**Berkeley City College – Facilities Committee**

**October 13, 2017**

Present: Shirley Slaughter (Co-Chair), Carolyn Martin (Co-Chair), Johnny Dong, Vincent Koo, Cynthia Reese, Windy Franklin, Roger Toliver, Tianchu Hang (ASBCC), Xiaoyuan (Claire) Zhang (ASBCC), Milan Moldenhawer (ASBCC)

Guests:

Absent: Lynn Massey, Ramona Butler, Heather Dodge, Jasmine Martinez, Samuel Gillette, Cynthia Reese, John Pang, Jason Cifra, Natalia Fedorova, Benny Aranda

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- 12:21pm  Facilities 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 9/15/17 Minutes | Motion by Roger Toliver to approve minutes. 2nd by Carolyn Martin. |  | Resolved. |
| 1. Accreditation Mid-Term Report – Rowena Tomaneng | President Tomaneng has been going to our major shared governance committees to give an update on the Accreditation Mid-Term Report. Previous to the Fall, VPI Vo-Kumamoto has assumed the Accreditation Liaison Officer (ALO) role so she has been working on our preparation for the mid-term report. Since then, she’s left the college so our VP of Student Services, Jason Cifra, has taken over completion of the report. He is getting support from one of our faculty members, Joseph Bielanski. In terms of the timeline, the ALO this month will complete the draft of the mid-term report and continue to gather evidence. Starting by the 2nd week of November, the draft will be circulated in shared governance committees for feedback and revision suggestions. We will have a town hall on November 20th. By the first week of December, we will have the revised draft which will go back to shared governance for approval. Then at the January Board meeting, we want the Board to approve all the 4 colleges’ mid-term reports. The mid-term report is due mid-March. We’re in good shape in terms of reporting on the Actionable Improvement Plans, AIPs:   1. Integrative planning- updating Educational Master Plan this Spring 2018 to align with the Facilities Master Plan. The integrated plan between SSSP, Student Equity, and Basic Skills is under way. It is going through shared governance this Fall because it is due to the State Chancellor’s Office on December 15th. 2. The second action plan is about publicizing and communicating the budget calendar and clarifying deadlines for spending. We need to ensure it’s posted on our website. 3. BCC will acquire additional building space. We already did that. We bought the Milvia property. In the Facilities Master Plan we are asking for additional space to acquire property for the future. We also have network upgrades needed there. 4. Enhancing the wireless internet access- hardware and software. It’s ongoing and we have to report where we are in the process. 5. Working with the District in terms of the Resource Allocation Model. The District owns the model but each of the colleges participates through our representation in the share governance committee.   The next visit will be from VPSS Cifra on the mid-term report draft. |  |  |
| 1. Review of Scheduled Maintenance Projects – Shirley Slaughter | At our last meeting, Shirley Slaughter spoke to us about the District collecting data for the scheduled maintenance project. She reached out to the community for input. This document “Scheduled Maintenance Review” is a list of items to be included in the District-wide collection of data around scheduled maintenance. We have proposed projects listed below:   * Ventilation upgrades in Science laboratories (rooms 512, 515, 518 and 514B) * Plumbing upgrades are needed for the deionized water system. It is set up in a way that creates a difference in water pressure (room 522A) * Two metal cabinets that store organic chemicals needs to be connected to the ventilation system (room 514A) * A very critical issue we’re dealing with is with our motorized window shades which are caused by a system control problem. Switches do not work for rooms 313 and 316. We cannot lower or raise the blinds. We had to purchase $10,000 worth of manual blinds for a couple of classrooms. There is a very good chance we’ll have to do so again. We requested motorized upgrading to provide us with better lighting control. * Our eroding pipes in the building needs to be fixed. * Due to our network and VoIP services here, we need electrical upgrades to attach crucial network devices to the emergency generator power (rooms 006, 206, 306, 406, 506) * Upgrade camera surveillance system throughout building * Install combination lock for the Bursar’s Office * Upgrade tissue dispensers in restrooms – current dispensers are for home use |  | Shirley forwarded this list to the District’s Office as of today. |
| 1. Develop Committee Goals for FY17-18 – Shirley Slaughter | This committee came up with two goals to align with our college goals.  **BCC Strategic Goals:**   1. Preserve and nourish resources to ensure access, equity and success for all students. 2. Increase certificate/degree completion and transfers to 4-year colleges or universities by inspiring and supporting students and maintaining high quality educational programs 3. Improve career and college preparation progress and success rates 4. Ensure BCC programs and services reach sustainable, continuous quality improvement level 5. Collaborate to maintain high-quality educational programs and ensure fiscal stability   **Facilities Committee Goals for FY17-18:**   * **Review existing BCC Facilities Committee maintenance/service agreements for compliance.**   *This aligns with strategic goal #1 and our committee charge #4 & #5.*   * Charge #4- Solicit from the BCC Community issues of concerns related to building repairs, scheduled maintenance, and 30-day projects. * Charge #5- Review and make recommendations to the District Facilities Committee concerning proposed building repairs, scheduled maintenance, and 30-day projects. * **Seek opportunities to improve space utilization at 2050 Center Street.**   *This aligns with strategic goal #2 and our committee charge #7 & #8.*   * Charge #7- Receive and review submissions and presentations for all proposed facility changes and/or proposed facility utilization, and considering requests for: * Facilities allocation, but not to include classroom scheduling; * Upgrades, renovations, or remodels of existing facilities; * Charge #8- Assess the impact of facilities use and collaborate with the district on decisions that impact campus facilities. | **Action Item**: Benny will provide us with a list of District maintenance agreements.  **Action Item**: Natalia will provide agreements for the science labs and/or if service agreements are needed. |  |
| 1. Other | Milan Moldenhawer suggests including e-waste and compost bins on our campus. As of currently, there is no separation of food waste from other waste.  Shawn McDougal emailed us some concerns:  1. Making sure faculty cards work for room 341, the TLC. His card no longer works after they recently fixed the door.  2. The bathroom door on the 3rd floor slams (the spring is broken?)  3. The paper towels we use in the bathrooms often shred apart when pulling them out of the dispenser. (Before, they would come out in stacks, which were very wasteful).  Vincent has a question regarding maintenance of furniture. We got certain brands of furniture when we initially moved in and with renovation projects. That’s how we acquire nice furniture in batches. However, once that’s done, the maintenance isn’t there. We do not have a person who oversees the furniture on our campus. | **Action Item**: John Pang will follow up w/ Shawn about his access card for room 341.  **Action Item**: Roger will follow up w/ work order and Benny to respond.  **Action Item**: Felix and Dwayne will need to revisit the quality of paper towels we are purchasing and the dispenser.  Will table Vincent’s question at our next meeting. | President Rowena Tomaneng attended a City Council meeting and notified our committee that the city is moving towards separating out all waste. |
| 1. Adjourn | 1:35pm |  |  |