

**PBIM DISTRICT FACILITIES COMMITTEE**

**ADOPTED – April 1, 2016 DFC Meeting Minutes**

**Date of Meeting:** April 1, 2016, 9:00 am to 12:00 pm

**Present:** Atheria Smith; Louis Quindlen; Sadiq B. Ikharo; Shirley Slaughter; Ralph Smeester; **Karen** Shields; Bruce Shapiro; Windy Franklin; Rosemary Vazquez; Dettie Del Rosario; ; Ron Perez;

**Absent:** Bill Love; Helena Lengel; Tina Tomlinson; Siraj Omar; Jim Cave; Mary Beth Benvenuto; Brock Drazen; Phyllis Carter; Shuntel Nathaniel; Hoi Ko; Adan Rosillo; Rachel Goodwin; Molly Sealund;

**Excused:**

**Guest:** Amy Marshall, Laney;

**Chair/Tri-Chairs:** Dr. Sadiq B. Ikharo / Louis Quindlen / Molly Sealund

**Facilitator/Recorder:** Atheria Smith / No Recorder

Agenda Item	Discussion	Follow-up Action	Decisions (Shared Agreement/ Resolved or Unresolved}
Meeting Called to Order	9:10 am		
1. Agenda Review	Agenda items, accepted with minor change. <ul style="list-style-type: none"> <li>• Item V. should read: <i>Briefing 3/21/16 Chancellor’s Cabinet Meeting</i></li> </ul>		Motion by Louis Quindlen, 2 <sup>nd</sup> by Bruce Shapiro to accept the agenda as amended, passed unanimously
2. Action: Review & Adopt Minutes <ul style="list-style-type: none"> <li>• 03/04/16 DFC Minutes</li> </ul>	Minutes from the 3/4/16 DFC meeting was adopted, as written.		Motion by Louis Quindlen, 2 <sup>nd</sup> by Ralph Smeester to accept the 3/4/16 DFC meeting minutes, passed unanimously.

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<p>3. Reports: College Facilities Committees (Each College to give a 5 minute report)</p>	<p><b><u>BCC (Ralph Smeester)</u></b></p> <ul style="list-style-type: none"> <li>Interior LED lighting has been installed in two rooms, one on the 4<sup>th</sup> floor and the other on the 5<sup>th</sup> floor as test models in order to get feedback from faculty and staff.</li> </ul> <p><b><u>Laney (Amy Marshall for Phyllis Carter)</u></b></p> <ul style="list-style-type: none"> <li>There is a formal complaint regarding the exterior lighting which is an ongoing problem. Laney will work with DGS for a doable resolution before this matter escalates any further;</li> <li>Laney will work with DGS for a doable resolution regarding leaks in the computer lab.</li> </ul> <p><b><u>Merritt (Dettie del Rosario)</u></b></p> <ul style="list-style-type: none"> <li>PM Gary Banks provided an update regarding parking lot G. The college is in discussion to determine who will utilize the parking lot spaces.</li> </ul> <p><b><u>COA;</u></b> No report.</p>		<p>Motion by Bill Love, 2<sup>nd</sup> by Louis Quindlen to accept the Action Plan, as discussed, passed unanimously.</p>
<p>4. Finalized Draft 2016-17 Proposed Scheduled Maintenance Projects</p>	<p>Director Shapiro reviewed the draft master list with the DFC committee membership and explained the process. Some items were removed from the original draft master list because , a) they did not meet the criteria; b) were considered capital projects; c) were duplicates and/or d) were projects already in progress.</p> <p>A discussion then ensued concerning the proposed items on the revised master list. The following points were highlighted:</p>		<p>Motion by Louis Quindlen, 2<sup>nd</sup> by Shirley Slaughter to accept the 2016/17 Proposed Scheduled Maintenance Project, as amended, passed unanimously.</p>

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	<ul style="list-style-type: none"> <li>• Standards for chemical fume hoods and cabinets. There is a need for more rigorous training of lab assistances to avoid corrosion;</li> <li>• Concerns that the line item at 1.5% of the general fund will be instead taken from the future State allocated scheduled maintenance funds;</li> <li>• Concerns that there is not enough DGS staff to address work orders and maintenance needs;</li> <li>• DGS has procured new software (Maintenance Connect) that will improve tracking work orders. Currently it is in the design phase with a targeted date to “go live” sometime in May 2016;</li> <li>• It seems that the recommendations provided by the DFC do not have much any weight. Is it measured by funding available?</li> <li>• Some cost estimates seem too high and will need to be adjusted. Bruce will meet with the Chief Stationary Engineer and Assistant Chief Stationary Engineers to work on the final numbers. Adjustments will be made where applicable;</li> <li>• There is a need to explore Total Cost of Ownership for long-term maintenance obligations.</li> </ul> <p>Director Shapiro and Dr. Ikharo also answered questions and provided the status of specific maintenance projects in progress.</p> <p>In conclusion the DFC membership voted to accept the revised 2016/17 Proposed Scheduled Maintenance Project list, as discussed and amended.</p> <p>Dr. Ikharo will present the Finalized master list to the PBC membership at their next meeting, April 29, 2016 for deliberation.</p>		

