**Berkeley City College – Facilities Committee**

**November 17, 2017**

Membership (X=Present); (A=Absent); (E=Excused)

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| **Name** | | | |
| X | Shirley Slaughter, Co-Chair | X | Vincent Koo, Classified Rep |
| X | Jason Cifra, Co-Chair | X | Joanna Louie, Classified Rep and Recorder |
| X | Scott Barringer, Classified Rep | A | Carolyn Martin, Faculty Rep |
| A | Ramona Butler, Classified Rep | X | Jasmine Martinez, Classified Rep |
| X | Dwayne Cain, Classified Rep | A | Lynn Massey, Classified Rep |
| E | Heather Dodge, Faculty Rep | A | Milan Moldenhawer, ASBCC Rep |
| E | Johnny Dong, Classified Rep | A | John Pang, Classified Rep |
| A | Natalia Fedorova, Classified Rep | E | Cynthia Reese, Confidential Rep |
| A | Windy Franklin, Faculty Rep | X | Felix Smith, Classified Rep |
| X | Sam Gillette, Faculty Rep | X | Roger Toliver, Classified Rep |
| A | Tianchu Hang, ASBCC Rep | A | Xiaoyuan (Claire) Zhang, ASBCC Rep |

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| **Agenda Item** | **Discussion** | **Follow-Up Action** | **Comm. Goal #** | **BCC Goal** |
| 1. Standing Items | | | | |
| 1. Call to Order | 12:20pm |  |  |  |
| 1. Adoption of Agenda | Motion by Dwayne Cain, 2nd by Sam Gillette to approve agenda. |  |  |  |
| 1. Approval 10/13/17 Meeting Minutes | Motion by Dwayne Cain, 2nd by Jasmine Martinez to accept the 10/13/17 minutes, as presented, passed unanimously. |  |  |  |
| 2. District Facilities Committee   Update – Shirley | Director Slaughter no longer serves on the District Facilities Committee as the DFC composition has changed. The committees’ composition now includes two Business Officers as opposed to four in previous years.  Director Slaughters attended the last months DFC meeting and shared the following notes:     * In 2015, DFC made a recommendation to the Planning Budget Council (PBC) to add a line item for deferred maintenance to the Budget Allocation Model (BAM. The resolution was forwarded to PBC and endorsed by Chancellor Ortiz. Chancellor Laquerre is aware of the resolution and has asked that the Dept. of General Services provide a written report of critical areas in need of repair.   Given the reductions to our reserves the chances of the resolution going into effect this year is nil.   * The District received a Physical Plant and Instructional Support block grant in the amount of $1.09M. The proposed spending plan includes allocating 60% to instructional equipment and the remaining 40% to scheduled maintenance. Based on the proposed spending plan, $656,000 was disbursed to the colleges and $437,000 was applied towards scheduled maintenance. The scheduled maintenance portion of the block grant was used to fund COA’s boiler room equipment upgrades ($153,000) and to upgrade BCC’s reservoirs ($284,710). Upgrades to BCC’s reservoirs are necessary to remove the accumulation of sediments which will increase the lifespan of our HVAC system. * DGS requested that the colleges follow-up on their work orders.   *Footnote*: Once someone submits a work order to Roger, he initiates the work order and follows up with the engineers. We’ve asked that he keep the requestor informed of the status of their work orders.  In previous years, DGS prioritized work orders for the colleges. As of FY2017-18, the District no longer prioritizes the work of the college; it is prioritized by the President and/or her designee, Director Slaughter.   * Taylor Design has been hired as the architect to address the ongoing issues with the front doors. One of the architects associated with Taylor Design is a former employee of Radcliff and he worked on the original design of 2050 Center Street. Once the contract is fully executed, we can expect the architect to begin addressing the front doors. |  |  |  |
| 3. Noll & Tam Architects Board   Presentation – Director Slaughter | Director Slaughter shared highlights from the 2118 Milvia Street Project given by Noll & Tam Architects to the Board of Trustees on November 14th, 2017. Highlights from the presentation include:   * General background * District purchased existing office building, half a block from 2050 Center * Intended for instructional use by BCC * 2.5 stories, 25,400 SF- (approximate size of one floor at 2050 Center, 31,000 SF) * Remodel and retrofit the existing building. * Goals of Design * As many large general classrooms as possible * Student study space * Promote sense of “one campus in two buildings” * Program Components * 7 large general classrooms, variety of study spaces, wellness center, bookstore, other program spaces, a few offices. * Some unassigned open area inside on third floor to provide flexibility. * Current Status * Working closely with DSA on structural design, ensuring code compliance. * Working closely with District and the campus on development of construction documents. * Aiming for a building that is welcoming, supportive, and easy to maintain. * New energy-efficient lighting throughout |  |  |  |
