

Furniture, Fixtures & Equipment (FF&E) Taskforce Meeting Notes
May 15, 2020 – 2:00 pm to 4:00 pm
Zoom Conference Call

Present: Michael Renzi, Vice President, Administrative Services
Denee Pescarmona, Vice President, Academic Affairs and Student Services
Veronica Martinez, Interim Dean, Student Success and Equity, Enrollment Services and Student Pathways
Jeff Gopp, Director, Facility Services
Candice Whitney, Director, Admissions and Records
Kyle Billups, Director, Information Technology
Saul Salinas, CSEA
Ozzy Zamora, Faculty

Absent: Erik Medina, Faculty

Also Present: Brian Capelli, Steinberg Hart
Deema Zahra, Steinberg Hart
Stephanie O'Brien, Dovetail
Matt Kennedy, AKG
Carol Anderson, AKG

1. Following the previous District direction, KI and Steelcase were invited to participate in the furniture recommendation process specifically for the San Benito County Campus. The vendor response form submitted by both vendors was sent to the taskforce to review prior to the meeting.
2. When the meeting began there were only two taskforce members present and it was decided that instead of rescheduling the meeting, Stephanie would create an online survey in which the Taskforce could select one vendor for each application (Academic and Administration), as previously agreed. The intention was to make a preliminary recommendation of a vendor so that Room Data Sheets could be updated to reflect actual products. The group discussed the desire at some point to do a physical evaluation of the product offerings, once it was safe and feasible to arrange.
3. At the request of the Bond Executive Team, the name and the charge of the Taskforce has been expanded to include audiovisual and information technology (AV/IT) standards. The updated Taskforce name and charge are as follows:

Name: Furniture, Fixtures and Equipment (FF&E) and Audiovisual and Information Technology Standards (AV/IT) Taskforce

Charge: To provide recommendations to the Superintendent/President on the selection and standardization of the furniture, fixtures and equipment to be purchased with Measure X bond funds as well as Audiovisual and Information Technology standards. Taskforce members are to disseminate information to their constituents and bring any concerns back to the taskforce.

4. Next Steps: Stephanie will prepare and issue a task force survey based upon the vendor response forms, gather the committee's input, and then prepare an initial recommendation. The taskforce will meet and review the recommendation.
5. Next Meeting: TBD