are unable to access them to adjust or retrieve equipment. Second, when rooms or buildings are scheduled for closure or renovation (such as ARTX), or when new furniture is installed (as in BATL), DSPS is not always notified in time to retrieve our items. We would welcome the opportunity to collaborate with Facilities on solutions that support both operational needs and student access.*

- b. Public Comment from Brianna Smith regarding a) Umoja space relocation b) Mold at Batmale Hall c) Relocation of the African American Resource Center.
- c. Public Comment from Evangela (a student) regarding the UMOJA space relocation and prayer/meditation space.
- d. Public Comment from Steven Brown regarding accident/incident at Horticulture Department and the need for security cameras.

4. Approval of Minutes – 11/24/25

- a. Discussion – none.
- b. Motion to approve the agenda made by Steven Brown, seconded by Madeline Mueller.
- c. Voice vote to approve the agenda:
 - i. No abstentions
 - ii. No nays
 - iii. Motion passes

5. AVC Report – Design & Construction Projects

- a. Balboa Reservoir update
 - i. We continue to work with them on notification of any impacts to the college.
- b. Hiring
 - i. The Director of Buildings & Grounds position was posted.
 - ii. We are hiring one Utility Worker and are currently going through the HR process.
 - iii. We have three Custodians that have been interviewed and are currently in the reference-check stage. We will be finishing the paperwork for submission to HR soon.
 - iv. Two Engineers will be starting next month.
 - v. One new Plumber started today.
 - vi. We are still working on hiring a Locksmith and a Custodial Supervisor.
- c. Heating
 - i. The Creative Arts and Art Extension projects are wrapping up.
 - ii. We have started work on the Smith Hall project making efforts to ensure we do not impact the Culinary Program.
 - iii. Rosenberg Library requires some electrical work before testing, a process that will extend into January.
 - iv. The Science Hall project is awaiting DSA approval.
- d. Bond Projects
 - i. Deigo Rivera Performing Arts Center
 - 1. After a lengthy process, the project was finally approved by DSA.
 - 2. The next step is to sign the construction contract and process the related documents.
 - 3. There will be a groundbreaking ceremony on 1/22/26.
 - 4. The contractor will start work in January.
 - ii. Parking Structure
 - 1. We are waiting for environmental documentation to post. There will be a 45-day posting for a draft supplemental Environmental Impact Report for feedback.
 - iii. Student success
 - 1. We are still working on some punch list items.
 - 2. Sidewalk work will be done during winter break. Alternative walkways will be reviewed and approved, with appropriate signage posted.

- e. State-Funded Projects
 - i. Cloud Hall
 - 1. The roofing replacement is almost complete.
 - ii. John Adams
 - 1. The furniture and e-waste process is under way.
 - 2. The project is still pending DSA approval.
 - iii. Science Hall
 - 1. We have added a department to the space (Journalism) and are getting feedback on their needs. It will be shared with the architect for review.
 - iv. Evans Center
 - 1. The project is at DSA for review. We will bid out the project in the spring.
 - v. Campus-Wide Roofing
 - 1. Batmale Hall – we haven't seen any impacts with the recent rains.
 - 2. The Mission Center project is wrapping up.
 - 3. The Rosenberg Library still has scaffolding up. They are planning to finish within the month.
 - vi. Exterior Cameras
 - 1. We are getting clear directions on what we can do with the vendor under the state-wide contract.
 - vii. Meditation Space
 - 1. The interim meditation space will be the Family Resource Center. We will have locks available until we get a permanent space identified. We are working with Student Affairs to make sure there is support staff to make sure there is access for students.

6. Buildings & Grounds Report

- a. As mentioned in Agenda Item 5, we are hiring various positions to support the ongoing needs of the campus facilities.
- b. There has been a lot of positive feedback from different departments about the department's ability to respond to issues. Maintaining sufficient staffing to address BIM-Genie work orders has been a big factor in getting smaller issues addressed in a timelier manner than years past.

7. Old Business – AVC Alberto Vasquez

- a. 1550 Evans
 - i. No new updates to report. Someone reached out to the Chancellor to arrange a meeting but that has not been scheduled yet.
- b. AMT Program update
 - i. David Yee has been working with the airport to see what the options might be.
- c. Student Union MLK space
 - i. There hasn't been enough rain to determine water intrusion issues. We have procured some additional tools for testing to help scan the walls and identify possible issues.
- d. Security Camera Project
 - i. We are fine-tuning the installation costs, being mindful not to trigger audit findings on the infrastructure procurement that might arise from using the statewide contract for the project.

