

**Buildings & Grounds and Sustainability Advisory Committee Meeting**

**Agenda Template**

**Join Zoom Meeting**

<https://fhda-edu.zoom.us/j/83222937164>

**Meeting ID: 832 2293 7164**

| <p><b>Date: 10/14/25</b><br/> <b>2:00pm- 3:00 pm</b><br/> <b>In Room 1901</b></p>                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
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| <p><b>Attendees:</b></p> <p>Audrey Capristo, Julie Ceballos, Danmin Deng, Sam Connell, David Fisch, Asha Jossis, Simon Pennington, Mike Teijeiro, Bret Watson, Eric O'lague, Edgar Tovar, and Joel Cortez.</p> |                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Outstanding General Items                                                                                                                                                                                      | Discussions/Background                                                                                                                                                                                                                                                                                                                                                                                                                                    | Actions/Notes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <p>Grounds &amp; Facilities</p>                                                                                                                                                                                | <p>2:00 pm -2:30 pm</p> <p>Goal/Purpose - Connection to the Facilities Plan</p> <p>Meeting Time</p> <p>2030 Blueprint for Success: <a href="#">2030 Blueprint for Success Goals and Objectives</a></p> <p>5 Year (2026-2031) Facilities Strategic Plan</p> <p>Status Report:</p> <ul style="list-style-type: none"> <li>• Heating &amp; Cooling Status</li> <li>• Conditions of Restrooms and Campus Center</li> <li>• Cracks in Parking Lot 5</li> </ul> | <ul style="list-style-type: none"> <li>• Begin new 2026–2031 Facilities Strategic Plan.</li> <li>• Current FMP plan: <a href="https://www.fhda.edu/about-us/FHDA_FMP_2021-2026.pdf">https://www.fhda.edu/about-us/FHDA_FMP_2021-2026.pdf</a></li> <li>• Select vendor to support the planning process.</li> <li>• Meeting time moved to 1:00 p.m., except for the November 18 meeting.</li> </ul> <p>• Status Report:</p> <ul style="list-style-type: none"> <li>○ Heating &amp; Cooling Status: No issues reported. Facilities team is currently working on the scheduling.</li> <li>○ Conditions of Restrooms and Campus Center: Ongoing</li> </ul> |

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|                 | <ul style="list-style-type: none"> <li>• Campus water Leaks Status</li> <li>• Facilities Staffing – do we have any more positions to fill?</li> </ul> <p>Joel Cortez, Eric Olague, Edgar Tovar, Bret</p>                                                                                                   | <p>monitoring; issues may be related to event usage.</p> <ul style="list-style-type: none"> <li>○ Cracks in Parking Lot 5: Cracks have widened to 1.5–2 inches and pose safety concerns. Repairs recommended. Additional cracks noted near Building 3000; Stairs #2 and #3 have dropped about 1 inch.</li> <li>○ Campus water Leaks Status: Agreement in progress with contractor to repair water leaks and windows. BSS area checked.</li> <li>○ Facilities Staffing: Not fully staffed yet. Need another plumber.</li> <li>○ Tree near the Park lot #1 area near the creek: Continue to monitor.</li> </ul> |
| Sustainability  | <p>2:30pm - 2:35pm</p> <p>Recology Update:</p> <ul style="list-style-type: none"> <li>• Three Bin Pilot container examples.</li> <li>• Discuss Education/website information/videos?</li> </ul> <p>Joel Cadiz, Edgar Tovar, Eric Olague</p>                                                                | <ul style="list-style-type: none"> <li>• Three-Bin Pilot Containers: Upcoming meeting with Eric to review options; containers need to be durable and heavy.</li> <li>• Education &amp; Outreach: Discussed developing website information and instructional videos.</li> </ul>                                                                                                                                                                                                                                                                                                                                |
| Project Updates | <p>2:35pm-2:55pm</p> <ul style="list-style-type: none"> <li>• Sunnyvale Center</li> <li>• Lighting Project</li> <li>• Signage Project</li> <li>• Decarbonization Project</li> <li>• Dental Clinic</li> <li>• Pool &amp; PE Complex</li> <li>• Football field turf and track surface replacement</li> </ul> | <p>Project Updates</p> <ul style="list-style-type: none"> <li>• Sunnyvale Center: Phase I completed and progressing smoothly. Remaining improvements scheduled for completion by June 2026; expected to be operational in Summer 2026.</li> <li>• Lighting Project: Contractor selected; kickoff meeting held. Monitoring potential tariff impacts.</li> </ul>                                                                                                                                                                                                                                                |

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|  | <ul style="list-style-type: none"><li>• Tennis Courts &amp; Pickle Ball</li></ul> <p>Dave, Simon &amp; Bret.</p> | <ul style="list-style-type: none"><li>• Signage Project: Installation planned for 2027. Design work underway, including signage for the Sunnyvale Center.</li><li>• Decarbonization Project: Located behind Building 2800; construction to begin mid-2026.</li><li>• Dental Clinic: Design phase in progress.</li><li>• Pool &amp; PE Complex: Reviewing design details; project to go out for bid in Summer 2026.</li><li>• Football Field Turf &amp; Track Replacement: Plans to replace turf and track surface Spring/Summer 2026, pending approval.</li><li>• Tennis Courts &amp; Pickleball: Scheduled for Summer 2026.</li></ul> |
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**Date: 6/10/25**  
**1:00pm- 1:45pm**  
**In Room 1901**

**Attendees:**

Audrey Capristo, Julie Ceballos, Danmin Deng, Sam Connell, David Fisch, Gian Haasner, Asha Jossis, Simon Pennington, Mike Teijeiro, Bret Watson, Eric Olague, Nathaniel Lee, Laila Oblando, Edgar Tovar, and Joel Cortez.

| Outstanding<br>General Items | Discussions/Background                                                                                                                                                                                                                                                                                                                                          | Actions/Notes                                                                                                                                                                                                                                                                                                                                                                                  |
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| Grounds & Facilities         | 1:00-1:20 pm<br>Status Report: <ul style="list-style-type: none"> <li>• Graduation Preparation               <ul style="list-style-type: none"> <li>○ Grounds items</li> <li>○ Smithwick Theater lighting/electrical</li> </ul> </li> <li>• Heating &amp; Cooling Status</li> <li>• Bamboo Garden Ongoing Maintenance</li> <li>• Campus Leaks Status</li> </ul> | Graduation preparation is going well. Have work orders for long dry grass.<br><br>Chillers are working well. Serviced many of the boilers and chillers. Rodents are causing some problems but they have been fixed.<br><br>No information at this time regarding the ongoing maintenance of the bamboo garden.<br><br>No vender has come out for the leaks. Can address during the dry season. |

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|                 | <ul style="list-style-type: none"> <li>Facilities Staffing – do we have any more positions to fill?</li> </ul> <p>Joel Cortez, Eric Olague, Edgar Tovar, Bret</p>                                                                                                                            | <p>Committees for hiring are going well. HVAC committee is one active committee.</p> <p>Custodian and Grounds positions are hired.</p> <p>Golf area is being well maintained and is heavily used.</p>                                                                                                                                                                             |
| Sustainability  | <p>1:20pm - 1:25pm</p> <p>Recology Update:</p> <ul style="list-style-type: none"> <li>Three Bin Pilot container examples.</li> <li>Discuss Education/website information/videos?</li> </ul> <p>Joel Cadiz, Edgar Tovar, Eric Olague</p>                                                      | <p>Mock ups of the containers on paper.</p> <p>Once we select the bins, start to develop an education plan.</p> <p>Food Services – waste is something that should be incorporated with our sustainability plans can utilize three bins, also utensils, cups, containers, etc.</p> <p>Community Garden</p> <p>LGBTQ+ clothing swap is happening for sustainability of clothing</p> |
| Project Updates | <p>1:25pm-1:45pm</p> <ul style="list-style-type: none"> <li>Sunnyvale Center</li> <li>Lighting Project</li> <li>Signage Project</li> <li>Decarbonization Project</li> <li>Dental Clinic</li> <li>Pool &amp; PE Complex</li> <li>Football field turf and track surface replacement</li> </ul> | <p>Pool &amp; PE project why it went from \$16.5 M to \$33 M</p> <p>Football field – turf, play clocks, scoreboard, recoat the track. From \$1.8 to \$2.8 million</p>                                                                                                                                                                                                             |

