



**PERALTA COMMUNITY COLLEGE DISTRICT
ADOPTED MINUTES**

DISTRICT FACILITIES COMMITTEE

March 03, 2017, 9:00 am – 12:00 pm

District Office – District Board Room

Chair: Dr. Sadiq B. Ikharo • Co-Chair: Louis Quindlen • Facilitator: Annette Dambrosio

MEMBERSHIP (X = Present); (A-Absent); (E = Excused)

	Name	Role
X	Antoine Mehouelly	District IT Director
X	Annette Dambrosio	Facilitator (Consultant)
E	Atheria Smith	Dir of Facilities Planning Development (DGS)
X	Bill Love	Faculty Representative (Merritt)
A	Brock Drazen	College Facilities Cmte. Rep (Merritt)
X	Dettie Del Rosario	College Business Officer (Merritt)
X	Karen Shields	Classified Representative (BCC)
A	Wendy Franklin	Faculty Representative (BCC)

	Name	Role
A	Ko Hoi	College Facilities Cmte. Rep (COA)
E	Laura McCarty	Director of Capital Projects
X	Louis Quindlen	Faculty Representative (Laney)
X	Mary Beth Benvenuti	College Business Officer, COA
X	Osafran Okundaye	Interim Project Manager, M&O
E	Phyllis Carter	College Business Officer (Laney)
X	Rachel Goodwin	Faculty Representative (COA)
X	Tim Brice	Int. Dir. of Facilities & Operations

	Name	Role
X	Ron Perez	Classified Representative (Merritt)
X	Rosemary Vazquez	Note-taker
X	Sadiq B. Ikharo	Chair - VC General Services
A	Shirley Slaughter	College Business Officer (BCC)
A	Shuntel Nathaniel	Classified Representative (COA)
A	Siraj Omar	College Facilities Cmte. Rep. (BCC)
X	Stephen Corlett	College Facilities Cmte.. Rep (Laney)

GUESTS

	Name	Title
X	Amy Marshall	Supervisor, Business Office, Laney

	Name	Title
X	Molly Sealund	Rep. Facilities Committee (Merritt)

Agenda Item	Committee Goal	Strategic Plan Goal	Outcome
1. STANDING ITEMS			
A. Call To Order			9:10 am
B. Adoption Of The Agenda			Motion by MaryBeth Benvenuti, 2 nd by Louis Quindlen to approve today's agenda, as presented, passed unanimously.
C. Approval of the 2/03/17			Motion by Louis Quindlen, 2 nd by Rachel Goodwin to approve the 2/3/17 meeting minutes, as presented, passed unanimously.
2. TCO GUIDELINES REPORT & ACCREDITATION UPDATE			Annette reported the following: <ul style="list-style-type: none"> • Volunteer group is continuing to work on TCO guidelines: (C. Neal, VC Ikharo, T. Brice, L. McCarty, L. Quindlen, A. Dambrosio, MB Benvenuti, VC Little, VC Cole.); • The intent is to continue to utilize TCO Guidelines effectively and



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			<p>not to shelve the document;</p> <ul style="list-style-type: none"> • We need to continue to work to comply with ACCJC Standards; • We need to articulate our plan for maintaining APPA standards • We need to do a better job of getting ahead of things and to show continued improvement, e.g. preventative maintenance. • There is a need to improve how we report back to constituents more efficiently as currently it takes too long for adopting decisions. <p>Dambrosio asked the Committee membership to take another look at the draft TCO document and to continue to send comments to her. The TCO will continue to be revised and reports will be given to DFC.</p> <p>A discussion ensued with the following highlighted points:</p> <ul style="list-style-type: none"> • There is a need to improve faculty input and activity; • It seems that we have no Engineers on the College Facilities’ Committees. Classified participation is limited by lack of backfilling for those participating on committees; • Chief Engineers, etc. are welcome but were told a few years back that they don’t need to participate, given their heavy workloads. It was suggested that paying them overtime may be an option since meetings are outside their work hours and/or change meeting times when possible. • <u>Who will make decisions on overtime and where will the funding come from to pay overtime?</u> <p>Motion by Louis Quindlen, 2nd by MaryBeth Benvenuti as follows:</p> <p><i>“Recommend College Facilities Committee investigate to include Chief Stationary Engineer and Assistant Chief Stationary Engineer to participate in College Facilities Committees and each College will report</i></p>



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			<p><i>back findings.”</i></p> <p>Motion passed unanimously.</p> <p>VC Ikharo indicated that he would make a recommendation to the Administration that all Assistant Chief Stationary Engineers participate in the College Facilities Committees. It was recommended that VC Ikharo develop a <u>plan</u> for participation. VC Ikharo also indicated that he also plans to meet with the Vice Chancellor of Human Resources to discuss Local 39 collective bargaining agreement regarding this matter and options available.</p>
<p>3. UPDATE ON SCHEDULE MAINTENANCE PROJECTS</p> <p>A. Planning for 2017-18 Schedule Maintenance Projects</p>			<p>Interim Project Manager Okundaye reported on Scheduled Maintenance Projects (SMP):</p> <ul style="list-style-type: none"> • 2014/15 SMP – Contracts are in-progress and ongoing; • 2015/16 SMP – Contracts are in-progress and ongoing; • 2016-17 SMP - Projects are scheduled to be completed Summer/2017. <p>VC Ikharo reported on planning for 2017-18/SMP funding. Copies of the Masterlist were distributed to Committee members and reviewed. :</p> <ul style="list-style-type: none"> • Funding will be lower (\$700,000 only). There will not be enough to cover all requested projects; • Depending on how much funding is available, projects will need to be prioritized, based on rankings. • Laney has its own list which is being kept separate from the rest of the proposed scheduled maintenance project list (all other Colleges are included on this list). • A new Project Manager, Stephen Daniels from Swinerton, has been



