



Laney Facilities Planning Committee Meeting MINUTES

Monday, April 6, 2020

3:00-5:00 pm, Zoom Meeting (online)

(approved April 20, 2020)

Membership – Laney Facilities Planning Committee (FPC) – 2019-2020							
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)		<i>vacant</i>	Student rep (ASLC)
Neil Burmenko	Director, Food Service		Robert Clark	Classified (CTE)	X	<i>vacant</i>	Student rep (ASLC)
Peter Crabtree	Dean CTE	x	Doug Bruce	Faculty (CTE)		<i>vacant</i>	At-large Faculty
Seth Silberman	Note-taker		Evelyn Lord	Faculty (Library)		<i>vacant</i>	At-large Classified

GUESTS: SHARON SERRANO, ALEJANDRO ACOSTA, KIM BRETZ

AGENDA ITEM	DISCUSSION POINTS	NOTES
Approvals	1. Approve current agenda and minutes from 3/2/20	Minutes approved, EL, AM second
Public Comments	2. Open comment period (5 min. max per speaker)	NONE
Committee Charge & Goals	3. Review Charge & Goals 4. Committee Membership 5. 2020-2021 Schedule Maintenance 6. 5-Year Capital Outlay Plan (5) 7. Boarddocs access for committee members	3. Review of committee scope of work document and FPC Goals for 2019-2020. Updates on goal progress as it relates to our 4 goals. Sharon Serrano, design planning manager. List of names who should be involved with specific projects wanted. Setting up communication trees through campus business and facilities managers. Committee wants to assign stakeholders for subcommittees. Assessment survey will be sent out soon. Hopefully we can submit and review by next meeting. EL, Input in to restrooms of LLRC wasn't taken in to account with regard to restroom format. Wasn't addressed to stakeholder group. Changes to space allocation also reconfigured without stakeholder input. Redesign after budget checks still needs further review from stakeholders. SC- Contact list of stakeholders to be given to district representatives. 4. Review membership make up. Lots of vacancies currently. 5. 2020-2021 Schedule Maintenance. List due to district by April meeting, to get ready to submit to state to June/July. Next district FPC isn't for another month. Table until next meeting. 6. 5 year plan. Need to prepare this years suggestions for revisions to submit to state in June. Update plan with new information and addition of the theater. Student center plan needs to be discussed also.

		<p>7. Access to boarddocs? Look forward to access being sent to committee members. Minutes and agenda migrating to boarddocs.</p>
<p>Updates</p>	<p>8. Facilities update 9. Lake Merritt Community Tuff shed relocation request 10. Operating under COVID-19 limitations</p>	<p>8. Facilities updates. PIO has a flyer being prepared. Off of fire watch. Wayfinding project finished. New signage implemented. Construction update, Eagle village being moved to tennis courts. Central plant being updated also. Progress on BEST center fencing? Status of windows? 9. Lake Merritt tuff shed request to move to overflow parking. Kaiser about to start their work-looking to relocate tuff sheds. Community established for over a year. What data available? How many residents are students? New community at 5th and Oak also. 10. Access to campus limited to Monday/Wednesday 10AM-2PM access. Mail also available in those windows. Plans being made for May meetings. Ray and associates contracted to sanitize campus. Custodians Mon-Thur on campus to cleaning. Limited availability of engineering. Wiping down door handles and light switches on checklist. Ray and associates sanitizing entire district facilities. Contact time for sanitizing products? Info session with custodians? Cleaning before and after every access day to sanitize areas where staff are present. Custodians have had trainings.</p>
<p>Accreditation</p>	<p>11. APR/CPR – recap for IEC (what needs to be fixed for next year’s process). 12. Facilities Survey for Laney faculty, students, and staff – still doing this? 13. Standards III.3.B evidence from district submitted for first draft</p>	<p>11. Finalized list and presented. There has been a discussion already with the president. Timeline was too short. Having to cross reference with the source material was cumbersome. Some redundancy since it was reviewed before document was shown to us. Validation step was a blockage to have list in time. List was sorted and categorized in a confusing manner. Difficult to find which committee to submit to. KB-IELM looking to move a year in advance. List was not going to be funded till the following year. Narrow window to make purchases due to IELM approval timeline. Releasing funds at beginning of academic year makes more sense. Half of requests were funneled to work order system rather than APR/CPR ranking. EL- Shift to annual update system rather than new submissions every year (4 year cycle maybe.) SC-Better system would be keeping track of all requests and departments would know the requests are archived/saved. Broadcast list of current requests so people know what to add and what is already submitted. Template was not flexible enough to add specific information. Have area just for facilities and other areas. Online form needs adapting.</p>

		<p>Universal rubric was found to be not appropriate for all areas.</p> <p>KB-Access restricted to only department chairs? Limited transparency in what was requested and what was submitted. Master list would be helpful to see what is on file.</p> <p>SC- previous program review was not restricted to dept. chair and document could be shared more widely. Also made it more difficult to establish division of labor.</p> <p>Limited access was problematic. Everyone's bio was asked for, eg.</p> <p>AA- pdf of all APU/CPR available from VPI.</p> <p>Context was lost with the way information was pulled.</p> <p>District provided a template without enough consultation to campuses. Template was inflexible after district created it.</p> <p>Summary of comments to be submitted to IEC by SC/AM.</p> <p>12. Status of survey for accreditation? Survey was not finalized. College should be doing a survey. Might be a good idea to play for an annual survey at the start of next academic year.</p> <p>13. Accreditation draft for ISER available. District provided robust response to III.3.B. A lot of information already available in first draft. Document will be available by next meeting.</p>
Summary points	14. "Reporting-out" highlights from FPC.	
Meeting Adjourned	15. Next meeting on Monday, 4/20/20, 3pm – 5pm	

Zoom Meeting Details

Topic: Laney Facilities and Planning Committee

Time: Apr 6, 2020 03:00 PM Pacific Time (US and Canada)

Join from PC, Mac, Linux, iOS or Android: <https://cccconfer.zoom.us/j/748886202>

Or iPhone one-tap (US Toll): +16699006833,748886202# or +13462487799,748886202#

Or Telephone:

Dial:

+1 669 900 6833 (US Toll)

+1 346 248 7799 (US Toll)

+1 312 626 6799 (US Toll)

+1 646 876 9923 (US Toll)

+1 253 215 8782 (US Toll)

+1 301 715 8592 (US Toll)

Meeting ID: 748 886 202

International numbers available: <https://cccconfer.zoom.us/u/acO5XIZeLH>

Or Skype for Business (Lync):

SIP:748886202@lync.zoom.us