

Members Present (*bold to indicate present, delete absent*):

Guests (manually type): Lisette Maria Flores, Abdul Pridgen, Bobby Birks, Charlotte Birks, Dana Cabello, Emily Segal, Johnny Dong, Michael Alvillar, Nailah Keeles, Dolores Harshaw, Vincent Koo, Annie Liu

Co-Chairs: Denise Richardson, College President; Armando Franco, MESA Program Director

AGENDA AND DISCUSSION ITEMS	
1. Roll Call / Review Agenda	
Co-Chair Franco	called the meeting to order at 12:35 pm.
We do not have enough members to meet quorum. This will be an unofficial meeting.	
2. Review Minutes	
Co-Chair Franco	requested a review of the November 8, 2024 minutes.
3. Committee Updates	
<ul style="list-style-type: none"> The Tri-Chair model and request to reduce the Facilities membership to 12 members were approved at the College Round Table meeting. The Tri-Chair model would consist of 1 Administrator, 1 faculty, and 1 classified professional and membership would consist equal members in the four constituency groups, including students. We have reached out to the Academic Senate, Classified Senate and ASBCC presidents to give us their assignments. Until then we are unable to meet quorum and continuing to meet informally. We would like to propose adjusting future semester meetings to a hybrid format, scheduled for the third Tuesday of each month from 3-4PM, starting in Spring 2025. We have had a low turnout on Fridays and have not been able to meet quorum this semester. We wish to move to 3-4PM to avoid the other shared governance committee meetings. The proposed Spring 2025 meeting dates are: 2/18, 3/18, 4/15, 5/20. However, we're not sure if we can take action on changing the dates and time permanently now as we can't meet quorum. As for the next meeting, we will need to hold it on Tuesday, February 18, 2025 instead of our regular meeting day, which is Friday, February 14, 2025, which is a holiday. We hope that we would be able to get our finalized committee members by the February meeting so that we can vote on permanently changing our meeting date and time. We have been assigned student reps for the committee but haven't seen them in the recent meetings. 	
4. BCC Updates	
Leader: Armando Franco	
Hiring	
<ul style="list-style-type: none"> VPAS: We had two candidates of three drop out, we had to repost the ad. We hope to get some applicants by the time we return in January to start reviewing. Head Custodian: Bobby Birks will be retiring at the end of this month. The District has arranged for their Head Custodian to transfer to BCC and will begin in early January so that we can maintain seamless coverage. We were told that COO Nelson will arrange for the new Head Custodian to meet 	

with Bobby to discuss the transition soon.

- Associate Dean of Student Engagement & Basic Needs: The job posting is up and will be closing soon.

Space Allocation

- The lease to the Annex expires at the end of May and we'll need to move the existing programs into the main building, including MESA, Umoja, Wellness Center and Adult Education. President Richardson and Academic Senate Freeman has walked the building to come up with ideas. President Richardson will do a walkthrough with the VPs and discuss with Classified Senate President Rizza to come up with a proposal and will bring it to the next Facilities meeting in February for discussion. Once we have clearance from Facilities, President Richardson will meet with the other Senates to share their plans and address any questions or concerns they may have.
- Johnny: Concerned about the space locations because he oversees scheduling classrooms. He would like to be in the loop as we make the proposal in case we need to take any classes out of service for the office space, as classrooms and offices are already so limited and rescheduling classes could be difficult.

Saturday closures are still being considered, but not been confirmed yet.

Milvia Building Updates

- They've poured the concrete up on 6th floor and is going up very fast. A decision was made with the graphics for the horizontal, teal graphics film after discussing with the different constituency groups.