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			<p>hired to work with the Laney Infrastructure Working Group to implement items identified on the Laney “Fix-it List”, which includes SMP.</p> <ul style="list-style-type: none"> • Nancy Skinner and her staff are scheduled to tour Laney to observe facility issues. She is working with lobbyists in Sacramento to see how to get additional funding from the State to address Peralta’s facilities’ infrastructure needs. • District has hired TRANE (HVAC company) to identify the most critical HVAC items on the scheduled maintenance lists. <p>A discussion ensued with the following highlighted points:</p> <ul style="list-style-type: none"> • We all need to see Laney’s list for transparency. Also, Colleges are not given sufficient time to plan for the lists. VC Ikharo will send the Laney Fix-it list to DFC members. • Given the reduced amount of scheduled maintenance funds for 2017/18 we should insist that the 1.5% of general funds be loaded to augment SMP budgets; • There is not enough in Instructional Materials and Schedule Maintenance funding; <p>The Master SMP List will be reviewed by the Director for Facilities & Operation (Tim Brice) who will provide engineering cost estimates. He will also classify the proposed projects as follows:</p> <ul style="list-style-type: none"> • <u>SMP</u> (these projects meet the scheduled maintenance State criterial) • <u>In-house</u> (these projects can be done by in-house M&O staff) • <u>Remove</u> (these projects are considered major projects, do not meet the State requirements or are already listed in previous SMP lists). <p>The updated list will be sent to the DFC membership for review which</p>



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			will be discussed at the next DFC meeting.
4. PLANNING FOR 2017-18 30-DAY PROJECTS			<p>VC Ikharo reported on the progress of the 30-day Projects for the 2017/18 School Year.</p> <ul style="list-style-type: none"> • 30-day project listed will be reviewed by Director Brice who will provide cost estimates; • Bid will be solicited, if applicable, and Contracts processed; • The goal is to have vendors in place so work can completed in readiness for the Fall/2017 semester.
5. SERVICING OF SMART CLASSROOM LOCKING MECHANISMS			<p>MaryBeth Benvenuti lead a discussion on the dissatisfaction of current card key systems at the Colleges. <u>Do we need to go back to the old key system?</u></p> <p>Discussion included the following highlighted points:</p> <ul style="list-style-type: none"> • COA noted that the current key system is not working. It was suggested to either repair the mechanisms or have keys made; • COA needs about 100 keys since the locking mechanisms don't work. This need has been on previous 30 day projects lists, but still the request has not been addressed; • Merritt noted the keys don't really work when the core is a smart classroom cardreader. To change the key system, we would need to re-core all the locks; • Custodians are constantly opening the doors for instructors. This is time-consuming; • There are no badge readers that work at Laney. Urgent work orders have been submitted stating that the smart classrooms cannot be secured.



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			<ul style="list-style-type: none"> • Consensus from the Colleges is that the card readers are not working and need to be replaced or adopt a new key system; • COA wants to abandon card readers because they don't work. • Merritt concurred that card readers also do not work properly; • It seems that the current system hasn't been working properly since it first was implemented. <p>Antoine Mehouelly supports the suggestion to abandon those readers. The current system requires constant maintenance and needs a separate network. Easiest fix is to put keys back.</p> <p>VC Ikharo recommended that representatives from each of the Colleges Facilities' Committee meet separately to discuss this matter further. We will also check with IT.</p> <p>Motion by Bill Love, 2nd by Louis Quindlen</p> <p><i>“Abandon the current card reader/software, District-wide, replace the lock cores and use keys as a method to secure all classrooms.”</i></p> <p>Motion passed unanimously.</p>
6. COLLE FACILITIES COMMITTEE REPORTS			<p><u>BCC (Karen Shield)</u></p> <ul style="list-style-type: none"> • Karen shared recent security incidents that occurred over the President's Day holiday closure.



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			<p><u>COA (MaryBeth Benvenutti)</u></p> <ul style="list-style-type: none"> • Charles Neal gave a presentation regarding eWaste; • Discussions are ongoing regarding 30-day and deferred maintenance project reviews. <p><u>Laney (Amy Marshall)</u></p> <ul style="list-style-type: none"> • New project manager, Stephen Daniels, is working on the “Fix-it List”; • Atheria met with the committee to discuss Master Plan strategies. The first step is to form a campus committed to review; • Infrastructure Working Group is meeting regularly. Dolores Bernal (PIO) is posting updates on new Laney PIO website; • Town Hall Meeting was held on February 22, 2017. VC Ikharo presented a project status update and answered questions. <p><u>Merritt College (Dettie del Rosario)</u></p> <ul style="list-style-type: none"> • Merritt asked for more information relating to the presentation regarding eWaste, specifically the vendors. Seems informational, not sure what’s expected of College; • Second presentation about the Master Plan: The next step is that a new group will be sending a Survey, but will need to work with the Colleges; • Third discussion relating to the 30-day projects and deferred maintenance.
7. CARRIED OVER AND NEW ITEMS			None.



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9. ADJOURNMENT			12:00 p.m.
10. NEXT MEETING:			April 7, 2017, 8:30 am- 10:30 am