**Berkeley City College – Facilities Committee**

**November 13, 2020**

**Zoom Meeting**

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

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| **Name** |
| X | Shirley Slaughter, Co-Chair, Administrator Rep | X | Vincent Koo, Classified Rep |
| A | Scott Barringer, Classified Rep | X | Joanna Louie, Classified Rep and Recorder |
| X | Bobby Birks, Classified Rep | X | Jasmine Martinez, Classified Rep |
| A | Joshua Boatright, Faculty Rep | X | Jeongyun Na, ASBCC Rep |
| A | Felicia Bridges, Classified Rep | X | John Nguyen, Co-Chair, Administrator Rep |
| X | Johnny Dong, Classified Rep | X | John Pang, Classified Rep |
| X | Natalia Fedorova, Classified Rep | X | Roger Toliver, Classified Rep |
| X | Charlotte Lee, Faculty Rep |  |  |

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| **Agenda Item** | **Discussion** | **Follow-Up Action** |
| 1. Introductions | Each individual introduced themselves and stated what they were excited about.  |  |
| 2. Standing Items |
| 1. Call to Order
 | 12:48pm |  |
| 1. Adoption of the Agenda
 | Motion by Charlotte Lee to approve the agenda, 2nd by Roger Toliver. |  |
| 1. Approval of 5/8/20 and 10/9/20 Town Hall Meeting Minutes
 | Motion by Natalia Fedorova to approve the minutes, 2nd by Bobby Birks.  |  |
| 3. Status of Design-Build | Shirley Slaughter has been working with Kitchell and they are in the process of setting up the interview panel for the Milvia Street Expansion Project. The interview panel is set up of nine members. They need a student and faculty representative to serve on the interview panel. They are interviewing for the Design Team. Shirley has agreed to serve on the Pre-Qualification Committee which will review different proposals from various firms to see if they meet the Design-Build criteria. **Interview Schedule** 12/9/20- First Preparation Meeting (tentative date- about 45 minutes)12/14/20- Second Preparation Meeting (about 30 minutes)12/15/20- First set of Company Interviews (scheduled from 8:15am-3pm)1/20/21- Second set of Company Interviews (scheduled from 8:15am-4pm) | **Action Item**: Shirley Slaughter will send John Nguyen an email request for a student representative.  |
| 4. Return to Work Safety Precautions | **Return to Work Protocol Guidelines distributed:**This document outlines procedures for the safe return of employees and students into the workspaces and pre-designated lab classes for in-person instruction. This guidance is drawn from the statements and directives provided by government entities, public health departments, plans from other community colleges in the San Francisco Bay area and trends across higher education and similar industries. The document provides protocols, procedures, and guidelines to promote employee and student health and safety as they return to campus or District offices in the COVID-19 environment. **Important Notes from Page 6 of the Document**To appropriately meet the guidelines for returning to campus safely, the District had already contracted Ray and Associates to deep clean our campus. We also have a system set in place where people can access the building by completing the Campus Access Form for Tuesdays and Thursdays, and other days as we deem necessary. After each access, our custodial team goes in to clean all of the areas as it relates to the campus access distribution list. Necessary cleaning and sanitation supplies are available in District facilities to allow employees and students to clean spaces and equipment after routine use. Cleaning staff work schedules will be adjusted to provide more thorough and disinfecting of high-traffic areas and high traffic times. Shirley Slaughter has purchased two electrostatic sprayers which will be used to disinfect our high touch surfaces on a regular basis. We have purchased 60 gallons of hand sanitizer that will be put in the most populated areas of the campus, purchased additional PPE, floor decals for physical distancing, and plexi-glass barriers for Science labs. We are also looking to do that for our Financial Aid and Admissions counter. We’re also looking at having three people at a time using the elevator to ensure enough space between people. **Important Notes from Page 11 of the Document**Each President and District Office Designee will establish a “Return Team” comprised of individuals best positioned to assess workspaces and class locations. These individuals will primarily gather information to determine campus specific needs regarding social distancing and workplace medications needed to ensure safety. The non-public facing areas (offices and cubicles) will have unit plans and space evaluations to determined how best to make these spaces safe and functional with the following questions answered: i. can employees effectively work from home?ii. can schedules be staggered to reduce the number of occupants in a space?iii. can an employee’s workspace be relocated to another workspace that is not being used?iv. can temporary barriers, such as clear plastic “sneeze guards” be installed? Charlotte Lee’s Question: There are recent news about breakthroughs with vaccines and a good chunk of people will be vaccinated potentially by April or May and through the summer of 2021, how might this change all the Return to Work Protocols and the way we’re thinking about these different preparations?Shirley Slaughter’s Response: We do not have an answer for that right now. A lot of people are traumatized by the thought of being on the front line taking the first batch of vaccinations and it’ll take some time before people get comfortable with taking it. This is probably a question that should be taken into consideration by the District.  |  |
| 5. Committee Concerns/Suggestions/Recommendations I. Community Policing versus Private Security  | **Community Policing vs. Private Security**The Peralta Board of Trustees took a historical step by unanimously voting to terminate the Alameda County Sherriff’s contract back in June. However, it was extended to December 31, 2020. That talk was a combination of more than a year of planning, thoughtful discussion, public input, due to a desire to move towards community policing. Although the contract termination has no impact on BCC because we do not use their services, we are looking at this community policing aspect of how we engage with our students. Shirley Slaughter wants the committee’s input and asked if we want community policing at BCC or do we want to continue with our private security. Jasmine Martinez’s Question: We had safety aides in the past. What are other campuses doing? Charlotte Lee’s Question: Don’t really have a clear sense of what community policing means? Who would be a part of this community? Police policing group or force? What the training and job qualifications would be? Would this be a job where someone gets a salary and set hours or is volunteer-based? John Pang’s Concerns: There are a lot of questions. Who owns it and who runs it? Is there a contract for community policing? Based on past experience with using third-party security companies, there have always been transitions and it is hard to train them. When it doesn’t work out with certain firms, we had to stick with them due to the contract we had in place. If we continue to work with private security, we need to make sure they are performing their duties based on the contract. If not, hopefully we can work together with the private security company to make changes and recommendations. John Nguyen’s Suggestion: Would love to hear from the President in regards to what community policing looks like. John Nguyen’s Concern: Students have concerns about the security uniforms. They do not look welcoming. There are a lot of questions and this committee needs more information before making a recommendation to the President. **Facilities**Natalia Fedorova’s Question: Are we able to do repairs on campus while students are not here?Shirley Slaughter presented the District-Wide Facilities List and there are quite a bit of ongoing repairs happening. Vincent Koo’s Concern: Is the lobby elevator going to be addressed as it is out of service? Shirley Slaughter’s Response: We’ve been on top of that. She will follow-up. There is a purchase order that went out. It is a priority on getting all the elevators working. Vincent Koo’s Concern: Vincent bumped into the elevator emergency call button by accident and it got dispatched to the District instead of our college security. Shirley Slaughter will ask Scott Barringer about this. The programming may have to be done by Kone. Vincent Koo’s Concern: Yolanda Young mentioned the major work done to the Bursar’s Office. Now that they have made significant adjustments to the window on the right side, there is a huge gap and the security gate does not come all the way down. Vincent Koo’s Suggestion: Please let administrators know to inform new employees to get their employee ID’s so security can verify their employment here. Shirley Slaughter will pass this information on.  |  |
| 6. Transition – New Co-Chair  | We will need a new Co-Chair. John Nguyen will facilitate the next meeting.  |  |
| 7. Adjourn  | 1:37pm |  |