



## Laney College Facilities Planning Committee Meeting

### MINUTES

March 5, 2018\*

2:30-4:30 pm, Tower 850

Membership – Laney Facilities Planning Committee (FPC)							
Name	Role		Name	Role		Name	Role
Stephen Corlett	Co-chair (Science Faculty)		vacant	Classified		Kim Bretz	Faculty (KIN/Athletics)
Amy Marshall	Co-chair (Business)		Seth Silberman	Classified		<i>vacant</i>	Student rep (ASLC)
Gary Albury	Director, Student Activities (Admin)		Alejandro Acosta	Classified		Stephen Holloway	Student rep (ASLC) x
Chuen-Rong Chan	Dean of Liberal Arts (Admin)		Jacqueline Burgess	Faculty (Arts)		Louis Quindlen	At large (CTE Faculty)
Seth Silberman	Note-taker		Evelyn Lord	Faculty (Library)		Gregory Schwartz	At-large (Science Faculty) x

**Guests: Larry Chang, Donald Moore, Derek Pinto, Tammeil Gilkerson**

AGENDA ITEM	DISCUSSION POINTS	RESULTS/FOLLOW-UP ACTION
Approvals <b>(5 minutes)</b>	Approve Agenda and minutes from 2/5/18 (quorum = 50%+1 = 7 votes)	Approved by quorem, lq, jb second
Public Comments <b>(15 minutes)</b>	Public Comments (5 minutes each)	No public comments
Facilities Updates <b>(30 minutes)</b>	<ol style="list-style-type: none"> <li>1. 30-day projects – review current and future projects</li> <li>2. Keyless entry</li> <li>3. Doors</li> <li>4. Shades</li> <li>5. Chemistry Faucets</li> </ol>	See notes 6-10 below
DFC Update <b>(15 minutes)</b>	<ol style="list-style-type: none"> <li>1. 5-year plan and FMP – top five list</li> <li>2. Scheduled Maintenance</li> <li>3. 2% funding resolution</li> <li>4. TCO Guidelines – develop annual requirements</li> </ol>	See 11-14 below
Facilities Prioritization <b>(10 minutes)</b>	Facilities Prioritization	Spreadsheet of new APU ranking is up in teamwork. Needs to be graded by rubric by friday. Another document shows items that did not qualify for requests.
FMP Updates <b>(5 minutes)</b>	Review FTMP – next board meeting for final approval. (draft version at website)	
Facilities Requests <b>(15 minutes)</b>	<ol style="list-style-type: none"> <li>1. Subcommittee on Application Process - update</li> <li>2. Updates to list of facilities requests from APUs</li> </ol>	
Next Meeting	<b>March 19, 2018, 2:30-4:30 pm T-850</b>	

JB, AM Second, extend meeting 10 minutes.

MEETING ADJOURNED, 4:46

Notes: L. Quindlen requested update regarding oakland pedestrian plan follow from august meeting presentation. Contact abel guillen and ask President Gilkerson to draft request for pedestrian safety (s. corlett). Include board of trustees.

#### FACILITY UPDATES:

6. 30-day projects – review current and future projects: carolyn tyler 30 day contract manager at district. New projects-painting outside mechanical equipment and painting exterior doors. Power washing completed-needs to be done on more regular basis. Campus power washer being repaired. Door replacement status (JB) Student center/field house next to be replaced. Floor cleaning/mopping schedule being reviewed. Graffiti in bathrooms in art center still needs to be painted over.
7. Keyless entry: 3 doors completed at field house. Panic hardware doors not installed. Wifi with backup in door. Redundant system with backup. Information loaded in to the door at the business office, with district having a super user also. Is there a layer for faculty to see their access (kb) lost keys can be turned off (AM). Gives many battery status warnings on doors. Goal for completion by end of semester. Hiring outside consultant to assist in installation (pending approval).
8. Doors (marshall). Difficult challenge- list of doors has been changing. Finalized list including change orders pending. IMC/Theater/SS some doors replaced. Field house sliding glass doors march 12<sup>th</sup>. Painted included in subsequent doors. Theater window and doors looking for contractor.
9. Shades- shade phase 1- 99% complete. Status of B207 shade? Currently has slats. Still needs completion. Black out in a275 physics still needed. District management funded out of measure A (LQ)? Is laney paying for district measure A project managers?
10. Chemistry Faucets Pre construction meeting last friday. Work to be completed during semester/spring break/summer sessions.

KB- paying vendors? Why are vendors not getting paid?(KB) Bonnie James and associates working with district to remedy billing problems. Getting paperwork. Work being completed without a contract and needing board approval. Chancellor approval? Trying to go through the board process. ACCJC changing purchasing/quotes/bidding processes. Enforcing new rules. Looking for new broken window contractor after other contractor used allotment. Faculty furniture renewal? Process of replacing office furniture. Check with Pres. Gilkerson and College council.

#### DFC UPDATES:

11. 5-year plan and FMP – top five list (Corlett) Final vote at next board meeting on FMP. Review FMP next meeting and come up with top five. LQ request current load numbers in fusion. State square footage audit on regular basis.
12. Scheduled Maintenance
13. 2% funding resolution: Subcommittee needed to investigate where to pull money for scheduled maintenance. (Donald Moore) PBC 18-19 budget development process- some new processes for developing budget allocation to include shared governance.
14. TCO Guidelines – develop annual requirements (corlett). Revision to total cost of ownership guidelines...no auditing of practices/ adhering to standards.

More background requested on plan for COA gymnastics building to be run by district? (A. Acosta).

Facilities Prioritization:

15. List of APU items that don't need to be on committee rubric. Items that are already being processed or items that are work orders or maintenance requests.  
Also a ranking of new APU items is in teamworks ready to be scored. The laney fix-it list is the go to resource to submit repair items to district.
16. Space allocation flow chart: next draft was presented (Corlett)