**Berkeley City College – Facilities Committee**

**December 13, 2019**

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

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| **Name** | | | |
| X | Shirley Slaughter, Co-Chair, Administrator Rep | A | Tenzing Gendun, ASBCC Rep |
| X | Scott Barringer, Classified Rep | X | Susan Khan, Faculty Rep |
| X | Melina Bersamin, Faculty Rep | X | Vincent Koo, Classified Rep |
| X | Bobby Birks, Classified Rep | X | Joanna Louie, Classified Rep and Recorder |
| A | Joshua Boatright, Faculty Rep | A | Jasmine Martinez, Classified Rep |
| A | Felicia Bridges, Classified Rep | X | John Nguyen, Co-Chair, Administrator Rep |
| A | Sarah Dibas, Student | E | John Pang, Classified Rep |
| X | Johnny Dong, Classified Rep | X | Roger Toliver, Classified Rep |
| X | Anthony Edwards, Classified Rep | X | Zeyu Wang, ASBCC Rep |
| E | 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 | 12:22pm |  |  |  |
| 1. Adoption of the Agenda | Motion by John Nguyen, 2nd by Anthony Edwards. Motion passed. |  |  |  |
| 1. Approval of 11/15/19 Minutes | Motion by John Nguyen, 2nd by Anthony Edwards. Motion passed. |  |  |  |
| 2. District Facilities Committee Update | On Friday, December 6, the District Facilities Committee (DFC) meeting met. Discussion from the meeting is as follow:   * Laney College requested information from Vice Chancellor Brown regarding ISER Standard IIIB.   The Colleges inquired as to when they would receive the District’s contribution to Standard IIIB so that the District’s perspective is included in the colleges writing.   * Colleges should expect to receive the District’s writing for ISER by mid- February. * Director Slaughter requested a timeline from the Department of General Services (DGS) pertaining to BCC’s capital project plans. * BCC’s scope of work has changed with the passage of Measure G. Instead of a 3-story building, a 6-story building will be constructed. * Further discussions will ensue and the Building User Group (BUG) will reconvene to reevaluate the existing plans for both 2000 Center Street as well the reconfiguration of 2050 Center Street. * Director Slaughter invited Vice Chancellor Sata to come to RoundTable and to discuss Measure G and the college plan. If you are available and interested, please stop by for VC Sata’s presentation. * The committee discussed building cleaning standards. APPA is the nationwide association for facility officers and they set standards for cleaning. * APPA has five levels of cleanliness. They are:   Level 1: Orderly Spotlessness, Level 2: Ordinary Tidiness, Level 3: Casual Inattention, Level 4: Moderate Dinginess, Level 5: Unkempt Neglect.   * The District will adopt APPA standards of cleaning. Our standards are not low here at BCC. Although our building is only 12 years old, it takes a lot of work for custodians to maintain the facility because of the high end materials used inside the building (terrazzo floors, stainless steel, glass etc.). * BCC is currently at a Level 3 and have expectations improving over the coming months. * Each year, scheduled Maintenance request are forwarded from the colleges to DGS. * According to the Scheduled Maintenance Report, there was $5.8M allocated to District and campuses for scheduled maintenance. * Since 2014, only $2.5M been expended with a remaining balance of $3.3M. * The DFC was surprised to learn of the $3.3M remaining balance as they often wondered why projects are delayed and the money not being spent. * The main reason has to do with the timeliness of our contract approvals. So now we need to go as far back to FY14-15 and look at what projects we said needed to be done and start addressing that. * To avoid duplication, Director Slaughter made a recommendation that the Dept. of General Services provide a crosswalk between Measure G projects and Measure A to determine what work has been completed and if the work is also be reflected on the Scheduled Maintenance report. * Sharon Millman, Facilities Project Manager, shared that between $500-$600K in Measure A funds were set aside for the new building when we first looked at purchasing 2118 Milvia. Now that we have Measure G, Shirley has requested to put that money back into Measure A for technology needs.   *Concern*: Scott Barringer mentioned the $267,000 that was set aside for BCC’s reservoirs. However, the project was never completed. | **Action Item**: Scott will forward Shirley the emails pertaining to the reservoirs |  |  |
| 3. Follow-Up on ISER | This was a working meeting. The committee spent time working on the ISER Report, developing bullet points, discussing and gathering evidence.  John Nguyen shared his bullet points for Standard IIIB.4 with the committee.  **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**   * The facilities master planning is a component of the [Berkeley City College Education Master Plan (BCCEMP)](http://www.berkeleycitycollege.edu/wp/prm/files/2014/05/BCC-EMP-2016-final6.21.2016.pdf). * Facilities’ request and planning relating to improvement goals is addressed through the participatory governance process and is listed in the [Shared Governance Manual](http://www.berkeleycitycollege.edu/wp/accreditation/files/2012/04/Shared_Governance_4_11_12.pdf). * The Facilities Committee is in charge of establishing and setting improvement priorities through the Program Review and is approved through College Roundtable. * Master planning priorities are developed collaboratively at the district level planning committees, and college prioritization is based on its [Mission, Vision and Values](http://www.berkeleycitycollege.edu/wp/bccpub/files/2016/10/Mission_Vision_Values_2016.pdf). * Through Measure G, the new building on Milvia St. will have 6 stories and is laid out in the [Facilities & Technology Master Plan](https://web.peralta.edu/general-services/files/2019/02/BOT-March-13-FTMP-Update.pdf), B1A (Milvia Street 3rd Floor Build Out), pg. 6 * The Budget User Group Committee (BUG) reviews funding for facilities. | **Action Item**: All leads should meet with their respective team members to continue to develop bullet points when we return from the holiday break. |  |  |
| 4. New Business | No new business. |  |  |  |
| 5. Adjourn | 1:23pm |  |  |  |