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|             | Dave, Simon & Bret.                                                                   |                                     |
| Other Items | 1:45pm – 1:55pm<br>1900 Admin. Building courtyard fountain - koi pond idea follow-up. | Not yet discussed. To be continued. |

**Date: 5/13/25**  
**1:00pm- 1:45pm**  
**In Room 1901**

**Attendees:**

Audrey Capristo, Julie Ceballos, Danmin Deng, Sam Connell, David Fisch, Gian Haasner, Asha Jossis, Simon Pennington, Mike Teijeiro, Bret Watson, Eric Olague, Nathaniel Lee, Laila Oblando, Edgar Tovar, and Joel Cortez.

| Outstanding General Items       | Discussions/Background                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Actions/Notes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
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| <p>Grounds &amp; Facilities</p> | <p>1:00-1:20 pm</p> <p>Status Report:</p> <ul style="list-style-type: none"> <li>• Heating &amp; Cooling Complaints               <ul style="list-style-type: none"> <li>○ 8100-8300</li> <li>○ 8400-8700</li> <li>○ 5000's (5600)</li> <li>○ 6300 &amp; 6400</li> </ul> </li> <li>• Bamboo Garden Ongoing Maintenance</li> <li>• Campus Leaks Updates               <ul style="list-style-type: none"> <li>○ Lower Campus (Counseling and Admissions)</li> <li>○ Other leaks</li> </ul> </li> </ul> <p>Facilities Staffing:</p> <ul style="list-style-type: none"> <li>• Custodial – new hire will assist in the 5000</li> </ul> | <p>Heating &amp; Cooling</p> <ul style="list-style-type: none"> <li>• HVAC repairs completed.</li> <li>• Faster leak detection due to experienced staff.</li> <li>• Need to improve outage communication.</li> </ul> <p>Bamboo Garden Maintenance</p> <ul style="list-style-type: none"> <li>• Watering scheduled 3x/week.</li> <li>• Exploring volunteer help and goat grazing.</li> <li>• Follow-up meeting needed on ongoing maintenance budget.</li> </ul> <p>Restroom Cleanliness</p> <ul style="list-style-type: none"> <li>• Issues in men's restroom (5000 building).</li> <li>• Increased checks and cleaning planned.</li> </ul> <p>Door Lock Updates</p> <ul style="list-style-type: none"> <li>• Push-button locks selected and ordered.</li> </ul> |

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|                | <ul style="list-style-type: none"> <li>• Additional (6th) grounds keeper. April Start Time</li> </ul> <p>Door Lock Project:</p> <ul style="list-style-type: none"> <li>• Moving forward with push button internal locks.</li> </ul> <p>Joel Cortez, Eric Olague, Edgar Tovar, Bret</p> | <ul style="list-style-type: none"> <li>• Installation targeted for fall semester.</li> </ul>                                                                                                                                                                                                                   |
| Sustainability | <p>1:20pm - 1:25pm</p> <p>Recology Update:</p> <ul style="list-style-type: none"> <li>• Three Bin Pilot container examples.</li> <li>• Discuss Education/website information/videos?</li> </ul> <p>Joel Cadiz, Edgar Tovar, Eric Olague</p>                                            | <p>Recology Update</p> <ul style="list-style-type: none"> <li>• Three-bin waste pilot: awaiting response from contacts.</li> <li>• Reviewing bin types and placement options.</li> </ul> <p>Watering</p> <ul style="list-style-type: none"> <li>• Need to contact ETS to confirm watering schedule.</li> </ul> |

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| <p>Project Updates</p> | <p>1:25pm-1:45pm</p> <ul style="list-style-type: none"> <li>• Sunnyvale Center</li> <li>• Lighting Project</li> <li>• Signage Project</li> <li>• Decarbonization Project</li> <li>• Dental Clinic</li> <li>• Pool &amp; PE Complex</li> <li>• Football field turf and track surface replacement</li> </ul> <p>Dave, Simon &amp; Bret.</p> | <p>Pool &amp; PE Complex</p> <ul style="list-style-type: none"> <li>• Presentation prepared for June board approval with updated cost.</li> <li>• Will support campus-wide decarbonization.</li> </ul> <p>Sunnyvale Center</p> <ul style="list-style-type: none"> <li>• Progressing; addressing HVAC challenges.</li> </ul> <p>Lighting Project</p> <ul style="list-style-type: none"> <li>• Moving forward; awaiting DSA approval.</li> </ul> <p>Signage Project</p> <ul style="list-style-type: none"> <li>• Revising cost estimates.</li> </ul> <p>Football Field &amp; Track</p> <ul style="list-style-type: none"> <li>• Contract signed for turf and track surface replacement.</li> </ul> |
| <p>Other Items</p>     | <p>1:45pm – 1:55pm</p> <p>1900 Admin. Building courtyard fountain - koi pond idea follow-up.</p>                                                                                                                                                                                                                                          | <p>Not yet discussed. To be continued.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |

**Date: 4/8/25**  
**1:00pm-2:00pm**  
**In Room 1901**

**Attendees:**

Audrey Capristo, Julie Ceballos, Danmin Deng, Sam Connell, David Fisch, Gian Haasner, Asha Jossis, Simon Pennington, Mike Teijeiro, Bret Watson, Eric Olague, Nathaniel Lee, Laila Oblando, Edgar Tovar, and Joel Cortez.

| Outstanding General Items | Discussions/Background                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Actions/Notes                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
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| <p>Grounds</p>            | <p>1:00-1:20 pm</p> <p>Status Report:</p> <ul style="list-style-type: none"> <li>• Campus Leaks Updates               <ul style="list-style-type: none"> <li>○ Lower Campus (Counseling and Admissions)</li> <li>○ Building 3000</li> <li>○ Other leaks</li> </ul> </li> </ul> <p>Facilities Staffing:</p> <ul style="list-style-type: none"> <li>• Custodial – new hire will assist in the 5000</li> <li>• Additional (6<sup>th</sup>) grounds keeper. April Start Time</li> </ul> <p>Door Lock Project:</p> <ul style="list-style-type: none"> <li>• Chief Acosta has been meeting with the various constituency groups, ASFC, Classified Senate &amp; Academic Senate.</li> </ul> <p>Joel Cortez, Eric Olague, Edgar Tovar, Bret</p> | <ul style="list-style-type: none"> <li>• Beehive issue.</li> <li>• Repairs will be scheduled.</li> <li>• New hires in the 5000 area.</li> <li>• New WOC staff assigned for utility maintenance tasks</li> <li>• Positive feedback: “Beautiful campus!”</li> <li>• Focus on training and skill set development</li> <li>• Ground markings to be added for charging stations</li> <li>• Double-check fencing around the pool for compliance and safety</li> </ul> |

