**Berkeley City College – Facilities Committee**

**December 9, 2016**

Present: Shirley Slaughter (Chair), Samuel Gillette, Heather Dodge, John Pang, Johnny Dong, Natalia Fedorova, Ben Aranda

Guests: Rich Berberian, Nancy Cayton

Absent: Lynn Massey, Kelly Pernell, Ramona Butler, Cynthia Reese, Joe Doyle, Roger Toliver, Jennie Braman, Windy Franklin, Francisco Gamez, Vincent Koo, Jasmine Martinez

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- 12:20pmFacilities Committee 2016-2017 Schedule- please mark your calendars! * ~~Friday,~~ **~~October 14~~**~~, 2016 12:15-1:30pm room 451~~
* ~~Friday,~~ **~~November 18~~**~~, 2016 12:15-1:30pm room 451~~
* Friday, **December 9**, 2016 12:15-1:30pm room 451
* Friday, **February 10**, 2017 12:15-1:30pm room 451
* Friday, **March 10**, 2017 12:15-1:30pm room 451
* Friday, **April 14**, 2017 12:15-1:30pm room 451
* Friday, **May 12**, 2017 12:15-1:30pm room 451
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| 1. Approve Agenda
 | Agenda Approved. |  | Resolved. |
| 1. Review & Approval of 5/13/16 Minutes
 | Heather moves to approve minutes as read with recommendation that item #7 (last power outage evacuation) be forwarded to the Health & Safety Committee. Sam seconds. | **Action Item**: Shirley will forward item #7 to the Health & Safety Committee.  | Resolved.  |
| 1. District Facilities Updates- Shirley Slaughter
 | A request for volunteers from the District Facilities Committee was made to serve on the Chancellor’s PBIM Review Committee. The rationale for forming this ad hoc committee is to provide an opportunity for current PBIM members to work collaboratively with the Chancellor to enhance our current participatory governance structures. The work of the committee is scheduled to convene in January with a goal of implementing the recommended changes beginning FY2017-18.Laura McCarthy, provided District Facilities Committee with a status report on the RFP (Request for Proposal) for the Integrated Educational Facilities and Technology Master Plan. The status report included: * Completed RFQ (Request for Qualifications)
* Finalist will be interviewed by the committee on 12/6/16 with the intent of forwarding a recommendation to the Chancellor in time for the 12/13/16 Board meeting
* Meetings will be held with the colleges from January through May 2017 as part of the shared governance process
* The plan must be data driven based on the colleges Ed Plan, an updated Facilities Condition Assessment (FCA) and campus needs

Maintenance and Operations provided an update of various ongoing projects. More information regarding the year’s projects can be found on the Dept. of General Services website. Director Charles Neal reported on District-wide energy consumption In addition, he published a list of Prop 39 projects with energy savings to the District.At BCC, we have upgraded our electrical fixtures throughout the building by converting to Light Emitting Diode (LED). By converting, we’ve reduced energy consumption and improved the brightness of lighting throughout the building.  |  |  |
| 1. Presentation from Cenergistic- Bob Wells (Regional President)
 | Cenergistic is an energy conservation company. The company developed a behavior-based model which promises to yield cost savings. They will work with our custodial and maintenance staff to develop plans of action. They will:* Provide actual metered readings to track usage
* At their expense, provide a full-time employee (Energy Specialist) to be our point person.

Cenergistic’s conservation plan for PCCD projects savings of $1.5M over a span of 5 years.  |  |  |
| 1. Review Charge of Committee/Membership
 | BCC does not have any faculty representation on the District Facilities Committee. We have requested BCC’s Academic Senate to appoint a representative to this important committee. It is imperative that we have faculty representation at the table when discussing the needs of our institution. Our committee’s charge is very vague and needs to redefined. Discussion ensued on whether BUG (Building User Group) should be combined with the Facilities Committee.Sam believes BUG should be an ad hoc sub-committee of this committee, and to report back to us. The committee agreed.  | **Action Item**: Shirley will email Sam the meeting dates, times, and location for the District Facilities Committee. **Action Item**: Heather will work with John & Sam to review the Shared Governance Manual for the Facilities Committee and get back to us no later than February 10th. |  |
| 1. Room 105 Usage- Food Bank Distribution Space- Janine Greer
 | Janine not present to discuss this agenda item. In an email sent to Shirley- Janine would like to use room 105 at 2000 Center Street as a food bank distribution space. | **Action Item**: Shirley will see if room 105 can be used as dual purpose with the prayer room.  |  |
| 1. Prayer Space for Students on Campus- Heather Dodge
 | At the beginning of the semester, it was brought to Heather’s attention that with the loss of the annex, there is no longer a prayer space. Heather came up with a makeshift solution where she told the President of the Muslim Student Association that they can use a study room in the library whenever they needed to pray. Maybe we should think of a designated space for them to pray ~~or~~ future planning spaces in the new building.  | **Action Item**: Shirley will take this item to BUG to factor into space utilization of the new building.  |  |
| 1. Lactation Space Access Issues- Heather Dodge
 | We have been experiencing issues with faculty accessing the lactation room. How can we make that space more accessible for faculty that are in between classes? Some faculty members have keys to the room while others do not. Currently, those without Keys go to Security to have the door unlocked. Having to wait on Security does not provide the user with sufficient time to use the lactation room in between classes.  |  | Sam & Shirley’s recommendation: A key will be at the front desk with Security and a check out process will be in place. We can make this effective immediately.  |
| 1. Filtration System in the Science Department- Natalia Fedorova
 | There is a large filtration system in the Science Dept. The filters should be changed every 3 years. The last change occurred 7 years ago. At this time, we need to purchase roughly 5 filters, which will cost between about $1,000 to $1,500.  | **Action Item**: Natalia will email Shirley the total cost and Shirley will provide a budget to fund the purchase.  |  |
| 1. Adjourn
 | 1:25PM  |  |  |