**Minutes**

**Laney Facilities Planning Committee**

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

*Approved 12/7/15*

Present: Kim Bretz, Phyllis Carter, Thomas Jung, Evelyn Lord, Seth Silberman, Karl Seelbach

Excused: Catherine Dubois

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

Guests: Jacqueline Burgess, Autumn Sullivan

1. Reviews/Updates

Kim Bretz thanked all those in attendance. Since the committee is not fully appointed yet, it’s very important for all committee members to attend the meetings so that a quorum will be present. Several members have not made any meetings this year. As a former committee member remarked, the committee should not be held hostage from completing committee work due to lack of attendance. Some work may need to be done on “consensus” rather than a vote with a quorum because committee work has to get done.

There will be some follow up with Lisa Cook regarding some of the appointees.

1. Approve Minutes 10/5 and 10/19/15: **The minutes were reviewed but a quorum was not present so this item was tabled.** Amy Marshall noted that the footer on the 10/19 meeting minutes should read “10/19 not 10/5/15”.
2. Laney Facilities Updates/ AIP Updates (Carter) – no update.
3. Student Center Updates (Student Rep):

-They are working on possibly reinstating the student custodian program even though two custodians have been hired (Amy confirmed those two hires are in process).

-The microwaves on the third floor of the student center are not working and they’re looking to having those replaced.

1. District Facilities Committee Updates (Carter/ Rosillo): Next meeting is next week, no new update. Phyllis Carter and Adan Rosillo are the committee reps. Louis Quindlen is the campus representatives. Evelyn Lord volunteered to attend the meeting if we don’t have someone from the committee to attend the district meeting.
2. Operational Items
3. Space Allocation Process – common space areas (including non-instructional entities).

-Draft documents were distributed for review and discussion. Kim explained the work the committee did last year formalizing the application process for space allocation. Requests come through program review or through the space allocation application that the committee created last year. Amy is working on the space inventory list so that if and when space becomes available we can provide an application to interested parties. Kim explained that this process does not apply to common area spaces, so that is the process we’re looking to establish.

-Discussion of the verbiage on the application form to place to clarify the meaning and intent of the document. Phyllis wanted to clarify the language around the length of use (ongoing / regular / intermittent); Evelyn suggested clarity around general campus common area versus common area that is part of a department such as the atrium in the photography department. Amy suggested that denied requests should be reported to the committee so they’d be aware of the request.

-There was discussion surrounding the ranking of the components of the application.

-There was discussion regarding the “other criteria” and having at least some of those items moved to the ranking criteria. Criteria should be ranked in two sections – a benefits and a liability/risk section so that 4 for benefits would be a high positive and a 4 for risk would mean low risk.

-Kim will take all the comments and modify the draft as well as the application and email out a copy to vote on.

1. Equipment Maintenance Funding – Distribution Process. ***This topic was not discussed and will be moved to the next meeting agenda.***
2. Strategic Planning Topics
3. Resolution for Remaining Measure A Funding Allocation – Remain at Laney - ***This topic was not discussed and will be moved to the next meeting agenda****.*

Future Topics / Tabled Items:

|  |  |
| --- | --- |
| * + Total Cost of Ownership   + ADA Issues   + Elec. Vehicle Charge Station Prob. | * + Facility Theft/ Vandalism and Security Issues…Camera’s …evening Sheriff   + Bike Racks/ Ed @ not using rails |