**Berkeley City College – Facilities Committee**

**December 11, 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 |
| X | 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 |
| E | Johnny Dong, Classified Rep | X | John Nguyen, Co-Chair, Administrator Rep |
| X | Natalia Fedorova, Classified Rep | X | John Pang, Classified Rep |
| X | Charlotte Lee, Faculty Rep | X | Roger Toliver, Classified Rep |

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| **Agenda Item** | **Discussion** | **Follow-Up Action** |
| 1. Standing Items | | |
| 1. Call to Order | 12:33pm |  |
| 1. Adoption of the Agenda | Motion: Shirley Slaughter moved to approve the agenda. Second by: Bobby Birks All in favor. Opposed: None Abstentions: None Motion passed. |  |
| 1. Approval of 11/13/20 Minutes | Motion: Shirley Slaughter moved to approve the minutes. Second by: Natalia Fedorova All in favor. Opposed: None Abstentions: None Motion passed.  Correction to Item 5- removed “y” from Kone and extra “E” in Charlotte Lee’s name.  Motion: Bobby Birks moved to amend the minutes with corrections.  Second by: Vincent Koo  All in favor.  Opposed: None Abstentions: None Motion passed. |  |
| 2. Body & Temperature Scanners | Shirley Slaughter is working with Dean Joya Chavarin on purchasing body and temperature scanners. They are looking at kiosks to scan temperatures upon arrival. They decided against the temperate readers to put on the foreheads as it would cause traffic at the entrance. They are looking at three kiosk options: stand alone, desk top, or wall mounted. They have reached out to VP Kuni Hay’s doctor’s office because they have a good temperature reader and the Pacific Office Company has given us a quote. We hope to have these body & temperature scanners by the time we start up school again.  *Charlotte Lee’s Questions*  1. Who would be the parties responsible for stopping somebody if they’re above the threshold?  2. What happens if someone resists or gets angry? Will they be turned away?  3. How are faculty notified if they’re coming in for a class?  *Shirley Slaughter’s Response*  People are going through the screening process and we have Security taking them through at the point of entry. Once they have gotten through this temperature screening, faculty would not have to take temperatures of those entering their classrooms because they would have already been scanned. Charlotte will email Shirley these questions and Shirley will follow-up with the Executive Cabinet.  *Natalia Fedorova’s Concern*  Natalia Fedorova recently visited UC Berkeley and they have a temperature scanner at the entrance. The issue with this scanner is that it takes some time to read the temperature and you have to get into a certain position which is not very effective. It would be helpful if we have a small team visit this location to review the scanner.  *Shirley Slaughter’s Response*  There has been conversation on how much time the scanner takes to read temperatures. We felt the need to have at least two body scanners present. While one is resetting, the other one is being used. Natalia will email Dean Chavarin regarding this concern.  *Shirley Slaughter’s Update*  She met with ProExhibits last Thursday because of her concern for frontline staff safety. They are looking at putting up professional-looking sneeze guards that would run the length of Admissions & Records, Financial Aid, Karen Shield’s office area, the Security Desk, and the Student Ambassador Desk. Then they looked at the 3rd Floor in the EOPS area as well as the Switchboard on the 4th floor. These sneeze guards are very costly. We have $15K so we may only start with the A&R and Financial Aid area first. Another quote is needed for the Student Lounge and Library. |  |
| 3. Committee Concerns/Suggestions/Recommendations | *Charlotte Lee’s Question*  Are there standard thresholds for air circulation quality when it comes to COVID-19? Has our HVAC systems been tested to meet those thresholds?  *Scott Barringer’s Response*  Yes! We have done a lot of research on what the best procedures were. The standard is running on 100% fresh air and no recycled air. Here at the college, we are running MERV-13 filters as our primary filters with MERV-8 pre-filters. We are at the industry standard for the COVID response. We’re close to a hospital-level standard on the filters that we run. We are running the HVAC system more now but it’s only the circulation system. There is no heating going on right now due to the building being empty. Scott has new filters ready to install when we are looking at restarting operations for the majority of campus.  *Vincent Koo’s Question*  There are a couple of manufacturers for these body temperature kiosks. How much does one cost? He’s looking at one that’s close to $3,500. Shirley has to check in with Dean Chavarin on the cost.  *Scott Barringer’s Question*  Are we considering to place wall-mounted automatic hand sanitizer dispensers near elevators or entries to each of the horseshoes going through the fire doors?  *Shirley Slaughter’s Response*  We ordered at least 60 gallons of hand sanitizer and we are going to strategically place them throughout the college in our high traffic areas. We currently have hand sanitizers on some of the walls in the college but we haven’t looked at purchasing stand-up hand sanitizer dispensers. Shirley recommends having someone from this committee do a walk-through of the building to assess what we have on hand and how we can improve upon what we currently have. Then this person can bring their observations and recommendations back to this committee so John Nguyen can pass that information onto the President’s Cabinet for action. Scott suggests putting them at each elevator lobby area.  We need more faculty participation. Charlotte Lee will work with Matthew Freeman in the Academic Senate to get more faculty on board. |  |
| 4. Adjourn | 1:16pm |  |