

## Meeting Minutes

Merritt College Facilities Committee

Tuesday, September 6, 2022

3:00-4:00pm

Zoom URL: <https://cccconfer.zoom.us/j/8123812235>

### MEMBERS:

<b>VOTING – List full name below, identify which constituency group each individual represents (place X in box adjacent to name when present)</b>			
	C-Tara Marrero - Co-Chair	x	F-Brock Drazen - Co-Chair
	C-Waaduda Karim	x	C-Molly Sealund
x	C-Patricia Rom	x	A-Garth Kwiecien
	F-Tony Powell	x	F-Dan Lawson
	F-Lesley Scurry		S- Vacant
			S- Vacant
<b>Guests – List full name below, identify which constituency group each individual represents (place X in box adjacent to name when present)</b>			
x	Chriss Foster	x	Nathan Pellegrin

<b>AGENDA ITEM</b>	<b>DISCUSSION</b>	<b>FOLLOW-UP ACTION</b>
I. Call to Order	<b>Called to order 3:00 pm</b>	
II. Agenda Review, Changes, Adoption and Note Taking	Dan Lawson will take notes today	Chair – Email to <a href="mailto:merrittgovdocs@peralta.edu">merrittgovdocs@peralta.edu</a>
III. Confirmation of memberships: voting and non-voting members	Dan Lawson is new faculty committee member	
IV. Action Items/ Presentations:	<ul style="list-style-type: none"> <li>• Dr. Chriss Foster on naming the new child development building               <ul style="list-style-type: none"> <li>• Issues with plaque on building while architects are working on it</li> <li>• Suggestion to wait until project is finished and put plaque on completed building</li> <li>• Need approval for the plaque, then get approval for new name for building</li> </ul> </li> <li>• Merritt Project Updates since last meeting (10 min)               <ul style="list-style-type: none"> <li>a. Campus Security</li> </ul> </li> </ul>	

*The mission of Merritt College is to enhance the quality of life in the communities we serve by helping students to attain knowledge, master skills, and develop the appreciation, attitudes and values needed to succeed and participate responsibly in a democratic society and a global economy.*

	<ul style="list-style-type: none"> <li>• No updates; Marina is still campus security reporting to Timothy Thomas</li> <li>• New blue light poles are now fully operational</li> <li>• May need signs indicating which blue phones work and which do not work</li> <li>• If the blue light is on, the call box works</li> </ul> <p>b. HVAC</p> <ul style="list-style-type: none"> <li>• In Building R, had to unblock the compressor</li> <li>• Quite a few network rooms that have temporary AC need permanent AC installed in IDF rooms around campus.</li> </ul> <p>c. Water</p> <ul style="list-style-type: none"> <li>• Need to replace drinking fountains in building A and CDC</li> <li>• Two water fountains in basketball gym need to be reassembled</li> </ul> <p>d. Fire Abatement</p> <ul style="list-style-type: none"> <li>• Updating all fire extinguishers and survival supply bins.</li> <li>• In case of fire, need to have evacuation plan. Should be doing training every year. Flip chart with emergency numbers is being redone.</li> <li>• Earthquake drill is 10/17</li> </ul> <p>e. Capital Projects</p> <ul style="list-style-type: none"> <li>• Horticulture begins construction in February 2023</li> <li>• Build out plans of Building S are finalized. Ask Tara Marrero for a copy.</li> <li>• Architect will finalize interior design; will give to us for approval then to state for approval; Jason Holloway has been consulted, but departments have not been in the loop</li> </ul>	
--	---	--

*The mission of Merritt College is to enhance the quality of life in the communities we serve by helping students to attain knowledge, master skills, and develop the appreciation, attitudes and values needed to succeed and participate responsibly in a democratic society and a global economy.*

	<ul style="list-style-type: none"> <li>• <b>Motion: CFC ask that college administration hold an informational meeting for Science building department faculty and staff to get information and give feedback on S building buildout plans.</b> <b>M/S/V: Lawson/Sealund /unanimous</b></li> </ul> <p>f. HERF Funds</p> <ul style="list-style-type: none"> <li>• HERF 2 down to \$917</li> <li>• HERF 3 funds will come, but may be taken back due to shortfall in the budget</li> </ul> <ul style="list-style-type: none"> <li>• Updates on Peralta District centralized approach to facilities communications as relates to work orders: <ul style="list-style-type: none"> <li>• Issue with how issuing and closing out work orders</li> <li>• Requesting a meeting with DGS to discuss work orders</li> </ul> </li> </ul>	GK will arrange for S building meeting for affected departments
V. Standing Items	<p>New Goals-CFC 22-23 (15 min):</p> <ul style="list-style-type: none"> <li>• 21-22 goals below <ol style="list-style-type: none"> <li>a. Have a quorum for every meeting. (50% of voting members)</li> <li>b. Review, understand and enforce CFC Bylaws</li> <li>c. Take minutes every meeting and make sure they are posted</li> <li>d. Understand the processes involved in the 5-year facilities plan</li> </ol> </li> <li>• Normally adopt district goals for the committee. GK will get district goals for next meeting</li> <li>• Can finalize goals at next meeting</li> </ul>	
VI. New Business	<p>Evacuation plans</p> <ul style="list-style-type: none"> <li>• Oakland police should let busses up to campus.</li> <li>• Maybe can be a sub-meeting with Health and Safety to make plan</li> <li>• Team busses can be used to get people off campus</li> <li>• Next H&amp;S meeting is tomorrow at 12pm</li> </ul>	

*The mission of Merritt College is to enhance the quality of life in the communities we serve by helping students to attain knowledge, master skills, and develop the appreciation, attitudes and values needed to succeed and participate responsibly in a democratic society and a global economy.*

VII. Announcements	<ul style="list-style-type: none"> <li>• Old scoreboards are in the gym. Are they being discarded? Blocking Cisco equipment from being serviced.</li> <li>• The old scoreboards will be moved</li> </ul>	
VIII. Adjournment	<b>Meeting adjourned 4:10pm</b>	

*The mission of Merritt College is to enhance the quality of life in the communities we serve by helping students to attain knowledge, master skills, and develop the appreciation, attitudes and values needed to succeed and participate responsibly in a democratic society and a global economy.*