Committee on Space, Facilities, and Physical Plant
Minutes
Monday, March 11, 2019, 2:00 PM, PH-B2

Present (members): Laura Broughton, Shelley Liu, Tamar Rothenberg, Roxane Nieves, David Taylor
Present (guests): Octavio Gomez

I. Call to Order 2:13 PM
II. Revised Agenda for 3/11/19 approved with revisions by unanimous voice vote
III. Minutes from 2/11/19 approved with revisions by unanimous voice vote
IV. Standing Items:
   a. Colston
      i. The Administration has indicated that they will create a comprehensive final report.
      ii. There is a call from some of the instructional staff for complete access to all documentation. The availability of all reports should address many of the concerns of faculty and staff.
      iii. The PSC has done a walkthrough with an outside contractor, Microecologies, where they thought they found mold.
      iv. When you look for mold, you are looking for visual evidence. There are currently no federal standards for air quality with regard to mold. Any evidence of mold was addressed during the cleaning of the building.
      v. There was an extraordinary amount of work done in the building to protect the building, to address any problems that were found, and to deliver it back to the students and faculty in a better condition than prior to the emergency. They have taken advantage of the building empty to do as much work as possible.
      vi. Asbestos abatement did require air quality testing and that certification for air quality has been issued.
      vii. Timeline: Cleaning is ongoing on the 2nd and 3rd floors. The goal is have everything done by Thursday, so that the PSC can have a final walkthrough on Thursday. We discussed coordination with faculty and staff.
   b. Parking Study
      i. The committee discussed the updated incident report record from J. Verdicchio – see attachments.
      ii. The committee discussed the updated survey.
   c. Facilities Update (O. Gomez)
      i. The bridge to Alumni Gym has been demolished; care has been taken to minimize dust. The debris is being cleared; they are continuing the shop drawings.
      ii. Begrisch stair concrete was poured and they are waiting to receive the granite stone treads and landings. Expected completion is sometime this spring.
iii. RSCB envelope: prep work has been done for the playhouse area. Parapet and roofing demolition and reconstruction is occurring on an area by area basis. Tarps are being used to control dust.

iv. Utility Upgrade Phase V has begun and is in submittal phase. There will be a lot of impacts on campus. Feeders and panels will be replaced in multiple buildings across campus. This is a 3-year process.

v. Utility Upgrade Phase IV is being finished now at 180th Street. It’s the new service building that will house all of the equipment (transformers, etc.) for the Utility Upgrade Phase V. This is expected to be completed this summer.

d. BCC and CUNY Policies:
   i. Suggestions for Master Planning Process – None
   ii. Work Order Policies and Service Agreements (D. Taylor)
      1. During the spring semester, administration and finance are trying to standardize a work order process that includes all of the building trades and powerplant in order to make the process more user-friendly. Instead of having separate PPS, IT, and Resource 25 space reservation work orders, it would all fall under a single process.
      2. Implementation of the new Custodial Plan was delayed because of Colston. They have had to put all available staff into Colston. There have been some retirements, loss of staff, and call-outs. They are addressing the headcount issues with the union and HR. After Colston is back online, they plan to focus their energies on better service to the entire campus. Implementation of service level agreements is delayed because of the staffing and deployment issues. Given our cleanable square feet, we need about 44 staff members (industry standard is that each staff member should be responsible for about 16,000 square feet).
      3. Community use of campus facilities – potential procedure update L. Broughton talked to P. Kanakamedala, chair of Community Events, who said they were not working on a procedure, but are working on a guide and would be happy to participate in an information exchange this semester.

e. Current Projects:
   i. Greenhouse Update – No update

V. New Business
   a. Report of meeting of Leadership of Chairpersons of Governance Committees (L. Broughton)
      i. L. Broughton and R. Nieves attended a meeting of the leadership of governance committees to discuss standardization of committee policies and processes and required processes– see attachment.
   b. Discussion – history of maintenance and maintenance schedule – Tabled until March 25
   c. Is it possible to have dorms at CUNY community colleges? (R. Nieves)
i. The NYS dormitory authority (DASNY) is on campus and is responsible for some of the capital improvements on campus.

ii. This is a large capital undertaking. City and State politicians might be good resources potential solutions to the problem of homeless students.

d. For the March 25 meeting, add a discussion item about the cleanliness of bathrooms.

