**Minutes**

**Laney Facilities Planning Committee**

**Feb 2, 2015 (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, Chuen-Rong Chan, Ron Betts, Jon-Mychal Cox (Student Rep.), Mathew Patella (Student Rep); Charlene Santana; Evelyn Lord, Peter Crabtree

Absent:

Catherine Du Bois, Rogeair Purnell, Phyllis Carter, Jim Cave, Don Petrilli, William Highsmith

Handouts included:

1. Minutes
2. Agenda
3. FPC - Facilities Work Flowchart
4. FPC – Facilities Request Procedure Document
5. FPC – Application for Facilities Request
6. FPC – Space Allocation Process
7. FPC – Space Allocation Justification Form

**Reviews / Updates:**

* Minutes were tabled due to low attendance initially
* Laney Facilities Updates (Carter) – Tabled as Phyllis Carter was not in attendance
* District Facilities Committee Updates (Petrilli) – Tabled as Don Petrilli was not in attendance
* Spring Facilities Planning Committee Dates:
	+ 3/2, 3/16, 4/6, 4/20, 5/4

**Operational Items:**

**Send Request to President to “Free Up” available construction Funds to fund small pending projects (Petrilli)**

* Item briefly mentioned, but deferred as Don Petrilli was not in attendance to discuss the details of where current money was and what projects would be involved as “small pending projects”.

**Strategic Planning Topics**

* FPC - Facilities Work Flowchart
	+ Kim Bretz reviewed the Final Draft of the Facilities Work Flowchart with the small changes requested at last meeting.
* FPC – Facilities Request Procedure Document
	+ Kim Bretz reviewed the Final Draft of the Facilities Request Procedure Document with the small changes requested at last meeting.
	+ There was discussion about the usage of the document and Chuen suggested color coding the headers of the document similar to the Work Flow Chart.
	+ Jon-Mychal had concerns about the student process for input and suggested a computerized application to explain process/ connect users/ help liaison students with appropriate personnel to assist in requests.
	+ Evelyn mentioned there is a new template for a program review database being developed/ investigated that will tie into Taskstream or Curricunet. That may be a future step toward helping integrate all processes.
* FPC – Application for Facilities Request
	+ Kim Bretz reviewed the Final Draft of the Application for Facilities Request with the changes requested at last meeting
	+ Evelyn moved to approve the 3 finalized documents: The Work Flow Chart, the Facilities Request Procedure document, and the Application for Facilities Requests (urgent); Charlene seconded the motion and all in attendance approved the final 3 documents.
* FPC – Space Allocation Process
	+ Kim explained that there had been a working session during the January Flex Days, where several committee members (Don Petrilli, Ron Betts, Jim Cave, Phyllis Carter, Kim Bretz, and Mathew Pattella) had created the Space Allocation Process. Kim walked the committee through the process that the working session had come up with (see handout). Kim realized we needed to add that whoever the president ultimately selects will need to be notified by the president or the committee. This will be added to the final document.
	+ In discussion, committee liked the process. Charlene had concerns about notifying everyone when a space becomes available rather than just those who had completed the APU/ Application process. Kim stated that the point of creating “a process” is to get people to follow the process or else they may miss out on getting what they want. Charlene thought we could still notify everyone and state, “For those of you who have applied, there is ‘X’ space available…” to notify those who’ve gone through the process, and educate those who didn’t go through the process, that there is a process they need to go through.
	+ Jon- Mychal expressed that he wanted it to be transparent and still be able to tweak the process as we go. Kim stated that once we have an approved process, we need to put it in place to see what worked and what didn’t and then we can make modifications necessary to the process as a committee.
	+ Evelyn moved to approve the Space Allocation Process, Charlene seconded the motion, and the Process was approved by all members present.
* FPC – Space Allocation Justification Form
	+ Kim went over the Space Allocation Justification Form that would be sent out to all possibly interested parties who had requested space, and if interested, they would need to fill out the Justification form and return it to the committee by a pre-determined committee deadline. The Form would serve as the basis to evaluate the various requests and prioritize them to make a recommendation to the Laney College President.
	+ Jon-Mychal asked about student initiatives for Space and requested that there be a way to have a “Fast Track” for students to be heard.
	+ Evelyn mentioned that he should connect in with the student center renovation project to make sure student ideas are heard for that space as that is directly student focused.
	+ Kim urged him to connect with Trudy Waltons-Keys, VP of Student Services to make sure that students can be a part of the Program Review/ APU process as well to ‘get on the lists’ of various needs.
	+ Evelyn moved to approve the Justification Form, Kim Seconded, and all those in attendance approved the form.

Meeting was adjourned at 3:55pm

Future Topics / Tabled Items:

* + Program Review – Processing APU’s
	+ Voting without Quorum
	+ Verizon Cell Site Proposal
	+ Garden Club Proposal
	+ Total Cost of Ownership
	+ Classroom Cleanup Project
	+ Facility Theft/ Vandalism and Security Issues…Camera’s …evening Sheriff

ADA Issues