

Laney Facilities Planning Committee
Monday, February 6, 2017
Meeting Minutes and Notes

Present: Stephen Corlett, Phyllis Carter, Alejandro Acosta, Peter Crabtree, Evelyn Lord, Alicia Alston, Seth Silberman, Jacqueline Burgess, Amy Marshall, Louis Quindlen

Excused: Chuen Chan, Kim Bretz

Unexcused: Trent Hanible

Guests: Atheria Smith, Donald Moore, Mr. Lavent, Ed Velo, John Gardner, Stephen Daniels, Dolores Bernal, Dr. Sadiq Ikharo, Audre Levy

Special guest speakers include:

Greg Coxson and Caren Perlmutter, with OpTerra Energy: Energy-Efficient Infrastructure Retrofit

Bob Wells, with Cenergistic: Energy Conservation and Behavioral Program

Charles Neal: Sustainability and Resiliency Master Plan

I. Reviews/Updates

A. Approve minutes from 12/6/16 meeting:

The Minutes were approved by quorum.

B. Introductions – Dolores Bernal – new PIO

Dolores M. Bernal is our new Public Information Officer. She started working at Laney at the end of December. Her background includes experience as a journalist in Washington D.C., New Mexico, and Delaware. She will be sending out regular communications on behalf of the college and also those specific to facilities. While keeping the college informed, Dolores is also working on the launch of our new website.

C. Locker Room/OCR update: Phyllis Carter reported that a small group has been meeting on a biweekly basis regarding the outstanding OCR complaint. They have been tasked by the state to make comparable resources available to female athletic teams. The requirements were evaluated and approved by the state. The design firm was selected by the committee and has been hired. All work will be confined within the locker room due to budget and timing to meet the outstanding OCR mandate.

During the course of this project, a leak was identified inside the men's locker room. Phyllis reports that Laura McCarty is aware of this leak and that she will coordinate the leak remediation with the locker room work. Laura McCarty is leading the project at the District level and will meet with end users for design review. Phillip King, VPSS, is the project lead at the campus level. He has a list of all stakeholders. There has been a series of meetings regarding the design and VP King is charged with having stakeholders sign off on final design. Jacqueline Burgess stated that she would like to be included in this group.

Concern was expressed that in the event defects or issues such as the leak, mold, air quality, HVAC issue are found during the course of design and/or construction that the scope of work will be expanded to correct such deficiencies or issues. Committee members echoed the sentiment that there should a contingency plan and some assurance that mold (if any), air quality and the HVAC system are all addressed as needed as part of this project.

II. Status of reallocation of space

A. Amy Marshall reported the following update:

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1. A190 determined not adequate services to support the biology clean room request. While several parties have expressed interest in the space there have been no formal applications submitted.
 2. A270 is currently being used by the VPSS as a temporary meeting space. It is available for use after May 31, 2017.
 3. E203 was previously used as an office and has been reassigned for use as the Re-entry Program.
 4. E205 is a small, windowless office and is currently vacant and available for use. This was previously used as storage space.
 5. E257 – formerly occupied by the Veterans Assistance Center. The Vets office relocated to the Student Center. E257 was restored to a classroom.
 6. Eagle Village 1 is the Tutoring Resource Center, 2 is Ubaka Umoja, 3 is Si Se Puede, 4 will be APASS. EV5 is still being used for storage. EV6 is the Emerge program (3rd party user) and EV7 is still used for storage.
- B.** What percentage of usable classroom space is begin used as classrooms and how much has been taken off line.
1. Important to know this number to be sure we have adequate space for both programs and classrooms as swing space will need to be considered for future construction projects.
 2. Need to know this number for Facilities Master Plan and potential Bond initiative.

III. Project Manager for Laney Facilities Issues (and a few tangents)

- A. Stephen Daniels, from Swinerton, was introduced as the new project manager hired by the District (initially for a 6 month contract) to oversee the project coordination and oversight for upcoming work at the Laney campus primarily associated with the Laney “Fix it List.” He has extensive experience with project management, including large leak and infrastructure projects. His recent posts included UC Berkeley and the College of San Mateo.
- B. It is anticipated that Mr. Daniels will begin on February 22. He will have an office both at the District and in room T207 in the Laney Tower.
- C. The “Fix it” list included long overdue work order items (but not all work orders), scheduled maintenance, deferred maintenance, ADA/OCR work, and may have some overlap with Measure A/Bond projects depending where financing for particular projects comes from.
- D. Facilities Index report was discussed and will be included for further discussion at the next meetings.
 1. Report doesn’t necessarily clarify how critical some items are especially as they relate to infrastructure. We want to be sure that items on the report are taken into consideration as projects are undertaking and that adequate resources are provided to be sure projects are undertaken with a holistic approach. It is imperative that scopes of work are clearly defined and appropriately funded so that necessary work is completed.
 2. The Facilities Condition Index will be available to view on the Facilities Planning Committee page on the Laney website.
 3. Habitability of the classrooms is a critical issue. Critical that we make sure that the Facilities Master Plan is a strategic, cohesive, cogent plan that address things in the order that they need to be addressed and should address the best possible thinking.
 4. The topic of how decisions will be made regarding what projects will be taken on and who has input into that procedure was discussed. The committee would like more information regarding this topic.

