**Laney Facilities Planning Committee**

**Monday, February 1, 2016**

**Meeting Minutes**

**(Approved 2/22/16)**

**Present: Kim Bretz, Seth Silberman, Adan Rosillo, Lisa Cook, Amy Marshall, Phyllis Carter**

**Excused: Arlene Lontoc**

**Unexcused: Catherine Dubois, Evelyn Lord, Peter Crabtree, Jason Busby, Fang Huang, Mildred Lewis**

**Guest: Michael Mejia, Jacqueline Burgess**

1. **Reviews / Updates**
2. Approve Minutes: Minutes were approved by consensus with the following changes: Page 2, Item F, line 3 change the date from January 29 to January 19, 2016. Add unexcused absences: Mildred Lewis, Jason Busby, Fang Huang. There was a brief conversation regarding the committee composition. Missing: one administrator (Mildred is one, need one more) and two students. Committee chairs need to follow up for replacements for committee members that are not attending.
3. Laney Facilities Updates / AIP Update. Adan Rosillo and Kim Bretz gave a recap of the information presented at District Facilities Professional Development Day Meeting. Topics covered included the 5-year plan and college specific planned work. As far as Laney items:
* The library (which is supposedly number one on the District’s Fusion List for the state) will likely be funded if/when the state bond passes. From discussion at the meeting, there is optimism the bond will pass. While state budget for the library is $20+ million, costs have gone up. Additional funds will have to be allocated to the library project from Measure A funds and the plans will go through a value engineering process to find cost savings. In the meantime, there was discussion about doing some library upgrades now such as outlets, lighting and restroom work.
* Also discussed, was the decision to try to sell the rest of the Measure A bonds. There is a $115 balance. If sold now, they would probably get $84 million + $20 million in interest points. The “time value of money” makes the idea feasible to move forward with the bond sale.
	+ - Aside from the library, the locker room project is in the queue. This is a total remodel including Title 9 recommendations (locker rooms and team rooms).
		- There was discussion about relocating the Eagle Village portables from their current location to across from the Bistro so that space can be made for the new library building. There will have to be some discussion about the community garden location and other logistics when it gets closer to the time.
		- CBT (Collaborative Brain Trust) was hired by the Chancellor to facilitate the colleges’ educational master plan updates and the facility master plan update will dovetail into that.
		- Big projects at Laney: Library, Locker Room, Student Center and BEST Center
		- Phyllis Carter reported: the status of the Student Center kitchen hood project both upper and lower kitchens are closed until new hoods are installed and approved by fire department. There was also a health inspection that will require some corrective action items, particularly the floor in the kitchen area.
		- The district is starting the process of getting an architect to review the elevator replacements in the tower, E building and possibly one other location.
		- DGS is looking at exhaust / ventilation system from where metal work is being done.
		- There is leak remediation being reviewed around campus. While Sadiq mentioned it would happen in the summer, the actual tracing and testing should commence in February or March.
		- Phyllis reiterated that they have to finalize the student center swing space relocation across from the Bistro.
		- The California State Chancellor’s Office wanted to conduct a compliance review with regard to ADA and Title 9. Three people from an outside consulting firm hired by state chancellor’s office performed the audit. We were compliant in most areas. One immediate correction is to be sure that in all our college print, web content and related marketing collateral it is stated that the college does not discriminate with regard to hiring and enrollment. It is imperative for the non-discriminatory language to be updated within the next twelve (12) months. Most of our facilities comply with ADA requirements but some areas (such as the push buttons) are in need of repair. The major corrective actions will be related to minor repairs and custodial work. There will be a complete report forthcoming. Once received there will need to be a corrective action plan as failure to correct could impact financial aid awards to the college.
1. Student Center Updates: Student representatives not present.
2. Committee Business Update: Agreed to change the next facility meeting inadvertently scheduled on the holiday (2/15) to 2/22/16. There was discussion about the status student’s presentation for a Farmer’s Market. Now that Kevin Wade (Director of Student Activities and Camus Life) is on board, students need to respond to remaining questions surrounding ongoing “ownership”, management (care, custody and control), legal and budget presented after their initial presentation.
3. **Operational Items**
4. Equipment Maintenance Funding – Distribution Process & Application: The committee agreed that it wanted the Deans to take ownership of this task but that the facilities committee would recommend the process (including the application form) for submittals. Kim has updated the application and process document as suggested at the last meeting. Committee agreed to forward the process recommendation to the president, VPI and Deans. The committee agreed that it would use program reviews and the application as the program reviews did not necessarily include a lot of equipment repair requests. Kim was going to make a motion to clarify the process for the timeline (call for applications, review, Dean’s decisions). Lisa Cook suggested that this process should go before the College Council. Phyllis Carter offered to present the process and application to the Administrative Council at their upcoming meeting and explain the process and get them prepared in advance since there is a relatively tight timeline. It was also suggested to request to be on the agenda of the College Council to at least share the information and have them approve the process if necessary. The committee agreed that Phyllis should present it to the Executive council and that the College Council would be ‘informed’ of the process that the committee had recommended.
5. **Strategic Planning Topics**
6. Facilities Prioritization – Amy has been working on updating the list from last year. Our next step will be to rank this year’s items and incorporate them into the master list.
7. Measure A – in prior meetings there was discussion about formulating a resolution to make sure all of Laney’s dollars stayed at Laney. After the meeting at the district, it seems that all of our concerns are on their radar. There was discussion about what would be included in a resolution if we were to create one or if perhaps it would be a recommendation. The committee agreed that the idea of formulating a resolution is still a viable topic and will be placed on the future topics list.
8. The topic of what to do if no action is happening on facility needs and what the process for follow up was discussed. Lisa Cook advised that there is a process currently in place. One would go to the Faculty Senate and/or Board meetings to get items escalated. One could also go to the Classified Senate. It’s part of the shared governance process. If there is something really wrong, one should activate the Senates so they can also put together resolutions to support the college president and advocate on behalf of the college. While the college has many committees and shared governance, it was noted that it is difficult to find out how to navigate through that process as an individual. Kim suggested an FAQ be created to help better understand processes.
9. **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
* Measure A resolution
1. **Meeting adjourned at 3:53pm. Next meeting is February 22, 2016 at 2:20pm.**