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<p>5. Briefing March 21, 2016 Chancellor’s Cabinet Meeting</p>	<p>Dr. Ikharo provided a briefing of the presentation presented to the 3/21/16 Chancellor’s Cabinet meeting by the DFC Delegation:</p> <p>The DFC delegation highlighted the following objectives of their presentation:</p> <ul style="list-style-type: none"> <li>• Total Cost of Ownership (Recommendation #3):               <ul style="list-style-type: none"> <li>○ Regular maintenance is important to ensure that facilities issues are addressed issues now before they become bigger issues later. There are currently not enough employees to maintain existing services, and the accreditation report has flagged this as a deficiency.</li> </ul> </li> <li>• Enrollment Management in light of the 2400 FTE deficiency:               <ul style="list-style-type: none"> <li>○ The current level of staffing does not take into account the total amount of spaces that are operated. The intent is to address facilities’ needs (including beautification) in order to retain students and meet the District’s strategic enrollment and revenue goals.</li> </ul> </li> <li>• Resources to meet best practices:               <ul style="list-style-type: none"> <li>○ There is currently an apprenticeship program available through Local 39, and it would be ideal to train these persons to enable them to be retained. We are also unable to retain persons currently employed.</li> <li>○ While BCC is considered Level 2 of cleanliness (optimal), districtwide, Level 4 is being considered which an unacceptable level of cleanliness is.</li> </ul> </li> </ul> <p>DFC recommendations, cited included:</p> <ul style="list-style-type: none"> <li>• Recruitment, retention, and training of existing staff</li> <li>• Restroom modernization districtwide</li> </ul> <p>In conclusion, the DFC Delegation wanted to impart that they are here for the students, and would like the resources needed to provide for this work.</p>		

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	<p>President Johns commented that an establishment of principles to be followed for funds and a dire need for costs that have to be taken into account is needed. President Ambiz-Galaviz stated that the challenge is insufficient enrollment which impacts our resources. Also, regardless of enrollment, we have the responsibility of maintaining what we have. William stated that we currently have a \$6 million reserve, and are currently not spending adequate resources to support these processes.</p> <p>VC Ikharo asked that the Presidents look at their budgets and think critically about their staffing needs. We should look at the discretionary funds that support events. Also, the general funds dollars need to be used along with funds from the state to address these concerns.</p> <p>Dr. Ikharo thanked DFC delegation members that participated in the presentation. It was a job well done.</p>		
<p>6. Update - Emergency Phones (Code Blue) Funding and Implementation</p> <ul style="list-style-type: none"> <li>• Recommendation Ferrilli Group</li> </ul>	<p>Dr. Ikharo provided historical background regarding the emergency phones (code blue) project and the implementation challenges.</p> <p>He indicated that the Chancellor requested that the Ferrill Group consultants provide a review of the District’ current plans for the replacement of the emergency (code blue) phones. Their recommendations were shared which included options to best provide security systems for student, faculty &amp; staff and to introduce industries best practices.</p> <p>An agreement with Security By Design is slated to go to Board at the 4/12/16. The vendor will provide professional design services and construction administration for the installation of the code blue emergency blue phones</p>		

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	<p>It was suggested that additional “blue phones” be installed at Berkeley City College specifically outside the restrooms and in the basement.</p> <p>Dr. Ikharo also provided a brief summary of the District emergency notification system (Blackboard Connect) and it functions. The project is moving forward as scheduled.</p> <p>Dr. Ikharo also mentioned that the 2-way Radio implementation for BCC and Laney are complete. Hardware and antenna solutions for Merritt are being resolved. COA will be complete once power supply for repeaters is secure.</p>		
<p>7. Recommendation(s) from DFC to PBC (if applicable)</p>	<p>The DFC voted and passed the following motion which will be forwarded to the PBC.</p> <p style="text-align: center;"><u><i>Resolution on 1.5% of General Fund For Facilities Repairs</i></u></p> <p><i>“Whereas the state of California did not fund facility maintenance in 2009, 2010, 2011, and 2012 and has continued to underfund facility maintenance;</i></p> <p><i>Whereas this lack of maintenance funding created a drastic state of disrepair in PCCD facilities;</i></p> <p><i>Whereas to address the backlog of facilities issues, the District Facilities Committee and the Planning &amp; Budget Council passed a resolution funding a PCCD budget line item at 1.5% of the general fund;</i></p> <p><i>Whereas using the 2016/2017 state funding of facilities to supplant the 1.5% facilities funding from the general fund is a violation of both the spirit and intent of that resolution;</i></p>	<p>Dr. Ikharo will forward the resolution to the PBC.</p>	

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	<p><i>Whereas the continued degradation of PCCD facilities impacts student success and has contributed to the loss of funding through decreased FTES; Be it therefore resolved that the District Facilities Committee recommends the proposed Planning and Budget Committee budget recommend the continued funding of facilities maintenance at 1.5%.” from general funds.”</i></p>		
Meeting Adjourned	12:00 pm		
Next Meeting	May 6, 2016, 9:00 am – 12:00 pm		

Minutes taken by: Rosemary Vazquez

Attachments: All documents and/or handouts for this meeting can be found at: <http://web.peralta.edu/pbi/>