



**PERALTA COMMUNITY COLLEGE DISTRICT  
ADOPTED MINUTES**

**DISTRICT FACILITIES COMMITTEE  
February 03, 2017, 9:00 am – 12:00 pm**

*District Office – Department of General Services Conference Room #1*

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)
E	Dettie Del Rosario	College Business Officer (Merritt)
X	Karen Shields	Classified 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	In. Dir. of Faculties & Maint. Operations (DGS)
E	Phyllis Carter	College Business Officer (Laney)
X	Rachel Goodwin	Faculty Representative (COA)

	Name	Role
A	Ron Perez	Classified Representative (Merritt)
X	Rosemary Vazquez	Note-taker
X	Sadiq B. Ikharo	Chair - VC General Services
E	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	Molly Sealund	Staff at Merritt
X	Amy Marshall	Business Office Supervisor

	Name	Title
X	Charles Neal	Dir. of Energy & Environmental Sustainability
X	Opterra	Company Representatives

	Name	Title
X	Cenergistic;	Company Representatives

Agenda Item	Committee Goal	Strategic Plan Goal	Outcome
<b>1. STANDING ITEMS</b>			
A. Call To Order			9:10 am
B. Adoption Of The Agenda			Motion by MaryBeth Benvenuti, 2 <sup>nd</sup> by Bill Love to approve today's agenda, as presented, passed unanimously.
C. Approval of the 12/03/16			Motion by Bill Love, 2 <sup>nd</sup> by MaryBeth Benvenuti to approve the 12/03/16 meeting minutes, as presented, passed unanimously.
<b>2. SUSTAINABILITY REPORT</b>	1. Continue to reduce energy costs, Districtwide, to meet the 2020 State of California Sustainability Goals	B: Engage and Leverage Partners	Director Neal reported on the following sustainability items.
A. Energy Conservation Program with Cenergistic			Cenergistic representatives distributed information and summarized their proposal relating to the concept of behavioral and equipment optimization program. General information included:



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			<ul style="list-style-type: none"> <li>• Company’s background and implementation methodologies;</li> <li>• Energy pyramid strategies &amp; cost savings options;</li> <li>• Water conservation;</li> <li>• Measurement &amp; Verification Plan and Process;</li> <li>• Projected 5 years savings and energy cost savings Options.</li> <li>• Projected utilities savings 65% to the Campus / 35% to District</li> </ul> <p>Discussions included the following highlighted points:</p> <ul style="list-style-type: none"> <li>• There needs to be more time for analysis given PCCD multi-campus environment;</li> <li>• Faculty should get the bulk of the education if behaviors are to change;</li> <li>• This should be well vetted through the shared-governance process so that everyone understands the concept and has a chance to input.</li> </ul>
<p>B. Energy Services Program with Opterra</p>			<p>Opterra representatives distributed information and summarized their proposal relating to comprehensive energy services and infrastructure upgrading programs. The program involves facility improvements and efficiency measures and quantified cost/savings. Cost to conduct the first comprehensive study is estimated at \$48,000.</p> <p>General information included:</p> <ul style="list-style-type: none"> <li>• Company background &amp; experience;</li> <li>• A review of energy conservation measures;</li> <li>• Preliminary project financials;</li> <li>• Education/Career Pathway components;</li> <li>• Preliminary Project Financials</li> <li>• Review Roadmap &amp; Next Steps</li> </ul>



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			<p>A discussion ensued with the following highlighted points;</p> <ul style="list-style-type: none"> <li>• Most of Peralta’s equipment, District-wide are 20-50 years old;</li> <li>• There needs to be a more comprehensive analysis of College equipment, District-wide. Some of them are new, some of them are antiquated and some have been refreshed.</li> </ul>
<p>C. Sustainability Master Plan with Rincon and Associates</p>			<p>Director Neal distributed the Sustainability Master Plan Proposed Scope of Work and Schedule and provided an overview:</p> <ul style="list-style-type: none"> <li>• Rincon and Associates is working with the District to develop a comprehensive District-wide Sustainability Master Plan (SMP).</li> <li>• Rincon will collaborate with the Colleges to collect data &amp; inventory and other priorities;</li> <li>• The project will be broken into 3 phases               <ul style="list-style-type: none"> <li>○ Phase I: Data Collection</li> <li>○ Phase II: Establishing Goals &amp; Priorities</li> <li>○ Phase III: Refine &amp; Finalize SMP</li> </ul> </li> <li>• The goal is to generate and finalizes a user-friendly document which is data &amp; graphic heavy and easily understood by a wide range of stakeholders;</li> <li>• Projected completion date is projected by November 2017.</li> <li>• The Sustainability Master Plan is driven by the Facilities Master Plan which is driven by the Educational Master Plan.</li> </ul> <p>A discussion ensued with the following highlighted points;</p> <ul style="list-style-type: none"> <li>• All Master Plans should work in collaboration;</li> <li>• There needs to be engagement with Union and Faculty. Some may not provide their support if they don’t understand;</li> <li>• Some items should be integrated in the Total Cost of Ownership documents;</li> <li>• In order to be effective there needs to be a strategic plan how this will</li> </ul>



