**Berkeley City College – Facilities Committee**

**November 9, 2018**

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

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| **Name** |
| E | Shirley Slaughter, Chair, Administrator Rep | X | Dustin Mabry, Faculty Rep |
| X | Scott Barringer, Classified Rep | A | Kye Ocasio-Pare |
| E | Melina Bersamin, Faculty Rep | X | Joanna Louie, Classified Rep and Recorder |
| A | Ramona Butler, Classified Rep | A | Carolyn Martin, Faculty Rep |
| X | Heather Dodge, Chair, Faculty Rep | A | Jasmine Martinez, Classified Rep |
| X | Johnny Dong, Classified Rep | A | Lynn Massey, Classified Rep |
|  A | Anthony Edwards, Classified Rep | X | John Pang, Classified Rep |
| A | Natalia Fedorova, Classified Rep | E | Cynthia Reese, Confidential Rep |
| A | Sam Gillette, Faculty Rep | A | Felix Smith, Classified Rep |
| X | Barbara Godoy, Administrator Rep | X | Roger Toliver, Classified Rep |
| E | Susan Khan, Faculty Rep | A | Clint Robbins |
| X | Vincent Koo, Classified Rep |  |  |

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| **Agenda Item** | **Discussion** | **Follow-Up Action** | **Comm. Goal #** | **BCC Goal** |
| 1. Standing Items |
| 1. Call to Order
 | 12:22pm |  |  |  |
| 1. Introductions
 | Two (2) new members- Susan Khan and Dustin Mabry are both part-time instructors in the Social Sciences Department. Susan teaches History and Dustin teaches Sociology.  |  |  |  |
| 1. Adoption of the Agenda
 | Motion: Joanna Louie moved to approve the agenda.Second by: Roger ToliverAll in favor with one (1) abstention.Opposed: NoneAbstentions: Barbara Godoy |  |  |  |
| 1. Approval of 10/12/18 Minutes
 | Change “As of Currently” on page 2 in item 2 and item 5 to “Currently.” Motion: Scott Barringer moved to approve the minutes with the corrections noted. Second: John Pang All in favor with two (2) abstentions.Opposed: NoneAbstentions: Vincent Koo and Susan Khan  |   |  |  |
| 2. 2019-2020 Summer 30 Day Projects | Handout distributed- Each year the Department of General Services provides the campuses with additional support for deep cleaning projects. The handout outlines the work we are asking to have completed. If there is anything you would like to be added, please contact Shirley Slaughter. Heather Dodge confirms the baseboard in room 124F has been repaired. She wants to request three (3) additional items.* Deep cleaning of the library carpet
* Upholstery of camp fire chairs be cleaned
* Carpet issue rising behind the Circulation Desk

Scott will add the last request to the Scheduled Maintenance list as it will cost more money to fix. Reminder: Please submit work orders to the Business Office so they can direct it to the appropriate person. |  |  |  |
| 3. Develop 2018-2019 Committee Goals – Group Participation | We are tabling this agenda item for the next meeting. We need the fully executed 2018-2020 Strategic Plan document.  | **Action Item**: Heather Dodge will follow-up with President Tomaneng regarding how the new bond and parcel tax will affect us.  |  |  |
| 4. Quorum – Determine what constitutes a quorum for this committee (Report back to Roundtable) | This committee came up with three (3) options for quorum-1. One (1) representative from each sub-group = 4 people (1 Admin, 1 Faculty, 1 Classified, 1 ASBCC)
2. 1/3 of the committee members plus 1 = 8 people
3. Either options 1 or 2 depending on participation day of meeting
 | **Action Item**: Heather Dodge will confirm membership with Shirley Slaughter so we can determine the actual number needed for quorum.  |  |  |
| 5. District Facilities Committee Meeting Update  | There’s been a change in the District facilities structure. The Chief Engineer left the District and now they have elevated all the assistant engineers to interim chief engineer positions. Currently, the District Facilities Committee (DFC) brought in the interim chiefs as members so they have voting rights. At the last meeting, DFC reviewed projects by Dr. Ikharo. Director Kelle Lynch-McMahon was absent but she has projects to push through for compliance. DFC also discussed the Scheduled Maintenance List which still needs to be reviewed and prioritized. Next DFC meeting is on Friday, December 7th.  |  |  |  |
| 6. New Items/Updates/Concerns  | *Vincent Koo’s Update*There was a District energy-saving project implemented two (2) days prior to Vincent’s email announcement (10/25/18). They replaced most power strips throughout our campus with energy saving devices that has a USB connection to a computer where it can monitor power usage. It is only hardware at this point. There will be a small software to be installed on Window computers in the future. From the informational flyer distributed- “The Ibis InteliSocket allows facility owners to control and optimize plug load device schedules across their sites from a central monitoring dashboard.” *Vincent Koo’s Update*Vincent is still trying to get our tele-communicator to connect to our emergency generator. He always manages to get it on a list but needs more follow-up.  |  |  |  |
| 7. Adjourn  | 1:25pm |  |  |  |