

Laney Facilities Planning Committee
Meeting Minutes and Notes
Monday, March 20, 2017
(approved April 3, 2017)

Present: Phyllis Carter, Stephen Corlett, Evelyn Lord, Kim Bretz, Chuen Chan, Louis Quindlen, Jacqueline Burgess, Amy Marshall
Unexcused: Alisha Alston, Trent Hanible, Peter Crabtree, Alejandro Acosta, Seth Silberman
Guests: Stephen Daniels

I. Reviews/Updates

- A. Approve minutes from 3/6/17 meeting. Minutes were approved by quorum. Dolores Bernal has offered to post meeting minutes in the event the committee needs support. It was agreed that the committee will move to a format for minutes used by many other shared governance committees beginning with the next meeting. In addition to the new format, the member's title will be included. It was also suggested that the note taker could be alternated between committee members. Unexcused attendance was also discussed. If members miss more than 3 meetings, they may need to be replaced on the committee.

- B. Facilities and Technology Master Plan. There's been no movement on this project. Phyllis Carter will follow up with Atheria Smith to set a meeting to move this effort along. Stephen and Phyllis will meet with Atheria to set up the structure and format for the meetings and also the schedule.

- C. Infrastructure Working Group.
 - 1. The group met on March 10th. Leaks: Stephen Daniels has toured all of the leak areas with the leak consultant. They will be doing water testing for the next couple of weekends and destructive testing during spring break to verify leaks and clarify the scope of work. Stephen Daniels mentioned that there will be necessary repairs to the areas that suffered leaks once the physical leaks have been repaired. HVAC: Stephen Daniels working with the DGS engineers and representative from Trane to quantify the HVAC scope of work and also identifying filters and other maintenance work that can be done in house. The contractor (Trane) is working on the negative air pressure in Building A. It was also suggested that the Bistro needs to be assessed. It was suggested that the FCI report be taken into consideration as the scope of work is determined. The full report is available on the Laney FPC website.
 - 2. A representative from Senator Nancy Skinner's office toured the areas of campus experiencing leaks and several areas of the library. Stephen Corlett, Peter Crabtree, Stephen Daniels (and contractor), Eugene Buick (from Allana, Buick, & Bers, Inc.) Chancellor Laguerre, Dr. Ikharo, Dolores Bernal, Jeff Heyman and Amy Marshall were on the tour. Evelyn Lord led a mini tour of the library due to a very limited schedule. Chancellor Laguerre and Dr. Ikharo meet with Senator Skinner and her representative after the tour to try to negotiate for funds from emergency funds from the state to help address all of the necessary leak repairs. There is a big concern because the scheduled maintenance budget for next year will likely be greatly reduced.

II. Operational Items

- A. Status of street crossing safety on campus at 7th street. Evelyn Lord presented a proposal to increase the safety on 7th/E 8th Street by:
1. Reducing speed limit from 30mph to 25mph

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2. Increase timer on walk signal at crosswalks to at least 20 seconds before the 20 second countdown begins
3. Install flashing lights that illuminate the crosswalk just prior to and during crossing
4. Install re-light turn signal (right, left, U-turn) at intersection of 7th Street and Fallon so that cars do not roll past the crosswalk.
5. There was also discussion about the pavement repairs – especially in the crosswalk area, possible school zone signage and/or change the speed limit.

It was proposed that the FPC ask the Laney College President contact the Peralta Board of Trustees representative for District 2 (Julina Bonilla) and the Oakland City Council representative for District 2 to ask for the City of Oakland Traffic department to investigate 7th Street to make a safer crossing environment for 7th Street. **This motion was approved by quorum.** It was noted that the information that Evelyn Lord prepared should be provided as background information.

- B. Facilities Condition Index. Reminder that there is a folder labeled Facilities Condition Index with the summary and the fully report on the FPC website. The full report is a building by building list with a description of the deficiencies in each building. Louis Quindlen will review the full report and extrapolate any repair/deficiencies so they can be compared and/or added to the "Fix it" list if the items aren't already listed. An overall observation is that not many leaks were listed on the report.
- C. Updates to the AIP's, Standard IIIB: Physical resources. Campus is getting ready for our midterm report for ACCJC. A request was sent out by Rebecca Bailey trying to make sure that all of the information and data required to complete the report is collected in preparation for the compilation of the full report. Part of the information that is need will have to be provided by the District. In the meantime, we'll collect evidence and place it in the dropbox that Stephen has created. Committee members volunteered as follows:
1. Kim Bretz will update (4a) on our list: Maintenance Plan
 2. Stephen Corlett will update (4b) Prepare, fund, and execute infrastructure needs
 3. Phyllis Carter will update (5a) Security personnel survey (5b) Scheduled maintenance of security and (5c) Custodial Staffing Levels, analysis and funding.
 4. Amy Marshall will do (6a) Consultation procedures
 5. Stephen will do (6b) Funding of long-term deferred maintenance
 6. Louis will do (6c) Budget for deferred maintenance in General fund and (6d) Implementation of TCO principles.
 7. Stephen and Louis will cover (6e) Current Renovation Policy

These are due by the first May FPC meeting. Information will be loaded into the newly created dropbox. It was suggested that some of the items can be reviewed by or discussed with Annette Dambrosio at the District so our documents can be in alignment

with their preparation. Part of our analysis should include that the District has committed to a Total Cost of Ownership plan. Some of the cost updates can be provided by Stephen Daniels since he is working on getting costs for many of the “Fix it” list items.

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We want to be sure that any areas that address funding and scopes of work that we include “fully fund” and “complete scope of work”.

D. FMP committee: briefly covered above. No further discussion.

E. Resolution for the Laney Facilities Master Plan Projects. A draft resolution was distributed to committee members to be sure that all projects are fully-funded and completed with Infrastructure Intact. Suggested changes included adding “guaranteed funding” and add “completed including infrastructure intact”.

The idea of the resolution is to tie the facilities master plan to guaranteed funding to avoid the problems with the last bond, where there was very little construction and/or repairs completed. With the construction of buildings that weren’t on the master plan and buildings that have been scaled back or not done at all that strong language is needed for this resolution (and in the FMP).

****Motion made to extend the meeting until 4:15pm. Motion passed by quorum.****

Stephen Corlett and Louis Quindlen will re-draft the Resolution and send out for review. This item will be on the next agenda for a vote at the next meeting.

A suggestion was made about facilities related training opportunities perhaps covering facilities issues and processes including such topics as the facilities condition index – its components and meanings, how facilities issues and/or bonds tie into the master plan, or other related topics. Perhaps trainers could be brought in or maybe have topics be included in professional development and/or flex days.

III. Items to be moved to next agenda:

- A. Optera and Synergistic proposals – may need to schedule additional presentation(s).
- B. Strategic Planning

Meeting adjourned 4:20pm
Next Committee Meeting April 3, 2017
Room T-850, 2:30 – 4:00 pm