**Meeting Minutes**

**Laney Facilities Planning Committee**

**Monday, November 16, 2015**

**(approved by consensus 12/7/15)**

1. **Reviews / Updates**
2. Approve Minutes (10/5, 10/19, 11/2) No quorum. Item tabled.
3. Laney Facilities Updates/ AIP Updates (Carter)
4. Student Center Updates (Student Rep)
5. District Facilities Committee Updates (Carter/ Rosillo)
6. Committee Business Updates (Bretz/ Carter)

There was much discussion about the Facilities deferred maintenance and scheduled maintenance report. There was a general consensus that this committee has been very conscientious about creating and maintaining the list and reporting deficiencies. However, our job isn’t to bother with all the minutia, our job is to lobby to make sure the district to get the work done. It’s important that we look at the root cause. We need to be more strategic to get things done.

There was discussion about the allocation for deferred maintenance and the project list. Phyllis indicated that the allocation amount and project list submitted to the State by the district will be provided at the next meeting. It was noted that we can (and will) be making changes to that list.

As far as how we move forward, Kim stated that she and Phyllis would meet to determine the best way to move forward with planning. We can use the program review and add to the priority list as needed. The updated report can be woven into the next cycle.

The swing space plans for the Student Center were finalized. They hope to have construction commence in Summer 2016 and occupancy in spring 2017. There is still a big question about the new student center both the timing and budget. There has to be follow up on that topic with the district because there has been no synchronization of the swing space and new student center construction and that’s a big concern. No one wants to be stuck in the swing space for an excessive amount of time and that could happen if plans (funding and construction) are not solidified. Peter recommended that we ask the Academic Senate to create a resolution to synchronize the student center swing space and construction of the new building. There was no quorum so no motion was made. Phyllis will provide more information on the project for our next meeting for further discussion.

Gary Banks (from the District), reported that the Tower elevators and Building Elevators have been made a priority due to the inordinate number of times those elevators are breaking down. He also suggested we confirm the source of funds for those replacements as it will probably cost about a million dollars and it may come from our campus maintenance budget. Building E is also schedule for a new elevator. Evelyn asked if any other elevators are on the list (such as the library). Gary reported “not at this time”.

The BEST Center - Gary Banks reported that the District is working on the contracts now and the contractors are scheduled to break ground in January 2016. The tennis courts will no longer be available once construction commences. Amy will contact department chairs and appropriate staff to be sure they are aware of this change.

Tower building project to repair and update the basement bathroom and the storeroom floor is in the works. This project also potentially includes a glass wall around the welcome desk. This is an old project that is just commencing.

Locker Room / Title 9 work – a feasibility study was done and a scheme selected for an RFP for design services. This is to meet the requirements of the OCR plus extensive renovations. While this scheme was signed off by John Beam, Kim was disappointed that she wasn’t aware of this activity. It was suggested that a meeting be scheduled with all of the stakeholders to be sure they’re all on the same page as this project moves forward.

Jon Mychal Cox asked about historical information about how decisions were made, in particular about the elevators, but about all the projects as a hole. Phyllis indicated they could set up a separate meeting but also that prior meeting minutes outlining votes are available on the website.

**II Operational Items**

1. Space Allocation Process – Kim reviewed a bit about the history and process discussed for requests to use common space areas & the draft application. This application is only for the common area space for use, not covered by facility rentals. Jon Mychal asked why there wasn’t specific mention of students. Kim explained that is was for any entity and therefore covered students (or anyone else) requesting use of the common areas. Jon Mychal would like some sort of resolution stating that the facility planning committee would support students in the application process. Phyllis explained that she’s willing to discuss what that would look like. We didn’t have a quorum so no resolution was presented. It was recommended that the student representatives bring back their resolution that would address Jon Mychal’s request covering “fast track” for student proposals and how they would be supported. Kim indicated that she could draft a sentence to be added to the process document that would add some administrative support for the applicant.

Suggestions for changes / additions to the application:

* Phyllis asked that a due date to the business office be added to the application so she has ample time to review the document before the meetings.
* Evelyn suggested to adjust the sentence at the top of page 2 under “Institutional Benefits”, under “impact on students” Insert “equity” after “success” to partially address the equity discussion.
* Phyllis asked for point of clarification regarding the time frame to respond to applicant. The suggestion was made to tighten the timeline to respond to the application. The response time will be based on meetings dates (2-3) rather than calendar days.

Kim will incorporate changes and email out the updated document. Feedback should be provided to Kim.

1. Equipment Maintenance Funding – Distribution Process (We ran out of time, so this topic will be moved to the next meeting)
2. **Strategic Planning Topics**

1. ASLC Presentation – Common Space Request for a farmer’s market. Katrina Totten presented a proposal to use the area between the E building and the student center, off the 7th / 8th Street entrance to campus for a farmer’s market, once a week on Thursdays. Farms to Grow, a professional farmer’s market organization, would help ASLC get set up and train student to run and maintain the farmers market. The students would get 13 weeks of training and then they’d be able to take it over and run it themselves. There are tentatively 5 farmers ready to start at the Laney campus location if approved. She discussed many possibilities for collaboration and support from the different departments on campus (art, culinary, sustainability). There were questions from the committee on the various aspects of the plan. Phyllis will recap the questions and provide them to Katrina. Katrina and/or the ASLC will provide the additional information either in person or a written response so that the committee can make their recommendation.
2. Future Topics / Tabled Items:
   * Resolution for Remaining Measure A Fund Funding to Remain at Laney
   * A Total Cost of Ownership
   * ADA Issues
   * Facility Theft/ Vandalism and Security Issues…Camera’s …evening Sheriff
   * Elec. Vehicle Charge Station Prob.
   * Equipment Maintenance Funding
   * Accomplishing Committee Work by Consensus in lieu of Quorum

**Questions for Farmers Market Proposal**

* After first semester of financing covered by the district, where would the ongoing financial support come from? (“Revenue sharing” was mentioned. Please provide specific details where this revenue would come from. If not revenue sharing, then perhaps a line item in the ASLC budget. The committee would like to see where funding has been identified and committed.
* Who will provide insurance after the first semester?
* What costs are involved with running the market (insurance, permits, payroll, etc)?
* Who (specifically) will hire the market manager?
* How will the manager be paid (will this be a student, will they be a Peralta employee and how will payroll be handled)?
* How many hours a week will the manager work and will that person have to be a student?
* How many students will be trained? Do you have students identified for this training? A job description?
* How many stalls will the market have – is there a minimum or maximum and what is the space requirement per stall (the physical stall itself and then ADA spacing between)?
* What volume of sales is needed (is it per farmer or aggregate) for the market to break even)?
* Are there any physical needs for the area (electric, tents, tables, chairs, etc.?
* Who would monitor the temporary parking and loading / unloading for the farmers?’
* What faculty members have agreed to help and how will their support be provided (who are they, how will they provide consistent support – meetings, oversight, etc. or is it more collaboration on events)?
* Are their electricity or other supply needs?
* If safety aids are being used, will there be additional funds available?
* Is there storage space required (canopy, table, chairs for manager) and where would it be stored?
* Please provide the structure of the farmers market (who will be responsible for the market – will this fall under the Director of Student Life, the VPSS, etc) and how will it be sustained after the current students involved move on (will director of student life or VPSS be responsible for hiring / firing, for farmer booth selection, security oversight, payroll oversight, employee management, etc.) Please provide memo of support from VPSS.
* Please provide ASLC meeting minutes supporting farmers market and budget allocation if needed.