Tsunami Warning 12/5/24

- Nailah: Do we have anything prepared or information getting across on the masses if the threat was real?
 - Annie: Our PIO and President was in communication with the District for instructions and asked if the District could issue a Rave alert. Our PIO was on top of gathering official information about the evacuation areas and we were not part of the evacuation area. The District made the decision that it was not necessary to send out a notice.
- Michael: Students were freaked out after getting the emergency alarms on their phones, but not getting a message from the District or BCC about what their next steps should be. The District should have issued a text message to students to let people know that they were not in the evacuation zone.
- Annie: Second the recommendation to give the Rave alert for more guidance. We had lots of questions from staff and community if their homes are part of the evacuation zones, can they leave too? Managers were
- Vincent: What is the process to request for the Rave Alert and who is responsible to make the request and who to notify? This is a manual process with the District.
- [Summarize Vincent's info about the rave alert and phone thing] Text message would be faster than the Rave Alerts. Technically we were notified by it via our carriers.

Rave Alert (update by Interim Executive Director of Safety Abdul Pridgen)

- The District will be implementing a new service that's part of our Rave Alert package by the January 2025 semester and would be at no additional cost to the District. It is called AppArmor, which is a virtual escort feature that share your location with the dispatch center or a friend, in case you need to request help or dispatch needs to contact the authorities. This is an op-in feature. It would not replace

our in-person security escorts, but could be used in conjunction for those who don't want to use the in-person escort.

- The app will include guides and instructions for different types of emergencies.
- Safety toolbox: People can make reports to Marina Security. It will also include different resources on campus and other resources nearby.
- Work alone feature: If you're going to be working alone at the office beyond the regular time, it'll notify someone of your choice.

5. Update on Previous Items

Emergency Backpacks

- Michael have updated the emergency backpacks with new equipment, crank radio/light, first aid kit, tools, etc.

Update Emergency Flipbooks

- Michael and Nailah have updated the content for the emergency flipbooks. It now needs to be received by the managers and District approval before we begin production. We plan to print these in-house. Once we have a finalized draft, Karen will help us get a quote for the supplies and handle producing the flipbooks.
- Michael indicated that there is no evacuation map. We need someone to draw up the map.
 - Annie: We can try tapping into Marcus Creel for help. He created the campus maps.
 - Charlotte: Should we consider translating the flip book to different languages for future editions?

Trash Can Installations

- Michael said he saw some work was being done, but not sure if it's all of the bins have been installed yet. Michael will walk through the bathrooms to check.

6. Public Comments

- Michael and Nailah did a walkthrough in the basement and noticed that there are a lot of junk and personal stuff downstairs in several classroom's storage areas. This is where we used to store emergency supplies. All emergency kits are extremely outdated and need to be replaced. There's no water, food, supplies. Michael is not sure if it's something that we need to cover the cost to replace or the District. The location of these storage rooms are in Classroom 31-34. Annie and Armando will meet up with Michael after the meeting to tour the areas.
- Emily: Is there an update on the keys situation? The science department are still waiting for their keys.
 - Nailah: The issue is still in limbo and haven't heard back from District yet. Joanna and Nailah have been pushing the issue with them for a while. We've had some keys made, but it's been a hit or miss. Sometimes it's Felix making it, sometimes it's a different person, but she's not sure how often the person in charge of keys works on campus.
- Emily: Do we still have an engineer on campus for repairs? She submitted a work order and three follow up emails to Michael Parra, but have not received any responses. She ended up having to repair the issue herself. What is the proper protocol to submit the requests and to follow up with statuses for repairs? Is there a way to ensure that requests have been received and are on the engineer's to-do list?

Berkeley City College
Facilities, Health and Safety
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- Nailah: She's forwarded the message to the engineers, but they're short staffed right now. The protocol for making the requests would be to send the request to bcc-workorders@peralta.edu, which will create a work order that goes to the engineers. If there are emergencies, we'd need to reach out to the District to send someone out, but it can't be used for small repairs. Unfortunately there's not a system for us to see statuses at all times. Whenever people ask for updates, she has to reach out to the engineers to ask for an update and follow back up with the requester.

7. Announcements

- N/A

8. Adjourn Meeting

The meeting was adjourned by Co-Chair Franco at 1:20 pm.

Next Meeting: Tuesday, February 18, 2025, 12:20PM-1:30PM, via Zoom

Minutes from live meeting: Annie Liu, (510) 981-2851, aliu@peralta.edu