



## Sustainability & Facilities Committee

### MINUTES

DATE	TIME	LOCATION
April 12, 2024	1:00pm – 3:00pm	LRC 250

<b>MEMBERS</b>	<del>Chad Bowman, Max Brinkman, Andrew Dease, Frank Fonseca, Mike Golden, Denice Koen, Nick Mitchell, Ailene Nguyen, Ben Olague, Nalani Queja, and Nam Vu.</del> ASGWC Sustainability: <del>Paige Filipan</del> , Matthew Blake
<b>CHAIR(S)</b>	<del>Joseph Dowling</del> (Chair) & Chad Miller (Co-Chair)
<b>RECORDER</b>	Monica Rodriguez
<b>INVITED ATTENDEES</b>	Lauren Sosenko

### MINUTES

DISCUSSION ITEMS	PRESENTER	NOTES
Accreditation Survey	Lauren Sosenko	<p>Lauren has experience with accreditation and is helping Kay Nguyen who is guiding the campus in our share governess committees through ACCJC standards. This is what the survey is about, and new standards have published last year. They are the standards that GWC is writing to in our next institutional self-evaluation report that is due to ACCJC in 2025. The college accreditation cycle goes thru it every 7-8 years, to maintain accreditation as post-secondary institution. Accreditation allows us to have things like Financial Aid and operate as a post-secondary institution. Part of accreditation is about continues improvement. Looking at these standards across the campus gives us a better idea of where we are doing extremely well and where we need to improve.</p> <p><b>Survey:</b> <b>Standard 3.8.</b> The institution constructs and maintains physical resources to support and sustain educational services and operational functions. The institution ensures safe and effective physical resources at all locations where it offers instruction, student services, and/or learning supports.</p> <ul style="list-style-type: none"><li>• The institution aligns planning and maintenance of facilities and other physical resources with the</li></ul>

		<p>institutional mission and goals and needs of programs and services.</p> <p><b>Discussion:</b> GWC has a Master Plan and a Mission Statement in place. Maintenance &amp; Facilities have updated the power and connection to the internet. Based on the Master Plan we can agree with this statement. Part of the accreditation piece when writing this report GWC must show evidence, GWC does have a current and future maintenance schedule. Disagreement statement: Vision 23 has not been discussed or follow-up for discussion. No transparency of how these projects are chosen or developed. Some of this requires funding that we don't have or have identified.</p> <ul style="list-style-type: none"> <li>• The institution has processes and/or procedures in place to ensure the safety of all facilities, including procedures for reporting of unsafe physical facilities.</li> </ul> <p><b>Discussion:</b> How we do this? GWC has 3 workorder systems in place, Maintenance, IT and Environmental Health Safety. There's a quick workorder system that goes to 10 people instantly and they diversify it. If there's something unsafe or after-hours emergency usually Frank Fonseca reaches out to Public Safety to assess. GWC also has blue phones system across the campus. The Math &amp; Science has training on biohazards that goes directly to Risk Services.</p> <ul style="list-style-type: none"> <li>• The institution evaluates the effectiveness and sufficiency of its facilities and equipment on a regular basis, taking utilization and other relevant data into account, and uses the results to improve.</li> </ul> <p><b>Discussion:</b> Strongly disagree. IT investigates the usage of each equipment other than that GWC has an old riding mower, forklift, and vehicles. How is this equipment evaluated? Unfortunately, it is not evaluated. In the GWC program review, there is an area we can report what is the usage and condition of the equipment. This is an area of improvement.</p> <p><b>Standard 3.10.</b> The institution has appropriate strategies for risk management and has policies and procedures in place to</p>
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		<p>implement contingency plans in the event of financial, environmental, or technological emergencies and other unforeseen circumstances.</p> <ul style="list-style-type: none"> <li>The institution has policies and procedures in place that will mitigate emergencies and unforeseen occurrences that would significantly impact availability of its resources. <b>Discussion:</b> GWC does have policies and procedures in place it is just not communicated well. Per Denice Koen, this information will be available for all as soon the Public Safety website is up and running. IT also has policies and procedures they are working on for cyber security in case GWC ever gets breached.</li> <li>The institution has sufficient insurance to cover its needs. If the institution is self-funded in any insurance categories, it has sufficient reserves to handle financial emergencies. <b>Discussion:</b> Yes, GWC does have insurance in place.</li> <li>The institution routinely reviews and updates their insurance coverages. <b>Discussion:</b> We are in the 'I don't know category', this is something we can all learn through this process once we get all the answers.</li> <li>The institution has protocols for back-up and recovery of sensitive data systems, including student and employee information systems. <b>Discussion:</b> IT has protocols in place for this, they have several contract companies for data breach. Also, we are moving to the Ellucian Banner Cloud Services, that is moving our whole ERP system into the Ellucian cloud security protocols.</li> </ul>
Updates	Chad Miller	<ul style="list-style-type: none"> <li>Handles were installed to the bollards by the LRC building. This was a safety issue for the officers and others when removing the bollards for access.</li> <li>Public Safety rail has been installed to avoid any trip hazards.</li> <li>New swing gate was installed by the Boys &amp; Girls Club to facilitate access.</li> <li>Disable button at the Fitness Center are now working.</li> </ul>

		<ul style="list-style-type: none"> <li>• Parking lot signage is being updated.</li> </ul>
Updates	Michael Golden	<ul style="list-style-type: none"> <li>• Old Math &amp; Science load center will be getting demolished soon and the park/garden will be up and running by the end of Summer.</li> </ul>