**Berkeley City College – Facilities Committee**

**November 15, 2019**

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

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| **Name** |
| X | Shirley Slaughter, Co-Chair, Administrator Rep | X | Tenzing Gendun, ASBCC Rep |
| X | Scott Barringer, Classified Rep | E | Susan Khan, Faculty Rep |
| E | Melina Bersamin, Faculty Rep | X | Vincent Koo, Classified Rep |
| X | Bobby Birks, Classified Rep | E | Joanna Louie, Classified Rep and Recorder |
| A | Joshua Boatright, Faculty Rep | A | Jasmine Martinez, Classified Rep |
| X | Felicia Bridges, Classified Rep | X | John Nguyen, Co-Chair, Administrator Rep |
| X | Sarah Dibas, Student | X | John Pang, Classified Rep |
| X | Johnny Dong, Classified Rep | E | Roger Toliver, Classified Rep |
| X | Anthony Edwards, Classified Rep | X | Zeyu Wang, ASBCC Rep |
|  X | Natalia Fedorova, 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
 | 12:25pm |  |  |  |
| 1. Adoption of the Agenda
 | Motion by Vincent Koo, 2nd by Anthony Edwards. Motion passed. |  |  |  |
| 1. Approval of 10/11/19 Minutes
 | Motion by John Nguyen, 2nd by Natalia Fedorova. Motion passed. |  |  |  |
| 2. New Building Update- Measure G | The Building User Group (BUG) committee reconvened on November 7th.  |  |  |  |
| 3. Standard III- Physical Resources | Director Slaughter led the discussion on Standard III – Physical Resources Requirement.Discussion highlights:* BCC’s Facilities Committee is tasked with producing evidence, bullet points to support the writing of this standard.
* There are four areas of review under Physical Resources. For ease, the committee agreed that four standards would be divided amongst the members of the committee.
* The participants for each of the four standards are as follows:

***Standard IIIB.1: The institution assures safe and sufficient physical resources at all locations where it offers courses, programs, and learning support services. They are constructed and maintained to assure access, safety, security, and a healthful learning and working environment.Participants:*** Natalia Fedorova (Lead), Roger Toliver, Vincent Koo, Anthony Edwards and Student Representative Tenzing Gendun ***Standard IIIB.2: The institution plans, acquires or builds, maintains, and upgrades or replaces its physical resources, including facilities, equipment, land, and other assets, in a manner that assures effective utilization and the continuing quality necessary to support its programs and services and achieve its mission:******Participants:*** Shirley Slaughter (Lead), Joanna Louie, Susan Khan, Felicia Bridges and Student Representative Sarah Dibas.***Standard IIIB.3 To assure the feasibility and effectiveness of physical resources in supporting institutional programs and services, the institution plans and evaluates its facilities and equipment on a regular basis, taking utilization and other relevant data into account.Participants:*** John Pang & Scott Barringer (Co-Leads), Bobby Birks, Johnny Dong, and Student Representative Zeyu Wang**Standard IIIB.4: Long-range capital plans support institutional improvement goals and reflect projections of the total cost of ownership of new facilities and equipment*****Participants***: John Nguyen (Lead), Josh Boatright and Melina Bersamin***Note:*** Faculty members Josh Boatright, Melina Bersamin and Susan Khan were not present at todays’ meeting to select from the four standards. To ensure full participation from the committee, they were assigned a standard to work on. They have the option of selecting from one of the other areas of review should they wish to do so. * All evidence collected and bullet points created for the standards are to be forwarded to Director Slaughter. She will upload the data in Google Docs.
* Evidence and bullet points are due to Director Slaughter no later than November 22nd.
* Director Slaughter will provide an update on November 25 to the ISER Committee the status of the committee’s work
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| 4. APU Prioritization Review | * The committee reviewed the spreadsheet outlining the facility resource need of departments within the college.
* Members of the committee did not feel they had enough time and/or information to prioritize the resource request given the amount of time spent on Standard III
* APU prioritization is due to College Roundtable on December 9 and the next Facilities meeting is not until December 13. To meet the December 9th deadline, the committee decided Director Nguyen and Director Slaughter would meet separately to prioritize and forward the results to the committee for input and further review.
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| 5. Adjourn  | 1:35pm |  |  |  |