**Laney Facilities Planning Committee**

**Monday, Dec 7, 2015**

**Meeting Minutes**

**(approved 2/1/16)**

**Present: Kim Bretz, Seth Silberman, Evelyn Lord, Adan Rosillo, Thomas Jung, Peter Crabtree, Lisa Cook, Phyllis Carter**

**Guest: Amy Marshall, Autumn Sullivan, Michael Meija, Michael Wright, Louis Quindlen, Jon Mychal Cox**

**Excused: Catherine Dubois**

**Unexcused: Mildred Lewis, Alisa Jing-Fang Huang, Jason Busby, Arlene Lontoc**

1. **Reviews / Updates**

Kim Bretz opened the meeting reporting aspects of her conversation with Linda Sanford, prior dean at Laney and consultant at district, regarding the recent problem with attendance at the facilities planning committee meetings. Linda recommended that we approve motions on consensus but to be sure to note it accordingly in the meeting minutes. There was some conversation regarding this subject especially as it relates to the committee’s effectiveness. More discussion on this topic was scheduled for later in the meeting.

1. Approve Minutes. Seth Silberman made a motion to approve the meeting minutes for 11/2 and 11/16/15. A quorum was present. Meeting minutes were approved unanimously (Stephen Holloday withdrew from Laney, no longer a student).
2. Laney Facilities Updates / AIP Update. This item was temporarily moved to a later time in the meeting.
3. Student Center Updates. Thomas Jung reported that Stephen Holloday is no longer a part of ASLC and this will be Thomas Jung’s last meeting. He also reported that the problem with the microwaves has to do with electric hook ups (110 v 220). Thomas Jung will work with Jon Mychal Cox to have new representatives appointed.
4. District Facilities Committee Updates. This item was temporarily moved to a later time in the meeting.
5. Committee Business Updates.
6. Kim Bretz asked if there was interested in meeting during the Flex Day schedule. Louis Quindlen reported that the District Facilities Committee will have a 2-hour workshop during flex days covering a variety of topics from 5-year plan and aspects of our bonds (money remaining, projects to be completed, new state bond measure, etc). This will be at 3:30pm on Wednesday, 1/20/16. Committee members requested not to meet during that time as that time is really meant for professional development rather than committee work.
7. Kim Bretz introduced the idea of Rules of engagement – we want to be an effective committee. We have an hour and a half to get through the agenda, which is based on our goals and timelines. We need to be able to stay on track. While all of the input is valuable, we need to be able to get through the agenda. When we don’t then important work doesn’t get done. There is a timeline attached to the agenda. Committee members need to be mindful of the timelines so that we can avoid wasting time and be impactful as a committee. Kim stated that she wants the committee to provide a report on facilities committee activities and accomplishments. Phyllis Carter suggested that Alex Fox, may be able to assist in the disseminating of the report. Kim also reintroduced the idea that we approve things by consensus when needed. Discussion followed on this topic again.

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**Peter Crabtree made a motion to approve motions and resolutions by consensus if a quorum is not present. Lisa Cook made an amendment to the motion to read “to approve motions by consensus if a quorum is not present however resolutions shall require a quorum”.** There was discussion on topic because resolutions can be some of the most important work that comes out of the committee and there has been a history of an inability to have a quorum at meetings. There was a discussion regarding the problems with quorum. There was some discomfort expressed at the idea of passing resolutions because such activities could lack transparency and not actually be the consensus of the entire committee. It was also noted that this vote was not on the meeting agenda. Louis reported that the district facilities committee passed the same motion and that actually increased attendance to their meetings.

**The motion “to approve motions by consensus if a quorum is not present however resolutions shall require a quorum to be voted on” as amended by Lisa Cook, was voted on and passed by majority decision\***

\*There was a minor Robert’s Rules of Order procedural error during this topic. As Peter Crabtree’s motion was not seconded, technically Lisa Cook’s amendment was the actual motion on the floor as it was seconded.

F. District Facilities Committee Report. Louis Quindlen reported on 3 primarily items: the open 2014-15 items that haven’t been completed with State money. The district committee was to do some prioritizing for the PBC meeting on January 19, 2016. Several of those items haven’t even been put out to bid yet. The passed a resolution for DGS to work with PBC, college presidents and college facilities committees to update the lists and prioritize the list. They were also provided the 2015-2016 list. Louis also reported that there were budget related questions because the list provided indicated the costs would be 1.9 million but the budget from the state was 1.6 million dollars. A question about Eagle Village was raised regarding whether EV is leased or owned. Phyllis Carter confirmed that it is owned and it will be used as swing space. There additional conversation regarding ambiguities on the list as several items such as HVAC and plumbing were vague and general.

**Lisa Cook made a motion for the Business office to update the status of the 2014-15 scheduled maintenance list for the committee to review together with the 15-16 proposed scheduled maintenance to make sure the list reflects the campus priorities. The motion passed unanimously.**

Louis reminded the committee that these types of procedural questions such as how the lists are developed will be discussed at the professional development meeting referenced above on 1/20 @ 3:30pm.

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**II Operational Items**

1. Equipment Maintenance Funding – Distribution Process & Application. Kim opened the discussion regarding the process and application for equipment repair (draft was provided to committee in advance for this discussion). She reviewed requests come to the committee – either via program review or the application. These are for items of $10,000 or less. There was discussion about whether a subcommittee should review the requests and then report to the committee as a whole. There was also concern about holding up smaller requests, though under perhaps $2000. It was suggested that those smaller requests go to the business office. Phyllis explained that it was moved to the committee for transparency. Evelyn suggested that the committee was already bogged down with other committee work and these expenditures were previously handled between the Deans and the Business Office. The sentiment was echoed by other committee members. Kim suggested that maybe anyone that wants to apply for the funds use our application and then give it directly to their Dean. There were suggestions to make changes to the application: 1) change to indicate “minor repairs” 2) add clarity to criteria 3) focus on direction for language to be provided so an expeditious decision can be made. Phyllis Carter suggested that for this first year, we’ll use the program reviews but subsequent years they can use the application form. She also suggested this application be included with the annual program review / updates. Seth wanted to see more information regarding the equipment / type of repair (we don’t want to throw good money after bad) so maybe add replacement cost, age of equipment, expected life span and estimated equipment cost. Kim will send out an updated application. Seth asked if we should have some status report so we make sure the money actually gets spent.

**Phyllis Carter made a motion to “Appoint the ALC and/or the Deans the responsibility for the ranking and allocation of equipment repair funding for minor equipment for Ranking B and C in initial year and in future year the revised minor equipment repair request. The ALC and /or Deans will provide monthly status report”. Motion passed.**

1. **Email Votes.** Several items were sent out via email to be voted on.The space allocation application was approved; the common space allocation application was approved; 10/5, 10/19 and 11/2/15 meeting minutes were all approved.

**III Strategic Planning Topics**

1. Resolution for Remaining Measure A Funding – to remain at Laney. The committee ran out of time to address this item. Will need to be moved to next meeting.

IV. **Future Topics / Tabled Items**

* Free Speech Areas? Facility component?
* Total Cost of Ownership
* ADA Issues
* Facility Theft/Vandalism and Security Issues, Camera’s, evening Sheriff
* Electric Vehicle Charge Stations
* Bike Racks

**V. Meeting adjourned at 3:58pm.**