



Buildings & Grounds Committee
 Meeting Notes #6
 September 30, 2008
 President's Conference Room
 2:30-3:30p.m.

Attendees:	Email	Phone
Janice Carr*	carrjanice@fhda.edu	650-949-7613
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Lynn Mc Comas	mccomaslynn@fhda.edu	650-949-6152
John Mummert	mummertjohn@fhda.edu	650-949-7394
Frank Nunez*	nunezfrancisco@fhda.edu	650-949-5347
Denise Perez*	perezdenise@fhda.edu	650-949-7256
Irv Ploke	plokeirv@fhda.edu	650.949.7714
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Daphne Small*	smalldaphne@fhda.edu	650.949.7218
Annette Stenger*	stengerannette@fhda.edu	650-949-7200
Brenda Visas*	davisvisasbrenda@fhda.edu	650-949-7033
Russell Wong	wongrussell@foothill.edu	650-949-7040
* indicates attendance		
CC: President's Council		

Item #	Description	Responsible	Complete
5.7.3	8/20/08 Mission Statement: Minor revisions completed. Next step: Share with Roundtable.	B. Visas	9/30/08
5.7.5a	9/30/08 Campus Posting & Event Advertising – 1. The Committee agreed to two additional bulletin board locations; 1) Dining Room Hallway (glass covered) 2) Around Building 5400 and to utilize the existing bulletin boards already on campus such as those located in the Library entrance alcove, exterior of Buildings 6100, 6300, 6500 and the PE Locker Rooms. The Committee would like to add Bulletin Board Kiosks to the Landscape Plan (upcoming) at key walkways and move away from bulletin boards on the	Committee	Due 10/17/08

	<p>buildings. Additionally, we will explore interactive electronic Kiosks with the Landscaping project.</p> <p>2. The posting guidelines were again reviewed and changes made. The Committee is being asked to review the guidelines and submit comments or approval no later than October 17, 2008. This information needs to be published as soon as possible, to alert faculty, staff and the public that we have new rules to follow.</p>		
5.7.5b	Interactive Kiosks –Locate actual users for site visit, investigate cost and implementation requirements.	A. Stenger	In Progress
9.30.1	Sustainable Garden sites on campus are being researched by the Sustainability Committee. On Monday 10/6/08 the committee will meet to discuss logistics and then walk to the end of Parking Lot 2 (by KCI) to review the feasibility of establishing the garden in this location.	B. Visas	Information
9.30.2	Memorial Guidelines – Benches, Trees, Wall; B. Visas recently received a request to install a bench for G. McIlhiney. Friends and family would like to install a bench on one of the walkways by the CTIS Office. We do not have a policy or guidelines to address this request. A. Stenger mentioned that the College has had many requests to do something similar, and they have been asked to wait until the Landscaping Plan is in place, so bench/tree can be integrated into the overall plan. F. Nunez mentioned De Anza has been installing name plaques on existing benches, but are in the process of changing their policy.	<p>B. Visas will contact D. Jones-Dulin for information.</p> <p>B. Visas will notify friends/family of G. McIlhiney.</p>	In Progress
9.30.3	The Committee currently does not have a student representative.	D. Small	In Progress
	Next Meeting –, Tuesday, October 28, 2008, 11:30-12:30 p.m. President’s Conference Room 1901. I realize this time doesn’t work for everyone, but it worked for the majority of members.	Information	