

Committee on Space, Facilities, and Physical Plant
Minutes
Monday, April 15, 2019
2:00 PM, SH 109

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

Present (guests): Mara Lazda

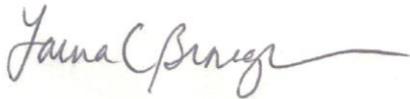
- I. Call to Order 2:06 PM
- II. Approval of Agenda for 4/15/19 by unanimous voice vote
- III. Approval of Minutes from 3/11/19 with revisions by unanimous voice vote
- IV. Committee on Community Events dialogue with Mara Lazda
 - a. The goal for this year for Committee on Community Events was to create more transparency about how to arrange and coordinate events on campus. The committee has 3 faculty members, Barbara from special events, a rep from the office of the president, a rep from marketing. They have met with a number of groups on campus this year to try to develop a one-page document about what the necessary steps are for holding an event. The Office of Special Events has a larger set of guidelines, but the Committee would like to distill the steps down to a one-page document. M. Lazda will ask to share the current draft in google docs. Resource 25 is a centrally (CUNY) administered program, but it's not necessarily kept up to date about spaces. Access is very restricted. We discussed the difference between large events and every day meetings, etc. Our two committees seem to cover these two types of events. The instructional piece of Resource 25 is administered through Academic Affairs and the remaining spaces are administered through the Special Events office. Not all spaces are administered through Resource 25, *e.g.* library spaces, the President's Conference room, the Language Hall conference room, the CTLT spaces, the RSCB student spaces, the science labs, the computer labs, and the athletic spaces.
 - b. The SFPP and Community Events committees could try to synthesize this information into easily understandable guide next year.
 - c. Coordinating events and calendar by providing a quick abstract (like the one page "will be applying for a grant" application) to Special Events or potentially Academic Affairs. This would require a change in culture on campus.
 - d. Organizing events and calendar by themes (rather than by who organized an event).
 - e. Events now reports to Jim Verdicchio. We can invite them in the fall to SFPP for a review of events procedures.
- V. Standing Items:
 - a. Parking Study
 - i. The committee discussed the draft recommendations. L. Broughton urged the committee members to publicize the survey, which is due this Friday.
 - b. Colston update
 - i. The last of the abatement and flooring is being done over spring break (in Colston 626 and 216). The Division of Finance and Administration is

looking at creating pantry spaces in Colston on each floor – they are in the data gathering and planning phase.

- c. Facilities Update (R. Auchincloss)
 - i. The Alumni Gym bridge is scheduled to be done this summer. The demolition is done. The contractor was very responsive to complaints about dust.
 - ii. Begrisch stair is scheduled to be done this spring.
 - iii. RSCB is scheduled to be finished next year.
 - iv. This spring break, Bliss design studio should be completed with the addition of the new furniture.
 - v. Gould Residence Hall will have 2 electric panels replaced during spring break, which will require staff relocation.
 - vi. Exterior masonry on Bliss Hall will be done over spring break, which will require shutting down South Road.
 - vii. The outdoor fitness area will start construction over spring break.
 - viii. The contractor has been identified for exterior Colston envelope work, which should start this summer.
 - ix. The bid opening for the GML dome stabilization project is April 23, which will make the building weather-tight.
 - x. They are heading into 60% [correction 100%] design for BCC Express, which is the location of bursar, financial aid, admission, and registrar to Meister subbasement.
 - xi. The ramp for Nichols is in design, but the designer has been nonresponsive, so they will be getting another designer.
 - xii. The pool's ribbon cutting will occur soon.
 - xiii. A number of projects have been completed this year including GML auditorium replacement, Snow Hall gutter replacement, stair tread pool locker room replacement, Bliss roofing, and the President's Conference room.
 - d. BCC and CUNY Policies:
 - i. Suggestions for Master Planning Process – No items
 - ii. Work Order Policies and Service Agreements (D. Taylor)
 - 1. Progress of implementation of new Custodial Plan –
 - a. The work order process is still ongoing. They are still discussing the old system and what the new system might be. The new work order policy will prioritize based on need and regular service-level agreements.
 - e. Current Projects:
 - i. Greenhouse Update – They have started working on the greenhouse. The old dirt has been removed. The broken glass has been replaced with plexi. Work is ongoing.
- VI. New Business
- a. Next meeting is scheduled for April 29 from 2 – 4 PM.
 - b. PCR renovation costs included furniture, electrical, and IT items. The committee requested a total cost for this renovation.

- c. There is an emergency response plan (an official document) that is revised and issued every year from Jim Verdicchio's office. This should be readily available to the Campus. From CUNY central there is a business continuity council that deals with emergencies, which helped with Colston.
 - d. History of maintenance and maintenance schedule (D. Taylor)
 - i. In general the campus is not funded for deferred maintenance. We receive an annual allocation, which funds required maintenance contracts (~\$700,000/ year). Within PPS budget, they handle routine maintenance in the powerplant and on campus based on the staffing level and what's available. There's no longer term plan/schedule for maintenance. The majority of it is captured through the work order system. The revision to the Work Order Policy (above) should start to synthesize this information and address this issue.
 - ii. Some items (usually repairs) are handled by PPS (work orders), but replacements (like as shades) goes to Campus Planning (Robin). PPS is supposed to refer Campus Planning, but this does not always happen.
 - e. The committee discussed the common use microwaves in the cafeteria. Cleanliness and potential pests were discussed.
 - f. Availability of drinking water in buildings – tabled until next meeting.
 - g. Bathroom cleanliness
 - i. They should be cleaner. The North Library women's bathroom has 3 toilets out of service (although the bathrooms are quite clean). The flushometers have been damaged and required replacement.
 - ii. They are working on keeping the bathrooms clean. They are currently understaffed.
 - h. SFPP committee faculty elections
 - i. Governance and Elections will be holding elections for faculty representatives to SFPP this spring.
 - i. SFPP committee membership and fall meetings
 - i. The makeup of the committee will be on the agenda in the fall.
- VII. Meeting Adjournment at 4:00 PM.

Respectfully submitted,



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