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Minutes for the Facilities Committee

**Date and Time**: 10/30/20

**Location:** via zoom 10:00am-11:00a

**Presiding**: Tram Nguyen and Marcella Bencivenni

**Present**: Marcella Bencivenni, John Gillen, Daliz Perez Cabezas, Anne Rounds, Emmanuel A. Velayos Larrabure, Elyse Zucker.

**Absent**: Rodney Blair, Elizabeth Friedman (on leave), Monsita Colon, and Charles Dour

Guests: N/A

**Minutes prepared by**: Marcella Bencivenni on 10/30/20

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| **TOPIC** | **DISCUSSION** | **DECISION / ACTION** |
| Election of a new chair and members status | Prof. Zucker nominated Prof. Bencivenni and she accepted the nomination.  It was also mentioned that Prof. Aaron Botwick would be joining the committee. | Prof. Bencivenni was elected unanimously as the new chair of the committee. |
| Committee’s priorities and plans | Following the election, Prof. Tram left the meeting and Prof. Bencivenni led a brief discussion of the Committee’s prerogatives, outlining her tentative vision. Members expressed their various interest in working and contributing to the committee and noted various concerns about the physical space on campus and lack of easy access to special accommodations. Some of the problems that were mentioned included: difficulties with smart room access due to card malfunctions; noise in some classrooms due to the use of hand dryers from adjacent bathrooms or the gym; conflicting needs arising sometime from students requiring special accommodation to class that may be disruptive to a quiet classroom setting; problems with air quality and renovation plans; as well as general concerns about the college’s handling of the Covid pandemic. | It was agreed that it would be useful to invite Mr. Frank Virone or someone else in charge of the college facilities and operational plant to give a presentation to the Committee, as a way to gain a better understanding of the college’s operation and decision-making about space, equipment, special accommodations, and health safety protocols. |
| Elected chair’s  vision | Prof. Bencivenni noted that she is not interested in developing policies or making decisions for the school; rather she sees the committee as an advisory board with the main goal of making information about the college operational plans more accessible to the college community and identifying effective mechanisms to hold the school administrators accountable for their decision-making. | Members largely agreed with the proposed mandate |
| Approval of Minutes | N/A | Because this is a newly constituted committee with mostly new members, no agenda or minutes had been pre-circulated |