**Minutes**

**Laney Facilities Planning Committee**

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

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

In attendance:

Co-chair Kim Bretz and Phyllis Carter; Peter Crabtree, Ron Betts, Jim Cave, Don Petrilli, William Highsmith, Evelyn Lord, Charlene Santana; Jon-Mychal Cox & Mathew Patella (Student Reps); Catherine Du Bois (ADA Rep)

Absent:

Chuen-Rong Chan, Rogeair Purnell

Visiting:

Peter Brown, Kinetta Roberts (Laney College Facilities Office), Erica Andrews

**Reviews / Updates:**

1. **Review Minutes**

* Minutes approved

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

* DFC has not met this month. Meets the second Friday of the month.

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

* An outside janitorial agency will be used for extra clean-up from leak remediation and breezeway work that is above and beyond the work of Laney custodial staff.
* Dr. Webb invited Dr. Ikharo to walk the campus the inspect classroom conditions. She feels Laney has been neglected by the District.
* Locker room project is moving forward.
* There will be further lighting up-grades via Charles Neal.
* Peter Crabtree walked the campus to inspect leak remediation and breezeway work. Further leaks are being identified. A separate contractor is being brought on for further water/leak testing. The current contract has gone back to do additional repairs. Leaks outside the scope of the current project were identified: theatre basement and storage area, writing center. Leaks from solar installations and other roof leaks were not within the scope of the leak abatement work.
* Discussion was raised as to whether the current leak remediation contractor should be paid final installment until ALL leaks have been addressed. Don Petrilli has asked for a list of all leaks that were in the original scope, but has not received it. Peter Crabtree cautioned against paying final installment because scope of work was not fulfilled.
* CTE areas are still getting leaks around high voltage equipment.
* Peter Crabtree report on leak remediation:

1. Contractor has completed all of the work in the scope developed by the project engineer.
2. Drains were not in the scope of work. Change order was put in place to fix drains.
3. Drain pipe repair was not in scope of work. All drains and pipes are deteriorating. Cast iron pipes installed over 40 years ago are disintegrating.
4. A152 was not included in the scope of work. Don Petrilli responded.
5. The college needs to continue putting pressure on the District to complete all the leak repairs.
6. Sky lights were replaced in library. Seals replaced.
7. All 37 drains were leaking. Drain work should have been in the scope of work. Dead trees and planters discussed. Roots penetrate membranes.
8. Breezeway work was under funded and under scoped, creating further deferred maintenance issues down the line.
9. Tower project was under funded and under scoped, creating further deferred maintenance issues down the line.

**Operational Items:**

**1) Expectations: Refining committee framework to be able to be consistent in Evaluating/Ranking/Recommending.**

**2) Goals setting Aligning College & DFC goals, Program Reviews, Accreditation**

* Discussion on bettering our process as a committee. We do not have an efficient framework in place to assess and prioritize requests.
* We need to set goals that align with the Distinct Facilities Committee and put an agenda in place to achieve those goals.
* Possible goals:

1. Establish and prioritize goals and measurable objectives.
2. Create an efficient method to process and evaluate requests.
3. Create a yearly timeline/calendar.
4. Create a format for proposals.
5. Create more structure for subcommittees.
6. Method for tracking goals and objectives.

* Goals should change little from year to year.
* Goals assist in prioritizing committee work.
* Review our current method for prioritization and ranking.
* Discussion on development a process for escalation, if projects are not being accomplished at a reasonable pace.
* ALL emergencies are priorities. We can longer continue to operate by prioritizing emergencies. An emergency is an emergency-- It requires an immediate response. What is blocking the college’s ability to address ALL health and safety issues?
* “Closing the loop” is crucial.
* Project monitoring and status reports need to be put in place.

**Strategic Planning Topics**

**1) Proposals-Delaying Recommendations: Garden Club Presentation and Verizon Cell Site Proposal.**

* There has been no response from the District addressing the college’s concerns regarding the Verizon Cell Site Project.

Future Topics / Tabled Items:

* Committee Process/Workflow/Calendar
* Prioritization Process--Update
  + Space Allocation Process
  + Classroom Cleanup Project
  + Total Cost of Ownership
  + Facility theft/Vandalism and Security Issues
  + ADA Issues
  + Operational Items