**Minutes**

**Laney Facilities Planning Committee**

**Monday, September 29 (2:20 – 3:50 pm, Rm-A152)**

**Agenda items are in bold type. Minutes are bullet points under agenda items.**

In attendance:

Co-chairs Kim Bretz & Phyllis Carter; Ron Betts, Jim Cave, Don Petrilli, William Highsmith, Chuen-Rong Chan, Rogeair Purnell, Phillipa Caldeira (for Evelyn Lord), Rene Rivas (for Charlene Santana)

Absent:

Evelyn Lord, Peter Crabtree, Catherine Du Bois (ADA Rep-no access to translator), Jon-Mychal Cox & Mathew Patella (Student Reps)

Visiting:

Kinetta Roberts and Eric Smith (Laney College Facilities Office)

*Note: Co-chairs Kim Bretz & Phyllis Carter met with President Webb to discuss Scope of Work for the committee. She is aware of the day to day issues of the campus. She wants to committee to not lose sight of the bigger picture: where we want to be in the future (i. e. physical beauty of the campus, green technology, sustainability). She wants committee to be future leaning.*

*Kim Bretz provided the committee with a packet including Scope of Work for the committee, Charge/Schedule/Membership & an example of an Emergency Prioritization List. Phyllis Carter presented examples of Janitorial Standards and a Custodial Care Program for reference in setting Laney College Custodial Standards.*

1. **Review Minutes**

* May 12, 2014 Minutes approved

1. **Introduction of Committee Members**

* See Laney College Planning Committee 2014-2015 attachment for Committee Charge, Schedule and Membership
* New members include Chuen-Rong Chan, Rogeair Purnell, Mathew Patella.
* Continuing members include Kim Bretz, Peter Crabtree, Evelyn Lord, Don Petrilli, Ron Betts, Jim Cave, William Highsmith, Phyllis Carter, Charlene Santana, Catherine DuBois, Jon-Mychal Cox

1. **Review of Fall Meeting Dates 1st and 3rd Mondays (Time 2:20 – 3:50pm)**

**Monday, Sept. 29, 2014 (A152)**

**Monday, Oct. 06, 2014 (A152)**

**Monday, Oct. 20, 2014 (T850)**

**Monday, Nov. 03, 2014 (T850)**

**Monday, Nov. 17, 2014 (T850)**

**Monday, Dec. 01, 2014 (T850)**

**\*\*Special meeting (tentative): Oct. 02, 12:00pm – 1:00pm, to meet with Project Mgr. for Leak Remediation Project**

Committee decided to try to delay this meeting to Thurs 10/9 in order to gather data from campus about any continuing leak issues.

1. **Facility Planning Committee Orientation**
   1. **Charge / Documents / Scope of Work…**

* See attachements:

Laney College Planning Committee 2014-2015 &

Scope of Work

* Scope of work was discussed for new members by Kim Bretz

1. **District Facilities Committee Report (Petrilli)**

* Don noted that there are 4 reports that are generated by the committee and submitted to the District every year. These include: emergency infrastructure, capital projects, short term projects, prioritized list generated from program reviews and APU’s.
* Gave schedule of District Facility Committee (DFC) meetings. Goals of the committee remain the same but have been aligned with the strategic goals of the district for accreditation purposes. Suggested that the Laney College Facilities Planning committee do the same.
* The DFC has requested one additional classified member from each campus be added to the membership of the committee. The proposal has been presented to the Planning & Budget Implementation Committee (PBIC).
* Noted that a line item for infrastructure repairs was added to the District budget and a line item for equipment repairs was added to the Laney Budget.

1. **Laney Facilities Updates: Completed/ in Process Projects (Carter)**

* Report on status of the breezeway and leak remediation projects. Meeting with Project Manager to take place on Oct. 2/ or 9th. Open for up-date and input from committee members and other shared governance participants.
* Phyllis Carter will send an email out campus-wide to see if there are outstanding leaks that have not been fixed. Don Petrilli noted continued leak in Room A151.
* Warranty of work discussed.
* Breezeway work was only cosmetic. Budget was not available to repair broken drainpipes under paving. However, trip hazards were addressed.
* Some concern was voiced about level and grade of the drains. Possible run off into classrooms. Highsmith voiced concerns about standing water not draining properly.
* Issue with shower near pool draining directly into run off drain as opposed to sewage pipe.
* Carter noted there were lots of delays and restarts to the project.
* Carter noted for the new members that there are 2 major lists on the District website regarding Laney Facilites: an emergency repair list and a finished capital projects list. She noted the following projects have been completed: the Tower Project, beautification landscaping project at Fallon and 9th, repair of cement facing on the Tower, Breezeway Project, Leak Remediation (college has not signed off yet). Landscaping of planters is moving forward.
* Carter was amazed at the lack of concern by contractors regarding general safety of the college community during construction projects. She noted that language regarding safety has been dropped from contracts. Contractors are currently not fined for lapses in safety procedures. During the current project, 2 civil rights complaints were filed regarding the closure of elevators.
* Sliding doors for the doors building are moving forward. Projects has gone to DSA.
* Skylights for the library have been completed. Also new LED lighting campus-wide and house lighting in the theatre have been completed. Electric car chargers in process.
* Concerns regarding Student Center. Food service rating has been lowered from A to B, due to infractions in the kitchen areas. Corrections are being made to improve health and safety issues.
* The budget for the Student Center has been slashed from 24 to 16 million. Meeting with the architects are happening to revise the budget and move things along to DSA. Swing space has been identified as Eagle Village, with cooking to happen in the Bistro.
* Other projects on hold due to funding include the Library, Science Bldg., Best Center, Theatre & chiller replacement.
* Due to other work in process, the District did not conduct its 20 day project for deep cleaning over the summer. Carter stressed that this should still take place.
* 3 custodial positions need to be filled. Standards for cleaning need to be set. Carter present two documents as templates for establishing Laney College Custodial Standards.

**Operational Items:**

1. **Space Allocation Model – Subcommittee Needed (present to entire committee on 10/20 meeting?)**

* Kim Bretz said she would talk to Evelyn Lord about this sub-committee. Jim Cave and Chuen Chan volunteered. Sub committee needs to be established to generate criteria to evaluate proposals for programs that request new or additional space. Currently there is no process in place to evaluate such requests. Suggestion for a starting place is to review criteria used by the committee to evaluate program reviews.

1. **Website Development – Evelyn?**

* Evelyn Lord has volunteered to address this item.

**Strategic Planning Topics**

1. **Introduction to Accreditation Standard IIIB – Physical Resources. Homework – to review document and comment at 10/6 mtg (Crabtree)**

* Peter Crabtree was not present to present this material. Kim Bretz and Jim Cave presented material. Both sit on the writing committee for Standard IIIB. Kim will send out copies of the standard to members of the committee for their input. Currently the President has the standard and is doing her edits/comments.
* Kim stressed the need to be honest yet upbeat (from steering committee). We will be accountable for all Planning Agendas, so to be targeted with the number of agendas. Internal as well as external documents are being created. External documents will go into the standard and internal will be tracked by the college. There was a question as to who will be tracking these planning agendas.
* Don Petrilli read the standard and suggested that information regarding the Facilities Planning Committee be reinforced. He commented that the document does not adequately reflect the scope of work done by the committee.

**Topics for Next Meeting / Tabled Items:**

* 1. **Discussion/ Comments on Accreditation Standard IIIB Document**
  2. **Classroom Cleanup Project**
  3. **Total Cost of Ownership**