**Berkeley City College – Facilities Committee**

**February 6, 2015**

Present: Shirley Slaughter (Co-Chair), Carlos Cortez (Co-Chair), Sam Gillette, Jennie Braman, Johnny Dong, John Pang, Joshua Boatright, Ramona Butler, Ralph Smeester, Windy Franklin

Guests: Sharon Millman, Atheria Smith, Debbie Budd, Lydia Bouzida, Nancy Cayton, Paula Coil, Laura Ruberto, Marilyn Clausen, Alley Hegler, Tram Vo-Kumamoto

Absent: Pieter DeHaan, Roberto Gonzalez, Richard Lee (ASBCC), Lynn Massey, Kelly Pernell, Mostafa Ghous, Vincent Koo, Mostafa Ghous, Willard Cheng, Roberto Gonzalez, Joe Doyle, Cynthia Reese

Recorder: Joanna Louie

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| **Agenda Item** | **Discussion** | **Follow-up Action** | **Decisions (Shared Agreement/Resolved or Unresolved?)** |
| Call to order | Call to order- 12:19pmFacilities Committee 2014-2015 Schedule- please mark your calendars! * ~~Friday,~~ **~~October 3~~**~~, 2014 12:15-1:30pm room 451~~
* ~~Friday,~~ **~~November 7~~**~~, 2014 12:15-1:30pm room 451~~
* ~~Friday,~~ **~~December 5~~**~~, 2014 12:15-1:30pm room 451~~
* ~~Friday,~~ **~~February 6~~**~~, 2015 12:15-1:30pm room 451~~
* Friday, **March 6**, 2015 12:15-1:30pm room 451
* ~~Friday,~~ **~~April 3~~**~~, 2015 12:15-1:30pm room 451~~
* Friday, **April 17**, 2015 12:15-1:30pm room 451
* Friday, **May 1**, 2015 12:15-1:30pm room 451

**\*\*\* Handout of revised schedule distributed\*\*\*****Please note that the April 3rd meeting has been moved to April 17th.** |  |  |
| 1. Approve Agenda
 | Adding Preliminary Survey Results for Facilities from Flex Day to the agenda as item IV- Sharon Millman, District Facilities Project Manager.  |  | Resolved. |
| 1. Review & Approval of 12/5/14 Minutes
 | Minutes approved. |  | Resolved.  |
| 1. 5-Year Construction Plan- Atheria Smith, District Facilities Planning & Development Manager
 | *What is the 5-year plan?* Submission of the Five Year Capital Outlay Plan is a mandatory requirement (Ed Code Section 81800). Each year California Community Colleges are required to submit their plans to the State Chancellors office.The submitted plan serves as a mechanism to the state in evaluating and prioritizing funding for capital projects for the upcoming fiscal year.In recent years, due to drastic budget cuts, funding has not been available. However, we are still (by law) required to submit a plan. Community Colleges across the state are in the same predicament (lack of funding for capital improvements) as Peralta. While funding may not be available, we anticipate this changing in the very near future. Therefore, we are positioning ourselves to have our request fully funded when the dollars are reinstated. In previous years, we’ve submitted the same inventory for this building to the state. This year, as a result of the new facility, we’ll have more information to include in the report. The state 5-year plan is due July 1, 2015. Atheria will send a list of what is required from the campus administration which is our Ed. Plan statements. FPP update- for the past 8 to 10 years, we have been rolling over the same IPP which is the initial progress plan and that was to expand and get an annex for BCC. It was approved to an FPP but there are no further approvals from the state so we are still pushing the District and BCC to stay in the hopper to see what will be available. They will only give a percentage and it is low but we will get as much as we can so that it lowers the campus’ contribution to the project so we can keep our funds and do other things. For state funding to cover renovations, we have to wait to see where all the other community colleges fall in prioritization. Prioritization is scored and every year it is rescored. *Deferred maintenance-* one of items that Shirley submitted to the District Facilities Committee is painting and it is on the deferred maintenance schedule so hopefully it will be done this year. *20-day facilities project that the District sponsors every year*- We would like more input from the community but we know from our BCC custodians what needs to be done. Ideally, during the 20-day facilities project, we would like the district to hire a contractor who can provide a cherry lifter inside building to clean all of the windows and ledges.  | Joanna will send email reminder to Atheria. Atheria will notify Brian Adair of the 20-day facilities project regarding the needed window cleaning for BCC. |  |
| 1. Preliminary Survey Results For Facilities- Sharon Millman, District Facilities Project Manager
 | *What is going on?* Acquisition of a new building.*What was the context?* To develop broad input into the guidance provided to the planning and design team for the additional facility on Flex Day. One piece missing from the group of voices are the students. The results we received are from faculty and staff. We are still looking for ways to ask questions and get feedback from students. The 3 questions asked were:1. What are the 3 most important things to get right when we add this facility?
2. What is your favorite thing about the existing main campus and why?
3. What is your least favorite and why?