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| <p>Sustainability</p>  | <p>1:20pm - 1:25pm</p> <p>Recology Update:</p> <ul style="list-style-type: none"> <li>• Three Bin Pilot container examples.</li> <li>• Discuss Education/website information/videos?</li> </ul> <p>Joel Cadiz, Edgar Tovar, Eric Olague</p>                                                                                       | <ul style="list-style-type: none"> <li>• FH will serve as the pilot location instead</li> <li>• Vendor selection for education and communication for the three-bin pilot project</li> <li>• Planning in Spring/Summer – Implementation targeted for Fall (during Opening Day)</li> <li>• Signage needed: “Please remove your car when charging is complete”</li> </ul>                                                                                                                                                                                                                                                                                                                                  |
| <p>Project Updates</p> | <p>1:25pm-1:45pm</p> <ul style="list-style-type: none"> <li>• Sunnyvale Center</li> <li>• Lighting Project</li> <li>• Signage Project</li> <li>• Decarbonization Project</li> <li>• Dental Clinic</li> <li>• Swimming Pool</li> <li>• Football field turf and track surface replacement</li> </ul> <p>Dave, Simon &amp; Bret.</p> | <ul style="list-style-type: none"> <li>• Sunnyvale: Working to meet all required qualifications</li> <li>• Lighting Project: N/A (tariff may impact cost); positive feedback received from night class students</li> <li>• Signage Project: Meetings planned with Academic and Classified Senates for feedback</li> <li>• Foothill College Front Sign: Purchase order has been created</li> <li>• Decarbonization Project: Recommendations will be presented to the Board in May</li> <li>• Dental Clinic: Design approved by the Board in April</li> <li>• Swimming Pool: Tariff may affect costs; updates pending</li> <li>• Football Field Turf and Track Replacement: Awaiting proposals</li> </ul> |
| <p>Other Items</p>     | <p>1:45pm – 1:55pm</p>                                                                                                                                                                                                                                                                                                            | <ul style="list-style-type: none"> <li>• An alternative solution will be proposed.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |

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|  | 1900 Admin. Building courtyard fountain - koi pond idea follow-up. |  |
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| <p><b>Date: 3/11/25</b><br/> <b>1:00pm-2:00pm</b><br/> <b>In Room 1943 (Inside the ISP Office)</b></p>                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
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| <p><b>Attendees:</b></p> <p>Audrey Capristo, Julie Ceballos, Danmin Deng, Sam Connell, David Fisch, Gian Haasner, Asha Jossis, Simon Pennington, Mike Teijeiro, Bret Watson, Eric Olague, Nathaniel Lee, Laila Oblando, Edgar Tovar, and Joel Cortez.</p> |                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Outstanding General Items                                                                                                                                                                                                                                 | Discussions/Background                                                                                                                                                                                                                                                                                                                                | Actions/Notes                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Grounds                                                                                                                                                                                                                                                   | <p>1:00-1:20 pm</p> <p>Status Report:</p> <ul style="list-style-type: none"> <li>• Various Campus Leaks <ul style="list-style-type: none"> <li>○ Smithwick Theatre</li> <li>○ Lower Campus (Counseling and Admissions)</li> <li>○ Building 3000</li> <li>○ Other leaks</li> </ul> </li> <li>• Custodial – new hire will assist in the 5000</li> </ul> | <ul style="list-style-type: none"> <li>• All areas have been had a job walk with a vendor.</li> <li>• Smithwick leak has been repaired.</li> <li>• Lower campus: Awaiting a proposal with the scope of work; will also check for a leak near Isaac’s office in Counseling.</li> <li>• Building 3000: Proposal received; field verification needed.</li> <li>• Building 3600: Proposal pending.</li> <li>• Building 4800: Proposal pending.</li> </ul> |

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|                 | <ul style="list-style-type: none"> <li>• Interviews for 6<sup>th</sup> grounds keeper – middle of April Start Time</li> <li>• Hard Key Status</li> </ul> <p>Joel Cortez, Eric Olague, Edgar Tovar, Bret</p>                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| Sustainability  | <p>1:20-1:25pm</p> <ul style="list-style-type: none"> <li>• Progress on Three Bin Pilot Project?</li> <li>• Sustainable aspects of Construction Projects</li> </ul> <p>Joel Cadiz, Eric Olague</p>                                                       | <ul style="list-style-type: none"> <li>• De Anza: No progress yet; plan to hire a new program coordinator for this project.</li> <li>• Foothill: Should proceed; need to explore options for garbage bin design.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Project Updates | <p>1:25pm-1:45pm</p> <ul style="list-style-type: none"> <li>• Sunnyvale Center</li> <li>• Lighting Project</li> <li>• Signage Project</li> <li>• Decarbonization Project</li> <li>• Dental Clinic</li> <li>• Swimming Pool</li> </ul> <p>Dave, Bret.</p> | <ul style="list-style-type: none"> <li>• Signage Project: Difficulty in coordinating committee schedules. Plan to revisit in April.</li> <li>• Decarbonization Project: 4 interviews have been conducted, and proposals are expected soon.</li> <li>• Dental Clinic: <ul style="list-style-type: none"> <li>○ Interviews completed, proposals received, and a meeting to discuss them will take place.</li> <li>○ Will notify every one of the Spring break plans to prepare for contractor work.</li> </ul> </li> <li>• Swimming Pool: <ul style="list-style-type: none"> <li>○ Awaiting proposals and expect an update by April or May.</li> <li>○ Considering inviting the swim team to help advocate for the project, with a slight cost increase expected.</li> </ul> </li> </ul> |

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| Other Items | 1:45pm-1:55pm - Convert the existing pond into a koi pond in the Admin Building courtyard. -- Chris Custer | <ul style="list-style-type: none"> <li>• Water Leak: Identified in the current pond; will reach out to a subject matter expert for assessment.</li> <li>• Concerns: <ul style="list-style-type: none"> <li>○ Concrete structure may not maintain proper pH levels for fish.</li> <li>○ Potential wildlife risks, especially from raccoons.</li> </ul> </li> </ul> |
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| <p><b>Date: 2/11/25</b><br/> <b>1:00pm-2:00pm</b><br/> <b>In Room 1943 (Inside the ISP Office)</b></p> <p><b>Attendees:</b></p> <p>Audrey Capristo, Julie Ceballos, Danmin Deng, Sam Connell, David Fisch, Gian Haasner, Asha Jossis, Simon Pennington, Mike Teijeiro, Bret Watson, Eric Olague, Nathaniel Lee, Laila Oblando, Edgar Tovar, and Joel Cortez.</p> |                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                   |
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| <b>Outstanding General Items</b>                                                                                                                                                                                                                                                                                                                                 | <b>Discussions/Background</b>                                                                                                                                                                         | <b>Actions/Notes</b>                                                                                                                                                                                                                                                                                              |
| Grounds                                                                                                                                                                                                                                                                                                                                                          | 1:00-1:20 pm<br>Status Report: <ul style="list-style-type: none"> <li>• Bamboo Garden</li> <li>• Water leak at 3000 (Division Deans Lobby)</li> <li>• Restroom conditions in 5000 are poor</li> </ul> | <ul style="list-style-type: none"> <li>• <b>Bamboo Garden:</b> Project is completed.</li> <li>• <b>Water Leak at 3000 (Division Deans Lobby):</b> Area is being closely monitored. A proposal was made to inspect gutters in that area. Work orders are being processed to complete necessary repairs.</li> </ul> |

