

**Meeting Notes**  
**Laney Facilities Planning Committee**  
**Feb. 5, 2018 (2:30 – 4:30 pm, T-850)**  
(approved 3/19/18)

ATTENDANCE

Present:

Stephen Corlett, Gary Albury, Louis Quindlen, Evelyn Lord, Seth Silberman Alejandro Acosta, Kim Bretz, Amy Marshall, Chuen-Rong Chan, Chungwai, Chum, Jacqueline Burgess

Guests:

Fred Bourgoin, Stephen Daniels, Kelle Lynch-McMahon

APPROVAL OF MINUTES

The minutes from the previous meeting were approved.

PUBLIC COMMENTS

There were no public comments.

FACILITIES UPDATES

B Quad Update: Stephen Daniels reported that the B Quad leak remediation project is complete. The classrooms and writing center have been released for use. The debriefing took place last week to help inform the next projects in the A, F and G Quads. Other areas will also be addressed (e.g. Library, Tower, Student Center, etc.)

Keyless Entry Update: The Field House and Art Center will be beta test sites. The door hardware has arrived. Training for IT staff will take place this Friday and for the installers the following week. After that the beta testing will begin. The system will provide alarms for unlocking and tampering. It will also allow us to lock doors in emergency situations. All the doors have a battery so they will still function if there is a power outage.

Smart Classroom Update: Smart classroom list and Stephen will post it in the folder for today's meeting.

Locker Room update: Kelle Lynch-McMahon shared plans for the Laney College Locker Room project. The budget is \$7 million. There are two phases that will be completed within the \$7 million budget. Additional requests in the plan will be part of a phase 3, but there is not yet funding available.

Facilities Master Plan Approval: The Board approved the Facilities Master Plan at its last meeting. The committee raised questions about the district's portion of the plan because the district facilities projects were never discussed at the district facilities committee. There is a proposal for a new District

Administrative Center that could be located anywhere in the District. There is also a planned Genomics Institute that will not be affiliated with a college. Evelyn will prepare questions regarding the District facilities projects that the Facilities Committee can forward for further clarification. There was also discussion about a check list that would provide information to the Facilities Planning Committee on whether or not project managers have met with stakeholders.

Maintenance Connection Link: There is now a link that allows the college to see the status of any work order. Stephen will post the link to the Facilities website.

20-Day Projects: The College is allowed to use outside contractors for up to an aggregate of 30 days (including summer) each fiscal year. There is no limit to the number of contractors on each day. The only work that has happened so far is power-washing. Amy will post the project list to the website. The list is due by the March or April meeting.

#### DISTRICT FACILITIES COMMITTEE MEETING

Neither Stephen nor Louis was able to attend last week's special meeting. Stephen read from the Total Cost of Ownership (TCO) guidelines draft, including comments that Louis and Stephen made that were added to the addendum..

The Resolution on Funding 2% of General Fund was forwarded but needed further guidance. Any monies found should come from the District.

There will be a Fusion training on Friday, March 9 at Fullerton. Amy will attend.

#### FACILITIES PRIORITIZATION

APU Form C submissions from fall program updates need to be prioritized.

#### FACILITIES REQUESTS

We need to ensure that the process is fair for everyone. The work group will come back to the committee with recommendations on the process.

#### FPC SELF-EVALUATION

Seth presented a brainstorming worksheet on how to improve meeting efficiency. One suggestion is to identify a designee for time-management during meetings. More background on resolutions would be helpful. There is a Teamwork add-on available. Folders for individual meetings are helpful. Tags on documents can help for finding documents.