**Berkeley City College – Facilities Committee**

**September 15, 2017**

Present: Shirley Slaughter (Co-Chair), Carolyn Martin (Co-Chair), Johnny Dong, Natalia Fedorova, Vincent Koo, Cynthia Reese, John Pang, Benny Aranda, Roger Toliver, Brenda Johnson

Guests: Kirk Schuler

Absent: Lynn Massey, Ramona Butler, Heather Dodge, Jasmine Martinez, Samuel Gillette, Cynthia Reese, Windy Franklin, Jason Cifra

Recorder: Joanna Louie

|  |  |  |  |
| --- | --- | --- | --- |
| **Agenda Item** | **Discussion** | **Follow-up Action** | **Decisions (Shared Agreement/Resolved or Unresolved?)** |
| Call to order | Call to order- 12:21pmFacilities Committee 2017-2018 Schedule:* Friday, **September 15**, 2017 12:15-1:30pm room 451A
* Friday, **October 13**, 2017 12:15-1:30pm room 451A
* Friday, **November 17**, 2017 12:15-1:30pm room 451A
* Friday, **December 8**, 2017 12:15-1:30pm room 451A
* Friday, **February 9**, 2018 12:15-1:30pm room 451A
* Friday, **March 9**, 2018 12:15-1:30pm room 451A
* Friday, **April 13**, 2018 12:15-1:30pm room 451A
* Friday, **May 11**, 2018 12:15-1:30pm room 451A
 |  |  |
| 1. Approve Agenda
 | Agenda Approved. |  | Resolved. |
| 1. Review & Approval of 5/12/17 Minutes
 | Motion by Roger Toliver to approve minutes with correction made to item III. (Changing “frequency” of meetings to “meeting dates”). 2nd by Vincent Koo. |  | Resolved.  |
| 1. Facilities Committee Charge
 | The Charge of the Facilities Committee was reviewed and approved by its members.  | **Action Item**: Forward the committees charge to the Academic & Classified Senate for approval.  |  |
| 1. Fiscal Year 2018-2019 Scheduled Maintenance Projects
 | It is time for our college to submit a list of proposed Scheduled Maintenance Projects to the Department of General Services. Scheduled Maintenance includes repairs to: * Roofs
* Utilities (electrical panels, plumbing, and fire alarm systems)
* Mechanical
* Exterior (such as painting and replacing doors and windows)
* Other projects (including resurfacing floors)

Natalia Fedorova requested the following work:* Ventilation upgrade in the laboratory rooms 512, 515, 518, and 514B
* Plumbing upgrades in the biology prep room 522A

Director Slaughter added the need to:* Upgrade motorized window shades for energy savings and lighting control in classrooms
 | **Action Item**: Director Slaughter will seek input from college community with respect to Scheduled Maintenance Projects list. |  |
| 1. Facilities Master Plan
 | Director Slaughter provided an update on the Facilities & Technologies Master Plan effort. She referenced the presentation provided by Steinberg Architects which included:* Timelines
* BCC’s participation in the Survey
* Infrastructure and Technology Needs of the College
* Next Steps

From the surveys collected to date the consensus around infrastructure include:Building Needs* Additional Building/Land
* Reconfiguration of Existing Building after Additional Building online
* Safety
* Improved Entry
* Student Social Spaces
* Parking
* Signage

Kirk Shuler:With regards to safety/security concerns the District has signed a contract with another school district for a keyless entry system which takes a simple command to lock everything down. In light of the frequency of protests held in Berkeley, as a safety measure, there was a request made to include motorized pull down doors to protect the glass. Today’s agenda items consumed the entire meeting which left no time for new business. |  |  |
| 1. Adjourn
 | 1:20pm  |  |  |