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|                 | <ul style="list-style-type: none"> <li>• Classrooms need cleaning in 5600 need improvement.</li> <li>• BSS area is clean (Thank you!)</li> <li>• Campus Locks for Hard Key Doors</li> <li>• Cracks &amp; Trip Hazards</li> </ul> <p>Joel Cadiz, Eric Olague, Edgar Tovar</p>       | <p>Annual checks are scheduled for September and October.</p> <ul style="list-style-type: none"> <li>• <b>Restroom Conditions in 5000:</b> Position retired, currently in the recruitment process. Expected to have staff in mid-March. One-day-a-week rotating morning staff working two hours of overtime daily to address the issue.</li> <li>• <b>Campus Locks:</b> Plan to change cords and replace all hard key doors with push-button locks.</li> <li>• <b>Cracks &amp; Trip Hazards:</b> ADA path project has ended. Concrete shifting near the counseling area (8300) and 5000 area identified. Marker will be placed to warn pedestrians. Slippery area noted near 4000.</li> </ul> |
| Sustainability  | <p>1:20-1:25pm</p> <ul style="list-style-type: none"> <li>• Progress on Three Bin Pilot Project?</li> </ul> <p>Joel Cadiz, Eric Olague</p>                                                                                                                                         | <ul style="list-style-type: none"> <li>• <b>Three Bin Pilot Project:</b> on the To-do list. Will reach out to Manny for further coordination.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Project Updates | <p>1:25pm-1:45pm</p> <ul style="list-style-type: none"> <li>• All Gender RR</li> <li>• Sunnyvale Center</li> <li>• Lighting Project</li> <li>• Signage Project</li> <li>• Decarbonization Project</li> <li>• Dental Project</li> <li>• Swimming Pool</li> </ul> <p>Dave, Bret.</p> | <ul style="list-style-type: none"> <li>• <b>All-Gender Restrooms:</b> Project completed. Minor follow-up items ongoing.</li> <li>• <b>Sunnyvale Center:</b> Kickoff meeting scheduled for Thursday.</li> <li>• <b>Lighting Project:</b> Estimated costs are higher than expected. Internal meeting planned for decision-making. Proposal costs for fixtures are significantly higher than quoted.</li> </ul>                                                                                                                                                                                                                                                                                  |

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|             |                                                                                                                    | <ul style="list-style-type: none"> <li>• <b>Signage Project:</b> Signage and Wayfinding Focus Groups meeting scheduled for tomorrow.</li> <li>• <b>Decarbonization Project:</b> Efforts to reduce gas usage on campus and at the pool. Interview sessions start at 2 PM today. Goal is to achieve greenhouse gas reductions.</li> <li>• <b>Dental Project:</b> Interview with design group scheduled. Project improvements expected to start in April and May.</li> <li>• <b>Swimming Pool:</b> Project is in design now, with final construction drawings anticipated in May or June.</li> </ul> |
| Other Items | Day on the Hill/Possible self May 3, 2025. 2000+ community members on campus Campus Ready for our visitors...Simon | <ul style="list-style-type: none"> <li>• <b>Work orders: will be created</b> for the Day on the Hill event.</li> <li>• <b>Celebration Parties:</b> Asha will reach out to the IT department for coordination. Antoinette will follow up.</li> <li>• <b>Lane Near Parking 2A:</b> Identified as narrow.</li> <li>• <b>Parking Lot 4:</b> Paint is fading.</li> </ul>                                                                                                                                                                                                                               |

**Date: 1/14/25**  
**1:00pm-2:00pm**

**Attendees:**

Audrey Capristo, Julie Ceballos, Danmin Deng, Sam Connell, David Fisch, Gian Haasner, Asha Jossis, Simon Pennington, Mike Teijeiro, Bret Watson, Eric Olague, Nathaniel Lee, Edgar Tovar, and Joel Cortez.

| <b>Outstanding General Items</b> | <b>Discussions/Background</b>                                                                                                                                    | <b>Actions/Notes</b>                                                                                                                                                                                                                                                       |
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| Grounds                          | 1:00-1:10pm<br>Status Report <ul style="list-style-type: none"><li>• Irrigation planning</li><li>• Any Progress on Restrooms being cleaned more often?</li></ul> | Updates on Grounds and Facilities: <ul style="list-style-type: none"><li>• Upcoming irrigation system update.</li><li>• Campus looks great.</li><li>• Restroom issues reported in the 5000 area.</li><li>• Grounds team expected to be fully staffed next month.</li></ul> |
| Sustainability                   | 1:10-1:20pm <ul style="list-style-type: none"><li>• Three Bin Pilot Status?</li></ul>                                                                            | Sustainability Initiatives:                                                                                                                                                                                                                                                |

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|                 | <ul style="list-style-type: none"> <li>EV chargers lots 4 &amp; 5</li> </ul> <p>Julie, Dave, Bret, Joel</p>                                                                                                                                                                      | <ul style="list-style-type: none"> <li>Follow-up planned for the three-bin pilot project at De Anza.</li> <li>Julie shared insights from the Los Altos Rotary Climate Action Summit attended last weekend.</li> <li>More EV chargers in Lots 4, 5, and near Building 2800.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Project Updates | <p>1:20pm-1:30pm</p> <p>Swimming Pool Update</p> <p>Dave, Bret.</p>                                                                                                                                                                                                              | <ul style="list-style-type: none"> <li>Swimming pool design is in construction drawings.</li> <li>Setting up pre-submission meeting with DSA to determine if elevator size and capacity is adequate.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|                 | <p>1:30pm-1:50pm</p> <ul style="list-style-type: none"> <li>Smithwick/2800</li> <li>ADA Path</li> <li>All Gender RR</li> <li>Sunnyvale</li> <li>Lighting Project</li> <li>Signage Project</li> <li>Decarbonization Project</li> <li>Dental Project</li> </ul> <p>Dave, Bret.</p> | <ul style="list-style-type: none"> <li>Smithwick &amp; 2800 roof completed</li> <li>ADA Path (Lower Campus) completed</li> <li>All-gender restrooms: completed</li> <li>Sunnyvale project: Bid process finished, kick-off meeting this Thursday.</li> <li>Pathway lighting: Design completed; cost estimate being revisited</li> <li>Signage &amp; Wayfinding Project: Conducted multiple focus group sessions, online survey in progress and in-person focus group on Wednesday. ASFC, MIP-C, Academic Senate and Classified Senate next.</li> <li>Decarbonization project interviews after this meeting.</li> <li>Dental Project: Final Interviews at end of February. RFP due March. Aiming to hire by April.</li> </ul> |
| Other Items     |                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |

**Date: 11/12/24**  
**1:00pm-2:00pm**

**Attendees:**

Julie Ceballos, Danmin Deng, David Fisch, Gian Haasner, Asha Jossis, Bret Watson, Eric Olague, Joel Cortez, GNU Group Reps, and tBP Architecture Reps.

| Outstanding General Items | Discussions/Background                                                                                                                                                                                                                                                                        | Actions/Notes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
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| Grounds                   | <p>1:00pm-1:10pm</p> <ul style="list-style-type: none"> <li>• Status of Pump/valve</li> <li>• Irrigation of Village Quad and Veterans Plaza Trees</li> <li>• Replace removed dead trees with new ones</li> <li>• Bamboo Garden initial maintenance and watering</li> </ul> <p>Joel Cortez</p> | <ul style="list-style-type: none"> <li>• <b>Status of Pump/Valve:</b> The vendor has rescheduled for the pump, but no progress has been made yet.</li> <li>• <b>Irrigation:</b> Ensure regular watering of trees. Eric will check the current watering status.</li> <li>• <b>Tree Replacement:</b> Replacement of dead trees that were removed earlier is planned.</li> <li>• <b>Bamboo Garden Maintenance:</b> In progress. FOAP received. The contractor will be established soon.</li> </ul> |
| Sustainability            | <p>1:10-1:20pm</p> <ul style="list-style-type: none"> <li>• Three Bin Pilot Status?</li> <li>• Drought tolerant</li> <li>• EV chargers lots 4 &amp; 5</li> </ul> <p>Julie, Dave, Bret, Joel</p>                                                                                               | <ul style="list-style-type: none"> <li>• <b>3-Bin Pilot Project:</b> Focuses on waste management (garbage, recycling, green waste). Follow-up and update will be provided in the January meeting.</li> <li>• <b>Drought-Tolerant Landscaping:</b> Plans discussed.</li> </ul>                                                                                                                                                                                                                   |

