

Laney Facilities Planning Committee
Monday, October 17, 2016
Meeting Minutes and Notes
(approved 11/7/16)

Present: Stephen Corlett, Kim Bretz, Chuen Chan, Phyllis Carter, Seth Silberman, Jacqueline Burgess, Louis Quindlen, Amy Marshall, Peter Crabtree

Excused: Evelyn Lord, Alisha Alston, Trent Hanible

Unexcused: Alejandro Acosta

Guests: Leslie Blackie, Michael Wright

I. Reviews/Updates

A. Approve Minutes: The October 3, 2016 meeting minutes were approved (by quorum) with the following changes: Correct spelling of Stephen's last name to Corlett. Item B, line 4 "beyond the time"; Item B, third paragraph, last line: remove "is" (... "The money has to be...")

B. Laney Facilities Update: Moved on this item to later in the meeting when Phyllis Carter arrives. Phyllis Carter has requested a detailed list from DGS of what work was completed within the 30 day projects. They made major improvements to bathrooms however we'd like more specifics (such as which bathrooms were done); major work was done in cosmetology; there was other work done around campus as well so once DGS provides that list, Phyllis will share it with the committee.

-Locker Room – an RFP has been issued. Because of budget limitations, at this time they are primarily dealing with the OCR complaint. Phyllis discussed the committee's recommendation with the President to have the entire renovation project bid out and then if there wasn't a budget to cover the project, to just do the OCR work. It does not appear at this time that any action was taken on that recommendation. The concern is that doing only the OCR does not meet the needs of the College (students) and will not help support the new law requiring the campus to open showers to our homeless students for a period of time each day. Kim Bretz mentioned that we want to be sure that the plan includes swing space for both men and women locker rooms.

-IT upgrade has begun. Outdated servers and routers are being replaced. A new fiber optic infrastructure is being installed to provide more bandwidth to the College and support the new VoIP phone system.

-BEST Center is well on its way. It's scheduled to be open in the spring.

-Elevator project for the Tower – the contractor has been approved and is on board. Phyllis is working with DGS to adjust the schedule of work.

-The parking lot work has been moved to the summer.

-The plan is to restore the remaining tennis courts after the BEST center is complete.

C. District Facilities Committee Update: Stephen Corlett reported that there was a presentation by Chancellor proposing to combine IT and Facilities Planning Committees into one committee. While the goal seems reasonable as it relates to including IT in any new facility projects, it seems the goal could be accomplished by having representatives from each committee attend both committee meetings. The idea of the combined committees is for both the District and for the colleges. The committee was not in favor of the combination of committees. A motion was made to draft a resolution stating that the Laney Facilities Planning Committee is not in favor of combining the IT and Facilities Planning Committees. Louis Quindlen and Stephen Corlett will draft the resolution and distribute it to the Laney Planning Committee for review and approval.

Louis Quindlen reviewed the handout describing the timeline for the Master Plan. There was concern that most of the plan will be written over the summer. There is a one week time period allotted for

initial information gathering. It's important that we pay attention to the schedule. We should have the results of the election (state bond measure and Prop 55) and the facilities condition assessment report that will help inform the plan. Louis suggested Stephen request a copy of the facilities condition assessment report from the president as soon as it is available. It was noted that the schedule is labeled "Facility and Technology..." as if there is already a move toward combining tasks/committees. It appears that input from all departments / committees will be collected in one week, while classes are ongoing. Additionally, review time happens just before Christmas break when many faculty and staff may be on vacation. This information is going to drive important decisions moving forward including what will be included in the next bond measure so we will have to be vigilant and do what we can to be sure we have strong representation. Stephen Corlett will follow up with Laura McCarty regarding the schedule since what was distributed was marked as "draft".

- D. Status of Space Allocation Request for Bioman: Temporarily passed on this item waiting for Phyllis Carter to arrive.

Stephen Corlett indicated that A270 and A190 were two spaces that were of particular interest to determine if either of those rooms can be reallocated for the Bioman project. Leslie Blackie attended the meeting to determine how to move forward with the request for space for the Bioman. Leslie Blackie explained that their department made countless presentations for space to be identified for their needs. They are requesting space A190. There is a sense of urgency because they've identified a \$50,000 donation of a clean room but need the space. A190 is more conducive because it is on the first floor and there are heavy tanks. In order to further consider A190 for the Bioman project, it will need to be evaluated for utility and mechanical support required to support the Bioman unit. Leslie Blackie will resubmit the application to Phyllis Carter. Stephen Corlett already has a copy. Leslie expressed extreme frustration with the process because it seems that the department has followed the process to the best of their ability (and in compliance with instructions provided), but there seemingly is always some new hurdle to overcome. Additionally, it seems that some people are bypassing the committee altogether and going directly to the President to have their needs addressed more expediently. While she appreciates the process and doesn't mind responding to questions and providing any needed information, there has to be a way to get a definitive answer in a timely manner. Much of the prior process that was done was completed prior to Phyllis Carter and/or Amy Marshall joining the Laney College team.

Phyllis Carter suggested having a meeting to discuss only space requests. We could review available spaces and potential uses for each space. Additionally there may need to be some feasibility studies regarding specific uses.

II. Operational Items

- A. Stephen reviewed the Planning Committee membership and charge of the committee. There was discussion regarding items listed as part of the charge especially as it relates to space allocation, particularly if the college were to rent additional space off the current Laney Campus. Technically rented space would become a college resource so there is a question as to whether rented space would fall under the purview of the facilities planning committee. Another area discussed was the charge to "evaluates and documents the assignment of facilities with respect to adequacy for programs." The committee discussion included how the committee would carry out this particular charge and how it relates to the rest of the charges for the committee. The intent for this particular charge may relate to the needs of instructors for particular classrooms. Perhaps we need to revisit the charges for the committee because there doesn't seem to be a correlation or relationship between the state Fusion information, load calculations, enrollment management, etc. and the decisions that the committee may

make or the college committee's relationship to the district facilities committee. It was noted that if changes to the charge of the committee are made then that needs to go to the College Council.

The committee might want to add a statement such as "Recommends priorities to the College and to District General Services for long term and short term changes". In item I, we might want to add verbiage regarding load calculation and enrollment management.

Note: The committee returned it Item I) B & D after Operational Items. Notes are included accordingly.

A motion was approved by quorum to extend the meeting by 10 minutes.

Next Meeting is on November 7, 2016 from 2:30pm – 4pm.