

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

Present: Stephen Corlett, Phyllis Carter, Alicia Alston, Chuen Chan, Louis Quindlen, Kim Bretz, Seth Silberman, Jacqueline Burgess, Evelyn Lord, Amy Marshall

Unexcused: Peter Crabtree, Trent Hanible, Alejandro Acosta

Guests: Stephen Daniels, Nona Claypool, Charles Neal, Dolores Bernal

**I. Reviews/Updates**

**A. Approve minutes from February 6, 2017 meeting.**

Minutes were approved by quorum with corrections made to guest names.

**B. Facilities and Technology Master Plan: Stephen Corlett gave an update indicating that Atheria Smith led a small group meeting on Tuesday, 2/14/17 to determine the starting point of the new plan. It was agreed that the 2009 plan would be the starting point. A brief review was done of both plans to determine what work had been completed to date.**

1. A summary of the projects listed in the 2009 and 2012 plans was distributed indicating the status of the projects (completed, no longer applicable, and proposed for 2017 FMP). During the upcoming meetings, there will be discussions to confirm the needs of the campus so that those projects can be incorporated into the new FMP. It's important to articulate the projects carefully because potential new legislation will require bond funding to be tied specifically to the master plan (SB7 Moorlach). Phyllis Carter will forward a copy of SB7 to VC Ron Little and Director Laura McCarty to be sure the ramifications of the bill, should it pass, are incorporated into the FMP (especially as it relates to cost estimates for work).
2. Need to be sure that the FMP supports and ties into the Educational Master Plan (EMP). Steinberg will help with that aspect.
3. There are several "infrastructure" items in the prior FMPs. Part of the Steinberg's contract provides for them to use consultants specializing in the related infrastructure items (gas, electric, water etc) to be sure the plan specifies the needs and clearly defines the scope of work needed.
4. Next step is setting dates for representatives from campus to meet with Steinberg and/or Atheria Smith.
5. Need to confirm the timeline to be sure that faculty have adequate time to participate. Original timeline was a draft by Laura McCarty. Per Atheria Smith, we need to set up 4 meetings. Phyllis Carter and Stephen Corlett to work with Atheria Smith to confirm meetings and timeline.
6. There was discussion regarding prior FMPs and bond funding as it relates to the lack of completed projects. Louis Quindlen and Stephen Corlett will work on a resolution to present at the next FPC meeting requiring funds to be spent on stated projects. Consideration for funds for emergency projects needs to be taken into consideration however we don't want funding shifted without campus stakeholders being informed.

- C. Legislator campus visit scheduled for March 17th was briefly discussed. The Chancellor, Dr. Ikharo, Phyllis Carter, Stephen Corlett, Donald Moore, Stephen Daniels and Audre Levy will be part of the tour. There may be other District and Campus representatives invited as well. Evelyn Lord wanted to be sure that the library is included on the tour. The primary purpose for the tour is the leaks, which includes the library. Evelyn Lord would like to be included in the tour.
  
- D. Prop 39 Update: Charles Neal gave an update on the Prop 39 Funds. There are several components to the Prop 39 work as follows:
  - 1. Commissioning work - either retro commissioning or monitoring based monitoring. Retro commissioning is done on an annual or more measurement. Monitored commissioning is intermittent/interval monitoring. There are 15 buildings district wide. 9 buildings were grandfathered into old California Public Utilities Commission (CPUC). 6 buildings could no longer be included and had to be moved to retro commissioning. This process measures building energy performance for rebate purposes.
  - 2. Exterior LED lighting upgrade.
  - 3. Library interior lighting upgrade.
  - 4. Laney theater control panel and possibly some lights and/or dimming switch. Charles is working with the Theater Production Manager and Dean Chan to confirm the scope of work.
  - 5. Pool heater retrofit and chlorinator (Osafran Okundaye is managing). This project is only getting partial funding from Prop 39. There was discussion about the heater and chlorinator plan – how it was developed and the lack of administrator and/or faculty involvement. Amy Marshall will coordinate a meeting with Osafran Okundaye, VPSS and pool stakeholders/end users to review the plans and work schedule. RFPs are available for review on the District website.
  - 6. Though not using Prop 39, there are two more lighting programs currently in the works: the lights in the Forum (possibly in the spring); and chemistry lab lighting (possibly in the summer). These projects need funding approval.
  - 7. Projects have to meet the funding requirements in the California Clean Energy Jobs Act (10% savings). All Prop 39 funding has been committed so there won't be any new projects other than what has been outlined. Utility rebates go to finance projects, campuses realize savings in the utility bills.
  - 8. There was discussion about the two presentations from Synergistics and Optera. Both projects will move forward unless the campus(es) reports to Charles Neal that don't want one or the other. The committee should contact Charles Neal if one or more presenters need to return.