VI. Meeting Adjournment 3:58 PM.

Respectfully submitted,

Laura C. Broughton, Ph.D.
Chairperson, Committee on Space, Facilities, and Physical Plant

Attachments:
- February 14, 2019 Colston Hall Open Conversation Announcement
- February 22, 2019 Colston Hall Progress Update
- March 1, 2019 Colston Hall Progress Update
- March 8, 2019 Colston Hall Progress Update
- February 27, 2019 PSC-CUNY Colston Hall Update
- March 6, 2019 PSC-CUNY Colston Hall Update
- Report from Meeting of Leadership of Senate Committees
To All Members of the Campus Community:

Work continues to restore Colston Hall, so that it can be reopened for use. Some have asked questions that may not have been answered by earlier campus Broadcasts and announcements. If you have any outstanding questions or concerns about the status of the building, I invite you to join me on Thursday, February 14, 2019, from 2pm-3:30pm in Nichols Hall Auditorium for an **Open Conversation on Colston Hall**. I will be there with Vice President for Administration and Finance Kay Ellis, Assistant Vice President for Administrative Affairs David Taylor, and members of their teams to answer questions about the building and plans for restoration and re-occupancy. We look forward to seeing you then!

If you are unable to attend this conversation, you are still able to ask questions and have them answered in multiple ways. The quickest way to receive a response is by emailing colston-help@bcc.cuny.edu. Additionally, a Town Hall is being planned for Friday, March 1, 2019. A Broadcast with details will be sent out in advance of that date. That Town Hall will discuss Colston Hall, the College and University Budget, and our March Middle States Accreditation Site Visit, among other items. Between now and March 1st, you will continue to receive updates via BCC Broadcast.

Thomas A. Isekenegbe, Ph.D.
President
Memorandum

To: Bronx Community College Faculty and Staff
From: President Thomas A. Isekenegbe, Ph.D.
Re: Colston Hall – Updates and Proposed Timeline for Re-occupancy
Date: Friday, February 22, 2019

I am pleased to announce that we are rounding the corner to reopening Colston Hall. The following is an update on the status of repairs in the building and the proposed timeframe for re-occupancy.

Update:

Floors 4-8: At this time, Colston Hall floors 4-8 are almost ready for re-occupancy. The only thing remaining is the final cleaning by the custodial team. Emergency work on these floors is complete. Additional repairs that may be needed over time are being prioritized and scheduled. All work to ensure health and safety prior to occupancy is complete. The elevators are properly operating. Internet and phone service are operable. All office personal computers are operable. Exterminators have serviced the building.

Floors 2-3: At this time, Colston Hall floors 2-3 are not ready for re-occupancy. Additional work to abate asbestos and replace or repair floors, ceilings, and walls is continuing. Contractors hired for this work began today and are expected to complete all work within 14-18 days. Following that work, the spaces will need to be cleaned by custodial teams and then will be ready for a walk through prior to re-occupancy.

Proposed Timeline:
The following is our proposed timeline for re-occupancy. As agreed, the PSC is being invited to the health and safety walkthrough prior to restoring the floors to full use. We understand from conversations with faculty, staff, and department chairs that the preference is to begin moving back into Colston Hall prior to the completion of the emergency repair work on floors 2-3. We have been assured that all abatement work can be completed in sealed conditions and will not impact the air quality and health and safety of those on the other floors. In an abundance of caution, we are not going to re-open floors 2-3 for occupancy until after the emergency work and abatement has been completed, despite those assurances.

- I have asked the PSC Local Chapter Chairperson (Sharon Utakis) to choose a time this upcoming week for the PSC to participate in a health and safety walkthrough of floors 4-8. They have asked to bring an outside expert to assess the health and safety conditions of the building and are welcome to do so. During the visit, it is likely that the BCC custodial team will be continuing to clean. All dusting and mopping will not be fully completed until Friday, March 1st.

- Friday, March 1st: Assuming the health and safety walkthrough is successful and there are no indications of health and safety concerns on floors 4-8, all faculty and staff with classrooms and offices on these floors will be
permitted to enter and re-occupy their spaces. Between now and then, faculty and staff can still coordinate with OAA and/or Public Safety to access their offices to retrieve items they may need.

- **Monday, March 4**: All normal activities previously scheduled in Colston Hall on floors 4-8 will resume as planned prior to the shutdown. The Office of Academic Affairs is working between now and Saturday, March 2nd to relocate classroom spaces back to the building. This will only happen if the health and safety walkthrough determines that it is appropriate to re-occupy. Information about classroom changes will be posted on the BCC website, disseminated via BCC Broadcast, printed in hard copy and handed out, posted in campus buildings, and updated on CUNY First. Questions about classrooms can be directed to academic department chairpersons, who will be in contact with Interim Provost and Vice President for Academic Success Luis Montenegro. Questions can also be routed directly to the Office of Academic Affairs.

