



PERALTA COMMUNITY COLLEGE DISTRICT  
Department of General Services  
333 East Eighth Street Oakland, California 94606

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**Total Cost of Ownership Committee Meeting – Laney College**

Date: November 4, 2015

Time: 4:00pm to 6:00pm

**Present:**

- ✓Dr. Sadiq B. Ikharo, General Services
- ✓Jeff Cook, General Services
- ✓Atheria Smith, General Services
- ✓ Olivia Rocha, General Services
- ✓ Chan Eng, General Services
- ✓Anna Jiang, General Services

- ✓Dr. Elnora Webb, Laney
- ✓Phyllis Carter, Laney

**MEETING MINUTES**

Meeting called @ 4:20 pm

**Matters Arising**

VC Ikharo began the meeting by addressing several items concerning departmental planning: a. Revision s of the work order procedures; b. College is not satisfied with the way Maintenance & Operations is responding to current work order request – what can we do to make it better; c. an action plan needs to be developed.

VC Ikharo handed out the Total Cost of Ownership report and provided an overview of the report to the committee. He suggested that engineers to maintain a life cycle of campus-wide facilities once a month. VC Ikharo shared that DGS is in the process of hiring the replacement of assistant chief engineers for Laney & COA. He stated that DGS is going to interview in-house engineers first. He added that first level of interview for hiring an assistant engineer has been done.

VC Ikharo informed attendees that Jim at COA and Jason at Laney College have been working overtime; lots of work orders have been lock outs.

VC Ikharo stated that as M&O backfills engineering and assistant engineering positions M&O have more manpower maintaining work orders and concentrate on giving work orders top priority. He added a proposed M &O re-organization chart was presented to the Chancellor for review. DGS has requested that the Chancellor hire 14 additional engineers District-Wide over the next few years. He stated that DGS has lost quite a few of M&O engineers due to low pay. He also added that we specific need to hire electrical, plumbing and HVAC.

Olivia Rocha, Interim Director for M&O suggested that we bid-out of large contract work such as electrical, plumbing and keys for outside contractor to do the works. VC Ikhara shared that we have hired the vendor Opening Technology to handle keys for as District-Wide.

President Webb asked (via conference call) how we can do better in dealing with work orders and maintenance technology. She stated that students and faculty at campus do not receives messages of what's happening at the campus such as facilities related problems and ongoing projects. President Webb asked that a message needs to be sent out to the staff and faculties to let them know about the work for the elevators and the locker rooms modernizations.

There was a discussion about key request process. President Webb address that faculty that no longer work for the District often do not turn in keys at the end of their tenure. Custodians spend countless time to open doors. Dr. Ikhara responded that the Chancellor and the Vice Chancellor of Human Resources should charge individuals who do not return keys.

President Webb shared a hand out of Laney College Total Cost of Ownership Mission and Planning Principles to the committee members. The TCOMPP was outlined into four sections as follow:

- Alignment with College Mission and Budget Planning Principles
- Definition of Total Cost of Ownership
- Importance of Total Cost Ownership
- Objectives of the Total Cost of Ownership related to College Facilities.

Phyllis Carter (via conference call) provided a brief overview of Total Cost of Ownership Mission and Planning Principles to the committee. She shared some thoughts and concerns of the total cost of the ownership. Phyllis asked that the following components to be considered for the TCO planning:

- Building modernization and maintenance
- Cost of the utility. Define funding when we look at the components
- Establish a ownership Guidance
- Proper management of the buildings.
- How do we engage of communication out the Colleges.

Olivia agreed that an action plan needed to be developed in some areas. She asked about the goals of today's Total Cost Ownership for maintenance & operations.

VC Ikhara asked that the campus to provide a list of needs. He will look into each item, define what is needed and create an action plan.

A brief discussion on energy saving. VC. Ikhara shared that the Chancellor is working on a proposal to go out for another grants for energy projects.

Atheria Smith recommended setting a baseline for future energy savings.

President Webb suggested that we should set-up a time frame of implement the TCO plan; appoint a key person to facilitate meetings and present the information to the committee and the Chancellor.

Phyllis Carter suggested that an action plan to come out of procedures such as what capital projects are in process; storage of data in the system; the total of buildings life cycle. VC Ikhara responded that DGS has been using the FUSION system to store project information. He briefly gave an overview of updated Modernization and Capital projects as follows:

Elevator Replacements: A comprehensive survey was sent to stakeholders and an evaluation has been done. There are recommendations are made in the evaluation report.

Women's Locker Room Modernization: DGS and the Architects firm are now working with campus staff and faculty in conducting a feasibility study for the renovations.

The BEST Center: A general contractor has been selected and contract is now waiting for the Board of Trustee's for approval. Construction is planned to start at the end of this month.

Student Center Swing Space: The drawing is going to be submitted to the Division of State Architect (DSA) for approval.

President Webb asked that DGS to map out a detailed schedule of work orders that need to be done by March 2016. Olivia responded that the campus projects and work orders are set as M& O priorities. The engineers have been working hard to address ongoing work orders issues. She stated that lack of staffing at each campus; funding limitation and limited of contract process have been problematic.

Dr. Ikhara ended the meeting due to the SEIU members work schedule. He suggested we continue the discussion at next meeting. The committee will work together to define best practice with district and campuses. He added a draft of the TCO plan will be provided early next month.

### **Next Meeting**

The meeting adjourned at around 6:00p.m. The next meeting schedule is to be determined.

Note: The above represents my best interpretation of a summary of the progress meeting. Please let me know of any requested modifications and corrections in writing with three days of receipt of the minutes.