

**Business and Facilities Planning Council**  
**April 26, 2016 12:50pm 2:00pm OC102**  
**Meeting Minutes**

Present: Beth Gomez (Admin Tri-Chair), Phu Tran (Faculty Tri-Chair)\*, Dan Lambros (Staff Tri-Chair), Leona Crawford, Mark DeAsis, Diane Dieckmeyer, Richard Henry, Shirley McGraw, Jim McMahon\*, Steve Monsanto, Jan Muto\*, Damon Nance, Gustavo Ocegüera, Erin Power, Christian Castillo (Student Representative) \*Members arrived toward the end of the meeting

Absent: Monica Green, Jim Thomas, Koji Uesugi

I. The meeting was called to order at 12:55 p.m.

Items II and III will be moved to end of the meeting when we will have a quorum.

IV. Information Item

i. Assessment of the Council

Council members reviewed the survey of effectiveness noting a slight improvement over last year and discussing the feedback from the questions.

- Consider the use of different rubrics to assess technology needs
- Continue discussion about which committee is responsible for ranking needs (i.e. administrative positions)
- Rubrics continue to be a discussion topic, we invite managers, staff and faculty that rank the requests prior to BFPC review. Each council could first prioritize the requests before forwarding to BFPC.
- Eliminate duplicate request by merging ranked position lists into one list of top hiring needs. Within the various area, there is a ranked list to keep and use during the year. This group has the responsibility to review the resources. It is a good idea and we have some more talking to do when the faculty arrive. Overall it appears we need to work on the prioritization and the rubric. Hopefully we can continue this conversation, Beth will start by drawing up some diagrams.

ii. Total Cost of Ownership

Beth shared that we have an actionable improvement plan in accreditation. What is lacking, is the resource, cost, common like estimates of different types of items: technology, computers, printers, telephone, and furniture. Business Services will update the total cost of ownership tool on the web with regard to technology, we hope to have this done before the summer. Will also need to include a replacement cost for the TCO, however, if we are able to continue with the technology refresh, there should not be a need for requesting replacement technology. Keeping the replacement option also begs the question, do we jump the other ones ahead of the technology plan? This is a question for the technology committee. Dr. Dieckmeyer commended Beth and the Business Services team on the TCO tool and for their consistent and thorough budget reporting.

- iii. Update on the charging stations – Christian Castillo  
ASNC is still working on this project and will provides updates as it progresses.
- iv. Outdoor Display Case – Christian Castillo  
Christian shared a presentation on the benefits of the display cases and the rationale for the locations where information is needed. Cases would house information for counseling, transfer information, and ASNC info. The question was raised if ASNC had considered using the display cases that are existing? These are trophy cases, not so much a location to post items. For the proposed cases ASNC keep the keys, and vet what is posted, they could be used for a campus map and for other events. ASNC is asking for approval and assistance with funding. There is also as display case outside of the student services building which is rarely used and has nothing in it. The council agreed that it is a great idea to increase posting spaces around campus. The idea should be included in program review the facilities part would be considered in terms of locations. The request should be linked to the goals of improved communication and include an inventory on what exists. The STEM Center and West end Quad are in need of spaces to post announcements.

II. Approval of the minutes – March 22, 2016 meeting (MSC) McGraw/Dieckmeyer Approved.  
4 abstentions (Crawford, DeAsis, Oceguela, Power)

III. Approval of Emergency Operations Plan MSC Dieckmeyer/Muto Approved. 2 abstentions (Crawford, Castillo)

IV. Information Item – Old Business

Emergency Operations Center – Shirley McGraw

- i. Shirley informed the council about the ‘bring your own device’ technology installed in the Operations Center Conference Room 102. The technology works with any mobile device to display photos, documents, or presentations and does not require a dedicated computer and ca host 50 devices at one time. After testing is complete, we will begin training staff on how to use it. Remember to think about that using this room and utilizing the new technology, it will also have video conference capability.
- ii. Grounds Update – Jim McMahan  
Steve spoke with the faculty member, and received his approval to replace the tree and the signage. The cost to remove and replace both trees is between \$4500-\$5300. The other tree is dedicated to a commencement speaker.

V. Good of the Order

Dr. Muto noted the installation of the hand dryers in the restrooms, commending the Facilities department for reducing paper waste on campus.

Meeting adjourned: 2:06pm

Minutes submitted by: Denise Terrazas