IV. Facilities and Technology Master Plan

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Atheria Smith gave an overview of the Facilities and Technology Master Plan (FMTP) project. Laura McCarty is in charge of this project. Atheria will be our facilitator working with Steinberg and Laney stakeholders and will report to Laura McCarty as it relates to the FMP. Steinberg Architects was selected to work with the District to update the plan for all colleges. A process map and check list showing activities involved and timeline were distributed to outline the general plan on how Steinberg will interface with each of the colleges. Atheria will be the point person between the colleges and the architect. Atheria reports to Laura McCarty. Laura McCarty is responsible for the overall project. She reports to Vice Chancellor Ron Little.

- A. Suniya and Rob will be the Steinberg contacts for Laney. They will attend meetings and work with the Laney committee, faculty and staff to update the Laney portion. Steinberg will handle the technology aspect of the plan. They will work with District IT to develop the plan.
- B. The 2008-09 FMTP will be used as a starting point though that plan was not approved by the Board.
- C. Steinberg will be responsible for the technology piece. Steinberg should be working with the technology committee and the Vice Chancellor of IT.
- D. There will be a kickoff meeting in February. The date is to be determined. Timeline runs from February to December.

V. Energy Conservation/Sustainability Master Plan

Charles Neal, Director of Sustainability, discussed three topics: the sustainability master plan and two invited two vendors to present energy conservation plans. Charles also introduced Mr. Lavent from e-Waste Management though there was not time on the agenda for Mr. Lavent to present.

- A. Bob Wells from Synergistics presented an overview of their behavior based energy conversation plan. Their savings have two main focuses: one is to look at the way current equipment is running to make sure that it is configured and running efficiently when it's running. The big focus is analyzing buildings when they are closed. Nearly 80% of the savings are realized by turning things off when buildings are not in use. A full time position will be created to audit the Peralta campuses to be sure that things are shut off when buildings are not in use. Average client saves 26% of their utilities. For the Peralta District, Synergistics projects a \$1.5 million savings over the next five years. Some of those savings would be shared with the campuses generating such savings. Peralta only pays when savings are realized.
- B. Greg from Optera upgrade and or/replaces infrastructure and lighting and focuses on clean energy such as solar and solar power storage. They reviewed needs study and did a limited study on the HVAC systems to determine that the Peralta District would be a good candidate for this program. Their plan involves three phases – a preliminary audit; a complete, detailed study of all systems such as HVAC and lighting and then replacement of systems as needed; once confirmed the third phase would be implementation. There is a financing optic to this plan however Optera guarantees that there is no exposure to general or bond funds because savings will pay for the financing plus add funds to the general fund. Optera also has an educational aspect to their program which can include internships and classroom curriculum.
- C. A question arose regarding Prop 39 expenditures. Charles Neal indicated that he can provide an update on Prop 39 after the meeting as this topic was not on the already very full agenda.

A motion was made to extend the meeting by five minutes. The motion was passed unanimously, by quorum.

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- D. Charles Neal explained that the District has contracted with Rincon and Associates out of Oakland, CA to develop the Sustainability Master Plan (SMP). They were selected by a selection committee that included one Laney Faculty. The goal is to deliver a completed plan by November 2017. The underlying purpose is to look at all of the District's assets and operations including such things as building operations, transportation, water, etc. and figure out strategies and prioritize those strategies on how to move our district toward net zero carbon footprint. The SMP will be data heavy as they create a "carbon action plan". The two master plan groups have already met (Steinberg and Rincon) and will continue to work together to formulate a cohesive master plan product.

VI. Parking Lot

The agenda did not allow for discussion on the following topics:

- A. Procedure/Approval process for email voting (in response to recent resolution approvals)
- B. Review /Revise FPC Committee Scope of Work

Meeting adjourned at 4:15pm

Next Meeting is Monday, March 6th
2:30 – 4:00pm

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