**Minutes**

**Laney Facilities Planning Committee**

**Monday, October 20, 2014 (2:20 – 3:50 pm, Rm-T850)**

**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, Evelyn Lord, Charlene Santana; Jon-Mychal Cox & Mathew Patella (Student Reps); Shay Shields (for Rogeair Purnell)

Absent:

Catherine Du Bois, Peter Crabtree

Visiting:

Kinetta Roberts (Laney College Facilities Office); Erica Andrews

**Reviews / Updates:**

1. **Review Minutes**

* Minutes approved

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

Phyllis Carter reported on the following items from the DFC:

* DFC spent most of its meeting time completing its goals for the district. Phyllis will bring these goals to the next FPC.
* Dr. Ikharo reported on the status of the 20 Day Projects and prioritization of deferred maintenance projects. State gave the District a total of 2.4 million for deferred maintenance and equipment. Chancellor’s cabinet allocated 1.9 to deferred maintenance projects district-wide, of which Laney will received 1.03 million. The remaining monies will be used for purchase of instruction equipment.
* Dr. Ikharo changed the Laney deferred maintenance list given to him by Dr. Webb, substituting items which had already been identified to be paid by other monies than the above State deferred Maintenance funds.
* Dr. Ikharo proposed paying for the outside blue emergency phones with Measure A as well as the above State funds. The colleges would have to find funds from another source for the interior emergency phones. The committee questioned his right to use Laney deferred maintenance money to pay for a project that is the District’s responsibility (a police/security issue).
* District plans to use Laney money to pay for the replacement of the roof on the Childcare Center. This should have be paid by District funds, as the Center services all District employees.
* Charlene Santana questioned why the District is not supplying the college with a justification of their changes to the Laney deferred maintenance priority list, which was submitted by Pres. Webb.
* Don Petrilli suggested that changes to the deferred maintenance list might have been made by Pres. Webb. The committee was not informed when changes were made to our recommendations, by whom; nor were we given a justification whychanges were necessary. The Pres. used to co-chair the FPC, which helped with communication between her/himself and the committee. Since the Pres. has stopped being co-chair of the committee, communication between the FPC and the President’s Office has suffered.
* Don Petrilli also clarified that Dr. Ikharo has a responsibility to the President, but not to this committee.
* Kim Bretz will voice the committee’s concerns regarding changes to the President, and will follow up with Dr. Ikharo, if necessary.
* Don Petrilli reported that Dr. Ikharo had no awareness of the disappearance of safety requirements from contractual language. Dr. Ikharo said the change did not come from the DGS. He said he would follow up on the issue.

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

* This item was over-looked. No report given.

**Operational Items**

1. **Space Allocation Subcommittee - Presentation of Space Allocation Ideas.**

* Jim Cave reported for the subcommittee. The following items were discussed:

1. Departments or programs should use program reviews and APU’s to identify space needs. Form C can be used to capture the need. Question: Do we need to development another form specifically for Space Allocation?
2. Departments or programs should make a presentation to the FPC regarding their needs. Presentation should include possible source of funding for refurbishment, remodeling, renovation or new construction to be incurred.
3. Justification should address criteria created by the FPC: viability, institutional planning, legal mandate, collaboration, and institutional effectiveness.
4. Don Petrilli commented that facilities are intimately tied to curriculum. Faculty should be involved in the development of facilities at every level. Another track needs to be developed to capture the space needs of those programs or areas (ASLC) that currently do not do program reviews. Discussion stressed the need for everyone to submit a program review.
5. Next step: to develop a form that can assist the FPC in evaluating and ranking Space Allocation Requests. Possibly a FAQ sheet needs to be developed to assist those requesting space, as to our process and procedures.
6. Recommendations from the FPC go to the President’s Office for approval.
7. Further questions: How is new space identified? How do we keep track of “open” space? How do requests fit into the Facility Master Plan? Example: How does the request from the Garden Club for usage of the area south of the channel fit into the projected use of that space in the Facilities Master Plan.

**Strategic Planning Topics (3:05 – 3:50)**

1. **Garden Club Presentation**

* A plan was presented by the IRC (International Rescue Committee), a faculty member from Merritt and a representative from Growing Together (Planting Urban Fruit Trees for Peace and Food Justice) for the expansion of

Laney College Student/community Edible Garden.

* From the group’s proposal (see attached documentation): “A working group of Laney staff, instructors, students, and community partners (the Laney Garden Coordinating Committee) propose to revitalize an underutilized are of campus through the addition of edible gardens, an outdoor classroom, a public orchard, and native plant habitat restoration areas. The proposed site improvements are an expansion of an existing project, the Laney Edible Student/Community Garden, which has brought multiple educational, social, health, and ecological benefits to the campus committee. Aligned with Laney’s program, facility, and sustainability strategic plans, the expanded garden will create cutting-edge opportunities for academic/career preparation programming, hands-on learning, sustainable systems development, and student and community engagement at no cost to the college.”
* Highlights of plan (see proposal for details):

1. Project background and history
2. Project goals and benefits
3. Project elements: development of a public food forest; expansion of individual garden plots for students and community; native plant restoration; creation of community eating and meeting areas, outdoor cooking facilities; outdoor classroom for hosting classes, public tours, group events, etc.
4. Timeline and Work-plan
5. Budget

* The area identified is across the foot bridge, along the south rim of the channel adjacent to the baseball diamond.
* Response from committee:

1. William Highsmith brought up issue regarding compost supervision.
2. “Ownership” of area along the channel was broached. One of the presenters said they had looked into the issue closely, with the City.
3. How would behavior of “visitors” be monitored: i. e. smoking on campus, high levels of foot traffic, homeless population, security, etc.
4. Who is the oversight organization?
5. How much actual student involvement is taking place? Is teaching being done in the garden? Is curriculum being developed?
6. Currently, Laney is not getting any FTES for participating in the project nor is it receiving any rental income from the project.
7. Is Athletics currently using the area for warm-ups, etc.?
8. Who pays for water? Project uses drip irrigation. There is an existing MOU stating that Laney will pay for water in exchange for beautification of campus from project.
9. Currently, all food is taken home by IRC families. No income is generated from sales of food.
10. Culinary involvement is minimal at this point.
11. Jon-Mychal asked about air quality and heavy metal testing. Nutrient and contamination tests have taken place, with the University of Calif. Exterior air-quality is not generally tested by Risk Management. Planting of trees helps in the improvement of air-quality (response from Growing Together rep.).

* Kim Bretz will summarize presentation and responses and forward to the President.

1. **Verizon Cell Site Proposal (30 min)**

* Kim captured email comments and forwarded questions and concerns to the DGS, and invited them to come to this meeting, which they did not arrange for anyone to attend.

**Future Topics / Tabled Items:**

* + Classroom Cleanup Project
  + Total Cost of Ownership
  + Aligning DFC goals and Facility Planning Committee Goals
  + Facility Theft/ Vandalism and Security Issues…Camera’s …evening Sheriff

***Items circulated:***

1. ***District Proposed Scheduled Maintenance Projects 2014/15***
2. ***Garden Expansion Proposal: Information folder on IRC (International Rescue Committee), Proposal for Expansion, map, info. On Growing Together (Planting Urban Fruit Trees for Peace and Food Justice)***