**Berkeley City College – Facilities Committee**

**December 8, 2017**

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

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| **Name** |
| X | Shirley Slaughter, Co-Chair | X | Vincent Koo, Classified Rep |
| E | Jason Cifra, Co-Chair | E | Joanna Louie, Classified Rep and Recorder |
| X | Scott Barringer, Classified Rep | A | Carolyn Martin, Faculty Rep |
| A | Ramona Butler, Classified Rep | A | Jasmine Martinez, Classified Rep |
| A | Dwayne Cain, Classified Rep | A | Lynn Massey, Classified Rep |
| X | Heather Dodge, Faculty Rep | A | Milan Moldenhawer, ASBCC Rep |
| X | Johnny Dong, Classified Rep | A | John Pang, Classified Rep |
| X | Natalia Fedorova, Classified Rep | A | Cynthia Reese, Confidential Rep |
| X | Windy Franklin, Faculty Rep | A | Felix Smith, Classified Rep |
| X | Sam Gillette, Faculty Rep | X | Roger Toliver, Classified Rep |
| A | Tianchu Hang, ASBCC Rep | X | 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 the Agenda
 | After review, Natalia was added to the agenda and the agenda was approved and seconded |  |  |  |
| 1. Approval of Minutes (11/17/17)
 | Motion by Dr. Gillette, 2nd by Natalia Fedorova to accept the 11/17/17 minutes, as presented, passed unanimously. |  |  |  |
| 2. Resolution of 2.0 General Fund for Facilities Repair – Sam Gillette | Dr. Gillette shared DFC’s (District Facility Committee) resolution to set aside 1.5%-2% of the General Fund for maintenance (facility repairs). Director Slaughter provided background information pertaining to the resolution and its origin.Committee concerns/questions regarding DFC’s Resolution: * **Dodge** – There’s not enough transparency in the resolution.
* **Dodge/Gillette** - What is the impact and cost of the resolution?
* **Slaughter**- The current *recommendation* is that colleges contribution to fund the resolution should be based on the BAM (Budget Allocation Model).

* **Slaughter** – Until issues with this year’s budget is resolved, chances are, the resolution will not go into effect this year.
* ? – It takes a long period of time for work orders and projects to be completed. How will the resolution ensure that projects are completed in a timely manner?
* **Slaughter** – All projects are prioritized. Health and Safety is always Districts the #1 priority (as it should be). The needs of our sister campuses are vast. There are a number of safety issues that must be addressed. If BCC’s contributes 20% of its budget to M&O, what will that mean in terms of prioritizing our needs? Particularly, if our request are not safety related?
* **Barringer** – Drew our attention to language in the 4th paragraph that reads “Whereas”.  The wording of supplanting vs. supplementing. Who’s going to repair and maintain?
* **Gillette** - reiterated supplanting vs. supplementing.
* **Gillette -** Laney has adopted the resolution. Should we? I believe more detail is needed. For example, Laney approved the resolution with minor revisions, but we don’t see those revisions or Laney’s language input.
* **Slaughter** -Given the conditions of the colleges’ facilities, we the committee agree in principal with the resolution. However, to endorse it the committee requires more information.
 | **Action Item**: Director Slaughter will forward the committee’s concerns to Anette Dambrosio, Consultant who sits on the DFC.   |  |  |
| 3. Monitors – Jason Cifra | Jason not present to discuss this item. |  |  |  |
| 4. Work Order Updates – Shirley Slaughter | Several instructors have requested repairs to the blinds in the classrooms on the 3rd floor.  According to DGS the work is in progress.**Barringer -** I evaluated and found that the electronic board is bad and the company who made them is out of business. He offered to make a change by removing the blinds so that they could be lowered and reinstalled. This is a temporary solution because once lowered the instructor will not have the ability to open the blinds.  **Barringer** reported that the 3rd floor doors in the women’s and men’s restroom was repairedA request was made for Dwayne to assess the condition of all the restrooms and report back to the Business Office.**Barringer** - a lot of these are new work orders, #6704.Elevators: District issue. The main building elevator has been inoperable for one month. The ADA elevator has been out for 2 months.  Barringer has been staying on top of the issue, but has no answers based on what the district and the elevator repair folks have shared with him.Once the work orders are submitted, whose responsibility is it to stay on top of the progress?  Dodge - does the district have a work ticket system to help facilitate maintenance & repairs?  **Barringer** reported that the front doors are under review because they continue to come off the hinges. In addition, the access panels are malfunctioning..  We’ve experienced delays in repairing the doors due to the original company who installed them being out of business. | **Action Item:** Ask DGS if the motorized window shades are being repaired. **Action Item**: Barringer will recheck and address relevant work orders.**Action Item:** Dwayne Cain will have custodians assess bathrooms to identify missing accoutrements and direct those to Director Slaughter. **Action Item:** Director Slaughter will follow up with the District.**Action Item**: Scott Barringer will place signage on the front doors near the ADA panels so that people are directed to the outside ramp.   |  |  |
| 5. 11/17/17 Action Item Updates Provided by: Shirley Slaughter, Jason Cifra, Scott Barringer, and Felix Smith | **Slaughter** – Reported back that the LED lights lifespan is 5 - 20 years based on usage.  The company will provide support for repairs or replacement, but labor isn’t included. **Dodge** – The lighting in the library is not bright enough. She will pass on the email she received from the District to Director Slaughter.**Barringer -** Maintenance & Service agreements initiated by BCC can be found in the district vendor database.   Barringer - shared the process with the committee.Preventative maintenance checklist is being developed for BCC. There is one engineer on duty at the District Monday - Friday from 4 – 10 pm to serve the four colleges. If an engineer is required after 4:00pm, please call Police Services at extension 7236 and they will have someone dispatched.District is advertising for a stationary engineer. |  **Action Item**: Director Slaughter will look into Echo Options follow-up regarding turning up the library lights.**Action Item**: Director Slaughter will follow up with Kirk Schuler regarding this list. **Action Item:** Director Slaughter will ask Director McMahon regarding Saturday engineer availability. |  |  |
| 6. New Business  | **Natalia Fedorova** - For informational purposes, the biology students created cultures on the inside elevator buttons at different times of the day.  One petri dish contained the results of bacteria collected *before* 6:00 pm. The second dish collected *after* 6:00 pm showed no bacteria. The experiment revealed that our custodians are taking the time to clean the elevator buttons. Kudos to Dwayne and his team! DFC requested that someone from BCC serve on the committee.Spring dates for facilities meetings?  February is likely the next meeting. | **Action Item:** Scott Barringer to evaluate the blinds in those classrooms. |  |  |
| 7. Adjourn  | Meeting adjourned at 1:30pm. |  |  |  |