| 4. 10/13/17 – Action Item Updates   Provided by: Natalia Fedorva, John Pang, Felix Smith, Dwayne Cain, and Scott Barringer | Concern: The paper towels we use in the restrooms often shred apart when pulling them out of the dispenser.  **Action Item:** Dwayne and Felix to revisit the quality of paper towels we are purchasing.  **Dwayne’s Report Out**: The reason for the shredding is from over filling the dispensers. Instead of packing them at 100%, we will refill with less towels and check the dispensers frequently..  Concern: The bathroom door on the 3rd floor slams (the spring may be broken?)  **Action Item:** Roger will follow up with a work order and provide an update on whether the door was repaired.  **Roger’s Report Out**: The work order was placed on 10/13 and 10/20. The engineers are waiting for a part. Scott confirmed that Kirk put in an order for the part and that it should arrive soon. |  |  |  |
| 5. Quick Stop Shop – Vice President Cifra | We are looking to improve and integrate Student Services on the first floor which includes the Ambassadors, Quick Stop, and reconfiguring the Student Life to include cubicles.  During the summer, we formed a communication task force charged with evaluating alternative methods for improving signage throughout the building.  Professor Matthews forwarded a request to the committee asking that we procure permanent signage outlining the evacuation routes. Director Slaughter suggests having a formal presentation by this task force.  Professor Gillette stated that in addition to providing signage the PeopleSoft database needs to be updated, as well. For example, the Organic Chemistry Lab, room 514, appears as the Art Lab in the system. | Jason will reach out to the communication task force to include emergency evacuation diagram signage.  VP Cifra will follow-up w/ Johnny Dong about adding the correct class to room 514 to the system. |  |  |
| 6. New Business | Dwayne Cain inquired about the broken elevators. Roger Toliver noted that a work order was placed and that we are currently waiting on parts.  Felix Smith wants to know where he can order more LED lights to replace broken/burnt out lights.  Roger Toliver suggests having copies of all maintenance agreements/contracts held on campus.  Professor Gillette stated that when a power failure occurs it causes the HVAC system restart itself and the effects on the fume hood. Sam Barringer agreed to work with Professor Gillette to correct the problem.  Professor Gillette further proposes that we develop a checklist for things to look at after power outage.  VP Cifra will ask President Tomenang about having a separate monitoring system on a mobile app to check in remotely when an emergency occurs.  Director Slaughter asked Scott for the engineer contact after-hours. Scott believes it is the District Office. According to Scott, any OT for an engineer needs to be approved by Kelly. He is not allowed to stay past 3:30pm unless it is authorized by Kelly.  Vincent Koo and Jasmine Martinez expressed concern over the wear and tear of campus furniture over the years. Unfortunately, given our limited discretionary resources there is not a budget set aside for furniture replacement. Director Slaughter noted that we have the furniture shampooed during the 30-day Projects. Yet, even after shampooing , given the age of the furniture there is not much improvement. On a positive note, Felix Smith is able to make some repairs on furniture. Such as tightening bolts and wheels on most of the furniture. Vincent said the K.I. chairs are easily fixable.  Vincent asked whose responsibility is it when cubicle desk lights/fluorescents go out. The consensus is that the user department is responsible. | Director Slaughter  will follow-up w/ Charles Neal about LED lights, warranty, maintenance, and lifespan of our LED lights.  Director Slaughter will follow-up w/ Kelly on maintenance/service agreements for the college.  Scott will work w/ Benny to get the values.  Director Slaughter will follow-up w/ Kelly on current engineer set up.  Felix will tighten up arm rests for all chairs in conference rooms 451A and 451B. |  |  |
| 7. Adjourn | 1:25pm |  |  |  |