

Voting Members (*bold to indicate present, delete absent*):

Administrators	Classified	Faculty	Students
Dr. Denise Richardson	Emily Segal	Charlotte Lee	Kimiya Farzam
Armando Franco	Johnny Dong	Gabriel Martinez	Louis Chico
Dr. Stacey Shears	Michael Alvillar	Carolyn Martin	Ahyan Malik

Guests (manually type): Greg Nelson, Annie Liu, Vanessa Philips, Jenny Gough, Amy Lee, Dana Cabello, Delores Harshaw, John Saenz, Joanna Louie, Nailah Keeles, Phoumy Sayavong

Co-Chairs: Denise Richardson, College President; Armando Franco, MESA Program Director

AGENDA AND DISCUSSION ITEMS
1. Roll Call / Review Agenda
Co-Chair Richardson called the meeting to order at 12:34 pm. Motion to approve agenda by: Carolyn Martin Second by: Gabriel Votes in favor: 7 Objections: Abstentions: Motion passes.
2. Review Minutes
Co-Chair Richardson requested a review of the 2/18/25 minutes. Motion to approve minutes by: Stacey Shears Second by: Armando Franco Votes in favor: 7 Objections: 0 Abstentions: Motion passes.
3. President's Updates
Leader: Denise Richardson <ul style="list-style-type: none"> President Richardson provided several updates, beginning with the UCRC swing space. Room 126 has been designated for UCRC, and work on the space is expected to be completed by mid-May. In the meantime, temporary swing spaces will be arranged and finalized by the next meeting. The next update was regarding the mural design for 2118 Milvia. The Academic and Faculty Senate will participate in a task force to oversee the project. The goal is to maintain continuity with existing murals at BCC and integrate new designs into the new building. Work is expected to begin within two weeks. Art department faculty members are welcomed to join the task force. Dr. Richardson also announced the adoption of Facilitron, a platform for booking college events. The system will handle bookings, fees, and verification of nonprofit status for external rentals. This

initiative, expected to be fully operational by summer, will generate revenue and ease the administrative burden. Nailah will continue to remain as our point person regarding external events.

- Additionally, **graduation plans** have been finalized. The ceremony is scheduled for **Thursday, May 22, from 10 AM to 12 PM at Laney College**. The decision to move away from Zellerbach Hall was made due to financial constraints and venue availability. We are unable to use BCC's auditorium for graduation due to capacity issues. There were approximately 1,600 attendees last year, but our auditorium seats only about 250 people.

4. Facility Master Plan

Leader: Greg Nelson

File: FMP - Process Mapping - March 2025 Slides

- Deputy Chancellor Greg Nelson presented updates on the Facilities Master Plan. The **Facility Condition Index (FCNI)** assessment, completed in early 2024, evaluates campus buildings to determine whether renovation or replacement is more cost-effective. Buildings with a rating above 0.60 require consideration for reconstruction rather than repair.
- A **Space Utilization Report** indicated that classroom usage has declined post-pandemic, with on-campus lecture courses operating at 50-55% capacity, compared to 25-30% for lab courses. This analysis was conducted for Merritt, COA, and Laney but was not necessary for BCC due to its single-building layout and already high classroom space usage. Based on these findings, there are opportunities to consolidate spaces, particularly at Merritt College, where certain buildings remain underutilized. For instance, Building P at Merritt only hosts one class that meets twice a week, making it more efficient to relocate that class to another building and repurpose the space.
- DC Nelson also outlined plans for a **Major Asset Inventory**, which involves cataloging critical infrastructure, including HVAC systems, plumbing, and electrical panels. This process, expected to take four months, will utilize a barcode system to ensure that engineers can quickly access part lists and manuals for repairs and replacements.
- A **Computerized Maintenance Management System (CMMS)** is also being implemented to automate maintenance schedules and reduce costly last-minute repairs. This system will provide reminders for necessary upkeep, such as filter replacements, to extend the longevity of campus infrastructure.
- Additionally, a **constituency input process** will be conducted through surveys and meetings to gather feedback on facility improvements. Key areas of focus will include infrastructure aesthetics, student space preferences, community needs, and potential partnerships. A timeline for activities will be included in the Facilities Plan, which is expected to be presented to the Board of Trustees by December 2025.

