**Minutes**

**Laney Facilities Planning Committee**

**November 17, 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; Chuen-Rong Chan, Ron Betts, Jim Cave, Don Petrilli, Phillipa Caldeira (for Evelyn Lord), Jon-Mychal Cox & Mathew Patella (Student Reps); Rogeair Purnell, Peter Crabtree

Absent:

Evelyn Lord, William Highsmith, Charlene Santana, Catherine Du Bois

Handouts included:

* Definitions of Ranking Priorities for Program Review Facility Needs 2013-14
* Facilities Planning Committee Goals for 2014-15
* 2014-15 Prioritization Criteria
* 2014-15 Work Calendar
* Proposed Form C for APU’s
* Old Form C for APU’s

**Reviews / Updates #1:**

1. **Review Minutes**

* Minutes not reviewed nor approved.
* Don Petrilli reminded the committee that a quorum is not needed to move agenda forward.

**Operational Items:**

1. **Facility Planning Committee Goals**

* Goals reviewed and discussed
* Discussion regarding student input & possibility of student government participating in APU process.
* Need to build awareness and communication with campus constituents was stressed by Carter.
* Goals were voted on and approved.

1. **FPC --Prioritization Criteria for Program Review/APU’s**

* Discussion on criteria: do we keep, change or clarify prioritization criteria.
* How do we evaluate “viability of program/services”? Which programs are growing? Which programs are being discontinued? Where do we find this information?
* Don Petrilli stated that Viability is the number one criteria, as we need to know if a program is going to be continued to allocate resources to that program.
* Discussion about how program viability information would be procured. Kim stated she would email President Webb to find out if the discontinuance process generated a list of programs on ‘probation’ or if there was another list.
* Again it is noted that students need to participate in program reviews and APU’s.
* Committee agreed to split up criteria -- immediate health & safety (i.e. emergency) from legal mandate (health code, ADA, etc.). The rest of the criteria would remain the same from the 2013-14 criteria.

**Strategic Planning Topics**

1. **Form C—Facility Request Form C for APU’s**

* New form was discussed and amended: boxes added for Equipment (FF&E), Space Allocation and Emergency items.
* Under the heading Institutional Justification: Items identified in the assessment process was discussed and agreed upon as a useful addition to the form.
* Ranking should align with the committee’s ranking scale: 1(lowest)-2-3-4 (highest)
* Committee agreed to split up immediate health & safety (i. e. emergency) from legal mandate (health code, ADA, etc.).
* Amendments were forwarded to Kim Bretz for inclusion in the new Form C.

**Reviews/ Updates #2:**

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

* Noted that the District Facilities Committee is combining all the list into one lists, combining deferred and scheduled maintenance and emergency items.
* A list will be sent out to department chairs to identify which items have been addressed and which have not. New items may be added.

1. **Laney Facilities Report (Carter)**

* Ms. Carter had to leave early with a few other committee members to attend another meeting at the District
* This item was not addressed

1. **FPC Calendar of Work (Carter & Bretz)**

* This item was not addressed, but handout was provided of current working calendar draft.

Future Topics / Tabled Items:

* Committee Process/Workflow/Calendar
* Process for Facilities Requests
  + Space Allocation Model
  + Verizon Cell Site Proposal
  + Garden Club Proposal
  + Classroom Cleanup Project
  + Total Cost of Ownership
  + Facility Theft/Vandalism and Security Issues
  + ADA Issues