**Minutes**

**Laney Facilities Planning Committee**

**Monday, October 6, 2014 (2:20 – 3:50 pm, Rm-A152)**

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

In attendance:

Co-chair Kim Bretz; Ron Betts, Jim Cave, Don Petrilli, William Highsmith, Chuen-Rong Chan, Evelyn Lord, Charlene Santana; Jon-Mychal Cox & Mathew Patella (Student Reps); Catherine Du Bois (ADA Rep); Shay Shields (for Rogeair Purnell)

Absent:

Phyllis Carter, Peter Crabtree

Visiting:

Kinetta Roberts (Laney College Facilities Office)

**Reviews / Updates:**

1. **Review Minutes**

* Minutes approved

1. **Special meeting (tentative): Oct. 09, 12:00pm – 1:00pm, to meet with Project Mgr. for Leak Remediation Project**

* This meeting is to discuss scope of work of the leak remediation project, not to discuss what is not working or others areas not included in the scope of the project.

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

* DFC has not met since the last Facility Committee Meeting

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

* Phyllis was unable to attend meeting. Topic tabled.

1. **Instructional Equipment – update (Lord)**

* Discussion regarding status of Instructional Equipment submitted in

spring semester’s APU’s. Committee (Evelyn Lord, chair) has yet to meet this semester. $80,000+ is allocated for purchases and repairs.

* Kim will send definitions of “Equipment” vs “Supplies.”
* Jon-Mychal brought up the need for a bicycle repair station for students. Evelyn noted that this would not fall under the category of Instructional Equipment. She suggested that “students funds” might be able to be used for such a project.

**Strategic Planning Topics**

1. **Accreditation Standard IIIB – Physical Resources - Review and Discuss Document**

* The President did not release her edited draft of Standard IIIB yet, so Committee looked at draft from 09/02/14 that was submitted to the president.
* Kim reported on the structure of the Standard, definitions of Planning Agendas, etc.
* She stressed the point of view of the Steering Committee to be honest in our evaluations, yet positive in the language used.
* Comments on document from the committee: we need to make sure that the work of the Facilities Planning Committee has a strong presence in the document, how we assisted in the creation of the Facilities Master Plan, etc.. We should include the Scope of Work of the Committee (presented to the committee by Kim on 9-29-14).
* Kim stressed that the draft document stay “in-house,” it is not a public document to be shared at this point.
* Status of ADA issues were discussed. Catherine will present a list of ADA issues to the committee at a future meeting. Missing Desk cranks were discussed. It was suggested that each Dean have one, or that they be loaned out to students and returned at the end of the semester.

Future Topics / Tabled Items:

* + **Space Allocation Subcommittee**

A committee was formed to create a Space Allocation Model: Jim Cave, Jon-Mychal Cox, Chuen-Rong Chan, Don Petrilli. The subcommittee will present at the next FPC meeting.

* + Laney Garden Group Proposal
  + Classroom Cleanup Project
  + Total Cost of Ownership
  + Operational Items