**Berkeley City College – Facilities Committee**

**September 13, 2019**

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

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| **Name** | | | |
| X | Shirley Slaughter, Co-Chair, Administrator Rep | X | Susan Khan, Faculty Rep |
| X | Scott Barringer, Classified Rep | E | Vincent Koo, Classified Rep |
| X | Melina Bersamin, Faculty Rep | X | Joanna Louie, Classified Rep and Recorder |
| A | John Bennett, ASBCC Rep | A | Jasmine Martinez, Classified Rep |
| A | Joshua Boatright, Faculty Rep | A | Lynn Massey, Classified Rep |
| X | Johnny Dong, Classified Rep | X | John Nguyen, Co-Chair, Administrator Rep |
| X | Anthony Edwards, Classified Rep | E | John Pang, Classified Rep |
| X | Natalia Fedorova, Classified Rep | E | Roger Toliver, Classified Rep |

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| **Agenda Item** | **Discussion** | **Follow-Up Action** | **Comm. Goal #** | **BCC Goal** |
| 1. Standing Items (12:15-12:30pm) | | | | |
| 1. Call to Order | 12:22pm |  |  |  |
| 1. Adoption of the Agenda | Agenda approved  Susan Khan requested next month’s Facilities Committee meeting agenda include a follow up to the Green Table discussion that occurred during Flex Day. The committee agreed. |  |  |  |
| 1. Approval of 5/9/19 Minutes | Motion by Melina Bersamin to approve the minutes, 2nd by Susan Khan. |  |  |  |
| 2. ADA Compliance Procedures | **Shirley Slaughter**:  In recent months, there have been concerns expressed around ADA compliance and accessibility. The uptick in complaints is not uncommon given the building is now 12 years old and accessibility requirements have changed since the building was constructed.  To address our population concerns, Risk Management hired **Disability Access Consultants (DAS)** to conduct a thorough inspection of our facility to determine BCC’s accessibility deficiencies.  As a result of their work, BCC and the District Office have been actively engaged in addressing the deficiencies. Some deficiencies are as simple as posting durable signs on the doors of the disability stalls. For your input and approval, I’d like to draw your attention to the document explaining the priority restroom policy.  **John Nguyen**: Some of the signs are being written on.  To minimize cost, Shirley Slaughter recommends replacing defaced signs as needed.  **Committee’s Concern**: The sign are too wordy and should be shortened.  **Melina Bersamin’s suggested**: “An individual with a disability may need to use this stall soon after you arrive. Please consider using a different stall.”  **Shirley Slaughter**: Another policy requirement is for BCC to maintain clear space at all classroom doors throughout the college. The accessibility policy should be posted next to the doors and checked periodically for minimum depth clearance.  **Melina Bersamin’s Concern:** The clear space requirement may prove to be problematic for classrooms in the basement. Based on the current layout, there are 40 student desks and some may be in the path of travel. With respect to class size, if desks are removed some students will not have seating. If we are to grow our student population, we need to increase the number of students in the classrooms. However, if we do not have enough space, we are denying students. Therefore, we may need to open more sections.  **Scott Barringer’s Recommendation**: We should find a consultant to evaluate the classrooms and find effective configurations that works with the teachers and can still fit the maximum number of seats allowable while following the ADA standards.  The Facility Committee approved the clear space requirements with the understanding the procedures may not work with all classrooms and that those classrooms may require additional assessment by a specialist.  We need to upgrade our evacuation signage to include with mobility disabilities. | **Action Item**: Melina Bersamin will reword and forward to Shirley.  **Action Item**: Melina Bersamin will send Shirley Slaughter the implications of the door and seating policy.  **Action Item**: Shirley Slaughter will research the evac sign requirements. |  |  |
| 3. Building Concerns (Leaks) – Scott Barringer | 1. Heating issues- One of the AC units on the east side of the building is out-of-service. We currently have someone on site working on the unit. The work is expected to be completed by next week. 2. We are looking to hire a plumber to address the leak in room 557. Scott stopped the leak; however, the fix is short-term. There needs to be a long-term solution. 3. Custodians thoroughly cleaned the carpet in room 557. 4. The Science Department performed a mold test and we’ll have the results next week. In regards to all the other leaks, the contractor has found and repaired them and will move forward with the pressure test.   Please report any facility issues or concerns to Shirley Slaughter. |  |  |  |
| 4. Preventative Maintenance Checklist – Scott Barringer | Scott developed a maintenance tracking list for equipment on campus. The Preventative Maintenance (PM) checklist includes the equipment type, last PM check date, frequency, next PM due date, and location. Scott works with President Rowena Tomaneng and Shirley Slaughter to address these items. However, if it is beyond their control, they will seek assistance from the District. |  |  |  |
| 5. Accreditation Standard III Physical Resources – Shirley Slaughter | The Accreditation ISER is coming up in 2021 and we are taking this school year to begin the process of gathering information and evidence. We are requesting a few committed faculty and staff members to serve as co-leads and members on each of our four standard teams. Co-leads will be compensated, classified co-leads will receive overtime and faculty co-leads $750 per semester for a total of $1,500. If you are interested in applying, please email Francine Lewis by September 27th.  As a committee, we will be responsible for participating in this process. There are four items under Standard III. Our Committee will focus on Physical Resources. We will be collecting evidence and developing the bullets for this standard. |  |  |  |
| 6. Program Review Update – Shirley Slaughter | * Discussed APU timeline * Once complete, the shared governance committees will validate the APU’s. * Each committee will then submit their prioritized recommendation to Roundtable for the December 9th meeting.   We will receive the facilities requests from each user department. Each user group needs to prioritize their facility needs as Priority 1, 2, and 3 then we will compile a spreadsheet showing priorities by each department. |  |  |  |
| 7. Adjourn | 1:17pm |  |  |  |