**Berkeley City College – Facilities Committee**

**December 14, 2018**

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

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

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| **Guests** |
| X | Hilary Lee | X | Alejandria Tomas |
| X | Linda McPheron |  |  |

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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
 | Motion by Hilary Lee to approve the agenda, 2nd by Anthony Edwards. |  |  |  |
| 1. Approval of 11/9/18 Minutes
 | Motion by Heather Dodge to approve the minutes, 2nd by Johnny Dong. |   |  |  |
| 2. Recycling at Berkeley City College – Linda McPheron | Linda McPheron teaches Ecology here at BCC. She noticed the recycling amount on our campus is low due to the way the bins are set up. Everyone throws everything into the blue recycle bins in the classrooms. At CCSF, there are no garbage or recycle bins in the classrooms so it makes people take their garbage/recyclables outside to where the bins are with clear choices. Only the big blue bins get recycled on our campus. Shirley Slaughter recommends having the blue bins in the classrooms removed then to find out how much it costs to get the three bins outside the classrooms and placed into the corridors. Once we get those bins, we can then remove the trash bins inside the classrooms as well so it will force people to go outside to throw their trash away. Linda McPheron recommends creating/adding big pictures to bins to teach/educate people on disposing waste and recycling. Heather Dodge will do an email blast in the beginning of the semester to notify instructors that we are educating on recycling this semester. As part of their orientation on the first day of class, instructors should show students the two bins in the classrooms- one for trash and the other for recyclables. Natalia Fedorova suggests creating a pilot project for specific classrooms so we can see results of student behavior. We will notify faculty of these pilot rooms. Another suggestion is to invite CCSF to tour our campus and get input on our waste and recycling efforts. Melina Bersamin is coming up with a project for her Methods class and it seems like a good idea to select six classrooms and one would be a controlled room where we don’t change anything. There is a lot of research out there on how people change behavior and that often depends on how much trash is already in the room. The cleaner the room is, the less likely people will throw trash on the ground. Melina wonders if it will change behavior if we put cardboard slot openings on the bins which means we can only put paper in there.  | **Action Item**: Heather Dodge will send an email to Shirley Slaughter with a waste and recycling action plan for the Spring semester. |  |  |
| 3. New Senate Bill Language Regarding Lactation Rooms – Alejandria Tomas | There have been many requests by students to get a spiritual room. Alejandria Tomas and Shirley Slaughter has identified two (2) rooms- 124E and 125A. Room 124E is currently the lactation room and 125A is the newly proposed lactation room because it is warmer. Therefore, turning room 124E into the spiritual room. Alejandria took this proposal to the Faculty Senate and there were a few concerns regarding the new SB937 requirements. We are missing access to running water and refrigerators suitable for storing milk and close proximity to employees’ work place. The Faculty Senate would like Alejandria to make sure the room options are good for both groups- the Muslim Students Association (MSA) and users of the lactation room. There are currently 6 people who use the lactation room. Heather Dodge says the faculty she’s spoken to prefer to keep room 124E as the lactation room. They have a system they’re used to and having a good routine with the security unlocking the door.Motion by Shirley Slaughter to recommend keeping the lactation room as 124E and for the MSA to use room 125A as their prayer room.Second by Heather Dodge.All in FavorOpposed: NoneAbstentions: None |  |  |  |
| 4. District Facilities Committee Meeting Update  | No update- Shirley Slaughter was not able to attend the last District Facilities meeting and Scott Barringer is absent today.  |  |  |  |
| 5. New Items/Updates/Concerns  | **Follow-Up Items:** *Quorum*Current Membership:* Co-Chairs: Two Administrators and One Faculty
* Six Faculty Representatives
* Seven Classified Representatives (2 of 7 from the Business Office)
* Three Administration Representatives
* Two ASBCC Representatives.

We currently have four faculty members so we want to reduce the number of faculty representatives from six to four members.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

The Facilities Committee has agreed to combine options 1 and 2 for quorum. Our quorum will have to have eight individuals present and three of them will have to be one representative from each sub-group. The reason ASBCC is not one of the required sub-groups is due to their schedules and non-consistent attendance to our committee meetings.**\*\*\*\*Quorum: 8 members (3 of the 8 members have to be from each sub-group: 1 Admin, 1 Faculty, and 1 Classified)\*\*\*\*** Motion by Shirley Slaughter to have our committee quorum set at 8 members (3 of the 8 has to be from each sub-group: 1 Admin, 1 Faculty, and 1 Classified).All in FavorOpposed: NoneAbstentions: None*Committee Goals*Tabling our goals until the start of Spring Semester.*New Bond and Parcel Tax*Heather Dodge followed up with Director Slaughter and President Tomaneng regarding the new bond and parcel tax. The discussions are just starting so nothing has been formalized yet. Shirley Slaughter: The Executive Team, the Architect, and the Project Manager from the District Office had its first meeting. Currently, we have two objectives- 1. Reevaluate how we are using our space at 2050 Center Street and the programs that will be impacted by the move that will possibly move from this location to 2000 Center Street. We want to see the current square footage they are occupying so they are given adequate space when moving.
2. Looking at the possibly to tear the building down to go as high as six stories.

The Building User Group (BUG) will reconvene in January. Heather Dodge: How is the BUG membership determined?  *Shawn McDougal’s Concerns*1. One of the bike racks in front of the building has several loose bolts and is about to collapse. This could cause injury or property damage when it happens.
2. The bike rack inside the building in the basement need repairing: there’s at least one rail that has come apart from the rest of the rack.

*Blinds Update*Scott Barringer sent Shirley Slaughter some quotes for the blinds that do not go up and down. There are quotes for rooms 311, 313, 413, 511, 513, and 516 (Student Lounge). Given the issues with the motorized blinds we’ve been experiencing, we will be going with manual control shades. We are going to move forward with getting blinds for those classrooms. *2000 Center Street Network*Our network circuit cut over and firewall upgrades were completed this past Sunday. Heather Dodge: Due to the firewall upgrades, students were not able to log into the library databases on campus. Additional IP addresses were added to the range and it was not being recognized by our database vendors. Vincent Koo helped resolve this issue by instructing Heather to contact the database vendor to add more range. The issue has been resolved. *Susan Khan’s Concern*There is a water leak in room 52. A chair has been put in the corner to catch the leak and now there’s been a puddle for about a month.  | **Action Item**: Shirley will follow-up with Heather in regards to the BUG membership.**Action Item**: (Work order already in). Scott Barringer will report back on the bike racks.**Action Item**: Roger Toliver will follow up on the water leak. **Update**: Roger checked and there is no water leak.  |  |  |
| 6. Adjourn  | 1:12pm |  |  |  |