**Berkeley City College – Facilities Committee**

**February 9, 2018**

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 | X | 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 |
| X | 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 | X | Cynthia Reese, Confidential Rep |
| A | Windy Franklin, Faculty Rep | X | Felix Smith, Classified Rep |
| E | Sam Gillette, Faculty Rep | X | Roger Toliver, Classified Rep |
| X | Tianchu Hang, ASBCC Rep | X | Guest: Barbara Godoy  |

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| **Agenda Item** | **Discussion** | **Follow-Up Action** | **Comm. Goal #** | **BCC Goal** |
| 1. Standing Items |
| 1. Call to Order
 | 12:22pm |  |  |  |
| 1. Adoption of the Agenda
 | Barbara Godoy was added to item #3 of the agenda. Motion by Dwayne Cain to approve the agenda with addition, 2nd by Vincent Koo.  |  |  |  |
| 1. Approval of 12/8/17 Minutes
 | Vincent Koo noted a typo in item #5 of the minutes. Motion by Vincent,to approve the minutes with correction, 2nd by Natalia Fedorova. **Follow-Up Actions from last meeting:***Scott Barringer:* *Motorized Blinds Malfunctioning*I manually lowered the motorized blinds in classrooms on the 3rd floor. By doing so, instructors can now use their projectors for instruction without the bright light coming through the windows. Keeping in mind, that this is a short term solution. Going forward, we should consider purchasing manually operated blinds. Roger Toliver wanted to know if the college should pay for new blinds throughout the building or would the District assume the cost. Shirley noted we included the damaged motorized blinds on BCC’s Scheduled Maintenance list. Given there has been no action taken and to avoid further classroom disruption, we purchased manual blinds for two of the classrooms. *Heather Dodge*Shirley needs to confirm whether or not the LED lights can be upgraded in the Library. Heather will forward her email exchange with Charles Neal concerning the matter to Shirley. *Note:* The contract for the lighting project includes free parts; however, there is a cost associated with labor. *Shirley Slaughter*Maintenance & Operations has one (1) engineer on duty from 4:00-10:00 PM Monday through Friday. If an engineer is required after 4:00 PM, you will need to contact Police Services at extension 7236. The dispatcher will contact Kirk Shuler who will contact the engineer. *Dwayne Cain*The broken soap dispensers were repaired. *Scott Barringer* I was able to perform a work around for the access panels on the front doors. At the moment, the access panels are functioning however the problem is not completely resolved. I’ve forward our concerns to Kirk Shuler and he is working to identify a vendor to correct the problem.  | **Action Item:** Scott will reach out to the company to see if they can come out and give us a quote.**Action Item:** Shirley will follow up on Heather’s email.  |  |  |
| 2. District Facilities Committee Update – Shirley Slaughter | The composition of the DFC changed from four (4) Directors of Business & Administrative Services to two (2). For this school year, I removed myself from the DFC. Since my departure, no one from BCC has attended any of the committee Meetings. Recognizing the importance of having a representative from BCC on the committee, I rejoined until we can find a replacement. *Total Cost of Ownership (TCO) District Guidelines distributed:*Shirley reviewed the TCO document with the committee. She discussed the purpose of the document and highlighted the importance of factoring all cost associated with occupying a building, citing 2118 Milvia Street as example. She went on to say that the district is constantly looking at ways to improve upon the document by facilitating a number of discussions around the guidelines. At the meeting, Laney College provided a document with suggested revisions from their planning committee. Their suggestions will be incorporated into the document.  |   |  |  |
| 3. Request for Cubicle Installation in Room 151 – Barbara Godoy | Student Services would like to install four cubicles in room 151. The two staff assistants are currently set up in the hallway which is out of grant compliance for those positions. Barbara Godoy received five written bids for the cubicles. The lowest bid amounted to $5,680.00 and the project’s funding source is the SSSP (Student Success and Support Program) budget. Barbara will speak to Shirley Slaughter and Vincent Koo at a later time to discuss the photo ID services. She is requesting that the photo ID equipment be relocated, And, that lockers be installed in the room to accommodate Student Ambassadors. We were reminded by Felix Smith that the circuit in room 151 kept tripping when Financial Aid was located in the space.Scott Barringer agreed to investigate whether we have the proper amps and circuit for the room.For continuity, Heather Dodge suggests maintaining a furniture vendor list. By doing so, we can ensure furniture ordered is consistent with what has been ordered. This committee agrees to move forward with installing the cubicles in room 151 with the understanding that we will first address the concerns raised by Felix.  | **Action Item**: Scott will look at the circuits in room 151 and determine if it has enough capacity.  |  |  |
| 4. Mid-Year Review of Committee Goals – Shirley Slaughter | Table discussion for our next meeting.  |  |  |  |
| 5. Open Discussion Regarding College Concerns | *Scott Barringer’s Concern*: Furniture and other items being stored under stairwells and hallways. *Follow-Up*: Dwayne Cain and Felix Smith cleared out the areas. Scott will do another walk-through. *Shirley Slaughter’s Concern*: We need an inventory of items that need to be removed from campus or stored elsewhere. There are a number of computers in room 44 occupying space that is used to store custodial/ storekeeper supplies. It is imperative that we have an accurate assessment of storage space throughout the building, including the spaces in back of classrooms in the atrium. We need to form a subcommittee to evaluate storage and to clear it out any unnecessary items. *Subcommittee Formed*:Scott Barringer, Vincent Koo, John Pang, Dwayne Cain, and Felix Smith agreed to serve on the the subcommittee. *Francine Lewis & Windy Franklin’s Concerns*: Review evacuation procedures and update on permanent signage for evacuation routes.*Follow-Up*: VPSS Jason Cifra is working on the permanent signage. Loan Nguyen is currently creating signs for us. *Roberto Gonzalez’s Concern*: Request a review of all restrooms and address all broken fixtures to include:* Toilet seats: cracked, missing bolts
* Flush: not all flush and some flush too long
* Faucets: not all serve hot water, inconsistent sensors
* Stalls/doors: working latches, missing bolts

