In Attendance:
Siobhan Freitas
Steve Monsanto
Phu Tran
Norm Godin
Mark Lewis
Walter Stevens
Debra Creswell
Tim Wallstrom
Jim Kross
Dr. Brenda Davis

Meeting Started 12:50pm

**Agenda item1**: Approval of Minutes from Sept. 28, 2006
S. Freitas moved to approve 9-28-06 meeting minutes, seconded by P. Van Hulle, voted unanimously.

**Agenda item 2a**: It was also suggested by administration that we develop a survey or check list for off determining the suitability of off-campus instructional sites. We need to develop a system/paper trail of reviews of off site facilities. This will be used as evidence for accreditation.

**Agenda item 2b**: Dr. Davis sent out an email asking for faculty and staff (especially people involved with the physical resources sub committee) to be involved with interviewing an architect for the Norco Master plan. There will be three companies that will be interviewed and a board approved process will be followed during the interviews of the architects. It was suggested by the committee that we develop a process that the greater community can send in questions that should be asked of the architects before they are hired.

**Agenda item 3a**: Updates on phase three. Robert Gurrola (Director, Design and Construction for RCC) will be coming on the October 12 at 1:00 to have a meeting about phase three. The key issue of starting phase three is whether or not state bond Measure 1D passes.

**Agenda item 3b**: Student support center has been endorsed by the district. The district will be spending Measure C money and funding from other sources to support the project.
Agenda item 3c: S. Monsanto talked about the energy conservation management project. The project will involve retrofitting air conditioning systems etc... The project has been approved and will be started in November.

Agenda items 4a,b: We did not have time to discuss these items.

Agenda item 4c: Accreditation
Evidence #9 Evidence that the instruction has replacement and maintenance plans for equipment
- This evidence will be obtained by S. Monsanto.
- N. Godin will be obtaining the funding and budget documents.

Evidence #10; Evidence that the institution uses its facilities and equipment effectively.
- Refer to utilization reports.
- Resource 25 will be good evidence that should be used. The data for resource 25 only reflects 2002-2004.
- T. Wallstrom will be contacting J. Eckstein.

Evidence #11; Evidence about how the institution constructs and maintains its facilities at all locations. This includes off site retail facilities.
- We don’t cover the construction of off site facilities.
- Most of this will be coming out of S. Monsanto’s area, through work orders.
- We have this information for phase three.
- N. Godin will also help obtain this information.

Evidence #12; Evidence about how the institution evaluates its facilities.
- Safety walk information should be obtained by S. Monsanto
- Inspection reports from the fire marshal.
- Facilities master plan will also be used as evidence for #12

Evidence #13; Evidence about how the institution evaluates the physical resources needs of its programs and services.
- Refer to the academic plan.
- Students services will also have a self assessment of the facility.
- S. Freitas will be obtaining surveys about what the students would like to have placed on campus, in the student support center.
- Program review will also provide some information about facilities.
- 4 faculty.org has copies of the program review information

Evidence #14; Evidence about how the institution plans its facilities
- Norm will be obtaining this.

Evidence #15; Evidence about how the institution makes decisions about equipment purchases.
- Look at department budgets.
• S. Freitas will talk to F. Salcedo about how funding comes for new equipment
• Capital outlay will also be looked at.

**Agenda Item 4d:** We will be meeting in Two weeks. S. Freitas will be sending out an email. We did not have time to set up a new schedule. This will go on the next agenda.

Meeting adjourned: 1:50pm