

Committee on Space, Facilities, and Physical Plant
Minutes for Thursday, April 23, 2020
12:00 PM, WebEx

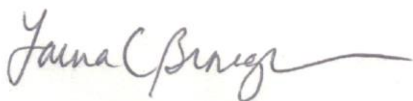
Present (members): Laura Broughton, Nicholas Fantauzzi, Octavio Gomez, Shelley Liu, Elissa Nelson, David Taylor

Present (guests): VP Kay Ellis

- I. Call to Order 12:05 PM
- II. Agenda for 4/23/20 approved as amended by unanimous roll-call vote.
- III. Minutes from 2/20/20 approved as amended by unanimous roll-call vote.
- IV. Covid-19 Emergency:
 - a. The committee discussed the recommended Governance Committee procedures during the emergency:
 - i. Post agenda and meeting link in advance on web page and calendar
 - ii. Record meeting and later post link on the website to the recording. A transcript should also be posted.
 - iii. Maintain quorum and vote publicly by rollcall or polling option.
 - iv. Take minutes, as usual for Archives.
 - v. The agenda should focus on what needs to happen before the fall semester; any items that can wait until fall semester should be tabled until then.
 - b. Effects on College operations under the mandate of this committee
 - i. With NYC PAUSE all construction has been halted and access to campus has been severely limited.
 - ii. Currently no one is allowed to go to campus, unless they are required staff for essential services. Essential functions are occurring on campus like receiving, mail, payroll, public safety, custodial, and facilities staff. Those employees do report to campus and they keep a record of where the work is happening, so that custodial staff can clean each area that is being used by essential workers.
 - iii. There is a skeleton crew for public safety and facilities. The number of people on campus does fluctuate. On Wednesdays and Thursdays there are some bursars staff processing payroll – they are encouraging everyone to transition to direct deposit. There was also the laptop loaner program.
 - iv. The College is currently working on a re-occupancy plan for whenever PAUSE is lifted.
 - c. Facilities projects PAUSED:
 - i. Utility upgrade IV projects were 95% complete.
 - ii. Phase V electrical infrastructure project stopped at the concrete pour.
 - iii. The scaffolding is up for the roof of GML and they started removing the exterior cobbles.
 - iv. The final shop drawings are finished for GML egress, but they have not yet started demolition for the egress project.
 - v. The RSBC project was removing scaffolding from the finished roof to start the east and west terraces.
 - vi. The 2020 automotive garage and Meister Lab were in the process of creating shop drawings, doing field inspections, mobilizing site safety fencing, and they had started delivery of some materials.
- V. Item tabled from previous meeting:

- a. Mandate and composition of the Committee on Space, Facilities, and Physical Plant
 - i. We discussed the amendment to the Governance Plan, which includes a change to how faculty representatives are elected to this committee.
 - ii. By unanimous roll-call vote, the members of the committee are not in favor of the Governance Plan amendment (currently being voted on by the College community), which would change the election procedures for faculty representation to this committee.
- VI. Annual Report to Senate
 - a. The committee discussed what should be included in the annual report to Senate.
- VII. Standing Items: (*Tabled until Fall 2020*)
 - a. Facilities Update
 - b. Parking
 - c. BCC and CUNY Policies:
 - i. Suggestions for Master Planning Process
 - ii. Policies
 - 1. Recycling
 - 2. Work Orders
 - iii. Service Agreements
 - d. Internal Initiatives
 - i. Greenhouse
 - ii. Building Intensive Clean (BIC)
- VIII. New Business
 - a. Request about refund for parking fees for spring semester:
 - i. Some of the other universities in NYC have refunded student activity fees and parking fees for the spring semester.
 - ii. CUNY did do a review of fees and did determine that a portion of student activities fees would be returned (25% return for community colleges). The Board of Trustees resolution did not include parking. At BCC, the parking fees are under the Auxiliary, so we could refer this to the Auxiliary Board. However, the revenue in Auxiliary comes from on-campus revenues that are currently not being collected.
 - iii. Parking permits are still valid and at some point they will reopen the campus.
- IX. The committee would like to thank the essential workers still working on campus at BCC during this crisis.
- X. L. Broughton thanked the members of the committee for their commitment and hard work this year.
- XI. Meeting Adjourned at 1:34 PM

Respectfully submitted,



Laura C. Broughton, Ph.D.
Chairperson, Secretary *pro tem*, Committee on Space, Facilities, and Physical Plant