



Laney Facilities Planning Committee Meeting
Minutes and Notes
May 1, 2017
 (Approved by quorum, 8/28/17)

Chairs: Stephen Corlett and Phyllis Carter

Note Taker: Amy Marshall

Committee Members: Peter Crabtree, Chuen Chan, Kim Bretz, Evelyn Lord, Jacqueline Burgess, Seth Silberman, Alejandro Acosta, Alisha Alston, Trent Hanible, Louis Quindlen

Excused: Phyllis Carter

Absent: Alisha Alston, Trent Hanible

Guests: Stephen Daniels, Donald Moore

AGENDA ITEM	FACILITATOR(S)	DISCUSSION POINTS	RESULTS/FOLLOW UP ACTION and RESPONSIBLE PARTY(IES)
Approve Minutes from 4/17/17 Meeting	Stephen Corlett / Phyllis Carter	Approve minutes from 4/17/17 meeting.	Minutes approve by quorum.
Facilities and Technology Master Plan	Stephen Corlett / Amy Marshall	-6 open forum meetings focused on various topics (facilities, technology, sustainability, etc.) Final meeting will review the results and priorities that Steinburg will formulate into the FTMP over the summer. -New survey went out 5/1/17 (updated based on committee feedback and follow up conference call). Survey link sent to student services and ASLC for student input. -How will dollar amounts be attached to items in FTMP? (Not in Steinberg's scope). -What assessments are needed to be sure we have a clear understanding of campus needs for a comprehensive plan? -Plan will not address operational issues related to construction.	-Encourage people to attend meetings. -Encourage people to take the new survey -Get clarification if engineers will actually come out to assess state of infrastructure. How is the "needs" assessment being compiled? (Corlett)
MOTION	LOUIS QUINDLEN	AS DATA CRITICAL TO THE SUCCESS OF OUR FTMP, WE REQUEST THE DISTRICT DO THE ASSESSMENT PROMISED IN 2014-15 OF ALL UTILITIES AT ALL 4 CAMPUSES SO WE CAN ADDRESS THOSE ISSUES IN THE FMP. Discussion: is this part of Steinberg's charge and will it be done after prioritization? We should insist that the District include an in-depth infrastructure analysis as part of the FTMP. We need to clarify Steinberg's scope on the assessment aspect of the FTMP.	Motion withdrawn. -Stephen Corlett to confirm Steinberg's charge as it relates to assessment of infrastructure. If not Steinberg, who will perform the necessary infrastructure assessments and when, and how will cost estimates be established?

AGENDA ITEM	FACILITATOR(S)	DISCUSSION POINTS	RESULTS/FOLLOW UP ACTION and RESPONSIBLE PARTY(IES)
Security on Campus	Stephen Corlett / Amy Marshall	Implement an action plan for safety and security program. Our committee is charged with addressing or summarizing what security campus is provided (lighting, security cameras, blue phones, etc.). -appoint/create subcommittee to combine the various policies and procedures to get one comprehensive set of procedures for publication. -lighting and security camera are inadequate on campus and blue phones don't work.	1. Stephen and Phyllis will consult with Safety Committee to offer support and/or make recommendations. The plan should be prepared by the Safety Committee. 2. Phyllis and Stephen will check with Institutional Effectiveness Committee to clarify if this is part of FPC's charge.
Summary of progress for FPC 2016-17	Stephen Corlett	Time did not allow to discuss this topic.	
Statement on Process for Implementing changes to FMP	Stephen Corlett	Time did not allow to discuss this topic.	
Summary of 5 year plans from District-annual reporting to State 2010-2016. Next one Due June 2017	Stephen Corlett	Last report was handed out for review. Board submits an annual update due each June. Dr. Ikharo gave a brief explanation of how the District makes decisions about conditions at the District Facilities Committee. Typically the college president participates however the FPC should also be providing and update. Committee reviewed the report and agreed that several areas need to be updated including student center.	Stephen Corlett, Evelyn Lord, Alejandro Acosta, Chuen Chan and Peter Crabtree will work on 5 year plan. Send to Stephen Corlett and Phyllis by Wed (5/3). Phyllis will submit to District.
Membership of FPC and DFC for 2017-18	Stephen Corlett	Time did not allow to discuss this topic.	
MOTION	LOUIS QUINDLEN	Motion to extend the meeting by 10 minutes.	Motion approved by quorum.

Campus Safety Guidelines – Strategic Plan III.C.6 Develop Action Plan	Phyllis Carter	This topic was partially covered in Security on Campus item above.	
Goals for 2017-18 – preliminary view	Stephen Corlett	Time did not allow to discuss this topic.	
Meeting adjourned	Stephen Corlett		Meeting adjourned at 4:18pm.

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Notes:

Discussion regarding Facilities Master Plan:

- Steinberg's charges is to build upon the 2009 FMP. It is not clear if there will in-depth infrastructure assessment. While an assessment was performed as part of the Facilities Condition Index that was just a visual "clip board" inspection. We need to have the assessment done and who will do it.
- We are getting a comprehensive study on the leaks. Destructive testing is in process. This work is coordinated by Stephen Daniels.
- Infrastructure work group (mix of people from FPC and DGS) are focused on 5 key areas (Leaks, ADA/OCR, Pool, HVAC, Doors). Steinberg should have this list and do a comprehensive analysis of HVAC, Gas, Electric, Control System, Water etc.
- Data needs to be included on the major building systems but perhaps Steinberg doesn't need that to write the plan. Presumably they know that the infrastructure is in bad shape, they just don't have pricing attached to it and don't know how much worse the condition is now.
- If the facility master plan is our "ask" to voters in a bond measure, then we really need to focus on critical infrastructure needs. We have to fix the foundation before we can build new.
- Steinberg is focusing on the FTMP which would help support the potential 2018 bond initiative. We cannot wait another couple of years before getting this work done. We need to have action now.

Discussion regarding Safety and Security:

Suggestion to appoint/create subcommittee to combine the various policies and procedures to get one comprehensive set of procedures for publication. Discussion suggested that this is technically not part of our charge.

Regarding security: Cleary and state law require posting of robbery statistics. Laney website and District is data is outdated and data collected seems inaccurate and/or incomplete. Need updated statistics. Safety aid staff cut by 50%.

Discussion regarding 5 year plan:

Do we have any new items that should go on the list that would rank high on the state's ranking formula? We need a weekly load schedule / weekly scheduled contact to help determine if there are opportunities for state funds. How do the scheduled maintenance lists (14/15, 15/16, 16/17, 17/18 state lists), fixit list and other project lists tie into or inform this five year plan? This plan is for state funding for projects not for major repairs.

Discussion regarding District Facilities Committee:

Louis Quindlen doesn't want to be on the District Facilities Committee anymore. We will need a new faculty representative to serve in this capacity.