**Berkeley City College – Facilities Committee**

**March 9, 2018**

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

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| **Name** |
| X | Shirley Slaughter, Co-Chair | A | Vincent Koo, Classified Rep |
| E | Jason Cifra, Co-Chair | X | Joanna Louie, Classified Rep and Recorder |
| X | Scott Barringer, Classified Rep | A | Carolyn Martin, Faculty Rep |
| A | Ramona Butler, Classified Rep | A | Jasmine Martinez, Classified Rep |
| X | Dwayne Cain, Classified Rep | A | Lynn Massey, Classified Rep |
| E | Heather Dodge, Faculty Rep | A | Milan Moldenhawer, ASBCC Rep |
| X | Johnny Dong, Classified Rep | A | John Pang, Classified Rep |
| X | Natalia Fedorova, Classified Rep | A | Cynthia Reese, Confidential Rep |
| X | Sam Gillette, Faculty Rep | X | Felix Smith, Classified Rep |
| A | Tianchu Hang, ASBCC Rep | A | Roger Toliver, Classified Rep |
| X | Kye Ocasio-Pare | X | Clint Robbins |

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| **Agenda Item** | **Discussion** | **Follow-Up Action** | **Comm. Goal #** | **BCC Goal** |
| 1. Standing Items |
| 1. Call to Order
 | 12:21pm |  |  |  |
| 1. Adoption of the Agenda
 | Motion by Sam Gillette to approve the agenda, 2nd by Kye Ocasio-Pare.  |  |  |  |
| 1. Approval of 2/9/18 Minutes
 | Motion by Dwayne Cainto approve the minutes.6 approved, 2 abstentions. Final Resolution: Motion Carries. |   |  |  |
| 2. Follow-Up Action Items | Scott Barringer *Motorized Blinds Malfunctioning* Scott forwarded emails to Shirley Slaughter from Osafran Okundaye and the vendor regarding the purchase of manually operated blinds.In February, the blinds were manually lowered in the classrooms on the 3rd floor. As a result, instructors are able to use their projectors without interference from the bright light coming through the windows. Since lowering the blinds, we’ve not had complaints.Shirley would like to know if there are any other classrooms experiencing the same problems. If so, it would be great to place an order for manual blinds before Purchasing’s cut-off date. ***Cubicle Installation in Room 151***Scott BarringerThere are three sets of electrical outlets shown by the circles on Barbara’s diagram.  Fortunately, all 3 outlets are 20 amp rated and each appears to be on its own circuit.  I did not see any electrical issues other than ensuring the power strips have cords long enough to reach all the areas requiring power. Keep in mind, extension cords are not permitted, nor can you connect a power strip into another power strip. Both situations are fire code violations.  My recommendation is that you limit each set of outlets to a maximum of 2 power strips.Shirley Slaughter*LED Lights in the Library*After my walk through, I was able to determine that there is definitely a difference in the lumen output from the front of the library to the rear. Thus, I contacted Dahlia Moodie, President of the ECO Options and explained the situation. She agreed to send a technician out the following week to address our concerns. I emphasized the importance of resolving this issue by Spring break and recommended that they install some sample higher lumen output lamps at the front of the library. Once the library confirms that the lighting meets their needs, we’ll order 80 additional lamps. **Felix Smith**Fire extinguisher signs were ordered for the Science Department. I did not order exit signs for the classrooms. **Natalia Fedorova***Negative Air Pressure in Rooms 521 and 522*Scott Barringer discovered a programing issue in the rooms. The rooms are currently under pressurized and that is causing a lot of suction on the doors. A work order was placed and we are working on getting a technician to come and evaluate the problem. In the meantime, Natalia recommends that Security double check that the doors to 521 and 522 are secured. *Securing Expensive Equipment in Room 515*The equipment in the room 515 is very expensive and access to the room should be limited to those who require access. She placed a work order for a new core and provided John Pang a list of names of employees needing keys to the room.  |  **Action Item**: Scott Barringer will follow-up with Barbara Godoy to ensure that the partitions that were ordered allow direct access to the power and communication points on the walls. (*Resolved).***Action Item:** Shirley Slaughter will follow-up with the ECO Options company to place an additional order of lamps throughout the college. **Action Item**: Natalia Fedorova will order exit signs for classrooms.**Action Item:**Joanna Louie will email John to follow-up on the core. **Action Item**: Joanna Louie will send an email to John Pang to pull together the subcommittee to evaluate onsite storage space during Spring Break. |  |  |
| 3. District Facilities Committee Update – Shirley Slaughter | *Maintenance Connect System*Maintenance Connect is the software system used to place work orders. Currently, the system is not meeting the needs of its end users. To determine how to get the best use from Maintenance Connect, a survey was forwarded to all users of the system for their suggestions/concerns for making improvements. Based on responses received, the following recommendations were made to improve the end users experience: 1. Create a group of super users that will serve as in-house trainers for the Maintenance Connect System.
2. Look at modifying the software so both the engineers and work order initiators are able to write and see notes in the system.
3. Look to review other software modification recommendations that will improve efficiency of the software for the end users.

