

Kingsborough Community College
Facilities Committee Meeting
June 10, 2025
1:00pm
Room E-332

In attendance: Steven Jaret, Jessica Corbin, Judy Cohen, Shannon Caravello, Andres Escobar, Thomas Mintz, Krishnan Ayalur, Mark Eaton

Meeting called to order at 1:06pm

- After brief introductions of all committee members, Steven brought up the subject of how the meetings will be organized. It was suggested that the committee spend 20-25 minutes of each meeting with the invited guest from various campus departments as they relate to the Facilities Committee. The list of possible departments to invite, as suggested by committee members:

B&G
Accessibility
Student Life
Office of Institutional Advancement
Campus Planning
Public Safety
IT
Marine Technology
OSHA

- One concern of all committee members is that there should not be a general complaint department. Rather, the FC should be an avenue for funneling information back and forth between faculty & students, and appropriate college administrators and departments.
- Krishnan raised the issue of what our committee will actually accomplish. Steven explained that what we will do is create a formal record for our recommendations, and then also the very important follow up. We are creating the paper trail. Shannon suggested that we could explain correct procedures for people to voice their complaints, and do our best to inform how to best get facilities concerns taken care of, perhaps by creating some information sheets for both faculty and students.
- Andres went on to clarify and explain the difference between capital projects that funds are earmarked for, as opposed to making smaller general repairs etc. that the college can make decisions about.

- Andres mentioned that he would suggest adding our committee to the Facilities master plan interview list
- Shannon suggested that the FC could put together an info sheet that explains where the funding for facilities projects comes from and how it gets earmarked. Also an info session/sheet that explains how grants work, how we can address issues and what sorts of issues we can help to address.
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- Tommy posed the possibility of assisting the students with their facilities requests (e.g. the student request for converting one of the U-rooms for student clubs into a regular student lounge). It was suggested instead that we include student requests and procedures in regards to facilities, in the proposed info sheet(s) that we would like to produce for faculty and staff.
- The committee reviewed the proposed general agenda for Facilities Committee Meetings:
 - Spend 20-25 minutes with invited guest from various offices
 - Follow up on prior meetings
 - Any new business from wherever we get new business from
 - Drafting motions based on new business
- Scheduling the meetings: we have to wait for college council meeting schedule to come out. As soon as we have this schedule, we can figure out our committee schedule for 2025-2026 meetings (Generally between 3 & 5 on Tuesdays or Thursdays)
- Bookstore committee and food services committees - Steven asked if possible to reclassify as subs of FC, if not allowed could we require that a member of FC be on each of those other committees. So that we can share minutes more broadly to our FC as well as the CC. Judy indicated she is already on both committees, and would be willing to report back. Andres did not think they could be reclassified, but would check into it.

Meeting adjourned at 2pm

TASKS before September Meeting:

- draft a mission statement and a list of goals. We can look at mission statements of other committees here at KCC, but also look at mission statements of other CUNY schools.
- Obtain the College Council meeting schedule and then set the facilities committee meetings to be about a week prior.