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|                                                                                                             |                                                                                                                                                                                                                                                                                                                           | <ul style="list-style-type: none"> <li>• <b>EV Chargers:</b> Potential plan to add more chargers.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Project Updates                                                                                             | <p>1:20pm-1:30pm</p> <ul style="list-style-type: none"> <li>• Smithwick Roof</li> <li>• All Gender Restrooms</li> <li>• ADA Path Lower Campus</li> <li>• Lighting Project</li> <li>• Pool Project</li> <li>• Decarbonization Project</li> <li>• Dental Project</li> <li>• Sunnyvale Project</li> </ul> <p>Dave, Bret.</p> | <ul style="list-style-type: none"> <li>• Please refer to the <a href="#">Project Updates</a> presentation slides for detailed information.</li> <li>• <b>Question:</b> Are there rebates available for the pool? It was mentioned that designers may explore rebates and grants for the swimming pool.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Note: Signage & Wayfinding team has been invited to attend our Buildings & Grounds meeting from 1:30-2:00PM | <p>1:30-2:00pm</p>                                                                                                                                                                                                                                                                                                        | <ul style="list-style-type: none"> <li>• <b>Foothill Vision Questions:</b> For detailed information, refer to the <a href="#">Foothill Vision Questions Slideshow</a>.</li> <li>• <b>Five Questions Asked by GNU Group:</b> <ol style="list-style-type: none"> <li>1. How would you define success for a future Branded Campus Wayfinding program?</li> <li>2. Please share two key examples of where the current Branded Campus Wayfinding program is not working.</li> <li>3. What are 2-3 primary goals you want to achieve with a new Branded Campus Wayfinding program?</li> <li>4. How would you rank the importance of the following characteristics/functions of a Branded Campus Wayfinding program?</li> </ol> </li> </ul> |

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|             |                                                             | <ul style="list-style-type: none"> <li>• On-Brand Aesthetics</li> <li>• Equity and Inclusion</li> <li>• Ease of Maintenance</li> <li>• High Visibility</li> <li>• Adoption of Technology</li> <li>• Consistency of Information</li> <li>• Other topics</li> </ul> <p>5. Do you foresee any "roadblocks" to achieving a successful outcome?</p> |
| Other Items | <p>Are our boilers ready for winter?</p> <p>Joel Cortez</p> | <ul style="list-style-type: none"> <li>• <b>Boilers:</b> The system is prepared for cooler temperatures.</li> </ul>                                                                                                                                                                                                                            |

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| <p><b>Date: 10/08/24</b><br/><b>1:00pm-2:00pm</b></p>                                                                                                                                      |                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <p><b>Attendees:</b></p> <p>Audrey Capristo, Julie Ceballos, Danmin Deng, Sam Connell, David Fisch, Gian Haasner, Asha Jossis, Simon Pennington, <del>Mike Teixeira</del>, Bret Watson</p> |                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Outstanding General Items</b>                                                                                                                                                           | <b>Discussions/Background</b> | <b>Actions/Notes</b>                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Review Committee Charge                                                                                                                                                                    | 1:00pm-1:10pm                 | <ul style="list-style-type: none"> <li>• Bret provided <a href="#">Fall 2024 updates</a>. You are welcome to add agenda items; these can be found in your calendar invite.</li> <li>• <b>Comments:</b> <ul style="list-style-type: none"> <li>○ A revised sustainability action plan is forthcoming.</li> <li>○ Question raised about the "chalk rule."</li> <li>○ Suggestion to add a sticker for changing filters on the water fountain.</li> </ul> </li> </ul> |

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| Affordable Housing Update | <p>1:10pm-1:25pm</p> <ul style="list-style-type: none"> <li>• Process</li> <li>• Sites Reviewed</li> <li>• Site Selected</li> <li>• Next Steps</li> </ul> <p>Bret, Dave.</p>                                                                                                                                                                         | <ul style="list-style-type: none"> <li>• Bret and Dave shared updates using Google Maps to show the location. Further investigation is needed to find a long-term solution near the tennis courts area.</li> <li>• Foothill College hopes to have 50 housing units for faculty and staff; De Anza has a demand for 75 units.</li> <li>• A soil study is required. Gensler will create a master plan to assess the entire area.</li> </ul> |
| Project Updates           | <p>1:25pm-1:35pm</p> <ul style="list-style-type: none"> <li>• Smithwick Roof</li> <li>• All Gender Restrooms</li> <li>• ADA Path Lower Campus</li> <li>• Lighting Project</li> <li>• Signage Project</li> <li>• Pool Project</li> <li>• Decarbonization Project</li> <li>• Dental Project</li> <li>• Sunnyvale Project</li> </ul> <p>Dave, Bret.</p> | <ul style="list-style-type: none"> <li>• Please refer to the <a href="#">Project Updates</a> presentation slides for detailed information.</li> <li>• <b>Question:</b> Are there rebates available for the pool? It was mentioned that designers may explore rebates and grants for the swimming pool.</li> </ul>                                                                                                                         |
| Grounds                   | <p>1:35pm-1:45pm</p> <ul style="list-style-type: none"> <li>• Status of Pump/valve</li> <li>• Irrigation of Village Quad and Veterans Plaza Trees</li> <li>• Bamboo Garden</li> </ul>                                                                                                                                                                | <ul style="list-style-type: none"> <li>• This discussion was postponed as no grounds personnel were present at the meeting.</li> </ul>                                                                                                                                                                                                                                                                                                    |

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|                | Joel Cortez                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                   |
| Sustainability | <p>1:45-1:55pm</p> <ul style="list-style-type: none"> <li>• Three Bin Pilot Status</li> <li>• Drought tolerant</li> <li>• EV chargers lot 4</li> </ul> <p>Julie, Dave, Bret, Joel</p> | <ul style="list-style-type: none"> <li>• The 3-bin pilot project focuses on waste management, including garbage, recycling, and green waste.</li> <li>• Plans for drought-tolerant landscaping were discussed.</li> <li>• There is a possibility of installing 4 additional EV chargers in the PE lot.</li> </ul> |
| Other Items    | N/A                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                   |

| Date: 6/11/24<br>1:00pm-2:00pm |                                                                                     |         |
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| Outstanding General Items      | Discussions/Background                                                              | Actions |
| Campus Lighting & Signage      | <p>1:00pm-1:15pm</p> <ul style="list-style-type: none"> <li>• Night walk</li> </ul> |         |

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| <p>Upda<br/>tes</p>                | <ul style="list-style-type: none"> <li>• Sig<br/>na<br/>ge<br/>nex<br/>t<br/>ste<br/>ps</li> </ul> <p>Dave,<br/>Simon,<br/>Bret</p>                                                                                                                                                          |                                                                                          |
| <p>Grou<br/>nds<br/>Item<br/>s</p> | <p>1:15pm-<br/>1:25pm</p> <ul style="list-style-type: none"> <li>• Vill<br/>age<br/>Spa<br/>ce<br/>&amp;<br/>Rot<br/>ary<br/>Pla<br/>za<br/>tre<br/>e<br/>wa<br/>teri<br/>ng/<br/>irri<br/>gat<br/>ion</li> <li>• Ad<br/>d<br/>tre<br/>es<br/>for<br/>vill<br/>age<br/>spa<br/>ce</li> </ul> | <p>Bret to set up meeting with Nancy, Joel, Simon for maintenance and volunteer day.</p> |

