**Berkeley City College – Facilities Committee**

**May 13, 2016**

Present: Shirley Slaughter (Co-Chair), Samuel Gillette, Heather Dodge, Jennie Braman, John Pang, Vincent Koo

Guests:

Absent: Lynn Massey, Kelly Pernell, Willard Cheng, Ramona Butler, Cynthia Reese, Joe Doyle, Ralph Smeester, Roger Toliver

Recorder: Joanna Louie (absent)

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| **Agenda Item** | **Discussion** | **Follow-up Action** | **Decisions (Shared Agreement/Resolved or Unresolved?)** |
| Call to order | Call to order- 12:25pmFacilities 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~~
* Friday, **May 13**, 2016 12:15-1:30pm room 451
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| 1. Approve Agenda
 | Agenda Approved. |  | Resolved. |
| 1. Review & Approval of 4/1/16 Minutes
 | Minutes approved.  |  | Resolved.  |
| 1. Follow-Up on Action Items
 | Shirley’s update on the 2nd floor window pane: There is an RFP that just went out. Ralph is not here to address the issue of the floor indicator lights in Elevator 3. John Pang initiated a work order to document and track the ongoing gateway (card access) issue. The last time John spoke to the DGS, they are in the process of ordering a new gateway for rooms 218, 221, 224. Heather’s update on library card barcode issues: the new cards from the District are now working. Drinking fountains are now being cleaned by the custodians. Sam spoke to Cleavon regarding the issues of the Facilities Committee attendance and they looked in the shared governance manual. They found it a bit vague. They want to update the shared governance manual to make the Facilities Committee roles clear. Jennie and Sam sent out an email to faculty with 3 points on it. 1) Are you aware of the Facilities Committee and what it does? 2) How would you like the Facilities Committee let you know what it does? 3) How would you like to communicate with the Facilities Committee on what you need? They received a few responses back- “I don’t feel safe after the shooting.” “There is wrong furniture in the classrooms.” “Emergency Preparedness.”  | **Action Item**: Shirley will follow up with our new engineer, Benny Aranda. **Action Item**: John will follow up with DGS to see when the new gateway will arrive. **Action Item**: Sam and John will work together to update the Facilities Committee section in the shared governance manual. **Action Item**: Jennie will forward responses to John so this committee can review it and redefine our role more clearly to faculty & staff.  |  |
| 1. Twenty Day Projects
 | The District will bring in some hired help to clean the facilities at each college every summer. The work that we requested is listed on this document. Atrium- Dust & wash high support beams & window baseAtrium- Clean inside atrium windowsClean inside windows Deep clean stairwells # 1, 2, and #3Restrooms- Clean floor grout in all men's and women's restroomsAll Rooms- Clean vents in all roomsExterior- Wash the exterior of the building near roof ine1st & 2nd Fl- Replace bulbs in "too hight to reach fixtures"14 & 15- Touch up painting on walls & hallways 31, 32, 33, 34- Touch up painting on walls & hallways 51- Touch up painting on walls & hallways 52- Touch up painting on walls & hallways 54, 55 & 57- Touch up painting on walls & hallways 212- Touch up painting on walls & hallways 214- Touch up painting on walls & hallways 216- Touch up painting on walls & hallways 316- Touch up painting on walls & hallways 322- Touch up painting on walls & hallways Student Lounge- Touch up painting on walls & hallways 4th Corridors- Touch up painting on walls & hallways 5th Corridors- Touch up painting on walls & hallways Student Lounge- Replace Broken windowLobby- Fix broken window (scaffolding permit needed) | **Action Item**: Shirley will contact District to add “touch up painting in the library study rooms” to the list. **Action Item**: Shirley will follow up with the District to see if they will be providing service on flume hoods. (need to be inspected annually to be certified- this summer) |  |
| 1. Update on 2000 Center Street
 | We requested building permits from the city on January 29th, 2016. Approval from the Plan Checker did not occur until 4/27. For reasons unknown, rather than giving us the permit, she routed the plans to Public Works which made no sense because this is not a public works project. After 5 months, we finally received the building permit on 5/4. Our occupancy will occur on or about June 7th. Still hopeful of a June 1st date. An email sent from Vincent, we are trying to ensure internet at this location. Internet service is still pending on available options from AT&T.  |  |  |
| 1. Proposed Meeting Dates for Next year
 | Last meeting we talked about how we should meet every other month. However, it is not frequent enough. We may want to start back up in September, November, January, February, March, April, and May.  |  |  |
| 1. Other
 | Shirley received an email from Roberto Gonzalez regarding the evacuation during the last power outage. Issue: PG&E/City of Berkeley did not notify us whether it was safe to stay in the building or an evacuation was necessary. It was recommended that the Facilities Committee takes up the issues on improving the communication around the college during similar circumstances in the future. The premises to determine our networking infrastructure can be sufficiently powered during an outage which will allow our phone system to remain operational. Items for consideration include the option to provide power to our emergency generator. Ralph says our generator is capable to do more than illuminating light. However, our building design is from 10 years ago and certain electrical connectivity for the networking environment was not part of the design to integrate into the generator. Jennie: The area behind the security desk initially was used to showcase artwork from the Jerry Adams Gallery. Currently, BCC’s mission, values, and learning institutional outcomes are posted on the wall. We’ve received two requests and the first request 1.) Can we replace the posters with something more visually interesting and consider rotating the artwork every 2-3 months? 2.) Another option would be to take a snap shot of Juana Alicia’s artwork in the atrium and create a smaller version to place behind the security desk?  | **Action Item**: Vincent will forward Shirley past emails regarding this so she can take it up with the Dept. of General Services.  | 1. Yes.
2. Yes. More info is needed as to how much it will cost.
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| 1. Adjourn
 | 1:30PM  |  |  |