

Planned Actions and Timeline for Recommendation 3

District Recommendation 3: *In order to meet the Standard, the team recommends that District General Services (DGS) work with college personnel to implement a plan to address total cost of ownership for new facilities and equipment, including undertaking critical deferred maintenance and preventive maintenance needs at the college in order to assure safe and sufficient physical resources for students, faculty and staff (II.B.1, IIB.1a, IIIB.2.a).*

Actions	Timeline
1. 20-Day Projects <ul style="list-style-type: none"> • Finalize list of projects • Hire Contractors 	July 2015
2. PBIM Retreat - Draft Action Plan for TCO will be presented to Planning and Budget Implementation Committee at PCCD Annual Summit 3. Facilities Maintenance Work Order Systems <ul style="list-style-type: none"> • Solicit for Bids 4. 20-Day Projects <ul style="list-style-type: none"> • Complete work 5. Safety Aide Program Training <ul style="list-style-type: none"> • Schedule Training Session #1 for all newly hired and returning Safety Aide, District-wide 	August 2015
6. PBIM - District Facilities Committee (DFC) <ul style="list-style-type: none"> • Develop Goals & Objectives for 2015-2016 School Year 7. PBIM - Planning & Budget Council (PBC) <ul style="list-style-type: none"> • Develop Goals & Objectives for 2015-2016 School Year 	September 2015

Actions	Timeline
<p>8. Security & Public Safety Meeting</p> <p>9. Facilities Maintenance Work Order Systems</p> <ul style="list-style-type: none"> • College Steering Committee to review work order software <p>10. Safety Aide Program Training</p> <ul style="list-style-type: none"> • Schedule Training Session #2 for all newly hired and returning Safety Aide, District wide <p>11. Categorize and create cost lists for Capital Projects and Facilities, to include scheduled and deferred maintenance</p> <p>12. Present Proposed Restructure of DGS/Maintenance & Operations Division to Chancellor's Cabinet</p>	
<p>13. TCO Total Cost of Ownership (TCO):</p> <ul style="list-style-type: none"> • District Team Committee to be formed and meetings established • Create definition • District Team Meeting with College Stakeholders ✓ Merritt College Team <p>14. PBIM DFC Meeting</p> <ul style="list-style-type: none"> • Present TCO Draft to committee • Present finalized 2015-16 Proposed Scheduled Maintenance Projects, College Equipment & Library Materials to committee <p>15. PBIM PBC Meeting</p> <ul style="list-style-type: none"> • Allocation of Instructional Equipment/Deferred Maintenance Dollars <p>16. Discuss Proposed Restructure of DGS/Maintenance & Operations Division with Chancellor & VC of Finance</p> <p>17. Security & Public Safety Committee Meeting</p>	<p>October 2015</p>

Actions	Timeline
<p>18. TCO - Team Meeting with College Stakeholders</p> <ul style="list-style-type: none"> • Laney College Team • Berkeley City College Team • College of Alameda Team <p>19. TCO Committee</p> <ul style="list-style-type: none"> • Redesign process of Engineers reporting to DGS, allowing for instant access and resolution of work orders District-wide. <p>20. Create a comprehensive list of equipment needs</p> <p>21. Facilities Work Order System</p> <ul style="list-style-type: none"> • Steer Committee to provide their recommendations • Begin contract negotiation to with selected vendor (Maintenance Connect) <p>22. PBIM – PBC Meeting</p> <ul style="list-style-type: none"> • Categorize and create cost lists for Capital Projects and Facilities, to include scheduled and deferred maintenance <p>23. Discuss Proposed Restructure of DGS/Maintenance & Operations Division with Deputy Chancellor, VC of Human Resources, & VC of Finance</p>	<p>November 2015</p>
<p>24. Security & Public Safety Committee</p> <p>25. PBIM – DFC Meeting</p> <ul style="list-style-type: none"> • Present Proposed Facilities Maintenance & Operational Reorganizational Structure Report • Present 2014-16 Schedule Maintenance & 2015-16 Proposed Scheduled Maintenance projects to committee 	<p>December 2015</p>

Actions	Timeline
26. PBIM PBC Meeting <ul style="list-style-type: none"> • Present DFC resolution to committee 	
27. Flex Day Workshop: <ul style="list-style-type: none"> • Overview of District and College Facilities Planning, to include: <ul style="list-style-type: none"> ✓ Facility Master Plan Update ✓ Five Year Construction Plan ✓ Planning Process for Major Infrastructure Issues 28. PBIM PBC <ul style="list-style-type: none"> • Present TCO Action Plan to Committee 22. PBIM DFC <ul style="list-style-type: none"> • Presented TCO Action Plan to Committee and align with Colleges Program Reviews 29. Finalize DGS Program Review	January 2016
30. REC. 3 NARRATIVE REPORT DUE TO ACCREDITATION CONSULTANT (Feb. 16, 2016) <ul style="list-style-type: none"> • Technology Resources needed for Colleges – DTC Committee 	February 2016
31. REC. 3 NARRATIVE REPORT DUE TO ACCREDITATION CONSULTANT (Mar. 18, 2016) <ul style="list-style-type: none"> • Presented TCO Action Plan to committee and alignment with colleges program reviews 	March 2016
32. REC. 3 Make a presentation to the DFC	April 2016
33. REC. 3 NARRATIVE REPORT DUE TO ACCREDITATION CONSULTANT (Apr. 15, 2016)	
34. REC. 3 Make final presentation to PBC	May 16
35. Design and implement ongoing evaluation plan that incorporates TCO Plan into Integrated District Planning.	

Recommendation 3 Team:

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