



# Laney Facilities Planning Committee Meeting MINUTES

**Monday, October 21, 2019**

**3:00-5:00 pm, Tower 850**

(approved 11/4/19)

Membership – Laney Facilities Planning Committee (FPC) - 2018-2019							
Name	Role		Name	Role		Name	Role
Stephen Corlett	Co-chair (Science Faculty)	√	Larry Chang	Classified (BEST center)	√	Myron Franklin	Faculty (CTE)
Amy Marshall	Co-chair (Business)	√	Seth Silberman	Classified (Science)	√	Zachary Domingo	Student rep (ASLC)
Neil Burmenko	Director, Food Service	√	Robert Clark	Classified (CTE)	√	<i>vacant</i>	Student rep (ASLC)
Peter Crabtree	Dean CTE	x	Scott Godfrey	Faculty (Political Science)		Doug Bruce	At-large Faculty (CTE)
Seth Silberman	Note-taker	√	Evelyn Lord	Faculty (Library)	√	<i>vacant</i>	At-large Classified

Quorum = 50%+1 (7 votes)

AGENDA ITEM	DISCUSSION POINTS	NOTES
Approvals	<ol style="list-style-type: none"> <li>1. Approve current agenda and minutes from 10/7/19</li> </ol>	<p>Agenda approved, (RC, LC second) Minutes approved (RC, ZD second)</p>
Public Comments	<ol style="list-style-type: none"> <li>2. Open comment period (5 min. max)</li> </ol>	<p>No public comments</p>
Updates	<ol style="list-style-type: none"> <li>3. Fire watch</li> <li>4. Update loaded in Teamwork</li> <li>5. Updated Facilities Request Procedures document</li> <li>6. Work-order process</li> </ol>	<p>3. Firewatch: Most of repairs completed and waiting for OFD reinspection. 5. Facilities request procedures updated draft: Outdated information on document. Needs to be updated to align with work orders document. Work order document also needs updating with new draft (with new links and documents loaded to facilities website) 6. Work order process: Call/email business office, or text the bathroom help line. All of these have the business office generate a new work order in maintenance connection. Engineers are then dispatched to check on request. If engineers are unable to complete repair outside contractors are called in. Confirmation email is sent after completion.</p>
Program Review	<ol style="list-style-type: none"> <li>7. CPR/APR rubric – Council approved version</li> </ol>	<p>Resource request ranking rubric uploaded in teamwork and has been approved by college council. Will be submitted by 12/20/19, will need committee ranking by February.</p>
Accreditation	<ol style="list-style-type: none"> <li>8. Standard III.B – Facilities –</li> </ol>	<p>Rudy and Chris submitted a timeline for accreditation process. Available in teamwork. 12/2019 initial draft due. 1/2021 Submission of final draft to ACCJC, 3/2021 campus visit.</p>

	Timelines and tasks	Survey to ask campus input? General facilities survey? New aspect of accreditation- trying to show improvements rather than deficiency. Looking for evidence that relates to whether the standards are met.
FPC Goals	9. Subcommittees and tasks assignments 10. Constituency Report Back Form	9. Sign ups for subcommittee assignments. Need to sign up for different roles. 10. Report back form: a method to submit input from different groups to submit concerns to a participatory governance meeting. Form has secondary space for a response from participatory governance meeting that it is presented to.
DFC/ Bond items	11. Proposed Bond Distribution 12. Facilities planning and staging – building assignments 13. Space Inventory summary 14. Laney Theater ADA project	12. Showing summary of programs and services that will inhabit new facilities. Preliminary document to discuss possible programming of new facilities.
Summary points	15. "Reporting-out" highlights from FPC	
Meeting Adjourned	16. Next meeting on Monday, 11/4/19	Meeting adjourned 5:04pm