**Berkeley City College – Facilities Committee**

**February 8, 2019**

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

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| **Name** | | | |
| X | Shirley Slaughter, Chair, Administrator Rep | E | Susan Khan, Faculty Rep |
| X | Scott Barringer, Classified Rep | X | Vincent Koo, Classified Rep |
| X | Melina Bersamin, Faculty Rep | X | Joanna Louie, Classified Rep and Recorder |
| X | Heather Dodge, Chair, Faculty Rep | X | Jasmine Martinez, Classified Rep |
| X | Johnny Dong, Classified Rep | X | John Pang, Classified Rep |
| X | Anthony Edwards, Classified Rep | E | Cynthia Reese, Confidential Rep |
| E | Natalia Fedorova, Classified Rep | X | Roger Toliver, Classified Rep |
| E | Barbara Godoy, Administrator Rep |  |  |

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| **Guests** | | | |
| X | Ryan Gardner, Rincon Consultants, Inc. |  |  |

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| **Agenda Item** | **Discussion** | **Follow-Up Action** | **Comm. Goal #** | **BCC Goal** |
| 1. Standing Items | | | | |
| 1. Call to Order | 12:21pm |  |  |  |
| 1. Adoption of the Agenda | Item #3 StopWaste presentation moved meeting on March 8th.  Motion: Roger Toliver moved to approve the agenda. |  |  |  |
| 1. Approval of 12/14/18 Minutes | Changes to minutes include:   * Correcting grammatical errors * Remove Clint Robbins from the committee while he is out on leave. * Dustin Mabry is on leave this semester and should remove from the committee.   Motion by Shirley Slaughter to adopt the minutes, as amended. Seconded by Joanna Louie. Motion passed Unanimously. |  |  |  |
| 2. Sustainability Master Plan – Rincon Consultants, Inc. (12:30-12:45) | Ryan Gardner from Rincon Consultants, Inc. presented to the committee an executive summary of the Sustainability and Resiliency Strategy Plan. Points of topic included a:   * Campus-specific guide to implementing PCCD’s Sustainability and Resiliency Plan * A high level overview of the analysis, goals, and measures developed for BCC. * Request was made for the committee to review the plan and provide feedback including an endorsement or opposition of the plan as presented. Feedback to be forwarded to Ryan by February 15. * Chancellor’s goal is to have the plan adopted in April. | **Action Item**: Shirley Slaughter will send the proposed plan to the committee. |  |  |
| 3. StopWaste Presentation (12:45-1:00) | Item tabled for meeting on be held on March 8, 2019. |  |  |  |
| 4. Facility Resources/Program Reviews (1:00-1:10) | The Office of Instruction, Student Services and Administrative Services are undergoing on program review. Once completed, all request for resources (equipment, furniture, supplies, etc.,) will be disbursed to the appropriate shared governance committees for review. As an example, the Facilities Committee would be responsible for reviewing all request pertaining space, furniture, and equipment excluding technology. We must complete this work by March 20 to be forwarded to Roundtable by March 21.  Scott Barringer suggests to have departments prioritize their own needs so we can extract the information more efficiently. |  |  |  |
| 5. New Senate Bill Language Regarding Lactation Rooms (1:10-1:20) | *Heather Dodge*: We discussed this at our last meeting. The language of the senate bill is a recommendation to have a fridge and sink, it is not mandatory.  *Shirley Slaughter*: We will ensure that this recommendation is included during construction at 2118 Milvia which will include a lactation room. |  |  |  |
| 6. New Items/Updates/Concerns (1:20-1:30) | **Follow-Up Items:**  *Recycling at Berkeley City College* Heather Dodge emailed Shirley Slaughter a waste and recycling action plan for the Spring semester.  *Building User Group (BUG) Committee*  BUG meeting was scheduled for February 19th. However, the meeting has to be rescheduled due to enrollment management. There are three (3) faculty member appointments- Heather Dodge, Barbara Des Rochers, and Linda McAllister. The meeting will be rescheduled shortly after a special meeting between Shirley Slaughter and the Project Manager on February 20th.  *Bike Racks*  Scott Barringer made adjustments to the exterior bike rack. He will add additional support to secure it further. Parts are needed to repair the threads that are stripped. He anticipates completing this task in the next two weeks.  *Front Door Update*  Scott Barringer had a meeting with Taylor Designs on Wednesday. They have the parameters for what they need to start producing designs for the doors.  Shirley Slaughter asked for a meeting with Taylor Designs to discuss design  *Water Leak in Room 52*  Scott Barringer believes the issue exist on the hot water line. He intends to reach out to American Air, Legacy Mechanical, and Diablo Plumbing to inspect the line.  Fortunately, the leak is not massive; more like a slow drip. Nonetheless, the leak is affecting the ceiling tiles. Some of which were lost over the holiday break due to the system being cold.  **New Item:**  *New Refrigerator*  Vincent Koo reports that the 2nd floor fridge is not cold enough and staff are having to use the 3rd floor fridge. | **Action Item:**  Scott Barringer volunteered to take StopWaste on a tour of our facilities next month. Anthony Edwards can join him.  **Action Item:**  Scott Barringer will send Shirley Slaughter the contact information for Taylor Designs.  **Action Item**: Scott Barringer will find a contractor to do an inspection.  **Action Item**: Jasmine Martinez will look into the cost of a new fridge. |  |  |
| 7. Adjourn | 1:34pm |  |  |  |