**Minutes**

**Laney Facilities Planning Committee**

**Monday, October 19, 2015 (2:20 – 3:50 pm, Rm-T801)**

**Approved 12/7/15**

In Attendance: Kim Bretz, Phyllis Carter, Evelyn Lord, Seth Silberman, Thomas Jung, Stephen Holoday, Catherine DuBois, Karl Seelbach

Absent: Adan Rosillo, Peter Crabtree, Mildred Lewis, Arlene Lontoc, Jason Busby

Guests: Phillippa Caldeira, Autumn Sullivan, Joseph Koroma

**Reviews / Updates**

* Introductions were made and committee binders were handed out.
* Approve Minutes: There was not a quorum present. The minutes were reviewed. No changes recommended, however this item was tabled until a quorum available for a vote.
* Laney Facilities Updates/ AIP Updates (Carter)

Amy Marshall reported that all district engineers were at the Laney campus for the week of 10/12 to complete long overdue work order repairs. While they completed a lot of work, some of the bigger issues such as the Library bathrooms and front doors did not get completed because of parts. Engineers are scheduled to return the week of 10/19 to complete repairs as parts come in. We’re also working on other big projects such as the chemistry hoods and eyewash stations.

Evelyn Lord expanded on the problems with the library bathrooms.

Phyllis Carter reported the problem with the slow response from the district on urgent work requests and discussed the process for escalating the emergency work requests. She also discussed the history of the leaks from the planters by F&G building and the issue of new leaks in that area and the process of getting those fixed. Pool work is finished except the grout work.

Construction projects: BEST Center to start between now and December and only need sign off on deck work. There is work needed in the student center kitchen due to code violations surrounding the hoods. We’re working with the District on that issue. We’re also working on getting all the broken windows on campus fixed and also the hoods in the chemistry department.

* Student Center Updates – Thomas Jung / Stephen Holoday

An effort has been made to get the water fountains fixed. The ones on the second floor have been repaired but at least one on the fourth floor still needs work. There is a work order on this item.

Another ASLC effort that Thomas and Stephan are working on is trying to re-establish the student custodian program. These are student workers that specifically clean in the student center, in particular the cafeteria seating and other table areas.

* District Facilities Committee Updates (Carter)

This topic was covered together with item (3) on the agenda.

**Operational Items**

* Review 2015-16 Goals (continued)
* In the previous Facilities Planning Committee meeting, we got through 1 – 3. Kim provided the updates in the document per our 10/5 meeting discussions. Changes were marked in bold.
* Goal (4): Support Partnerships and Vendor Relationships that provide opportunities to improve the College’s environment and energy conservation. Kim reviewed the stated goal and then we discussed sustainability and the desire to be able to harness expertise from campus faculty and staff and want to be able to make recommendations to the district and coordinate with them on projects or district wide initiatives. Evelyn Lord noted that water conservation should be added Phyllis asked to add “energy and water”.
* Evelyn Lord suggested we add something that would encompass coordinate with external entities regarding college wide initiatives (rather than district-wide concepts). We won’t necessarily come up with these ideas, but we will facilitate when outside ideas/vendors are presented to us. Discussed Ron’s proposal as an example from last year with the National Parks kiosk. Kim restated the goal “Coordinate with external entities that approach us with proposals for sustainability and community relationship building”. Evelyn asked if we were changing the language of the goal itself rather than just adding another bullet point. Support partnerships which provide opportunities to improve the college’s role in sustainability and community relationships. Kim will make adjustments accordingly.
* Goal (5): Evaluate Facility Planning Committee Membership Make –Up. This goal has been a goal for over a year and hasn’t had any work done on it. Kim reviewed the goal and what the purpose of the evaluation is for. Committee agreed this is a valid goal and Catherine stated that there have been concerns in the past, so it’s worth reviewing. Phyllis asked if it should remain a separate goal or if it should if fall under an objective of item (1). As it relates to process, the question was asked if we review our meeting time, but that topic will be discussed when we do the review process.
* Evelyn made the motion to approve the goals as discussed and Phyllis seconded the motion. We have a quorum present. After discussion, Kim called for the vote. It was approved unanimously.
1. Equipment Maintenance Funding – Distribution Process
* Over the past few years there has been money available for equipment maintenance but there hasn’t been a process to determine who gets it (in part or whole).
* Phyllis reviewed the historical process. She confirmed there is some money available this year.
* In December 2012, this committee put in a resolution that there should be a line item in the budget for equipment maintenance. This is the first year that there is money. We want a process that is fair and expedient.
* Kim shared a prioritization list and reviewed the history of the Form C. Kim suggested we might use the list as a source for the distribution consideration.
* Evelyn mentioned posed the question of whether this topic actually belongs in the facility committee.
* There was discussion of where the money for this funding comes from and decided that we need to have a process, including what the parameters for how the money can be spent. After a thorough discussion, Phyllis and Evelyn asked if this should be a part of the Instructional Equipment and Library Materials (IELM) subcommittee. There was discussion whether the allocation should be divided between all of the deans or sent back to the IELM committee. Kim suggested that we research the other committees’ processes and discuss when we meet again.

**Strategic Planning Topics**

1. Resolution for remaining Measure A Funding – Louis Quindlen has brought up concerns that there may be remaining funds after projects are completed. The idea is to be sure that the District doesn’t take money earmarked for Laney to go to other campuses. The committee is in agreement that we don’t want any Laney funds directed to another campus. Evelyn Lord expressed concerns about how it was worded and that the Library wasn’t emphasizes with details. The committee did not approve the resolution, but discussed that some research is needed to find out if we can still impact decisions and how does it need to be written so that action will be taken.

**Meeting was adjourned at 3:50pm**

**Future Topics / Tabled Items (from October 5, 2015)**

1. Electric Vehicle Charge Station

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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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