- **14-18 days from today**: A second invitation will be sent to the PSC and department chairs once floors 2-3 are ready for a health and safety walkthrough prior to re-occupancy. It will include a similar proposed timeline for moving back into the space. Another Broadcast will be sent to the campus community at that time with updates on floors 2-3.

During this transition back to the building, we encourage all occupants to keep us abreast of concerns. At this time, the building has been fully exterminated and we do not anticipate any insect or rodent activity will be present. If there are any maintenance issues or concerns about rodent or insect activity, please report using the BCC work order system at: [http://pps01.bcc.cuny.edu/webwr/](http://pps01.bcc.cuny.edu/webwr/).

Thank you again to all who have continued to provide exceptional service to our students during a difficult transition. I realize that the conditions were tough and I appreciate your continued patience while we work together to get back up and running. Please continue to let us know how we can best support you and improve moving forward.

Thomas A. Isekenegbe, Ph.D.
President
To Members of the Campus Community:

This update follows the Friday, February 22, 2019, BCC Broadcast announcing plans to re-occupy Colston Hall. At this time, floors 4-8 are open for faculty and staff to access their offices in advance of classes being moved back on Monday, March 4, 2019. The Office of Academic Affairs and Interim Provost Luis Montenegro will be coordinating the transfer of classes back to Colston Hall. Class information will be shared via BCC Broadcast, Blackboard, CUNYFirst, and on the BCC homepage of the website. Additionally, physical copies of class schedules will be handed out at the gate and posted throughout campus. Faculty members are encouraged to send messages to their students, urging them to check CUNYFirst to see if rooms have changed.

I would like to take this opportunity to say thank you again to the PSC for participating in the walkthrough of the building on Tuesday, February 26, 2019. They provided feedback and recommendations. Both the BCC and CUNY Environmental Health and Safety (“EHS”) staff reviewed these recommendations. We want to emphasize that the areas identified during the PSC walkthrough were cleaned and sanitized and do not contain mold. Also in response to concerns raised, BCC EHS Officer Abner Felix completed a second walkthrough with a room by room review for additional assessment of the areas noted by the PSC. His findings, which were also reviewed by University EHS Director Howard Apsan, were that there was no health and safety issue that would preclude re-occupancy. Additionally, there were no issues identified that would necessitate the removal or replacement of sheetrock within the building at this time. Protocol is in place to continue to review the building and specific locations highlighted on an ongoing basis. If any mold is identified in the future, it will be addressed in accordance with all relevant and required procedures to ensure the health and safety of occupants. As always, please continue to report any concerns. We will address them.

I am hopeful that Colston will be fully reoccupied by Monday, March 11, 2019. Thank you again to all faculty, staff, and students who have been patient and flexible during this time. As mentioned in the President’s Report to Senate yesterday, you have each shown incredible grace in the face of challenges presented by moving classrooms; lack of access to regular materials, resources, and office spaces; and limited available information. I will be soliciting feedback in anticipation of debriefing discussions and a post-mortem on how we can improve our crisis response.

Thomas A. Isekenegbe, Ph.D.
President
To Members of the Campus Community:

This update follows the BCC Broadcast that was sent to all faculty and staff on Friday, March 1, 2019. In that message, and prior messages, we anticipated that Colston Hall floors 2-3 would be available for re-occupancy by faculty and staff today and by students on Monday, March 11, 2019. The floor replacement, painting, furniture moving, and cleaning work were delayed longer than anticipated. This was not due to any health or safety condition, but because of the speed at which floors were able to be replaced. In some offices, furniture and items were moved to allow for asbestos abatement, coil replacement, painting, ceiling tile repair, and other emergency work. Any items that were moved will be replaced and cleaned. In offices where furniture and personal items have not been moved, we ask faculty and staff to clear surfaces of items, so that custodial staff can clean them thoroughly. Custodians will not disturb or move papers or items from surfaces in offices in order to clean under them.