- e. Building space inventory
 - i. We are slowly working on Batmale Hall and a couple of other buildings. We hope to have an update for the January meeting.
- f. Program Review Projects – Cherisa Yarkin
 - i. Cherisa Yarkin presented the current document and reviewed it with group (see addendum A)

8. New Business

- a. Board Items – Informational
 - i. none
- b. Board Items – Action
 - i. None

9. Future Business

- a. Call for agenda items
 - i. Meditation space
 - ii. Designated department to open the football field (and close)
 - iii. Batmale mold
 - iv. African American resource center SSC

10. Adjournment

- a. Adjournment at 1:58 PM



ADDENDUM A

Fall 2024 Annual Plan Resource Requests - Facilities. Status update for Facilities Committee 12/15/25^

Department / Program	ID	Item/Project Name	Fall25 Notes w/Updates AsOf 12/11/25	Status category
Library (Services)	5737	Rosenberg Library - R414 Classroom Redesign	Dean Dewar was able to purchase furniture with funds available to the Library.	Done!
Student Health Services Program (SA)	5564	Back up Generator	Portable generator has been installed connected to vaccine refrigerator	Done!
Kinesiology, Athletics, and Dance	5724	Swimming Pool Ventilation Ducting Repair- PARTIALLY COMPLETED	Alberto will double check on completion. 12/9 new motor and VFD installed	In progress
Kinesiology, Athletics, and Dance	5732	Replace Carpeting in All Locker Rooms	Have identified the vinyl flooring that will be used, working on project planning.	In progress
Library (Services)	5776	Replacement Flooring in Rosenberg Library	Stair portion complete.	In progress
Nursing, Registered	5809	Creation of an Allied Health Center at John Adams	Plans for a Student Health Center lab room underway for Summer 2026, additional planning in progress for expanded space for certain services.	In progress
Student Health Services Program (SA)	5565	Repairing the Intercom System in the Student Health Center	Reviewing options	In progress
Broadcast Media Services (SA)	5838	BEMA department surveillance camera system	Follow up in progress. Lights for BEMA perimeter and walkway between Creative Arts/ Arts Extension by BEMA entrance.	Follow-up underway
Community & Public Health	5915	Buildings and Grounds - Fix Link Center and MUB 361 Louvres; remove mold from walls from MUB 361; remediate mold	Future work, part of a larger project in HBB.	Follow-up underway
Community & Public Health	5916	New blackout blinds for HLTH CTE smart classrooms	The projectors have been replaced so there may no longer be a need for black-out shades.	Follow-up underway
Environmental Horticulture & Floristry	5895	Bond Bond Bond Voter approved 4 X	Follow up to be scheduled for January. Roofing replacement is not part of Bond project, but necessary (30yrs old).	Follow-up underway
Kinesiology, Athletics, and Dance	5727	Tennis Court Resurface	Will require Chancellor's approval to move forward.	Follow-up underway
Kinesiology, Athletics, and Dance	5830	LED Lights in Dance Studio Well 301	New lights have been purchased, and some were installed 12/9/25. Others to be installed after equipment is tested.	In progress
Learning Assistance (Courses & Programs)	5945	Replacement of 30 year old Carpet	Will require Chancellor's approval to move forward.	Follow-up underway
Mission Center (AU)	5777	Emergency Shower for Science Lab	Currently not a high priority as no Chemistry courses scheduled at Mission.	Follow-up underway
Culinary Arts and Hospitality Studies	5969	Replacement Furniture for CAHS's Statler Library	Details of furniture disposition still being worked out.	If funded, Dept needs to coordinate with Facilities
Library (Services)	5738	Rosenberg Library - Low-Sensory Space for Neuro-Diverse Students	This would involve conversion of existing alcove space on the 3rd floor of Rosenberg. Funding source yet to be identified.	If funded, Dept needs to coordinate with Facilities
Library (Services)	5739	John Adams Center Library- Study Pod	This is known as a Wiggle Room. Funding source yet to be identified.	If funded, Dept needs to coordinate with Facilities

^Status of Radiologic Sciences item 5623 updated 12/15/25