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			<p>be structured;</p> <ul style="list-style-type: none"> <li>• Energy consultants should collaborate with the College Business Office as they pay the College’s utility bills;</li> <li>• It was suggested that both the Director of Facilities &amp; Operations along with the Chief Stationary Engineer should attend college facilities meeting when information is shared;</li> <li>• There needs to be a better process for collecting data from the Colleges to aggregate the needs of the College;</li> <li>• It was suggested to have a retreat to share and discuss collaborative reports. What is the planning direction to share information with and discuss the direction of planning?</li> <li>• How do the pieces tie together? It is also important to have a clear plan for the Measure A funds.</li> <li>• It was suggested to invite Steinberg Architects, to share information regarding the progress of the Integrated Education, Facilities &amp; Technology Master Plan</li> </ul> <p>Director Neal will provide periodic updates, as they arise.</p>
<p>D. Bicycle Racks and Repair Stations (5 min)</p>			<p>(12) 6-slot bike racks and a fixit repair stations has been installed at Merritt; Installation has receive favorable review from the Merritt stakeholders.</p>
<p>3. PROPOSED NEW LANGUAGE FOR IT SECTION OF TCO GUIDELINES</p>	<p>1. Collaborate with the Colleges to continue to implement the Total Cost of Ownership</p>	<p>D. Strengten Accountability, Innovation Collaboration</p>	<p>Dr. Dambrosio presented the propose language by the Unions to the Total Cost of Ownership Guidelines:</p> <p><i>“The District will provide reasonable access to a telephone, computer, printer, and other equipment and supplies needed by any employee for the performance of his /her professional responsibilities.”</i></p> <p>Motion by William Love, 2nd by Antoine Mehouelly to accept the</p>



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			language, as presented, passed unanimously.
A. Ongoing Evaluation Plan/timeline for TCO Guidelines			Dr. Dambrosio shared that the TCO document needs to be continuously reviewed. She proposed having a group to review and make recommendations to update/revise the TCO document. She also indicated that any further ideas are welcome. Antoine Mehouelly mentioned that IT is working on replacing the IT TCO information, dated 5/14/16, that was included in the TCO Guidelines.
<b>4. FACILITIES CONDITION ASSESSMENT (FCA)</b> A. Review FCA Report and Determine Plan to Implement Recommendations.	1. Work collaboratively with the Colleges to develop an Integrated Educational, Facilities & Technology Master Plan	<b>D:</b> Strengthen Accountability, Innovation Collaboration	VC Ikharo summarized the document and explained how to read the data. Hard copies will be issued to the colleges. The electronic file was too large to email but a flash drive was available to download.  Next steps include: <ul style="list-style-type: none"> <li>• Consultant working on Integrated Educational, Facilities' &amp; Technology Master Plan (IEFTMP) is Steinberg Architect;</li> <li>• Steinberg will conduct a survey to gather data relating to College needs;</li> <li>• The data collected will be utilized for future bond initiatives;</li> <li>• Utilities mapping is in progress. After it is complete the information will be shared with the Colleges leadership;</li> </ul> A discussion ensued with the following highlighted point: <ul style="list-style-type: none"> <li>• Why is it that after spending \$500 billion to date we are still talking about stuff we haven't completed?</li> </ul>
<b>5. UPDATE OF SCHEDULED MAINTENANCE PROJECTS</b>	1. Collaborate with the Colleges to continue to implement the Total Cost of Ownership	<b>D:</b> Strengthen Accountability, Innovation Collaboration	Interim PM Okundaye gave an update on the 2014/16 Scheduled Maintenance Projects which included a handout & information relating to:



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			<ul style="list-style-type: none"> <li>• Staffing levels – they are almost in place;</li> <li>• Scheduled funding is in place;</li> <li>• Project /Contract Status</li> <li>• Funds expire 6/30/17.</li> </ul> <p>He also provided background information and answered questions to specific projects. The District needs to spend the funds by June 30, 2017 or risk losing them.</p> <p>VC Ikharo added that some of the items on the list need to be verified with the Colleges if they have been completed. He also provided an update on the following projects:</p> <p><b><u>Elevators:</u></b></p> <ul style="list-style-type: none"> <li>• Thyssenkrupp Elevator Company is finishing up the submittal drawings for Division of State Architects (DSA);</li> <li>• Tower - 1st installation is scheduled end of 2017. 2<sup>nd</sup> by Jan. 2018.</li> <li>• Building E - installation by 2018.</li> <li>• This is a design-built project;</li> </ul> <p><b><u>HVAC Heating &amp; Ventilation:</u></b></p> <ul style="list-style-type: none"> <li>• TRANE has been hired to repair heating and ventilation District-wide;</li> <li>• They have been instructed to work on Laney’s projects first.</li> <li>• TRANE has started to place orders for equipment for approved price quotes;</li> <li>• VC Ikharo will work with Finance to discuss alternative funding options.</li> </ul> <p>MaryBeth added that the costs for HVAC heating &amp; ventilation items</p>