The following is an anticipated adjusted timeline for re-occupancy:

**Anticipated Timeline**

- **Friday, March 8, 2019:** Reaching out to the PSC and CUNY Environmental Health and Safety Office to schedule a health and safety walkthrough for Colston Hall floors 2-3 on the afternoon of **Wednesday, March 13, 2019, or Thursday, March 14, 2019.** We hope to receive feedback from the PSC and CUNY EHS by close of business on **Friday, March 15, 2019,** so that items can be reviewed and followed up on over the weekend.
- **Saturday, March 16, 2019-Sunday, March 17, 2019:** BCC employees and external contractors to respond to any final concerns and needs for repairs before re-occupancy.
- **Monday, March 18, 2019:** Faculty, staff, and student re-occupancy of Colston Hall floors 2-3. This occupancy will not take place if there is a material health and safety concern, supported by the review and recommendation of BCC and CUNY Environmental Health and Safety Offices. As with floors 4-8, information about classroom changes will be posted on the BCC website, disseminated via BCC Broadcast, printed in hard copy and handed out, posted in campus buildings, and updated on CUNY First. Questions about classrooms can be directed to academic department chairpersons, who will be in contact with Interim Provost and Vice President for Academic Success Luis Montenegro. Questions can also be routed directly to the Office of Academic Affairs.

Please continue to keep us abreast of concerns, so that we can work to respond and resolve them as quickly as possible. If there are any maintenance issues, please report using the BCC work order system at: [http://pps01.bcc.cuny.edu/webwr/](http://pps01.bcc.cuny.edu/webwr/). We are also continuing to monitor and respond to [colston-help@bcc.cuny.edu](mailto:colston-help@bcc.cuny.edu), should you wish to relay any concerns or need any assistance.

Thank you again to all who have continued to provide exceptional service during this transition. Thank you to those who attended the Town Hall forums and shared. I look forward to discussion about how we can improve lines and channels of communication, and be more attentive to the faculty, staff, and student experiences. Please continue to let us know how we can best support you and improve moving forward. We welcome ongoing feedback and will specifically solicit your thoughts in anticipation of debriefing discussions and a post-mortem on how we can improve our crisis response.
Thomas A. Isekenegbe, Ph.D.
President
Colston Update

Dear BCC PSC members,

The PSC had the Colston Hall walk-through on Tuesday, February 26th. Diane Price and I went, along with two people from the PSC Health & Safety Watchdogs, and two experts from Microecologies, Inc (http://microecologies.com/). The administration had about 15 people on hand, including Howard Apsan, CUNY Director of Environmental Health, Safety and Risk Management.

We received the report from Microecologies this morning. The expert from Microecologies found some mold and was very concerned about particle board that was wet and then painted over. He recommended that it be removed. We are asking that the particle board in the rooms where pipes burst (and possibly also the rooms immediately below) be replaced, and asking for additional air sampling after that work is complete. The report has been sent to the administration and to department chairs. If anyone would like a copy, please let me know.

That said, it could have been worse, and if these recommendations are followed, it should not cause long delays in reopening Colston. It may be possible to reopen unaffected rooms on the administration's schedule and affected rooms only a few days later.

We were not able to see the rooms that require abatement. We have asked for another walk-through before those rooms are reopened.

As we go forward, everyone in Colston (and other buildings on campus) should be aware of the indications of mold. Please see the bottom of this message for some information on mold and its potential health effects from the Occupational Safety and Health Administration (OSHA). For additional information, see these websites:

https://www.osha.gov/dts/shib/shib101003.html

https://labor.ny.gov/workerprotection/safetyhealth/mold/mold-program.shtm

If you have concerns about mold or other health & safety conditions on campus, please contact PPS or Abner Felix (abner.felix@bcc.cuny.edu), who is the BCC
Environmental Health & Safety Officer, and also contact the PSC: either email me (sutakis@rcn.com) or use the chapter Health & Safety Committee reporting form: http://bit.ly/BCCHealthSafetyReportForm

The reporting form is also available on the chapter Facebook page: https://www.facebook.com/groups/bccpsc/

We are continuing to evaluate the situation in Colston and I will send updates as more information becomes available.

I want to thank Diane Price for all the work that she has done as head of the Health & Safety committee. Her work the last few weeks has been indispensable. I also want to thank the PSC Health & Safety Watchdogs (https://www.psc-cuny.org/about-us/environmental-health-and-safety). If you would like to become involved with PSC health and safety efforts on campus, please contact me or Diane.

In Solidarity,
Sharon

Sharon Utakis
PSC Chapter Chair

From OSHA:

Questions That May Assist in Determining Whether a Mold Problem Currently Exists

- Are building materials or furnishings visibly moisture damaged?
- Have building materials been wet more than 48 hours?
- Are there existing moisture problems in the building?
- Are building occupants reporting musty or moldy odors?
- Are building occupants reporting health problems that they think are related to mold in the indoor environment?
- Has the building been recently remodeled or has the building use changed?
- Has routine maintenance been delayed or the maintenance plan been altered?

