

Committee on Space, Facilities, and Physical Plant  
Minutes for Monday, September 9, 2019  
2:00 PM, SH 207

Present (members): Robin Auchincloss, Laura Broughton, Shelley Liu, Chelsey Lopez, Elissa Nelson, David Taylor

- I. Call to Order 2:10 PM
- II. Welcome & Introductions
  - a. Welcome to Elissa & Chelsey, our two new members
- III. Approval of Agenda for 9/9/19 by unanimous voice vote
- IV. Approval of Minutes from 4/29/19 by unanimous voice vote
- V. Elections:
  - a. Chairperson: L. Broughton elected by affirmation.
  - b. Secretary: L. Broughton will serve as secretary.
- VI. Standing Items:
  - a. Facilities Update (R. Auchincloss)
    - i. In construction
      1. Alumni Gym bridge will be completed in October and it will provide new accessible entrance at the main entrance – elevator to be added later.
      2. RSBC is getting new roofs and restoration around the perimeter, to be finished next fall.
      3. Colston local law 11 requires inspections and masonry repairs over a certain height – so that's in process. The contractor is being very responsive to the community.
      4. Utility upgrade phase IV was the last phase for utility piping (conduits) and the service building was completed.
      5. Utility upgrade phase V is for electrical upgrades and will put new ~~transformers all over campus.~~
      6. The repipe project is replacing piping and valves from Utility phase I & II that were the incorrect size. This will be completed in one month so that heat can be turned on on-schedule.
      7. Gould Memorial library egress project where the contractor is currently in the submittal process. This will add new discrete egress to increase the size of potential events inside Gould.
    - b. Parking
      - i. Check with the Director of Public Safety about whether he's been allowed to start issue violations.
      - ii. Draft parking report to be circulated before next meeting.
      - iii. Most spaces should be properly marked at this point.
    - c. Pool (D. Taylor)
      - i. There was a soft opening last month. The official opening is September 16, when the Chancellor will perform a ribbon-cutting.
      - ii. There have been issues with regulating the pool chemistry. The pH and chlorine probes need to be changed. They have been manual balancing of

the pool. Right now the pool is stable, but the pool will remain shut until the system is back on line.

d. BCC and CUNY Policies:

i. Suggestions for Master Planning Process

1. The last space use master plan is from 2007. There are still projects to work on from the 2007 master plan.
2. For the next master plan, there will need to be building-by-building renovations.

ii. Work Order Policies

1. There have been many different persons requesting work orders, but no centralized process for submitting or prioritizing work orders. They are in the process of studying how to make this more efficient. They would like to designate a single person for work orders per unit.
2. North Hall classrooms have a problem with “ownership,” *i.e.* who is responsible for submitting work orders for these rooms.

iii. Service Agreements (D. Taylor) –

1. The custodians have started reintroducing the recycling process in the small buildings (South, Language, Philosophy, Snow Halls). Recycling is located in offices, but trash is only located in centralized locations. In Colston, they’ve introduced recycling bins.
2. The following are recycled: cardboard, campus debris (metals, shrubs). The majority of recycling is handled by NYC sanitation department, which collects recycling in white bags and trash in black bags. Philco Carting handles cardboard recycling and bulk trash (including metals, large appliances, chairs, *etc.*).
3. Custodians only have one bin on their carts – no way to separate types of recycling and trash. D. Taylor will follow up with the head custodian.
4. They attempted to hire 8 new custodians and were successful in hiring 5, but we’ve lost another 6.

e. Greenhouse (D. Taylor)

- i. The old dirt was cleaned out and the broken window panes have been replaced. Next, shelving needs to be repaired and fresh dirt needs be added. We also need to determine would be using the greenhouse and the frequency. The electrical is not working.

f. Landscaping:

- i. The quad and the greenery on campus: A vendor came in to look at the state of the quad. True green had been servicing the quad originally (but it’s full of crab grass). The next year a different vendor used organic pesticides. It fertilized the crab grass. The third vendor says it’s a 2 to 5 year process of repeated treatments to bring it back – with postings for pesticides. Usually dissipates after a few hours. PPS has been maintaining the beds with assistance from the gardening club.

- ii. L. Broughton will suggest to C. Along the possibility of making visual cue cards and maps for the beds on campus to aide in informed weeding.
- g. Access to drinking water in buildings
  - i. The current committee does not know of any problems with drinking water access right now.

VII. New Business

- a. CCE Event Guide:  
<https://www.dropbox.com/s/yt05dphsy92of7v/How%20To%20Events%20BCC.pdf?dl=0>
  - i. Our committee may want to write up a short description of how to reserve a space for small events. Check with Barbara at Special Events.
- b. Recycling – The committee feels that the recycling should be a priority on campus.
- c. North Hall 131 – The classes were moved to other classrooms over the summer. Is there work going on? Robin thinks there was HVAC repairs that they were waiting for a piece of equipment, but she’s not sure if they finished the work.
- d. North Hall 109 is not clean and it smells; the temperature control in North Hall & Library has not been consistent.
- e. Colston – VP Ellis asked all of the departments to submit “lessons learned” about the response to the emergency. We are not sure if they have been consolidated into one report.
  - i. Robin says that the VP did take advantage of the disaster to push to have multiple items addressed as part of the response.

VIII. Meeting Adjournment 3:26 PM

Respectfully submitted,



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

Attachments:

- *None*