

Laney Facilities Planning Committee  
Monday, November 7, 2016  
2:30–4:00 pm, Room-T850  
(approved 11/21/16)

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

- I. Reviews/Updates
  - A. The minutes were approved by quorum.
  - B. Laney Facilities Update (Phyllis Carter)
    1. Student Center kitchens: there will be renovations done over the holiday break including the faculty offices and the remaining open items for both kitchens (Measure A funds).
    2. As a result of the ACCJC Self Study, a need was identified to have a college operations manager who would oversee custodial, mail room, store room and facilities. The IT department would report to the Director of Business and Administrative Services. The College Presidents are in agreement to move forward with the College Operations Manager position. The position will be funded by excess salary and parking lot fees. One oddity is that Trudy Largent is asking for the DAS for their input regarding this new position. That seems highly unusual and not in the purview of the DAS. This seems to be a delaying tactic and could potentially put the college in a position to lose that funding and in turn, the position. The college will also retain the Supervisor of Business and Administrative Services. The permission to advertise has been submitted to the District.
  - C. District Facilities Committee Update (Quindlen/Corlett) No District committee meeting since the last Laney Facilities Committee meeting. The meeting was changed to Thursday (11/10). Stephen cannot attend however Louis Quindlen will attend.
    1. A new district organization chart distributed at the Planning Budget Council (PBC) was shared. It now indicates a “Facilities and Technology Conference” which the facility and technology committees will report up to. The FPC committee has questions about the new organization chart and wants more clarification, including the roles and responsibilities and what authority each committee / conference would have and where are the colleges in this new proposal? It was suggested that the Chancellor’s proposal should go through the senate and college council.
    2. Stephen Corlett and Phyllis Carter will send a letter to the Chancellor asking for clarification and more information. One additional question is what is the reason / goal of this new organization – what is trying to be achieved / fixed? Once more information is available the FPC can discuss the proposal more completely and then perhaps take it to college council.
  - D. Update on Facilities Master Plan Timeline Steering Committee (Corlett)
    1. FPC has to review our committee goals. Perhaps one addition or adjustment needs to address how the committee participates in the facilities master plan update (there is already a goal to do the update however the concern is participation). This master plan is supposed to inform the next bond measure so it’s important for Laney to be included

in the conversation in a meaningful way. On the RFP, Laney is glaringly missing in a couple of areas (see scope of work from the RFP). Phyllis Carter and Stephen Corlett to draft letter to President regarding this urgent concern. Louis Quindlen to read statement at District Facilities Committee meeting stating the same concern. Stephen Corlett to check with Laura McCarty to see if there is a reason that Laney was not included.

2. A motion was made for Louis Quindlen to make a motion at the DFC meeting “to immediately amend the RFP to include Laney College in all aspects of the master plan”.  
**The motion was passed by quorum.**

E. Update on Space Inventory (Carter)

1. Facilities committee has a process for receiving requests for assignment of any unallocated space. Effective November 1, the District implemented new software (25Live) for managing space on campus including class scheduling and facility rentals/event scheduling. By February of next year it should be easier to create automated space inventory reports.
2. This past summer programs leaders for programs related to grant funds (Umoja, Transitions, Re-Entry) began trying to identify space for their programs. The process began at a time when the facilities committee was off for the summer. Phyllis Carter explained the recommendations made (as outlined on the space inventory document distributed). EV2 and E203 were have been assigned. A190, A270 and E205 are still available. The Tutoring Resource Center (TRC) will remain in EV1. Veterans Affairs will relocate to TRC and E257 will be restored as a classroom. A190 is being considered for the BioMan clean room. DGS is determine if the space can accommodate the mechanical and/or utility needs for the unit.
3. Concern was expressed that we follow the FCP process. We need to create the list of requests from program reviews and then notify anyone requesting more space of the available spaces so that they can then apply accordingly. The curriculum committee has an educational program development process for when a new program/ learning community is begin developed. The new program idea is supposed to be submitted to the curriculum committee so the information can be shared because part of the process is to identify the needs for a proposed new program. Stephen Corlett will follow up with Heather and the Curriculum Committee to discuss their current process and if it doesn't already tie into the FPC process a determination can be made as to how best to have a cohesive process.

II. Operational Items

A. Comprehensive Facilities Issues List Progress

The master facilities list of problems on campus compiled from feedback from past lists plus feedback from department chairs and faculty was provided to the FPC for review. There was discussion as to how the list was compiled and what will be done with the information once it's all collected. The committee is still working on collection with a goal to get as complete a list a possible and then create an action plan for addressing the repairs and/or facility concerns.

Meeting adjourned 4:05pm

Next Meeting 11/21/16 at 2:30pm

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