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|                               | <ul style="list-style-type: none"> <li>Plans for maintaining the Bamboo Garden</li> </ul> <p>Bret, Joel &amp; Eric</p>                        |                                                                                                                                                                                                                                                                                                                                                                                        |
| Sustainability - Pool Project | <p>1:25pm-1:35pm</p> <ul style="list-style-type: none"> <li>3 Options were presented to the Board</li> <li>Board chose to move for</li> </ul> | <p><a href="https://foothilldeanza-my.sharepoint.com/personal/11361405_fhda_edu/Documents/Foothill%20College%20Energy%20Presentation%202024.05.30%20FINAL.pdf?login_hint=11361405%40fhda.edu">https://foothilldeanza-my.sharepoint.com/personal/11361405_fhda_edu/Documents/Foothill%20College%20Energy%20Presentation%202024.05.30%20FINAL.pdf?login_hint=11361405%40fhda.edu</a></p> |

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|                                            | <p>ward with Option 3</p> <ul style="list-style-type: none"> <li>• Backup Option to be included in concurrent study</li> </ul> <p>Dave &amp; Bret</p> |  |
| <p>Update on Measure G Budget balances</p> | <p>1:35pm-1:45pm</p> <p>Dave &amp; Bret</p>                                                                                                           |  |
| <p>Roofing Projects</p>                    | <p>1:45pm-1:55pm</p>                                                                                                                                  |  |

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| Othe<br>r<br>Item<br>s |                                                                           |  |

| <b>Date: 5/07/24</b><br><b>1:00pm-2:00pm</b> |                                                                                       |                                                                                                                                                                                                                         |
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| Outsta<br>nding<br>Genera<br>l Items         | Discussions/B<br>ackground                                                            | Actions                                                                                                                                                                                                                 |
| Campu<br>s Light<br>Decisio<br>n             | 1:00-1:15pm<br><br>Bret/Simon/D<br>ave<br><br>Recommendat<br>ion needed for<br>Lights | <a href="https://foothill.edu/gov/bgs/2023-2024/oct10/Lighting-discussion.pdf">https://foothill.edu/gov/bgs/2023-2024/oct10/Lighting-discussion.pdf</a>                                                                 |
| Campu<br>s<br>Signage<br>Update              | 1:15-1:20pm<br><br>RFP Group<br><br>Bid<br>Presentations<br>Scheduled                 | <a href="https://docs.google.com/presentation/d/1k1ViK0COB8fbvidoNnmacL6mvWYNJpyRtPtKaYSCL50/edit?usp=sharing">https://docs.google.com/presentation/d/1k1ViK0COB8fbvidoNnmacL6mvWYNJpyRtPtKaYSCL50/edit?usp=sharing</a> |
| Village<br>Space<br>Quad                     | 1:20-1:35pm                                                                           |                                                                                                                                                                                                                         |

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| (Walking Tour)         | Joel/Asha/Bret<br><br>Celebration of the work that Grounds has done – next steps |  |
| Walk to Azumaya        | 1:35-1:45pm<br><br>Maintenance Planning – schedule meeting with Instruction      |  |
| Sustainability Updates | 1:45-1:55pm<br><br>Water Project is completed; Pool Concept.                     |  |
| Other                  | Update on Projects                                                               |  |

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| <b>Date: 4/09/24</b><br><b>1:00pm-2:00pm</b> |                               |                                                                                                                                                                                                                         |
| <b>Outstanding General Items</b>             | <b>Discussions/Background</b> | <b>Actions</b>                                                                                                                                                                                                          |
| Campus signage presentation                  | Sam Connell                   | <a href="https://docs.google.com/presentation/d/1k1ViKOCOb8fbvidoNnmacL6mvWYNJpyRtPtKaYSCL50/edit?usp=sharing">https://docs.google.com/presentation/d/1k1ViKOCOb8fbvidoNnmacL6mvWYNJpyRtPtKaYSCL50/edit?usp=sharing</a> |

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| by Anth2A                 |                        |  |
| Native plant sign project | Sam Connell            |  |
| Campus Light Update       | Bret Watson/Dave Fisch |  |
| Signage RFP Update        | Dave Fisch             |  |
| Grounds Update            | Joel & Eric            |  |

| Date: 3/12/24<br>12:30pm-1:30pm                    |                                |                                                                                                                                      |
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| Outstanding General Items                          | Discussions/Background         | Actions                                                                                                                              |
| Board Study Session – PowerPoint Recap, Next Steps | 12:30-12:50 pm<br>Bret Watson  | Bret will attend Academic Senate on Monday March 18 to discuss the process of reviewing and choosing the three prioritized projects. |
| Light Fixture Status – Next Steps                  | 12:50 – 1:00 pm<br>Bret Watson | Reach out to Academic Senate, Classified Senate, Student Body ASFC, Presidents Cabinet, Parliament to get more feedback              |

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|                                                       |                                                 | on the light fixtures and bring back info for a decision in April. |
| Signage Subcommittee – RFP Schedule                   | 1:00 – 1:10 pm<br>Dave Fisch & Simon Pennington |                                                                    |
| Sustainability Updates – Water station Project, Other | 1:10 – 1:20 pm<br>Julie Ceballos & Bret Watson  |                                                                    |
| Facilities Updates                                    | 1:20 – 1:25 pm<br>Joel Cortez/Eric Olague       |                                                                    |
| Other Items                                           | 1:25 – 1:30 pm                                  |                                                                    |

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| <b>Date: 2/13/24<br/>12:30pm-1:30pm</b>                                |                                                    |                |
| <b>Outstanding General Items</b>                                       | <b>Discussions/Background</b>                      | <b>Actions</b> |
| Buildings, Grounds and Sustainability Task Force Updates               | 12:30 pm – 12:45 pm<br>Bret Watson                 |                |
| Sustainability: Water Station Project<br>Transportation Survey Project | 12:45 pm – 1:00 pm<br>Julie Ceballos & Bret Watson |                |

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| Signage Subcommittee Update | 1:00 pm – 1:15 pm<br>Dave Fisch and Simon Pennington |  |
| Facilities Updates          | 1:15 pm - 1:25 pm<br>Joel Cortez, Asha Jossis        |  |
| Other Items                 | 1:25 pm – 1:30 pm                                    |  |

| <b>Date: 1/16/24</b>                                                           |                                    |                |
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| <b>Outstanding General Items</b>                                               | <b>Discussions/Background</b>      | <b>Actions</b> |
| Minutes from 12/12/23 meeting                                                  | 1:00pm – 1:05pm                    | Approval       |
| Review unfunded capital projects<br><br><a href="#">Facilities Master Plan</a> | 1:05pm – 1:50pm<br><br>Bret Watson |                |

