



Peralta Community College District

Department of General Services

333 East 8th Street • Oakland, California 94606 • (510) 466-7346

Total Cost of Ownership Committee Meeting- District DGS Team

Date: October 2, 2015

Time: 2:30 pm to 3:30 p.m.

Present:

- ✓ Dr. Sadiq B. Ikharo, General Services ✓
- ✓ Jamille Teer, DGS, Recorder ✓
- ✓ Jeff Cook, General Services ✓
- ✓ Atheria Smith, General Services ✓
- ✓ Kirk Schuler, General Services
- ✓ Chan Eng, General Services

MEETING MINUTES

Meeting called to order at 2:42 pm.

Handouts: DGS Action Plan – ACCJC Recommendation # 3

MATTERS ARISING:

This is the first meeting of the District TCO team

1. Action Plan- District Recommendation # 3:

This meeting will be the first in a series to meet accreditation recommendation # 3- plan and implement total cost of ownership for new facilities, equipment, and scheduled and deferred maintenance. This body will go to campuses in order to meet with college stakeholders in order to develop plans to meet our requirement.

This team was formed to address both Capital Projects and Maintenance & Operations aspects of our mandate. Chan and Jeff will assist with facilities coordination including contracts and bid walks respectively, Kirk will assist with all preventative maintenance issues as well as pest control, Jamille will record and transmit meeting minutes for use by accreditation committee as evidence of our processes.

Dr. Ikharo stated that Chancellor Laguerre has issued a similar mandate for Information Technology (I.T.) in order to update and track and oversee technology at each of our campuses. I.T. will hold separate meetings that parallel these DGS meetings.

2. Action Plan- District Recommendation # 3:

Dr. Ikharo recommended the team read a report entitled Educational Facilities in California. The report outlined and defines ongoing maintenance, scheduled maintenance, and deferred maintenance.

Reference was made to the Total Cost of Ownership (TCO) report, Jamille does not have a copy of this report; Atheria will forward the report to the committee for their knowledge.

An unmanageable number of work orders have been especially problematic for the Maintenance and Operations (M&O) department. While documentation of our attempts to resolve outstanding

issues may serve as evidence of TCO to the accreditation committee, we must enact change in order to reduce the overall number of work orders; this includes key requests.

Jeff suggested we hire staff at each campus that hold specialized training and licenses in the most needed trade areas. Additional engineering staff should report to DGS instead of their respective campuses to receive daily assignments, this staff would then deploy to their newly assigned campus, either as individuals or in teams of 2-4 people, to work on daily assignments. Emergency issues will be called into the district office and assigned by the Chief Stationary Engineer as needed. This process should allow for instant access and resolution of work orders. Dr. Ikharo requested that Kirk setup a meeting with all engineers to explain and implement this process change. Dr. Ikharo stated that engineers who reported to the District office would either have use of district vans, or be reimbursed for mileage.

Once implemented, Dr. Ikharo will inform campus administration of the change to engineering staffing, making the firm request that all emergency work items be routed through Kirk or Olivia here in the district office, to be addresses within 24 hours, instead of contacting dispatched engineering teams.

\$1.9 million was allocated to addressing scheduled and deferred maintenance items; many of those projects remain unfinished due to a lack of manpower. A suggestion was made to make use of vendors for larger preventative maintenance projects including HVAC, that amount to a lot of the existing work orders, as long as projects are under \$10,000. Dr. Ikharo instructed Kirk to make use of M&O clerical staff. An M&O staffer has been assigned the task of listing all current M&O vendors, Kirk was instructed to make use of identified vendors as they are eligible for and familiar with PCCD processes.

It was suggested that engineering team members get involved in the TCO committee in order to inform them of ongoing changes.

Kirk asked that critical equipment needs be met in order to expedite needs throughout the district including a scissor lift, additional tools and lightbulbs. Kirk was instructed to create a comprehensive list of equipment needs.

The action plan for this committee is to categorize and create cost lists for

1. Capital Projects
2. Facilities including scheduled and deferred maintenance.

In the future this meeting will take place with this team in cooperation with campus staff, either at DGS or on the campus.

Key Definitions:

On-going Maintenance- operational and routine

Scheduled- replacing systems, including equipment testing, on a timely basis

Deferred Maintenance- Maintenance not addressed in a timely manner

ADJOURNMENT:

Meeting adjourned. The next meeting is scheduled for October 9, 2015.