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			<p>should be shared between COA and Merritt.</p> <p>A discussion ensued regarding the maintenance of equipment with the following highlighted points:</p> <ul style="list-style-type: none"> <li>• Why does the District continue to maintain equipment that does not work?</li> <li>• 85% of the District facilities are antiquated with many in need of repairs and some replaced;</li> <li>• Requesting additional funding should be part of the Strategic or Facilities Master Plans;</li> <li>• With the constant turnover of management, at times, it is challenging to get answers to basic questions.</li> </ul>
<p><b>6. PLANNING FOR 2017/2018 PROPOSED SCHEDULED MAINTENANCE PROJECTS FOR THE COLLEGES – OTHER THAN LANEY</b></p>	<p>1. Collaborate with the Colleges to continue to implement the Total Cost of Ownership</p>	<p>D. Strengthen Accountability, Innovation Collaboration</p>	<p><b><u>2017/18 Proposed Scheduled Maintenance Projects</u></b></p> <p>VC Ikharo gave an overview of the planning process.</p> <ul style="list-style-type: none"> <li>• Colleges, through their share governance process, will provide a list of proposed 2017/18 Proposed Schedule Maintenance Project;</li> <li>• For uniformity, a template will be sent (via email) to the all DFC members to work with their college leadership to complete.</li> <li>• In additional, information relating to project criteria will also be forwarded to the Colleges:</li> <li>• Due date to submit College lists is February 21, 2017;</li> <li>• A master list will then be created;</li> <li>• M&amp;O Director will review the master list, edit lists, as needed, and provide engineering cost estimates;</li> <li>• The master list will then be brought back to the DFC on March 3<sup>rd</sup> for review, discuss and to finalization.</li> <li>• Finalize master list will sent to all DFC members and College</li> </ul>



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			<p align="center">Leadership for their information.</p> <p><b><u>2017/18 30-Day Proposed Projects</u></b>            VC Ikharo indicated that this is also the time to plan for the 30-day Projects for the next school year. The planning process will be as follows:</p> <ul style="list-style-type: none"> <li>• For uniformity, a template will be sent (via email) to the all DFC members to work with their college leadership to identify 30-day projects;</li> <li>• A master list will be created and engineering cost estimates added;</li> <li>• M&amp;O will solicit for bids and work with the colleges for a doable timeline to implement the projects in readiness for the Fall 2017 semester.</li> </ul>
<p><b>7. COLLEGE FACILITIES COMMITTEE REPORTS</b></p>			<p>Facilities Committee Reports included discussions as follows:</p> <p><b><u>Merritt College (Bill Love)</u></b></p> <ul style="list-style-type: none"> <li>• Issues regarding Electric Vehicle Station (EVS) project delays were discussed. VC Ikharo indicated that delays are a result of lack of funding.</li> <li>• Bldg. P doors are still not working;</li> <li>• Misc. Parking Lot Issues – There are insufficient faculty parking.</li> </ul> <p><b><u>Laney (Amy Marshall)</u></b></p> <ul style="list-style-type: none"> <li>• Director Neal gave a Sustainable presentation;</li> <li>• Steinberg gave a presentation relating IEFMP process</li> <li>• Amy will send outstanding items to VC Ikharo. From “Fixit list.</li> </ul> <p><b><u>COA (MaryBeth Benvenutti)</u></b></p> <ul style="list-style-type: none"> <li>• Director Neal gave a Sustainable presentation;</li> </ul>





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			<ul style="list-style-type: none"> <li>• IEFMP discussion are ongoing;</li> <li>• Leaks in Gym were discussed;</li> <li>• Cutis Tod is an outstanding Stationary Engineer.</li> </ul> <p>BCC (no report)</p>
<p><b>8. REPORT            CHANCELLOR’S PBIM            TASK FORCE            COMMITTEE</b></p>			<p>Mary Beth Benvenuti gave a brief summary of the discussion during the last meeting.</p> <ul style="list-style-type: none"> <li>• The working group reviewed the Chancellor’s proposal and discussions are ongoing.</li> </ul> <p>A discussion ensued relating to combining the DFC and DTC with the following highlighted points:</p> <ul style="list-style-type: none"> <li>• There are concerns that combining the two committees will not be productive as everyone may not have the expertise to understand both facilities and IT in order to contribute evenly;</li> <li>• New buildings have been designed with no formal collaboration with IT staff;</li> <li>• The structure of shared-governance will be compromised if only half of the group understands facilities matters while other half IT jargon;</li> <li>• It would be better to establish an effective IT team to specifically address governance related deliberations and decisions regarding IT matters.</li> </ul>
<p><b>9. CARRIED OVER AND            NEW ITEMS</b></p>			<p>Suggested agenda items:</p> <ol style="list-style-type: none"> <li>1. Presentation from Steinberg Architects regarding the integrated Educational, Facilities &amp; Technology Master Plan</li> <li>2. Facilities Reorganization discussion</li> </ol>



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<b>12. ADJOURNMENT</b>			12:00 pm
<b>13. NEXT MEETING:</b>			March 3, 2017, 9 am -12 pm