



## Laney College Facilities Planning Committee Meeting

### Meeting Minutes and Notes

September 18, 2017  
2:30-4:30 pm, Tower 850  
(approved 10/2/17)

**Chairs:** Stephen Corlett and Chungwai Chum  
**Note Taker:** Gery Gilbert  
**Members:** Peter Crabtree, Chuen-Rong Chan, Kim Bretz, Evelyn Lord, Jacqueline Burgess, Seth Silberman, Alejandro Acosta, Louis Quindlen, Stephen Holloday, Taheem Bahram  
**Guests:** Gary Albury, Sadiq Ikharo, Tammy Marchand  
**Absent:** Stephen Holloday, Peter Crabtree

AGENDA ITEM	FACILITATOR(S)	DISCUSSION POINTS	RESULTS/FOLLOW UP ACTION and RESPONSIBLE PARTY(IES)
Introductions (5 minutes)	Corlett	2 new members from ASLC, note taker	Gery Gilbert, note taker, introduced.
Approve Minutes (5 minutes)		Approve minute from 8/28/17 (majority vote)	Minutes approved by quorum
<b>Motion</b>		<b>The entire women's locker room will be renovated.</b>	<b>Motion passed by quorum</b>
LIWG updates		Laney Infrastructure Working Group meetings start on 9/21/17.	No action taken.
ACCJC Midterm Report updates (5 minutes)	Corlett	Assignment of parts.	Tasks to be assigned at next meeting (10/02) No documentation received. No updates.
Calendars		Review the Work and Meeting Calendars - vote	Official meeting calendar-1 <sup>st</sup> and 3 <sup>rd</sup> Monday of each month—Last Meeting, 12/04/17
Space Allocation Application		Review a request for space allocation for common space in T-613	Amy Marshall to review applications for common space (T-613) for next meeting.
Facilities Updates (30 minutes)	Corlett, Marshall, Acosta	<ol style="list-style-type: none"> <li>1. Summer Projects – painting, whiteboards Smart Classrooms,</li> <li>2. Leaks – B quad started</li> <li>3. HVAC – what to do</li> </ol>	Steve Corlett is still waiting for list to show the status of updates re: doors. Leaks-B quad- Leak remediation approved. Repair schedule unknown. HVAC- per Steven

		<ul style="list-style-type: none"> <li>4. Pool – update</li> <li>5. OpTerra progress</li> <li>6. Doors - update</li> <li>7. Chemistry plumbing – update</li> <li>8. Oakland A’s stadium issues</li> <li>9. Furniture update</li> </ul>	Daniels-10 different recommendations currently working on 3 items. Pool chlorinator is close to completion (9/25-9/29.) Pool Heater—approximate completion December 2017. Shades have been approved by the Board.
9/28Goals for 2017-18 (30 minutes)		Set goals for 2017-18, review committee evaluation survey results from 2016-17.	Committee to review document and discuss in the next meeting.
Motion		To extend meeting by 5 minutes	Approved
Further Updates		<ul style="list-style-type: none"> <li>1. Teamwork.com</li> <li>2. Need a Space Allocation process for the Tower.</li> <li>3. Upcoming Landscaping Architecture decisions for Quads</li> </ul>	Committee has access to Teamwork.com website by invitation.
Next Meeting		<b>October 2, 2017, 2:30-4:30 pm T850</b>	
Meeting Adjourned	<b>4:38</b>		

Notes: Shades have been approved by the Board for Smart Technology rooms-Only. They will be installed over the Christmas holidays. Board also approved: whiteboards, keyless locks, projectors and new furniture. Plumbing-A bid is out to repair the plumbing in the Chemistry Department. Painting- The trim should have been included when classroom walls were painted. Gender Neutral Restrooms—All single toilet restrooms are gender neutral restrooms. Temporary signage is in place. Amy will do further research on how to designate multi-toilet restrooms. District is working on permanent signage. Recommendations: Show side-by-side documents in order to see what is completed, pending, etc. The committee should be able to see what still needs to be done. Documents to be sent out one week prior to next meeting.

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FMP –the District has requested the final prioritized list however the College is still waiting for additional information/updates from Steinberg. Committee had questions regarding developments in the neighborhoods such as the BART office building construction, Brooklyn Basin, and stadium etc as it relates to the master plan. Also curious if the end users will have a chance to review before the final plan is approved.

ACCJC – Midterm report due March 2018. Draft document distributed. Working on safety security update with Business Office – mostly procedural. Please review. Remaining open items will be assigned at the next meeting.

Calendar – There was discussion about the January and February meetings. Some changes made and new calendar will be distributed. In February the committee will meet on the 12<sup>th</sup>. Program review / APU prioritization will need to be prioritized by this committee.

5 year plan. The Facilities Committee will work on this document over the coming months. District submits a 5 year plan to the state by July 1st. It has to tie into the Facilities Master Plan. The 5 year plan prioritizes the items in the FMP.

3 processes for space allocation. The documents have been updated with correct contacts and website information. These applications are for outside of the program review process. There was discussion to agree on a cutoff date because the FPC doesn't meet over the summer. There is a stipulation that urgent issues can be addressed by the President's office if submitted when FPC doesn't meet (over the summer). There are three pending applications including one for the Social Justice Center, one for A190 and one for the art project. Note: Donald Moore indicated that the 4<sup>th</sup> 5<sup>th</sup> 6<sup>th</sup> floors are faculty floors. Social Justice Center is a "student" center. Faculty senate voted to approve this use.

Leak remediation is going to start in the Upper B quad. The campus community will be notified once the schedule is provided. An item that the committee will need to deal with is landscaping because the quads will have to be landscaped in some way after the leak work is completed.

The furniture purchase from the classroom project was pulled from the agenda because the package wasn't complete. It will be resubmitted for the October board meeting.

Gender neutral bathrooms need to be reviewed to be sure any bathroom designated is truly a gender neutral room. There is at least one multi-stall room that is designated as gender neutral.

Committee goals – please review the committee goals because we will finalize the document at the next meeting.

Teamworks – we have a lot of documents that have been uploaded into Teamworks. Everyone has been invited. If you did not accept your invite or need assistance, please contact Amy Marshall.

Addendum- Space Allocation Process- In the space allocation process, it was discussed that if available space is identified, public notice should be given to **ALL** parties that have requested space.