**Berkeley City College – Facilities Committee**

**October 11, 2019**

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

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| **Name** |
| E | Shirley Slaughter, Co-Chair, Administrator Rep | X | Susan Khan, Faculty Rep |
| X | Scott Barringer, Classified Rep | X | Vincent Koo, Classified Rep |
| X | Melina Bersamin, Faculty Rep | X | Joanna Louie, Classified Rep and Recorder |
| X | Bobby Birks, Classified Rep | A | Jasmine Martinez, Classified Rep |
| A | Joshua Boatright, Faculty Rep | X | John Nguyen, Co-Chair, Administrator Rep |
| A | Johnny Dong, Classified Rep | E | John Pang, Classified Rep |
| X | Anthony Edwards, Classified Rep | X | Roger Toliver, Classified Rep |
|  X | Natalia Fedorova, Classified Rep | X | Zeyu Wang, ASBCC Rep |
|  X | Tenzing Gendun, ASBCC Rep |  |  |

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| **Agenda Item** | **Discussion** | **Follow-Up Action** | **Comm. Goal #** | **BCC Goal** |
| 1. Standing Items (12:15-12:30pm) |
| 1. Call to Order
 | 12:16pm |  |  |  |
| 1. Adoption of the Agenda
 | Motion by Melina Bersamin to approve the agenda, 2nd by Anthony Edwards. |  |  |  |
| 1. Approval of 9/13/19 Minutes
 | Motion by Melina Bersamin to approve the minutes, 2nd by Anthony Edwards.  |  |  |  |
| 2. Composting/Recycling Tips – Melina Bersamin & Susan Khan | * BCC does not have composting bins on site.
* To educate our community, Melina Bersamin proposes during Flex Day we have on-hand three large bins with with proper recycling labels affixed to the bins.
* Melina will address the audience regarding the proper way to dispose certain items.
 | **Action Item**: Bobby Birks will place three bins in the Atrium on Flex Day.  |  |  |
| 3. Science Lab Concerns – Natalia Fedorova | Concern #1- Improper storage of volatile and hazardous materials The organic chemistry prep room in 514 has a large amount of volatile and flammable materials. High room temperatures and storage cabinets without ventilation contribute to a strong chemical smell in the lab. Concern #2- Hazardous waste in the chemistry labsMore than 250 liters of the hazardous waste in 201 containers are located in the cabinets and on the floor in the prep rooms. The Science Dept. is requesting temporary storage.Concern #3- Faulty faucets in the labMany faucets are leaking and not working properly. Engineers fix the problem as a temporary fix but a professional assessment is needed. Concern #4- Unclean floors in the lab roomsFloors in the labs are not getting cleaned regularly. There is a significant improvement last week.  | **Action Item**: Natalia Fedorova will email John Nguyen the Science lab concerns and he will bring it up to Roundtable or President’s Cabinet.  |  |  |
| 4. Faculty-Related Inquiries & Updates – Joanna Louie | *Donna Dorsey & Ramona Butler’s Concern: Front Doors***Update: This issue is with the District.** *Adan Olemdo’s Concerns: Rooms 311 & 313*The light switches in room 311 are malfunctioning. Room 313’s light bulbs need to be replaced with brighter ones. **Update: Roger Toliver has submitted work orders.***Lisa Cralle’s Concerns: Room 411*The electric curtains are broken. The nude models are visible to the people in the apartment building and parking garage across the street. A number of broken easels need to be removed from room 411. **Update: Roger Toliver has submitted a work order for the broken electric curtains and Anthony Edwards has removed the broken easels out of classroom 411.***Mary Clarke-Miller’s Concerns: 5th Floor Kitchen & Conference Room*Dishwasher is broken, kitchen and conference room needs to be cleaned. | **Action Item**: Bobby Birks will have custodians vacuum/shampoo the carpet in the 5th floor conference room, clean off tables and counter tops in the kitchen. If possible, please have the chairs cleaned in the conference room. **Action Item**: Scott Barringer will take a look at the dishwasher. |  |  |
| 5. Adjourn  | 12:57pm |  |  |  |