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| <a href="#">Bond Foothill Project List</a> |                                |  |
| Updates regarding the Signage Subcommittee | 1:50pm – 2:00pm<br>Bret Watson |  |

| <b>Date: 12/12/23</b>            |                                                                                                          |                |
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| <b>Outstanding General Items</b> | <b>Discussions/Background</b>                                                                            | <b>Actions</b> |
| Minutes from 11/14/23 meeting    |                                                                                                          |                |
| Website Overview                 | 1:00-1:05 pm<br>Julie & Peter                                                                            |                |
| ASFC – Sustainability Meeting    | 1:05-1:10 pm<br>Set up meeting for Matt Sullivan to present ESAC Plan and discuss project(s) for 2023-24 |                |
| 13-55 Walking Tour               | 1:10-1:35 pm<br>Village Space – indoors and quad. Coordinate Village Peronnel, Students, Grounds and     |                |

|                                     |                                                                                                                      |  |
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|                                     | Horticulture. Set up meeting in new year.                                                                            |  |
| Progress on Finding another Student | 1:35-1:40 pm<br>Have we found another student who would like to be involved with BG&S?                               |  |
| Lighting Update                     | 1:40-1:45 pm<br>Fixtures have been ordered and will be placed around the 1900 Building in the next couple of months. |  |
| Signage & Wayfinding                | 1:45-1:50 pm<br>Subcommittee created. Meet in January for early planning.                                            |  |

| <b>Date: 11/14/23</b>            |                                                                                                        |                |
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| <b>Outstanding General Items</b> | <b>Discussions/Background</b>                                                                          | <b>Actions</b> |
| Minutes from 10/10/23 meeting    |                                                                                                        |                |
| Discuss website                  | Create Buildings, Grounds and Sustainability webpage (a Sustainability webpage exists but info is old) |                |

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| <p>Campus Signage</p>                                                                                                            | <p>1:05pm-1:30pm</p> <p>Measure G Funds for Site Access, Signage and Wayfinding Improvements. Budget is \$15,831,400.</p> <ul style="list-style-type: none"> <li>• Dave Fisch will provide a PowerPoint regarding signage</li> <li>• Discuss issues and ideas to get started</li> <li>• Discuss next steps</li> </ul> |  |
| <p>Energy and Sustainability Plan</p> <p><a href="#">Sustainability Action Plan</a></p> <p><a href="#">Draft SAP Website</a></p> | <p>1:30pm-1:55pm</p> <ul style="list-style-type: none"> <li>• Matt Sullivan - Provide overview of Sustainability Action Plan.</li> <li>• Begin discussion of the project(s) that we would like to work on this year.</li> </ul>                                                                                       |  |
| <p>Recology Pilot</p> <p><a href="#">Waste and Recycling Pilot Project</a></p>                                                   | <p>1:50pm-1:55pm</p> <ul style="list-style-type: none"> <li>• Discuss Recology Pilot at De Anza College. When does Foothill begin implementation?</li> </ul>                                                                                                                                                          |  |

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| <a href="#">Three-Bin Waste and Recycling Program 1</a> |  |  |
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| Date: 10/10/23            |                                                                                                                                                                                                                                                                                                                                                                                                         |         |
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| Outstanding General Items | Discussions/Background                                                                                                                                                                                                                                                                                                                                                                                  | Actions |
| Background                | 1:00pm-1:05pm<br>Advisory Committee (not a governance committee): Updates will be provided to MIP-C periodically                                                                                                                                                                                                                                                                                        |         |
| Members:                  | 1:05pm-1:10pm<br>Currently we have the following members: <ul style="list-style-type: none"> <li>• Asha Jossis</li> <li>• Audrey Capristo</li> <li>• Peter Chow - (Danmin Deng is on PDL)</li> <li>• Bret Watson</li> <li>• Simon Pennington</li> <li>• Mike Teijeiro</li> <li>• Bob Cormia</li> <li>• Julie Ceballos</li> <li>• Samuel Connell</li> <li>• Joel Cortez</li> <li>• Gian Amrik</li> </ul> |         |

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| <p>Frequency:</p>       | <p>Once a month – second Tuesday of the month from 1pm-2pm (how are the days and time?)</p>                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                    |
| <p>Lighting Project</p> | <p>1:10pm-1:30pm</p> <p>Measure G Funds for lighting improvements for safety and energy efficiency. Budget is \$2,753,300.</p> <ul style="list-style-type: none"> <li>• Dave Fisch will provide options for path lighting and discuss cost projections and other issues.</li> <li>• Project includes path lighting and addresses safety.</li> <li>• Need to make a decision on the type of light fixture</li> </ul> | <p>A project is active on the Measure G list of projects.</p> <ul style="list-style-type: none"> <li>• Explore solar lighting/sensors (sustainability).</li> </ul> |
| <p>Campus Signage</p>   | <p>1:30pm-1:40pm</p> <p>Measure G Funds for Site Access, Signage and Wayfinding Improvements. Budget is \$15,831,400.</p> <ul style="list-style-type: none"> <li>• Create one subcommittee for both signage and lighting.</li> </ul>                                                                                                                                                                                |                                                                                                                                                                    |

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|                                                                                                                                               | <ul style="list-style-type: none"> <li>• Discuss issues and ideas to get started</li> </ul>                                                 |  |
| <p>Energy and Sustainability Plan</p> <p><a href="#">Sustainability Action Plan</a></p> <p><a href="#">Draft SAP Website</a></p>              | <p>1:40pm-1:50pm</p> <p>Provide an overview of the plan and begin discussion of the project(s) that we would like to work on this year.</p> |  |
| <p>Recology Pilot</p> <p><a href="#">Waste and Recycling Pilot Project</a></p> <p><a href="#">Three-Bin Waste and Recycling Program 1</a></p> | <p>1:50pm-1:55pm</p>                                                                                                                        |  |

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| <b>Date: 4/13/23</b>             |                                                               |                |
| <b>Outstanding General Items</b> | <b>Discussions/Background</b>                                 | <b>Actions</b> |
| Background                       | Advisory Committee (not a governance committee): Updates will |                |

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|                       | be provided to MIP-C periodically                                                                                                                                                                                                                  |                                                                                                                                                                           |
| Members:              | <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> </ul> | <p>Need to add:</p> <ul style="list-style-type: none"> <li>• Faculty</li> <li>• Student</li> <li>• Joel Cortez - District Facilities and Operations</li> </ul>            |
| Frequency:            | Discussed having the meetings once a month (how are the days and time?)                                                                                                                                                                            | Next meeting is scheduled for 5/11/2023                                                                                                                                   |
| Campus Signage        | Measure G Funds for Site Access, Signage and Wayfinding Improvements. Budget is \$15,831,400. Create a subcommittee/need a chair.                                                                                                                  | Simon Pennington will chair the signage sub-committee.                                                                                                                    |
| Lighting Project      | Measure G Funds for lighting improvements for safety and energy efficiency. Budget is \$2,753,300. Discuss next steps. Need better lighting on the darker areas of the campus. Lighting for tennis courts.                                         | Bret to add this project to the Measure G<br>Explore solar lighting/sensors (sustainability).                                                                             |
| 13-55 Equity Planning | <p>Welcoming environment</p> <p>Procedures/Checklist needs to be developed</p> <p>-Warm and Welcoming</p>                                                                                                                                          | <p>Need to develop check list</p> <p>Need the focus group feedback from Valerie</p> <p>Review info from the Facilities Master plan survey (connection to the college)</p> |

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|  | <ul style="list-style-type: none"> <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> <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.</p> | <p>Have District report on grounds.</p> <p>Work through Facilities and Grounds to hire vendor for tree service.</p> |
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| Outdoor Seating/shade enhancements | 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. | Develop a list of areas, items to purchase and estimated budget.                                                                                                                                                                        |
| Surplus                            | Foothill has 3 areas identified to store surplus, discuss the process, still need a vendor (District is working on this)                                                                                                                      | 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. |
|                                    |                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                         |

| <b>Date: 5/11/23</b>              |                                                                                                                                                                                                                                           |                                                                                     |
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| <b>Outstanding General Items</b>  | <b>Discussions/Background</b>                                                                                                                                                                                                             | <b>Actions</b>                                                                      |
| *Status Update for previous items |                                                                                                                                                                                                                                           |                                                                                     |
| Membership & Meeting Duration     | 2:00pm – 2:05pm<br><br>Currently we have the following members: <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> </ul> | Need to have a student<br><br><a href="#">Next meeting - Meet in person in 1901</a> |

