**Minutes**

**Laney Facilities Planning Committee**

**Dec. 1, 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, Mathew Patella (Student Rep); William Highsmith; Evelyn Lord

Absent:

Peter Crabtree, Charlene Santana, Catherine Du Bois, Rogeair Purnell; Jon-Mychal Cox (Student Rep.)

Visiting:

Kinetta Roberts

Handouts included:

* 2014-15 Facilities Request Procedure Draft
* Facility Planning Committee Work Flow Chart 2014-
Draft
* Application for Facilities Request Form
* From District: Understanding the Five-Year Construction Plan & Capacity Loads
* Email from Brain Adair regarding “Deferred Maintenance List”

**Reviews / Updates:**

* Minutes and approved for Nov. 3 & 17, 2014.
* Reminder from Kim Bretz for committee to stay within time frame as meetings are shorter and need to stay on point. Suggestion from Phyllis to start with operational items first, followed by strategic items.
* Next meeting Feb. 2, 2015

**Guest Presenter: Atheria Smith presenting PCCD Five Year Facilities Plan**

* See handout for presentation
* Feedback is needed from colleges prior to July 1 to add or drop projects from the list.
* No state funding available.
* Discussion about access to FUSION
* Discussion of charts in handout
* Student Center is locally funded, not state funded.
* Discussion of Theatre & Library. Need to re-word Theatre renovation stressing health and safety. Since no more state funding is available, we need to prepare for another bond measure to fund projects.
* Community College facilities are a priority in the Brown administration
* Ms. Smith will return to the committee in Feb. 2015 to discuss any priority changes for the college that the committee has identified. She will send us due dates for July deadline (for changes or adds).
* Evelyn Lord: Money is being lost waiting for state matching funds for Library. We should move forward.

**Operational Items:**

**DGS/Laney Merged List of Deferred Maintenance (Phyllis Carter)**

* Phyllis shared email from Brian Adair regarding PCCD Deferred Maintenance “wish list.” Email suggested following sub categories of: work orders, schedule maintenance, deferred maintenance, site improvements bond projects. Refer to email from Brian Adair to Phyllis Carter of Dec. 1, 2014 for definitions of these sub categories.
* College was notified to provide updated deferred maintenance list to District
* Phyllis voiced frustration that our deferred maintenance list always looks different form the District’s list.
* As per Adair email*: “If the State Chancellor’s Office is able to provide us with Scheduled Maintenance funding, then we have to play by their rules on what is and what is not considered Scheduled Maintenance. Building improvements and remodels would not fit their definition. The State would like us to identify large projects greater than $10,000.”*
* According to Adair several like item repairs can be grouped together to create a project reaching $10K.
* Preventive maintenance items are not on the list (i. e. copier repairs).

**Strategic Planning Topics**

* Facilities Work Flow Chart, Facilities Request Procedure Document, Application for Facilities Request presented. Discussion and Approval TBD.

Future Topics / Tabled Items:

* + 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