**Minutes**

**Laney Facilities Planning Committee**

**Monday, October 5, 2015 (2:20 – 3:50 pm, Rm-T850)**

**Approved 12/7/15**

In Attendance: Kim Bretz, Phyllis Carter, Alisa Jing-Fang Huang, Seth Silberman, Arlene Lontoc, Thomas Jung, Stephen Holloday, Catherine DuBois

Excused: Evelyn Lord, Adan Rosillo, Peter Crabtree,

Guests: Jacqueline Burgess, Alexandra Cipher, Amy Marshall

**Reviews / Updates**

Introductions were made and committee binders were handed out.

1. The committee asked for a volunteer to take minutes. Amy Marshall agreed to fill the role.
2. Laney Facilities Updates/ AIP Updates (Carter)
* Phase I of a $170,000 “Beautification Project” started by the District included painting of all the exterior railings, window sills around campus, new doors to the Tower building, painting common area halls (2-4th floors) in the Theater building.
* Second part of the Phase I Beautification Project included improvements to some offices in theater including floor coverings and paint in a few offices.
* Minor additional work in the Student Center
* Phase II will commence shortly. It includes location specific and directional signage as well as images both pictorial and illuminated images around campus – primarily for class rooms along the various breezeways.
* We’ve asked for new elevators for the Tower and D buildings.
* There are ongoing pool renovations including new heaters and various other work required by the health department.
* The roof was replaced on the Forum building and at the Child Care Center.
* Plans for the swing space for the Laney Student Center are complete. The plans are to relocate the student center, the culinary classes and the book store out of the existing student center building by Fall of 2016 so that the new Student Center can be constructed.
* Construction should commence for the new BEST Center (Building Efficiency for a Sustainable Tomorrow) / CTE department in November 2015. It will be located where the tennis courts are now. There will be extra measures taken to protect the campus from noise and dust created by the construction.
* 20 day projects – Welcome Center was painted, new white boards installed, toilet paper and paper towel dispensers replaced where needed, active shooter and emergency preparedness pamphlets to be installed, quad and walkways to be power washed, etc.
1. Student Center Updates – Thomas Jung / Stephen Holloday
* This item will be a standing item so that the student reps can report on student center issues. They will be prepared to present a report at the next meeting.
1. District Facilities Committee Updates - Phyllis Carter / Amy Marshall
* District Committee reviewed and updated committee goals for the fiscal year.
* There was a review of the scheduled maintenance (sm) and deferred maintenance (dm) lists as well as a brief review of the capital improvement projects such as the Blue Phones (our emergency phones around campus).

**Operational Items**

1. Intro to Facilities Planning Committee (Kim Bretz):
* Kim gave a general introduction and welcome to the committee and reviewed the contents of the Facilities Planning Committee Binder.
* Membership / Charge – there was a review of the membership makeup and charge of the committee, which is also included in the binder.
* Scope – the scope of the committee was reviewed and also included in the binder
* Calendars – Our meetings are generally scheduled for the first and third Monday of the month. A calendar was included in the binder.

**Strategic Planning Topics**

1. Review 2015-16 Goals – We began the review and updating of the draft of the committee goals, updated from last year. Kim will make the updates as discussed and distribute them for the 10/19/15 meeting. Final two goals and related objectives still need to be reviewed.

**Future Topics / Tabled Items**

1. Complete the 2015-16 goals review and update
2. Electric Vehicle Charge Station Prob

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| 1. Verizon Cell Site Proposal
2. Bike Racks/ Ed @ not using rails
3. Classroom Cleanup Project
4. Facility Theft/ Vandalism and Security Issues, Camera’s, evening Sheriff
5. ADA Issues
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