**Berkeley City College – Facilities Committee**

**December 4, 2015**

Present: Shirley Slaughter (Co-Chair), Sarah Levin (ASBCC), John Pang, Johnny Dong, Joe Doyle, Samuel Gillette, Vincent Koo, Ralph Smeester, Jennie Braman

Guests:

Absent: Diana Bajrami (Co-Chair), Lynn Massey, Kelly Pernell, Willard Cheng, Joshua Boatright, Ramona Butler, Windy Franklin, Cynthia Reese

Recorder: Joanna Louie

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| **Agenda Item** | **Discussion** | **Follow-up Action** | **Decisions (Shared Agreement/Resolved or Unresolved?)** |
| Call to order | Call to order- 12:30pm  Facilities Committee 2015-2016 Schedule- please mark your calendars!   * ~~Friday,~~ **~~November 6~~**~~, 2015 12:15-1:30pm room 451~~ * Friday, **December 4**, 2015 12:15-1:30pm room 542 * Friday, **February 5**, 2016 12:15-1:30pm room 451 * Friday, **March 4**, 2016 12:15-1:30pm room 451 * Friday, **April 1**, 2016 12:15-1:30pm room 451 * Friday, **May 6**, 2016 12:15-1:30pm room 451 |  |  |
| 1. Approve Agenda | Agenda Approved. |  | Resolved. |
| 1. Review & Approval of 5/1/15 Minutes | Minutes approved. |  | Resolved. |
| 1. New Property Updates | The Building User Group (BUG) committee was formed to provide advice and recommendations to the President regarding usage and space design for the 2118 Milvia Street location.  The budget allocated for the project will:   1. Add as many as 1000 sq ft of assignable classrooms equating to:  1. 6-8 general classrooms   2. With 40-50 desks in each classroom   1. Promote robust traffic/lively student life and have the same feel as BCC main campus. 2. Focus on program requirements and needs.   The committee will use the college Mission, Vision & Values to guide their work.  During BUG’s last meeting, VP Vo-Kumamoto provided information regarding an opportunity that exists for the college to apply for a grant from Steelcase Furniture. There is up to $62,000 available for innovative classroom instruction. Eligible classrooms must be located in the United States. Beginning December 1st, 2015, Steelcase will begin accepting grants. Grant proposals are due by February 12th, 2016 for active classroom learning. There are 4 classroom options available. Listed below are Steelcase’s description of each option:   Active Learning Classroom 1   * Multi-modal learning offers vast mobility and is most effective when seating can be rearranged effortlessly. With Node, a high-density classroom can transition from lecture to team mode and back again, in seconds, without interruption.   Active Learning Classroom 2   * Students and teachers need convenient sightlines to digital and analog content, as well as to each person in the room for optimal conversation and collaboration. Save time by not having to reconfigure for better sightlines, and design visual access to everything through “stadium style” tiered rows in a standard classroom. Our tiered Verb tables come in varying heights to create such an effect.   Active Learning Classroom 3   * Instructors and students need choice and control when selecting the best space for the activity at hand. The blended classroom consists of a strong variety of applications that support learning in many forms- from digital to face-to-face- and offers students more autonomy to decide how to learn.   Active Learning Classroom 4   * Hands on problem-solving, informal and formal conversations, ideation and experimentation, design reviews or presentations are a number of things typical to educational maker spaces. This versatile space supports the new type of thinking and doing for the 21st-century students.   In designing classrooms for 2118 Milvia faculty noted in a survey that we should be mindful of classroom set up, placement of the door, natural lighting, and internet access.  ***South Campus***  The swing space at 2070 Allston Way is slated to be demolished and replaced with condominiums. Consequently, we have identified a new location to lease until 2118 Milvia is fully developed. Effective June 1st 2016, the new leased facility will be housed at 2000 Center Street (next to K’s Coffee Shop). As of now, we’re renting the first floor. The proposal to lease the facility will go before the Board of Trustee’s at their December 8th meeting. Going forward, we’ll need to evaluate which services will move from the 2070 Allston Way to 2000 Center Street in the upcoming months. |  |  |
| 1. Arts Council- Jennie Braman | The Berkeley City College Arts Council reports to the Facilities Committee that they have been working on creating policies and procedures for displaying art over the last semester. With feedback/approval from the Facilities Committee, the Council will start making this document public to the community. The first page is a summary/statement of who the Berkeley City College Arts Council is and their mission. The spaces they are looking to display art are shared public spaces, including the atrium, library, stairwells, Teaching and Learning Center, and the South Campus. There were concerns over art work placed in public spaces that some people found offensive. Therefore, the BCC Arts Council has created a formal process in the Procedures and Process Statement to notify and contact the presenting group right away. Shirley recommends appointing members to sit on the Arts Council with different perspectives to engage in the discussions. The Council meets twice a semester but have no official day.  Motion to approve the Arts Council Statement and accompany it with a suggestion that the Arts Council use due process to try to invite fuller representation from the campus community. | Motion Passed! |  |
| 1. Other | Joe Doyle has question about display panels for the atrium. Shirley believes it should be a part of the program reviews.    ASBCC concerns:   1. Some classrooms and offices on campus do not have recycling bins. They are hoping to order 37 recycling bins. Sarah did an audit of the campus to get the number 37. 2. Certain classrooms are being locked when not in use. It is a safety issue but specifically, we have a lactation room (rm. 124E) and there is a mother on the student council that brought this concern to their attention. 3. The A.S. President would like to display portraits of A.S. members on the windows to be viewed from the outside. Ralph says the glass is fire-rated which means nothing should be placed on it. If you put paper on the glass, the glass loses its fire-rating. According to Joe, under the fire code, if images on paper are framed under glass they are fireproof. Also, a canvas painting is allowed.   SB-316: States that any school facility with a classroom and/or office that holds at least 5 people, Columbine-Style locks must be installed. This bill goes into effect January 2016. DGS is currently working to coordinate installations. We are going to be the pilot office for this because we have classrooms that do not lock from the inside.  14-15 Deferred Maintenance Projects: Most of the projects will be completed by June 2016. However, the money received from the state is available to us through 2017. Ralph says we are still working on the elevators. Debbie wanted the cracked tiles to be replaced. HVAC repairs are completed. The chemical treatment is being looked at and the door repairs are ongoing.  15-16 Proposed Scheduled Maintenance Projects: We, as a committee, needs to look through this list and see if anything is missing. Ralph says we need to add paint the hallways. We need to submit this list by February so there will be more discussion on this.  Vincent has concern about broken window. It is still not fixed. It is submitted on the list every year but it’s not listed.  Elevator phones call button does not successfully call anyone. | Joe will find out who is responsible for supplying display panels for shows & public events happening in the atrium.  **Action Item**: Sarah will provide a list to Shirley so she can act on it right away.  **Action Item**: Shirley will check to see what is in that room and if there is nothing in there, that room can stay unlocked.  **Action Item**: Ralph will look into it. He’s taking a fire directors course through the union.  **Action Item**: Ralph will look into it. |  |