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|                                                                                                    | <ul style="list-style-type: none"> <li>• Mike Teijeiro</li> <li>• Joel Cortez</li> <li>• Sam Connell</li> </ul>                                                           |                                                                                                                                                                                                                                                                                                                                                          |
| 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>                                            | Add ESAC members (Julie Ceballos, Bob Cormia & a student from ASFC)                                                                                                                                                                                                                                                                                      |
| 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 developed and hire a consultant.</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 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<br/>Procedures/Checklist needs to be developed<br/><a href="#">-Warm and Welcoming</a></p>                                | <p>-Need to develop check list (Audrey Capristo)</p> <p>-Need the focus group feedback from Valerie Fong/Ulysses Acevedo also Sonya Sanchez Santoyo</p> <p>-Review info from the Facilities Master plan survey (connection to the college)</p>                                                                                                           |

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|  | <ul style="list-style-type: none"> <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> <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>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> |
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| <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>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> | <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>Surplus:</p>                           | <p>2:50pm – 2:55pm</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <p>Develop a process, post process/forms to the college website, put items on board list and have the board approve the items,</p>                                    |

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|              | <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>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                                                                                                                                                                                                                                 |                                                                                                                                                                           |

| <b>Date: 6/8/23</b>                                                                         |                                                                                                                                                                                                                    |                                                                              |
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| <b>Outstanding General Items</b>                                                            | <b>Discussions/Background</b>                                                                                                                                                                                      | <b>Actions</b>                                                               |
| *Status Update for previous items                                                           | At the last meeting we added Sustainability to the Buildings & Grounds Committee – added ESAC members (Julie Ceballos, Bob Cormia & a student from ASFC) to the Buildings and Grounds and Sustainability Committee |                                                                              |
| Paint Colors for Interior Offices, Breakrooms, Conference rooms and Student Services Spaces | 11:05am - 11:15am<br>1900 Breakroom project - Look at revising the various colors that are used for interior painting of the walls. Goes along with the 13-55 (Issue 5 –                                           | Meet with Audrey, Jerry, Antoinette to discuss colors for the 1900 Breakroom |

|                                       |                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                             |
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|                                       | Lack of Sense of Belonging). Discussion and feedback.                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                             |
| Lower Campus ADA Path schedule change | 11:15am - 11:20am<br>Project the creates a path from the 8100-8300 Buidling to the 8500-8700 building is being moved to start construction to next Summer. Discuss issues and reasons for moving the project out to a later time. | Moved to Summer of 2024                                                                                                                                                                                                                                                                                                                                                     |
| Grounds Update                        | 11:20am – 11:30am<br>Joel Cortez – issues related to the grounds, water fountains, other issues.                                                                                                                                  | Fountain at Appreciation Hall is working, Library Quad is being filled up and should be working soon. Round-a-bout fountain is still being worked on. Irrigation line breaks have happened frequently. Have a vendor coming onto campus to look at the water pressure. Landscaping at Library – vendor will come out next week to replace the two mounds that are very dry. |
| Signage Project Update                | 11:30am – 11:35am<br>Simon Pennington – updates or thoughts related to the Measure G Project.                                                                                                                                     | Reached out to Academic Senate and Classified Senate to add committee members. Sam Connell is interested. Looking at gathering the committee by Summer or Fall 2023. Need a student representative too. Coordinate, lighting, signage, and colors for the signage.                                                                                                          |
| Lighting Project Update               | 11:35am – 11:40am<br>Bret Watson – updates or thoughts related to the Measure G Project                                                                                                                                           | Bret shared options for the path lighting. Need to reach out Academic Senate, Classified Senate and Students for sub committee members. Lighting also included in the signage project.                                                                                                                                                                                      |
| Sustainability Projects Update        | 11:40am – 11:50am<br>Julie Ceballos/Robert Cormia – ESAC update,                                                                                                                                                                  | Work with ASFC/Students to come up with projects to implement for next year.                                                                                                                                                                                                                                                                                                |

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|                                  | update on Recology and recycling separation – Sunnyvale, Cupertino, Los Altos Hills (De Anza waste cans lesson) | Options can include converting landscaping to native plants, use weed mats, tan bark, etc.. Have Horticulture and Facilities (Grounds) coordinate and work on projects. |
| Pickle Ball/Tennis Court Project | 11:50am-12:00pm<br>Mike Teijeira/Bret Watson update and next steps                                              | Did not discuss.                                                                                                                                                        |
| Other Items                      | Find a CBOC Student                                                                                             |                                                                                                                                                                         |

| <b>Date: 7/13/23</b>              |                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                          |
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| <b>Outstanding General Items</b>  | <b>Discussions/Background</b>                                                                                                                                | <b>Actions</b>                                                                                                                                                                                                                                                                                                           |
| *Status Update for previous items |                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                          |
| Flyers                            | 11:00-11:10am<br>Discuss/come up with guidelines regarding suitable locations for folks to post flyers                                                       | Review Welcome Center Guidelines – educate taping and stapling/nailing info to exterior doors and walls. Simon will follow-up and write up a protocol on process and procedures to follow. Also, will address handwritten signage, etc. All public information should be branded (Foothill logo, colors, typeface, etc.) |
| 1900 Breakroom Update             | 11:10am - 11:15am<br>1900 Breakroom project - 13-55 (Issue 5 – Lack of Sense of Belonging). Status update (Bret Watson, Diana Cohn Hayes, Audrey Capristo) – | Schedule a walkthrough and move forward with painting the walls.                                                                                                                                                                                                                                                         |

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|                                  | status update from meeting a few weeks ago.                                                                                                                                                               |                                                                                                                                                                                                                                                                    |
| Pickle Ball/Tennis Court Project | 11:15am-11:20pm<br>Mike Teijeiro/Bret Watson update and next steps.                                                                                                                                       | Mike Teijeiro sent quote for cracks and striping. Provide info for Facilities. Use courts 4, 5 & 6. Look at lighting for the project. Fencing needs to be reviewed.                                                                                                |
| Sustainability Projects Update   | 11:20am – 11:30am<br>Julie Ceballos/Robert Cormia – ESAC update, update on Recology and 3 bins (General waste, recycled material, organic/green waste) recycling separation education campaign is needed. | District is working to be in compliance. Work with ESAC consultant on an approach to become compliant. Will order organic/green waste bins and develop a communication and education program.                                                                      |
| Grounds Update                   | 11:30am - 11:40am<br>Joel Cortez – Graduation feedback from Joel Cadiz; chiller line update with temperatures climbing; college circle fountain update.                                                   | Trees maintenance, KCI hillside to service, 5200 water chiller service leak. Round about fountain should be running. Bird droppings in Athletics at the 2500-2600 buildings.                                                                                       |
| Signage Project Update           | 11:40am – 11:50am<br>Simon Pennington – updates or thoughts related to the Measure G Project.                                                                                                             | Reached out to Academic Senate and Classified Senate to add committee members. Sam Connell is interested. Looking at gathering the committee by Summer or Fall 2023. Need a student representative too. Coordinate, lighting, signage, and colors for the signage. |
| Lighting Project Update          | 11:50am – 11:55am<br>Bret Watson – update regarding the Measure G Project (PO for Consultant, recommendation                                                                                              | Pool lights and exterior safety lights on all day.                                                                                                                                                                                                                 |

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|             | regarding kelvin and color<br>from Facilities-Electrician<br>Stanley Saraos) |  |
| Other Items | 11:55am-12:00pm                                                              |  |