

Committee on Space, Facilities, and Physical Plant
Minutes for Thursday, September 17, 2020
12:00 PM, Zoom Meeting Recording:

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Present (members): Laura Broughton, Kay Ellis, Octavio Gomez, Shelley Liu, Elissa Nelson,
Present (guests): David Taylor

- I. Call to Order 12:03 PM
- II. Agenda for 9/17/20 approved as amended by unanimous roll-call vote.
- III. Minutes from 4/23/20 approved as amended by unanimous roll-call vote.
- IV. Covid-19 Emergency:
 - a. Effects on College operations under the mandate of this committee
 - i. Very little faculty interaction with the procedures for access campus, so there is not much feedback about the process from faculty. Mobile app introduction has been mostly well received by students, faculty, and staff. Facilities has done a great job partnering with Campus Service Center, Campus Planning, Marketing, Environmental Health and Safety, and Public Safety to put up the signage, etc. Sharing information is still a challenge; managing student expectations about in-person and online access to student services has also been challenging, particularly with regard to business hours.
 - ii. Visits limited to between 9 and 11, try to limit to 20 people per day for non-essential staff. Public Safety and the custodial crew needs to be aware of who is on campus. If you ask for approval, you should receive notification within a day.
 - iii. We are at or below 25% occupation on campus. David's group is using this time to work on items that we would not be able to do during a regular semester.
 - iv. The COVID-19 PAUSE was lifted over the summer.
 - v. Is there any information yet about going forward during the emergency? The re-occupancy plan had been completed and is posted on the College website. We are currently in phase 1 of the plan – only clinicals and some labs are on campus. Essential business continuity and facilities, including essential construction. Many employees are still teleworking. The goal over the first month Two floors in CPH and one floor in Meister are currently being used for instruction. They are looking at expanding spaces for the service industry and moving the food pantry. Over the next month they will be adding more signage and opening more offices. They have been notified that next semester will be online as well. The current priorities are prepping the spaces and focusing on campus services spaces.
 - vi. Is there any plan about contact tracing? This should be handled through the mobile health app that you must use to gain access to campus. The reporting goes directly to the state, not to BCC or CUNY.
 - b. The committee reviewed the recommended Governance Committee procedures during the emergency.
- V. Item tabled from previous meeting:

- a. Mandate and composition of the Committee on Space, Facilities, and Physical Plant
 - i. We discussed potentially changing the composition of this committee. We discussed adding a few additional faculty members or a CLT rep or a representative of Health & Safety. We are concerned about there being sufficient interest to fill the membership and the inability of departments to staff all committees. Any changes to the committee membership should serve the committee's mandate. As a committee, we favor increasing the committee membership by one faculty member and one additional administrative representative. We should check what other schools do.
 - ii. K. Ellis listed her priorities for the committee over the next year or so as 1) the master plan, 2) sustainability, and 3) communication.

VI. Standing Items:

- a. Facilities Update - Every single construction project that was on PAUSE in April is now back at 100% full construction.
 - i. RSCB roof & façade project – all of the scaffolding is down. They are at about 75% on that project.
 - ii. Utility upgrade IV project is 95 to 98% complete.
 - iii. Phase V electrical infrastructure is now accessing the building and getting ready for the installation of gear, etc. Every single building is being worked on. The 13 substations are well-located and some have started installation of the transformers.
 - iv. GML roof project is under construction and they in the process of replacing the copper roof.
 - v. The final shop drawings are being finished for GML egress, but they have not yet started demolition for the egress project.
 - vi. The 2020 Patterson automotive garage and Meister Lab are at about 50% complete and they are working quickly.
 - vii. The local law 11 project is about 75% complete for Colston exterior and the bridges and Community Hall exterior. They are replacing some broken glass in the building.
 - viii. There is a project out to bid that will replace all of the light fixtures in Meister Hall. Four other building (Colston, CPH, Nichols, & Loew) are starting their design to also have all light fixtures replaced with LEDs.
- b. Parking
 - i. They have waived any parking fees for students, faculty, or staff for this year (2020-2021). K. Ellis would like this committee to weigh in on parking so she can go to the board of trustees with a new fee structure in anticipation of reopening fully in the future. We should report no fees this year. We are charging the contractors and local school teachers for parking. There is no parking right now under Meister (not even in the open area on the left side of the building).
- c. BCC and CUNY Policies:
 - i. Master Planning Process
 - 1. K. Ellis suggested using the existing Administrative Council and the Chairs for input in the initial drafting of the plan. Our committee will provide a sounding board. The Master Plan will have more on technology than any previous plan. E. Nelson suggested a special Master Planning committee with members

from each department. They are not planning to use an outside consultant. The Master Plan will reflect our Academic Plan and business environment.

ii. Policies

1. Recycling: This was implemented just before the PAUSE. We are a recognized recycling site. They are picking up cardboard and debris. The committee recommends that Facilities create a communication plan about the recycling program to inform faculty, staff, and students as they return to campus.
2. Work Orders: The new system was fully implemented. Now there needs to be a cultural shift for the employees for all requests to go through the system, since this is the system of record for the Campus.

iii. Service Agreements

- iv. Sustainability: There is an annual Sustainability Report that is being drafted right now. This will be put on the agenda for the October 8 committee meeting.

1. Greenhouse –A timeline will be presented at the next committee meeting.

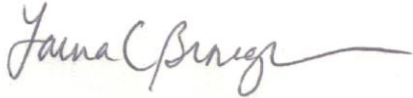
d. Internal Initiatives

- i. Building Intensive Clean (BIC)

VII. New Business

VIII. Meeting Adjourned at 1:52 PM

Respectfully submitted,



Laura C. Broughton, Ph.D.

Chairperson, Secretary *pro tem*, Committee on Space, Facilities, and Physical Plant