Roger Toliver and John Pang have been designated as super users for Berkeley City College. They will receive additional training in the upcoming weeks. *Scheduled Maintenance Projects (SM) FY18-19*District Facilities Committee (DFC) approved the 2018-19 Scheduled Maintenance Project in December, 2017. We have one carryover project deferred from the FY17-18 included in the Scheduled Maintenance. Costs associated with SM projects are estimated quotes. For reporting purposes, DFC is working to obtain more precise figures. Dwayne Cain asked if the 4th floor staff room can be added to this list. For now, it will be added to the 30-Day Projects. *Total Cost of Ownership Guideline (TCO)*If you have not done so already, please review the document and share any suggestions you may have to improve it. This is the final call for action as the TCO will soon be adopted. *DFC Resolution 2.0*As a reminder, the District Facilities Committee (DFC) resolution is a request to set aside funds for District-wide facility repairs.With respect to the resolution, BCC’s Facilities Committee members had questions which were forwarded to Kelly Lynch McMahon, Interim Director of Capital Projects & Facilities.DFC continues to strategize for funding opportunities related to maintenance repairs. The current plan is to send DFC members to PBC to present information and to address concerns related to the resolution. As of now, there is no final decision from the District with respect to the DFC resolution.  |  |  |  |
| 4. Mid-Year Review of Committee Goals – Shirley Slaughter | Sam Gillette will follow up with the Academic Senate to determine whether the committee’s charge was reviewed and/or approved. If not, he will ask that it be placed on their agenda (again). The committee’s charge and goals were developed based on the BCC’s Strategic Goals. Facilities Committee Goals for FY17-18:Goal #1* **Review existing BCC Facilities Committee maintenance/service agreements for compliance.**
* Shirley Slaughter reached out to the Department of General Services (DGS) for our maintenance agreements. What she received is not what we asked for.
* Shirley also requested a preventive maintenance schedule. Director McMahon said the District, as a whole, does not have one and they are working to develop agreements for each of the campuses.

According to Scott Barringer, there is some information in the Maintenance Connect System. However, it is not accessible. Kirk Schuler is making progress extracting this information. The engineers know what work needs to happen during the year. However, the schedule is not formalized.Goal #1 stems from Shirley’s walk through of the building. Where she noted that the sprinkler system had not been checked since 2013. This resulted in our request to the Department of General Services for a preventive maintenance schedule. Scott stated that while the system’s ticker reflected service in 2013, Simplex actually was here in November, 2017, and conducted standardized testing. He does not know why an updated sticker was not attached to the sprinkler system. Goal #2* **Seek opportunities to improve space utilization at 2050 Center Street.**
* We’ve solicited the college community for their input on items to include in our 30-Day Projects.
* We’ve discussed, reviewed, and approved the renovation of room 151.
* We are working to improve the lighting in the library.
* Safety signage in the biology labs were upgraded.
* A subcommittee was formed to evaluate storage throughout the college. John Pang will take the lead in working with subcommittee.
 | **Action Item**: Sam Gillette will find out if Carolyn Martin will still participate on this committee. **Action Item**: Scott Barringer will reach out to Simplex to write date of the last update on the sprinklers.  |  |  |
| 5. New Business | Clint RobbinsThe engineers walked the roof and found concerns, i.e. rusty gutters. The roof is due for maintenance and this information has been shared with DGS. Scott BarringerThe backflow testing has been completed and is in compliance with EBMUD (East Bay Municipal Utility District). However, the basement backflow did not pass. The contractor had to order a kit to repair the backflow. Repairs cannot begin until we receive the kit. Scott asked staff to identify any equipment that would be affected by the loss of water. One example would be equipment in the Science Labs. There may be other departments that we are unaware of that could also be impacted by a water shut-down. **Prior to shut-down, the Engineers would need to know:**1. Who needs to be notified in advance of a shut-down?
2. What equipment will need to be shut-down?
3. What the proper procedures are for shutting down equipment safely and restarting it once the water is restored?

This is a busy time for the engineers and they want to minimize the disruptions as much as possible. However; the closer we get to spring break, the more compacted our schedule is likely to become, so I would request that we schedule any meetings as soon as possible. Shirley Slaughter suggests that repairs be scheduled during Spring Break. Joanna Louie on behalf of Midhun JosephQ: Where can we recycle batteries on campus?A: Contact Felix Smith or drop off the batteries in room 16.Sam Gillette In regards to President Tomaneng’s sent 3/6/18 about the air quality incident on the 4th floor- Sam does not think it is possible for the chemical fumes to come from the outside. We have fume hoods pulling air out of the building.  | **Action Item**: Clint Robbins will send Shirley Slaughter an email detailing the roof issues. **Action Item**: Shirley Slaughter will follow-up with Director McMahon to request the air in the building to be tested.  |  |  |
| 6. Next Meeting  | Friday, April 13, 2018  |  |  |  |
| 7. Adjourn  | 1:25pm |  |  |  |