Health Effects

Currently, there are no federal standards or recommendations, (e.g., OSHA, NIOSH, EPA) for airborne concentrations of mold or mold spores. Scientific research on the relationship between mold exposures and health effects is ongoing. This section provides a brief overview, but does not describe all potential health effects related to mold exposure. For more detailed information, consult a health professional or your state or local health department.

There are many types of mold. Most typical indoor air exposures to mold do not present a risk of adverse health effects. Molds can cause adverse effects by
producing allergens (substances that can cause allergic reactions). Potential health concerns are important reasons to prevent mold growth and to remediate existing problem areas.

The onset of allergic reactions to mold can be either immediate or delayed. Allergic responses include hay fever-type symptoms such as runny nose and red eyes.

Molds may cause localized skin or mucosal infections but, in general, do not cause systemic infections in humans, except for persons with impaired immunity, AIDS, uncontrolled diabetes, or those taking immune suppressive drugs. An important reference with guidelines for immuno-compromised individuals can be found at the Centers for Disease Control and Prevention (CDC) website.

Molds can also cause asthma attacks in some individuals who are allergic to mold. In addition, exposure to mold can irritate the eyes, skin, nose and throat in certain individuals. Symptoms other than allergic and irritant types are not commonly reported as a result of inhaling mold in the indoor environment.

Some specific species of mold produce mycotoxins under certain environmental conditions. Potential health effects from mycotoxins are the subject of ongoing scientific research and are beyond the scope of this document.

Eating, drinking, and using tobacco products and cosmetics where mold remediation is taking place should be avoided. This will prevent unnecessary contamination of food, beverage, cosmetics, and tobacco products by mold and other harmful substances within the work area.
Colston Update: Administration's Response to PSC Recommendations

Dear BCC PSC members,

In my last Colston update, I described the PSC walk-through of Colston Hall that occurred on February 26th. In spite of administration's claims that there was no mold, our expert from Microecologies (http://microecologies.com/) found mold, and recommended that the sheetrock in the rooms where pipes burst (and possibly also the rooms immediately below) be replaced, and asked for additional air sampling after that work is complete.

The administration's response has been extremely disappointing. They chose not to follow the recommendations of the PSC's expert, and instead simply "cleaned and sanitized" the areas that we pointed out to them contained mold. (It should be noted that the PSC's expert was not able to inspect every room, because of time constraints and because we were not permitted to remove radiator covers that had already been reinstalled; it was only a sample of possible locations of mold.)

My conclusion is that the walk-through was only for show, and the administration (both at the local and CUNY central level) doesn't actually want to listen to the experts, or to the faculty and staff who work in Colston. Indoor air quality regulations and regulations concerning mold are not very strict. CUNY seems to be doing only the minimum necessary to stay in compliance with these regulations.

The PSC is working on several responses to this. Among other things, we will be asking the administration for records of all assessments related to environmental monitoring, measurement, and remediation made in Colston Hall. There may also be some symbolic actions that we will ask you to take part in.

Continue to be aware of the indications of mold. If you have concerns about mold or other health & safety conditions on campus, please contact PPS or Abner Felix (abner.felix@bcc.cuny.edu), BCC's Environmental Health & Safety Officer, and also contact the PSC, either by emailing me (sutakis@rcn.com) or using the chapter Health & Safety Committee reporting form:

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Please see the bottom of this message for some information on mold and its potential health effects from the Occupational Safety and Health Administration (OSHA). For additional information, see these websites:

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https://labor.ny.gov/workerprotection/safetyhealth/mold/mold-program.shtm

http://www.sternmold.com/mold-and-health/mold-related-illness.php?gclid=CjwKCAiA2fjBJRAlEiwAuewS_cXg0RH0plQouolvb8-X8kG2WsypnhafTs-iBmgI6ZwFxxy0IIsHm_BoC3W4QAuD_BwE

We need more people to become involved with PSC health and safety efforts on campus. If you can help, please contact me or Diane Price.

In Solidarity,
Sharon

Sharon Utakis
PSC Chapter Chair

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A meeting of senate committee officers was held on Feb. 14, 2019.

Several items were discussed and proposed for improving the way we do business:

1. Centralize room reservations and calendar posting for all governance.
2. Centralize posting of agendas, officer info and membership on website.
3. Organize and update the archives and link web pages to it properly.
4. Figure out what to do with paper ballots other printed materials that need archiving.
4. Create a transition guide for governance.
5. Establish a recurring broadcast with all governance meeting info.
6. Establish annual meeting of governance committee officers.
7. Set up bi-annual training for new senators/committee members.

Franklin Moore (Senate Chair) and Roni Ben-Nun (Faculty Council Chair) will be meeting with the administration to follow up on this and will be reporting back to the senate.