Sharon read through all the comments and tried to look for themes or clusters. The summary is that the topics of greatest attention with all 3 questions combined were informal spaces esp. the need for student study space. Huge number of comments on natural light and windows. Next pair very close to each other was classrooms and offices. Offices- corrections of deficiencies. Classrooms- wide variety of comments which included the importance of flexibility and furniture arrangements. The next one by itself was strong IT (broadly defined) - infrastructure, signal, access to computer classrooms. Another pair close together which Sharon calls general planning advice- this has to do with sense of unity for the campus and logistics of communicating and including everyone in the planning process and that was closely prioritized with the public display of art. Huge number of comments regarding the art and that was the appreciation of it. When you break it down by the different questions- the things that came out of the ‘get it right’ question by itself was informal spaces and subthemes were studying, collaborating, and socializing. There is a big gap and there are 2 – strong IT and general guidance regarding planning. Below that, some moderate themes came out like natural light. Inclusion- accessibility, diversity, respect. Issues associated circulation and navigation was its own group of comments. The clusters on the least and most favorite were weaker. Favorite = atrium followed by light and public display of art. There were also negative comments about the atrium where it was appreciated but there were certain impacts the atrium had on the rest of the building that were inadequately controlled, mostly had to do with acoustics. One thing that people talked about was the psychological space of the atrium- visibility, sharing, and informality of it was all important characteristics. Least favorite was the basement- dark, cramped, and airless. Offices were almost tied with basement but the reason why varied. Favorite is light and least favorite is lack of light and get it right is light.  | Joanna will send email reminder to Sharon for electronic preliminary results.Sharon will work with Mostafa to find a way to get survey out to students and to put on the ASBCC agenda this month.  |  |
| 1. Accreditation Review Standard IIIB- Shirley Slaughter
 | There is a chance that the Accreditation Team will want to meet with the Facilities Committee or members from this committee. It is important that everyone reviews Standard IIIB of our Physical Resources. We need to familiarize ourselves with this document. Important things to know: * Our building/campus surpasses all state and federal standards for safety, helpfulness, and accessibility.
* Annually, we dedicated a significant amount of resources to maintain our state of art campus. We spend on an annual basis including personnel over $668,000.~~just on this building alone.~~

One of our 2 goals this year is to outline a plan to renovate one floor per year so our building is on a continuous cycle of improvement. Carlos hopes this conversation can continue this spring to ensure it happens next year as part of our budgeting for the upcoming year.  | Adding to next meeting’s agenda: discussion on 5-year rotating campus renovation goal and budgeting. |  |
| 1. APU Data Review- Carlos Cortez and Committee
 | \*\*2 Handouts distributed\*\** Dept. of Business & Administrative Services 2014-2015 Facilities Request
* 2014-2015 Student Services & Instruction APU Facilities Requests

Please note these are living documents. Additions and deletions will be made to them, both in this committee and through other shared governance meetings. At some point, this list has to be prioritized and this committee will discuss these priorities today and review what this campus is asking for. For next meeting, we are hoping to schedule a visit to the new building. On the 4/17 meeting, we are hoping to take our conversation today which is a preliminary scan of the APU requests and take the data we collect from our site visit and try to make informed recommendations to Round Table which will then go to the President’s Cabinet on how space in the new building should be allocated and what needs to change in the existing building. Question rose regarding what if certain things were not captured in the original APUs that did not include the new building and how to communicate new needs. Answer is to submit a revised APU to your corresponding VP so they can update their Student Services/Instruction APUs.Not every item in the APUs can go over to the new building. Sharon recommends thinking about what activities or spaces in the existing building generate the most traffic and the most mixing on a daily basis so each constituency would have major reasons to be in both buildings. The Engineering Dept. was overlooked in the Business & Administrative Services APU. Additional storage and the need for qualified people to run the building are necessary. Things to consider for the new building: * shared space to create more storage area
* more conference/meeting space
* getting rid of old things to make more space
* comments from Flex Day- tables are great for atrium
* something that can be dual purpose
* labs are needed
* larger classrooms esp. with increased enrollment
* best to have indoor-outdoor space to mimic a real campus environment
* classrooms too intermingled with office space so best to keep separate
* acoustic issues
* make sure the BCC community is involved with the planning process (space in the existing building is being utilized not for its original intentions)
* creating more student space
 | Shirley will follow-up with our broker for the new building to see if our next tour can be during our next 3/6 meeting. Shirley and Atheria will find out whether video recording of the new building is a possibility.  |  |
| 1. Vending Machines on each floor- Mostafa Ghous
 | Student government has requested to put a vending machine on each floor and the revenue goes to student government and has been lobbying for installation of plants for BCC. Mostafa has identified a vendor and put through a work order for us to remove shelves on the southwest back walls to accommodate the vending machines. One of the concerns is that we will lose the space for students to plug in their laptops and use that sitting area. Having vending machines on each floor was never the plan prior to moving into this building. It was discussed to have one vending machine in the student lounge. Dr. Budd has expressed concern with having the machines on each floor. Ralph agrees with the presidents and further explains that the outlets would not accommodate the additional vending machines.  | Mostafa needs to come back to this meeting with vending machine conversation.  |  |
| 1. Plants- Mostafa Ghous
 |  | On the next meeting agenda.  |  |
| Adjourn | Adjourn- 1:40pm  |  |  |