



## Laney College Facilities Planning Committee Meeting

Meeting Minutes & Notes

August 28, 2017

2:30-4:30 pm, Tower 850

(approved 9/18/17)

**Chairs:** Stephen Corlett and Chungwai Chum  
**Note Taker:** Amy Marshall (8/28/17)  
**Members:** Peter Crabtree, Chuen-Rong Chan, Kim Bretz, Evelyn Lord, Jacqueline Burgess, Seth Silberman, Alejandro Acosta, Louis Quindlen, ASLC rep (TBD)  
**Absent:** Chuen Chan  
**Guests:** Stephen Daniels, Donald Moore, Ener Chiu, Menaka Mohan, Tammeil Gilkerson, Fred Bourgoin, Andrew Saephan

AGENDA ITEM	FACILITATOR(S)	DISCUSSION POINTS	RESULTS/FOLLOW UP ACTION and RESPONSIBLE PARTY(IES)
Introductions (10 minutes)	Corlett	Membership, committee charge	-Stephen Corlett to follow up with ASLC for student representation appointments. -Stephen Corlett verified absentee policy.
Approve Minutes from 5/1/17 Meeting (5 minutes)	Corlett	Approve minute from 5/1/17 (majority vote)	Minutes approved by quorum.
Oakland Chinatown Coalition (2:45-3:00 pm)	Ener Chiu	BART Plaza redevelopment – discussion, concerns, partnerships	Ener Chiu from East Bay Asian Local Development Corporation (EBALDC) discussed the Lake Merritt redevelopment plan and how it will affect Chinatown and could affect Laney.
City of Oakland Transportation Planner (3:00-3:15 pm)	Menaka Mohan	Pedestrian Safety Project at 8 <sup>th</sup> and Fallon, City of Oakland department of Transportation	Menaka Mohan from new Dept of Transportation (7/1/17) discussed new pedestrian plan that highlights high injury networks and intersections. 8 <sup>th</sup> & Fallon designated for an “intersection crosswalk” installation.

Facilities Updates <b>(3:20-4:00 pm)</b>	Corlett, Daniels	<ol style="list-style-type: none"> <li>1. Summer Projects – painting, whiteboards Smart Classrooms,</li> <li>2. Leaks – B quad,</li> <li>3. HVAC</li> <li>4. Pool</li> <li>5. OCR/ADA</li> <li>6. Doors</li> <li>7. Chemistry faucets and drains</li> <li>8. Locker Room ADA project</li> </ol>	<p>-Smart Projects – 65 rooms are being upgraded to “Smart Rooms”, including new technology, paint, furniture, whiteboards, screens, shades and keyless entry.</p> <p>-Leak remediation – Stephen Daniels reported that final pricing and contract and pending. They are hoping to start soon after Labor Day. The contractor will start on the B quad. Remaining quads will hopefully begin in summer 2018.</p> <p>-HVAC – in depth study done on building A. Outlined 12 projects (several capital projects). 3-4 of these can be done within the allotted budget.</p> <p>-Pool - See Tammy Marchand report distributed for recap on doors, faucets and various other topics.</p>
<b>Motion</b>		<b>Motion to authorize a full scope plan and build for remodel of the women's locker room that would incorporate the OCR complaint (approximate \$7 million budget).</b>	<b>Approved by quorum</b>
ACCJC Midterm Report Progress (5 minutes)	Corlett	Summary of AIP 4,5,6 progress and work to be done.	Discussion of midterm report. Stephen will follow up with committee members where assistance is needed.
Infrastructure Working Group Updates (5 minutes)	Corlett	Summary of upcoming meeting	The Infrastructure Working Group did not meet over the summer. Once a month emetings will commence again in September.
Further Updates	Corlett Daniels Gilkerson	<ol style="list-style-type: none"> <li>1. Using Teamwork.com as a resource for committee work.</li> <li>2. Need a representative to serve on the</li> </ol>	<p>Time did not allow to cover all of these topics.</p> <p>-Stephen Corlett advised that we now have</p>

	Acosta	<p>Technology committee and they need a representative for our committee – the new collaboration.</p> <ol style="list-style-type: none"> <li>3. Need to discuss the official 2017-2018 Goals</li> <li>4. Review (prepare) the master calendar of events for the committee up to May 2018.</li> <li>5. Need to decide on a note taker.</li> <li>6. Need a Space Allocation process for the Tower.</li> <li>7. Upcoming Landscaping Architecture decisions for Quads</li> <li>8. Furniture will be replaced this December - ~60 rooms – mix of chairs and tables – from survey results.</li> </ol>	<p>engineers assigned specifically to our campus so that should help response time to issues.</p> <p>Time did not allow to cover most of these topics. They will be included on next meeting agenda.</p>
Meeting Adjourned (4:31pm)			Next Meeting September 19, 2017 2:30-4:30 T850

