

Committee on Space, Facilities, and Physical Plant
Minutes for Thursday, November 11, 2021
Zoom Meeting Recording:

https://us02web.zoom.us/rec/share/Mp4BRmkRIViWuNrgO_ZoTsDPBKmSdD1WotiPRL2XEg_zPb9UxxKYKQ1GzdXrO5mB6.pRhMWFmQx7Ua1KI5

Present (members): Laura Broughton, Kay Ellis, Octavio Gomez (non-voting), Mara Lazda, Sierra Moncayo, George Patchoros

Present (guests): David Taylor

- I. Call to Order
- II. Welcome & Introductions
- III. Approval of Agenda for 11/11/21 approved by unanimous voice vote
- IV. Approval of Minutes from 4/15/21 approved by unanimous voice vote
- V. Discussion items:
 - a. Mandate and composition of the Committee on Space, Facilities, and Physical Plant
 - i. There is support from faculty and students to expand membership on the committee
 - b. Elections for Officers (by acclimation)
 - i. Chairperson
 1. Laura Broughton
 - ii. Vice-chairperson
 1. Sierra Moncayo
 - iii. Secretary
 1. Mara Lazda
- VI. Covid-19 Emergency – *rename this indoor air quality as a standing item*
 - a. Effects on College operations under the mandate of this committee: The Reoccupancy Committee has been weighing in on what is needed during the pandemic. The big lesson is that indoor air quality is critical to health. In January they expect classes to be at 70% and offices to be at 100% (which is phase IV in the reoccupancy plan). The recent request has been to ramp up the number of air filtration systems (scrubbers) in the shared areas, but supply chain issues are delaying acquisition of these items. They vary in sizes depending on the size of the room.
 - b. They did relocate the student-facing units to other spaces that have been ventilated, in order to isolate staff-only spaces in case of another virus surge. Sage will become workforce and continuing education in better-ventilated spaces. Language and Philosophy will not have any classes or student-facing functions. Testing and training has also been consolidated in Meister.
 - c. The online bookstore will now allow either delivery to the students' homes or to the campus (with contactless pick up).
 - d. There is still some issue with heating in Gould Residence Hall, which is awaiting equipment to be delivered next week, and RSCB. BCC has a heat-distribution system that uses hot water from our heating place to all buildings where is it converted to steam or high-temperature water fed through pipes to heat the

buildings. The plant runs on natural gas until Con Ed requires that BCC converts to number 2 fuel oil during the winter season. RSBC has a leak in its piping underground for one of its two branches. They are currently troubleshooting this. Regulating temperature in the steam-heated building is difficult, which is why those spaces may be too hot.

VII. Standing Items:

a. Capital Plan Update (O. Gomez)

- i. GML has multiple ongoing projects (including the cupola; emergency egress out of rotunda), which will double occupancy for events. The GML egress project is at 90% completion; the GML cupola project is at 70%.
- ii. RSCB roofing and façade is almost complete. All roofs have been changed on the building. The discoloration on the bricks will decrease over time. The parapets have also been replaced.
- iii. Phase IV of the utility infrastructure work (which has 6 total phases) is complete. Phase IV was the construction of the new building on 80th street. Phase V is at 50% completion; the transformers and new switches are onsite. Phase V will involve work in every single building on campus.
- iv. Colston/Community Bridge project is almost complete. This is all external work, and it is about 90% complete. Glazing and a new sill for Community Hall are expected to be done mid-December.
- v. The 12-building fire alarm project is in the second phase. When the second phase is complete in spring of 2022, 16 of the buildings will have brand new fire alarm systems.
- vi. The Bronx Express (which will put admissions, bursar, financial aid, and registration in one location – the basement of Meister) will be sent out to bid next year. This is being overseen by DASNY. The plan would be to be substantially complete by December 2023. **For the next agenda, we will have the plans to look at.** The campus mastering planning process will address the use of the spaces vacated by the movement of units to Bronx Express.
- vii. CUNY 2020 Project: Patterson garage is expected to be finished by spring; Meister lab is also being finished up. K. Ellis suggested scheduling a walkthrough for faculty and staff before the final punchlist is generated.

b. Sustainability

i. Reporting

1. They conduct sustainability activities annually and we are required to report annually to the state about our sustainability activities that work toward the state goal of reducing our carbon footprint.

ii. Greenhouse

1. There has been progress in cleaning it out and putting up new stands. The electricity is nearly complete. The plumber still needs to fix the sink.