Emily: Are there any updates planned the student lounge?

Proposed Upgrades:

- The plan includes deep cleaning the room and possibly painting the walls.
- New furniture may be added, with the possibility of utilizing surplus or low-cost furniture from other campuses, or bartered.
- The idea of creating a more comfortable and homely environment for students, including soft seating and study spaces, was discussed.

Regarding funding for the student lounge project, DC Nelson identified that we could use bond funding. He also has some more affordable vendors that we can use. DC Nelson recommended that we could create a small task force to come up with a vision of what we'd like to have done. The District can work on this during summer and have a refreshed student lounge have it ready for Fall.

Bookstore Closure

The bookstore's contract with Follett expired in 2025, and the bookstore is no longer operational. For now, pop-up stores will be available for graduation and textbook buybacks. A Request for Proposal (RFP) will be issued for a new bookstore vendor, with the goal of having a new vendor in place by Fall 2025. In the meantime, students can use the virtual bookstore and the shuttle service to access textbooks and other materials at Laney College. Students without addresses can have the books shipped to Laney College and use the new Peralta shuttles to access Laney College. We are also looking into adding additional vending machines on the first floor.

Peralta Shuttle

The campus shuttle service will begin in Summer 2025 to transport students between campuses. Initially, two buses will operate between BCC, Laney, COA, and Merritt College, with plans to add more buses in the fall. The District is currently working on mapping out the routes and The shuttle will help students access textbooks and other resources at Laney College, addressing transportation challenges, especially for those without cars. The shuttle service is contingent on the passage of a transportation referendum, which would help fund the service.

Both the shuttle service and the RFP for the bookstore aim to ensure students continue to have access to necessary resources while minimizing disruptions caused by the bookstore's closure.

5. BCC Annex Allocation

Leader: Denise Richardson

- President Richardson discussed the temporary relocation of MESA, Umoja, and the Wellness Center into the main BCC building while we wait for the Milvia building construction to complete. The proposed allocations are as follows:
 - **MESA to Rooms 541, 542, and 543** (to meet the grant's guidelines).
 - **Umoja to Room 226.**
 - **Wellness Center to Rooms 222, 223, and 223A**, with private counseling areas.
- Faculty concerns were raised about space reallocation, particularly regarding the faculty lounge. To mitigate the impact, the following adjustments were proposed:
 - The **Copier** in the faculty lounge **will be** relocated to the **5th floor duplication room**. Faculty will continue to have access to two copiers.
 - The **4th floor staff breakroom** will be shared.
 - **Rooms 451A and 451B** will be available for faculty meetings and test proctoring **by reservation.**
 - The kitchenette outside of Room 542 can continue to be used by faculty.

Berkeley City College
Facilities, Health and Safety
MEETING MINUTES
Tuesday, March 14, 2025

- ASL faculty requested **assistance with packing and storage logistics**, particularly for materials left by staff on medical leave. ASL faculty also asked about Room 225, which they used as a testing center and storage area. Dr. Richardson assured that no items would be discarded without faculty approval and that additional support from the District would be provided for packing and relocation. We will need to clarify a temporary storage space and packing logistics with the Dean of Liberal Arts and faculty.

6. Public Comments

- Emily raised concerns about inadequate lighting on the **5th floor after 5:30 PM**, affecting students attending evening classes. President Richardson committed to addressing this with campus security.
- Another concern involved the **all-gender restrooms on the 1st floor**, which are frequently locked, restricting student access. Additionally, the **AED machine behind these doors may be inaccessible in emergencies**. Dr. Richardson agreed to verify security protocols and ensure accessibility.
- President Richardson also mentioned that signage for all-gender bathrooms needs correction, as some locations remain unclear. An official announcement will be issued to clarify locations and accessibility.

7. Announcements

- N/A

8. Adjourn Meeting

The meeting was adjourned by Co-Chairs Richardson and Franco at **1:31** pm.

Next Meeting: Friday, April 11, 2025, 12:20PM-1:30PM, via Zoom

Minutes from live meeting: Annie Liu, (510) 981-2851, aliu@peralta.edu