**Notes:**

- There was a suggestion to have a “public comment” item on the agenda.
- Regarding committee membership and charge: Reviewed the absentee policy- if a member misses more than 3 meetings, then a replacement for that member could be sought. The committee has the capacity to add members. It was suggested to have an orientation for new student members of the committee.
- Regarding meeting dates and times: meetings will be the first and third Monday of each month. A ½ hour was added to the meeting time so meetings will now run from 2:30pm – 4:30pm.
- Regarding the Oakland Chinatown Coalition: Lake Merritt BART - redesign plaza and build large office building. EBALDC and the Coalition worked on a study over the past 8-9 years to formulate their plan for Chinatown. Ener will send a copy of the open letter they sent regarding their BART station redesign plan. He also mentioned the Oakland A’s stadium project. If selected that would have a dramatic effect on the Chinatown/Laney area.
- Regarding the City of Oakland transportation. Menaka talked about some changes/ improvements that could be done quickly with high impact such as the intersection of Harrison and 23<sup>rd</sup> where one can see a giant purple painted “bulb out” that was in response to a pedestrian that was killed 6 months ago. There were some lane adjustments in addition to the painting. The goal was to make the crosswalk more visible and safer.

Another intersection near Laney is 8<sup>th</sup> and Fallon. It is a dangerous intersection because of the design and low visibility. They are creating an “intersection crosswalk” which will be striped (painted) with high visibility white lines. Also proposing to install another stop sign and possibly a yield sign. They are also considering a possible painted area such as the 23rd & Harrison intersection. That might be an opportunity for Laney students / Art Department to get involved.

Also working on an initiative “Paint the Town” that would allow residents to “reclaim” parts of streets in Oakland and paint/design them. There was also a brief discussion regarding the crosswalk from the student/faculty parking lot including the stop light timing and paving. Last, but not least, Menaka mentioned that the City will begin work on a new bike plan. Menaka will email her presentation to Stephen Corlett for distribution.

- Facilities issues: Donald Moore asked about how to get to "normal" giving two examples of the smell in the library and Tower and the oppressive heat in the Tower. There are two important issues to recognize – the first being if the issue has been previously reported it shouldn't be presented as “new” by DGS. The other is there should be a plan to deal with things such as the power outage so that if power or building systems go out on a weekend, there should be a system for engineers to be notified so that it's not a surprise on Monday morning. There isn't some normalcy in how people respond to things, how facilities are communicated out to the campus community and finally how we hold DGS or responsible parties accountable. The committee will keep this topic in mind.
- Regarding the Classroom project: The project is moving along. The painting is complete, most of the whiteboards have been installed, technology part is being completed at the rate of 2 rooms per day. Furniture should be installed over the Christmas holiday. Due to the timing on contracts and lead times for hardware, furniture and fixtures the project was not able to be completed prior to the start of the semester. There was an inquiry as to when the college may replace faculty office furniture. For offices outside of the Tower, if the replacement furniture is not on any list, it should be added so that it can be addressed at some point.
- Regarding leak remediation: There will be a second phase that will include F, G and A. More investigation will be needed. Planning is needed to consider what to do about all of the classes that will be affected by phase II. Donald Moore asked about the plan to replace the tarp and hose set up in many rooms that leak. He stated that faculty do not want to go through another semester with the tarps and hoses and hopes whatever the temporary replacement solution is implemented soon because faculty won't stand for another semester of the tarps and hoses. Evelyn mentioned that there are still leaks in the library that don't seem to be covered in the remediation plan and would like to know what the plan for leak repair in the library.
- Regarding HVAC – many of the HVAC units have exceeded their useful life by many years. That coupled with the poor infrastructure make the HVAC project a very expensive proposition. We don't have a preventative maintenance schedule, replacement costs or a plan for system wide improvement. Steinberg should have a comprehensive replacement plan and we need to have the cost associated with it. The topic of Opterra and their presentation on the replacement of HVAC equipment was discussed. It was suggested that our HVAC equipment is probably even worse because DGS does not seem to do regular preventative maintenance.
- Discussion of the locker room project – this was prompted by an OCR complaint. The correction is way overdue. The President has heard from end users and the group agreed to revisit the plan. Taylor Design will prepare 3 designs based on meeting with end users.