Present: Shirley Slaughter (Co-Chair), Windy Franklin, Sam Gillette, Vincent Koo, Ralph Smeester, Cynthia Reese, Joshua Boatright, Jennie Braman, Mostafa Ghous, Willard Cheng, Dwayne Cain (behalf of Roberto Gonzalez)

Guests: Nancy Cayton, Marilyn Clausen

Absent: Ramona Butler, Pieter DeHaan, Roberto Gonzalez, Richard Lee (ASBCC), Lynn Massey, Kelly Pernell, Carlos Cortez (Co-Chair), Johnny Dong,
 Joe Doyle, John Pang

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- 12:23pmFacilities Committee 2014-2015 Schedule- please mark your calendars! * ~~Friday,~~ **~~October 3~~**~~, 2014 12:15-1:30pm room 451~~
* ~~Friday,~~ **~~November 7~~**~~, 2014 12:15-1:30pm room 451~~
* Friday, **December 5**, 2014 12:15-1:30pm room 451
* Friday, **February 6**, 2015 12:15-1:30pm room 451
* Friday, **March 6**, 2015 12:15-1:30pm room 451
* Friday, **April 3**, 2015 12:15-1:30pm room 451
* Friday, **May 1**, 2015 12:15-1:30pm room 451
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| Review & Approval of 10/3/14 Notes  | Sam makes motion to approve minutes, Dwayne seconds.  |  | Resolved. |
| Equity Plan  | Thanks to Dr. Cortez we now have a draft of the Equity Plan. 6 factors that we are reliant upon to close the equity gap here at Berkeley City College. * We want to make sure we are helping students clarify their aspirations and help them develop an educational focus that they perceive as meaningful and develop a plan that helps them move from enrollment to achieving their goal. That is under our *directive*.
* The *focus* area we are looking at fostering students’ motivation and helping them develop skills they need to achieve their goals.
* The third factor we are looking at makes sure we are *nurturing* our students and convey a sense of caring for our student success.
* We want to actively *engage* students in meaningful and authentic educational opportunities.
* We want to create *connections* between students and our institution in cultivating relationships that underscore how students’ involvement with college community can contribute to their academic and personal success.
* We want to make sure students are feeling *valued* and that we are providing them with opportunities to contribute to enrich the college culture and community.

Discussion of our annual goal for the Facilities Committee to be involved with strategic planning of the new building. Questions for discussion: * In what ways could a new building better support student success?
* What types of spaces will we need?
* Nancy recommends looking at the Ed Roberts Campus (Dept. of Rehab) and how their primary concern in design is to accommodate the disabled [path of travel and accessibility].
* Windy says it needs to be clear as to what is going to be in the new building and consistent with our policies. For example, as part of the counseling division, we want to make sure counselors at the south campus know what we are doing here which helps access and equity.
* Many classes in the basement do not have windows. Maybe some classes can be moved to the new building.
* The staff likes their own restrooms.
* Josh suggests having more power outlets and more quiet spaces.
* Sam suggests having more gathering places to eat as well.
* Cynthia would like to an open area quad with plants and extended hours for studying areas.
* Shirley recommends a one-stop student services center.
* Willard would like the lines to not be so wavy for Financial Aid, Bursar’s, and A&R.
* Nancy suggests having someone at the front greeting people like a welcome center. Framed artwork is also nice. When walking into the entrance, it will be nice to be on the first floor instead of how it is now with the up and down stairs.
* Mostafa recommends having a welcome desk where safety aides connect with security and having a center for peer mentorship using PASS funding to bring in students from middle schools and high schools. Also, having space for student government.
* Vincent would like to see more storage space and working area for IT, custodians, and engineers.
* Dwayne suggests having student-friendly furniture.
* Marilyn Clausen would like to see more sinks and to have a kitchenette.
* Jennie wants to know if faculty support is needed over there and if offices will be available to faculty.
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| Discussion of Facilities Committee Proposed Activities 2014-2015 | Facilities Committee Proposed Activities:* Initiate a 5-year rotating campus renovation and repurposing plan that ensures safe, clean, and functional facilities (for Goals 1, 4, and 5)
* Spearhead development and implementation of the transition plan for acquisition and renovation of BCC facilities to ensure student success and close the equity gap (for Goals 2 and 3)

Proposal #1-We have a 6-story building; we can do one floor each year. Throw junk out, repaint, reorganize, etc. Looking at the repurposing part- Nancy recommends looking at the space and how it is used then we can determine whether the space can be better allocated. Shirley suggests taking APUs into account when creating a 5-year plan.Proposal #2-This should first start out at the Facilities Committee and come back to us to present to the stakeholders. We should leave it vague until Board Meeting. Sam suggests having a brown bag meeting to solicit ideas. Vincent recommends figuring out the extraction process of South Campus and having a transition plan- have to think of the equipment there and if it will be okay for the new building.  | Need to determine Brown Bag Meeting date to solicit ideas.  |  |
| Follow-up items from 10/3 Meeting | * Ralph says there is an issue with Johnson Controls for the card readers. District is looking for money.
* Library cameras have been on request for District funds for the last 2 years. Josh says the old cameras are not facing anything and offers no security.
* Ralph reports that most fire extinguishers are taken care of. Added 5 since the last meeting. Sam confirms there is at least 1 fire extinguisher in each lab. However, the District does not want to pay for Class D extinguishers (for chemicals and metals). Chemistry labs should have Class D extinguishers. Shirley says instructional equipment money is available.
 | * Ralph will take a look at the library cameras and report back at the next meeting.
* Shirley will follow-up with Dean to use instructional equipment funds to purchase Class D extinguishers once Ralph emails the name of the vendor.
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| Other | * Mostafa proposes to have more tables and chairs in the atrium. Shirley notes the issues in the past. Recommendation to make it a short-term plan e.g. for finals.
* Vincent wants to know if a permanent AV system can be set-up in the atrium. Manageability of it is becoming a concern.
* Sam reports that the 5th floor conference room chairs need a deep cleaning.
 | * Dwayne will add 5 tables to the atrium.
* Vincent will bring up the AV concern to the Technology Committee.
* Dwayne will look to see if we can clean them. If cannot, we will hire professionals to come in. if that does not work, we will replace them.
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| Adjourn | Adjourn- 1:15pm  |  |  |