- E. District Facilities Committee Update: Three primary items were covered at the District Facilities Committee.
    - 1. The proposed scheduled maintenance list for 2017-2018 was distributed. The list presented to the DFC didn't have Laney on it. Laney's is embedded in the "fix it list". Rosemary Vasquez will send it out to the DFC to be sure it's acknowledged and approved.
    - 2. There is a district-wide problem with the card readers on smart classrooms. Most colleges have consistent problem with the readers and Laney's have never worked. A motion was passed to have all classrooms restored to key entry district-wide.
    - 3. The proposed 30 day project list was distributed. Any suggested changes need to be submitted to the District as soon as possible.
    - 4. Blue Phones – only one company submitted a complete bid so they extended the deadline by two weeks so they would have more responses and could move the project forward.
    - 5. Parking lot resurfacing – was originally scheduled during spring break but has been moved to the end of the school term (after graduation). Funds from carnival and swap meet go to the Office of the President to fund the needs of the college at the President's discretion (unfunded / unplanned activities).
  
  - F. Infrastructure working group/Town Hall meeting update:
    - 1. The next working group meeting is on March 10<sup>th</sup>. The topic of the campus infrastructure needs (gas and electric capacity, etc.) was raised. It was previously determined that the infrastructure needs would be assessed during the FMP process. Stephen Corlett to confirm aspects of the FMP process to be sure the infrastructure survey is included.
    - 2. Dolores Bernal sent out an update from the town hall meeting. The Chancellor also sent out an announcement which was fairly thorough. Dolores will post a link on the Laney website. She has also placed a link on the facilities website to the regular news updates that she sends out.
- II. Operational Items
- A. Facilities Condition Index (FCI) is now available for review. There is a link on our website to the full report. The detailed report information needs to be included in our FMP. As it relates to Total Cost of Ownership (TCO), the college needs to start accruing for repairs when items get to 60%. Regular evaluations of buildings and building systems need to be included into budget process for TCO. In the full report it includes the problems and hazards related the condition of equipment and buildings. The percentage is the ratio between the replacement and the total repair cost.

- B. There was discussion about the FMP and whether the plan was approved. Evelyn Lord referenced March 2013 Board of Trustee meeting minutes where they acknowledged the Laney Facilities Master Plan and directed the Chancellor to integrate it into the District's Educational Facilities Master Plan at its next scheduled meeting. This is a follow up item to determine if future action was taken to formally accept and/or approve the 2012 FMP.
- C. There was discussion about what point would the campus be closed down because of the overall condition of the property and the potential of relocating of classes to another campus until work is complete.
- D. There was concern about the lack of work completed with the money raised during the last bond and whether another bond would be even pass.

Stephen Corlett requested to extend meeting. No action

The following topics were not covered due to time constraints:

III. Strategic Planning

- A. Measure A/E Funding Allocations.

IV. Parking Lot (to be covered, time permitting)

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

**Note:** Participatory Governance Feedback Form should be completed after each meeting.

Meeting adjourned at 4:12pm.

Next Meeting March 20, 2017

Room-T850, 2:30 – 4:00 pm