**Berkeley City College – Facilities Committee**

**April 10, 2020**

**Zoom Meeting**

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

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Agenda Item** | **Discussion** | **Follow-Up Action** | **Comm. Goal #** | **BCC Goal** |
| 1. Standing Items (12:15-12:30pm) | | | | |
| 1. Call to Order | 12:33pm |  |  |  |
| 1. Adoption of the Agenda | Motion: John Nguyen moved to approve the agenda with correction to item 5- Facilities typo. Melina Bersamin 2nd. All in favor.  Opposed: None Abstentions: None  Motion passed. |  |  |  |
| 1. Approval of 2/13/20 Minutes | Motion: John Nguyen moved to approve the minutes. Melina Bersamin 2nd.  All in favor.  Opposed: None  Abstentions: None  Motion passed. |  |  |  |
| 2. District Facilities Update – Shirley Slaughter | The District Facilities Committee did not meet this month.  **Reminder:** Among others, Maintenance and Operation (M&O) employees are deemed essential workers. If an essential worker cannot report to work, they must request vacation (in advance) and/or contact their manager regarding sick time.  M&O employees are currently scheduled twice a week (Tues & Thurs) to work. |  |  |  |
| 3. COVID-19 Update – Shirley Slaughter | Ray and Associates was awarded a contract to perform deep cleaning and sanitization of all buildings (district-wide). Work is scheduled to begin the week of April 23rd with the following tasks to be performed:   * Thoroughly sanitize all restrooms in both the main building and the Annex. * Shampoo all carpets in office suites, classrooms, and conference rooms. * Deep clean all flooring in classrooms, stairwells, lobbies, and hallways. * Sanitize all elevators, doors, interior surfaces, including student desks, countertops, office desks, tables, and chairs (Only desks that are easily accessible will be cleaned). * All stair railings, walls, vents and ceilings are to be cleaned.   In addition to the efforts of Ray and Associates, BCC’s custodians will continue to clean the building on Tuesdays and Thursdays. For those offices and/or desks that are not easily accessible for cleaning, the committee recommended we wait until the occupant has had an opportunity to clear their space.  Joanna Louie to purchase surface disinfectant and spray bottles for classrooms and offices. | **Action Item**: Shirley Slaughter will ask Ray and Associates for a deep cleaning and sanitization schedule. |  |  |
| 4. Standard IIIB – John Nguyen | The Committee spent a substantial portion of its meeting reviewing and updating Standard IIIB. All Leads and members were asked to forward their evidence for input into the ISER.  Last month, John Nguyen forwarded instructions for linking evidence to the report. For those who did not receive his email, John will resend the information. Please send evidence, links to documents or PDFs to John Nguyen by Thursday, April 16th. | **Action Item**: John Nguyen will send out instructions on how to link evidence into the Google Doc. |  |  |
| 5. APU Facilities Request – Shirley Slaughter | In January, the committee was charged with reviewing and prioritizing the College’s APU facility requests based on criteria provided.  The APU spreadsheets were improved by adding a funding source column to the document. Doing so, serves to link the College’s request for physical resources (human, facilities and technology) to various funding sources. With respect to resource allocation, we found that a number of the facility-related requests (classrooms, offices, etc.,) qualifies for Measure G funding. Thus, until the funds are made available to the college, there will be no action taken on those requests.  As the YTD deadline for purchasing is rapidly approaching, user departments have been working aggressively to procure as many of the items on the spreadsheet leading up to the deadline.  In light of COVID-19, we’ve also increased our technology purchases to assist both our students and employees as we shelter-in-place. Much progress has been made in meeting the needs identified in the APU’s.  *Note:*  Bobby Birks reported that the custodian’s washing machine is out of service and should be added to the APU. | **Action Item**: Shirley Slaughter will add the washing machine purchase to the APU Facilities Request. |  |  |
| 6. New Business / Future Agenda Items – Committee | ISER will remain a standing item.  Bobby Birks’ Question: Will he have access to the Annex on April 21st?  Shirley Slaughter’s Response: Yes. Security has the key card and will provide access.  Melina Bersamin’s Concern: She shares a computer with seven other instructors and she has no choice but to use it to teach. We should be thinking of long-term strategies in case of another outbreak. The sanitizer at the Security front desk was a good starting point.  Announcement: Employee campus access is now on Tuesdays and Thursdays from 10am-2pm. ID badge required to log in and out. | **Action Item**: Vincent Koo will look into purchasing plastic/rubber protective coverings for keyboards when we return to campus. |  |  |
| 7. Adjourn | 1:32pm |  |  |  |