*Follow-Up*: Scott Barringer needs work orders for all these issues. Dwayne Cain did a walk-through and put in a work order for the missing bolts and latches. Repairs were made. *Dolores Harshaw’s Concerns*: The hand dryer in the men’s 2nd floor bathroom borders two testing rooms and is very noisy.There are no warning lights for deaf students in either of the testing rooms (rooms 262 and 266). *Follow-Up*: We’re limited with what we do about the hand dryer as they are at their lowest setting. As for the warning lights, it is on the scheduled maintenance list. We will follow-up with the District. *Shawn McDougal’s Concern*: The bike rack in the basement needs repair. Some bolts have come loose and some pieces need reattaching. *Follow-Up*: Roger Toliver will put in a work order to the engineers. *Natalia Fedorova’s Concerns*:1) There is a new faculty member who noticed we do not have exit and fire extinguisher signs inside the classrooms. We should have them in every classroom.2) Security needs to check the lab doors (rooms 521 and 522) at night. Due to the negative pressure, they may be inadvertently left opened.3) To secure the expensive equipment in room 515, I am requesting that the locks be changed. Natalia is requesting to install a unique separate lock so not everyone has access, only to those who need it.4) Natalia is interested in the current status of the new building. *Follow-Up*: 1) Natalia will work with Felix Smith who will locate a vendor to purchase fire extinguisher signs from before March. 2) Scott Barringer will check the rooms. 3) The District locksmith can create a new core for that specific door and issue new keys for people using room 515. 4) We’re currently reviewing other options to address the financial shortfall. More information will be provided at a later date. *Vincent Koo’s Concern*: Elevator Update. Scott Barringer has contacted Koney and the bill has been paid. A service request has been put in. *Follow-Up*: Scott will follow-up on Monday with Koney as to when they’ll service our elevator.  | **Action Item**: Scott, Vincent, John, Dwayne and Felix begin this project during Spring Break**Action Item**: Roger Toliver will follow-up with Roberto on the location of these issues.**Action Item**: Roger Toliver will put in a work order to the engineers to look at the bike rack in the basement.**Action Item**: Natalia will work with Felix Smith to find a vendor to purchase fire extinguisher signs from before March.**Action Item**: Natalia will send an email to Roger Toliver to put in a work order for engineers to check the rooms. She will also email Security to remind them to close the doors shut. **Action Item:** Natalia will send an email to Roger to put in a work order for a new core.  **Action Item**: Natalia will provide names to John Pang needing keys for the new core.**Action Item**: Scott will forward the service reference number to Director Slaughter.  |  |  |
| 6. New Business  | Table discussion at our next meeting.  |  |  |  |
| 7. Adjourn  | 1:37pm |  |  |  |