



Laney College Facilities Planning Committee Meeting

MINUTES

February 12, 2018*
 2:30-4:30 pm, Tower 850
 (approved 3/5/18)

Note Taker: Seth Silberman

Members: Stephen Corlett , Chungwai Chum, Kim Bretz, Evelyn Lord, Jacqueline Burgess, Seth Silberman, Alejandro Acosta, Amy Marshall

Absent: Louis Quindlen, Stephen Holloday, Gregory Schwartz, Gary Albury, Chuen-Rong Chan

AGENDA ITEM	DISCUSSION POINTS	NOTES
Approvals (5 minutes)	Approve Agenda and minutes from 2/5/18 (quorum = 50%+1 = 7 votes)	Minutes and agenda approved
Public Comments (15 minutes)	Public Comments (5 minutes each)	There were no public comments
Facilities Updates (30 minutes)	<ol style="list-style-type: none"> 1. 30-day projects – review current and future projects 2. 5-year plan and FMP 	<p>30 day projects: Need to be completed within 30 days in a calendar year. 17-18 list must be completed by end of June. 11 days have already been used. Some projects are recurring annually on the list (i.e., Pressure washing/painting). Items that could possibly qualify for 30 day project list should be submitted for review-district will decide if they are appropriate for 30 day list. Some ideas were ceiling tile fixes, carpet issues, and door painting. Committee discussed ways to educate campus community on submitting work requests. Possibly flex day training suggested.</p> <p>There is new signage going up in bathrooms and stairwells with a text hotline to submit issues/photos of problems.</p> <p>5 year plan: Committee needs to begin planning for submission of plan to submit to state FUSION. 5 year plan will be needed for submission sometime after April. It is a mechanism for releasing state budget for projects.</p>

		Upcoming FUSION workshop may help guide the 5 year plan.
Facilities Prioritization (10 minutes)	Facilities Prioritization. Compiling the list from APU Form C.	All of the FORM C's have been compiled with more standardized formatting and file naming made available on teamwork. Items on APU's that fall in to the repair/clean/equipment need to be transferred to work orders, fix it list.
FPC Membership (20 minutes)	Revision of FPC membership (action item)	Motion to change FPC committee co-chairs passed by quorum. The new Co-chairs will now be Director of Facilities and Operations and Appointed faculty. Amy Marshall is the new co-chair with Stephen Corlett under new membership model- leaving one classified staff vacancy.
Facilities Requests (15 minutes)	<ol style="list-style-type: none"> 1. Subcommittee on Application Process - update 2. Standing requests for space (action item) 3. Updates to list of facilities requests from APUs 	Motion passed to recommend temporary arrangement for Social Justice Center to share EV3 with other programs (Asi Se Puede/LatinX) Draft of a Space Allocation Flow Chart was reviewed. Chart outlines space allocation process.
Next Meeting	March 19, 2018, 2:30-4:30 pm T-850	

Meeting adjourned 4:50pm