c. BCC and CUNY Policies:

i. Suggestions for Master Planning Process

1. We need more Contemplative, Collaborative, and Social Spaces.

2. This needs to be an open, collaborative process. The planning process has been hindered due to the pandemic. The 10-year master plan should articulate our vision for what the campus will look like in the future. This past 10-year master plan has focused on improving the utility infrastructure. The next plan should focus on better utilizing the spaces.
 3. K. Ellis recommends that we have a working session with this committee to work specifically on the master plan, including the current budget and how it affects the plan. Being good stewards is an important part of the current 5-year master plan. (building envelope, windows, heating/cooling comfort, moving Bronx Express, student collaborative space, improving outdoor spaces). They are still adding additional outdoor wooden chairs, built by BCC carpenters. They also built some tables. There will be new boilers in the heating plant – this has finally been funded.
 4. S. Moncayo suggested also looking at the budget for the last 10-year plan.
 5. M. Lazda asked about a timeline or a goal date by which the master plan should be complete.
 6. K. Ellis explained that the capital plan is laid out by CUNY Central. The individual colleges have plans that fit within the CUNY plan.
- ii. Policies
 1. Recycling: Returning faculty need to be reminded about the new procedures for recycling and picking up trash.
 2. Work Orders: Facilities will give a work order report at our next meeting.
 - iii. Service Agreements –
 1. Custodians: Based on the apple level 2 process (which uses the square footage of each space), we should have 44 custodians. HR is searching for 6 custodians currently to bring us up to a full complement of staff.
 2. Landscaping: They are working on bringing in vendors for landscaping, but they are not contracted yet.
- d. Internal Initiatives
 - i. Building Intensive Clean (BIC):
 1. This initiative is a local building improvement program using existing staff and resources when available. It grew to a full building review and sprucing up.
 2. They are finishing up Bliss right now with the flooring and two capital projects: a bathroom upgrade and improvement of access/building egress.
 3. With the reoccupancy plan being implemented, this program has also expanded to Nichols, Sage, and Philosophy. They will report more formally at this at a future meeting.
 - ii. M. Lazda asked about the current staffing levels:

1. K. Ellis reported that this is current staffing:
 - a. Campus planning – 3 FT, 1 PT
 - b. Maintenance – 26 FT
 - c. Custodian – 41 FT
 - d. Power plant – 10 FT
 - e. Back office of Facilities (stockroom & clerical) – 4 FT
 - f. Plant services – 4 FT
2. Some of these areas have high turnover because the staff members are undergoing further education or have acquired necessary experience to be hired for a higher-level job.
3. 4 stationary engineers are starting soon. Ideally, we want 7 stationary engineers. There is currently a search for 1 laborer, 1 painter, and 6 custodians.
4. Recruiting for these positions happens centrally through CUNY as these are civil service jobs, which require certain certifications/testing. Salary is set by the civil service series.

VIII. New Business

a. Food on campus –

- i. Food vending: K. Ellis reported that there is food vending in Meister lobby. They are waiting on food vending for Community Hall. They have been working with the vendor to try to increase variety of food and fill more of the slots and have a better working coffee machine. M. Lazda asked whether the sandwiches in the machines have dates on them. K. Ellis indicated that she thought the items should have expiration dates on them and that people should use their campus card to purchase at the machines.
- ii. Food trucks: currently one hot dog food truck is coming to campus. CUNY central must register food trucks before they can come onto campus.
- iii. Grab & Go: They are working to get a quick serve (yogurt, sandwiches, *etc.*) in North Hall, while they work to separate from Au Bon Pain. They have not yet put an out an RFP for a new cafeteria vendor.

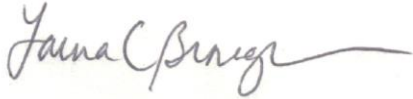
b. Messaging/signage on campus

- i. M. Lazda suggested having updated information on campus signs, current events, *etc.*, to improve the welcoming feeling when students do come to campus. Can something be done through marketing with student input? K. Ellis did say they have a project with IT to get the digital signage current. IT, campus services, and academic computing have been merged into one unit to try to improve alignment of services. Academic computer staff members will not be in the academic computing rooms being used for classes. Because of COVID, there's been more cross-training and improved wi-fi access. The physical spaces and what's available for common use and where to find things should be readily findable for students and faculty coming back to campus. With the increase in numbers of people on campus in the spring, it needs to be clear to students, faculty, and staff how spaces can be used (like whether it is ok for students to hang

out near elevators or in hallways of buildings where classes are being held).

- c. Advocacy for funding for facilities (government/external relations): The master plan will dictate how available funding is used: RESOA (city council member-funded) funding is dictated by type of projects, while capital funding is allocated by the State government for designated projects.
 - d. Parking fees for 2022 – 2023 are expected to return to pre-pandemic pricing. Full price for parking may resume this January.
 - e. K. Ellis indicated that they expect have sufficient classroom spaces and parking spaces for 70% in-person classes and 100% in-person staffing in Spring 2022.
 - f. Are scrubbers quiet enough to use in classrooms? – They have not yet tested the various scrubber models in the spaces for their noise levels.
 - g. Meetings dates for the spring will be determined at the next meeting.
- IX. Meeting Adjournment

Respectfully submitted,



Laura C. Broughton
Secretary *pro tem*