

PBIM DISTRICT FACILITIES COMMITTEE

DRAFT – December 04, 2015 DFC Meeting

Date of Meeting: December 4, 2015

Time: 8:30 am – 10:30 am

Present: Atheria Smith; Bill Love; Calvin Madlock; Louis Quindlen; Rosemary Vazquez; Sadiq B. Ikharo; Shirley Slaughter; Ralph Smeester; Laura Hernandez; Karen Shields; Ron Perez Windy Franklin; Mary Beth Benvenuti; Phyllis Carter; Rachel Goodwin; Molly Sealund; Shuntel Nathaniel; Adan Rosillo

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

Guest: Ed Jaramillo, PFT President

Facilitator/Recorder: Atheria Smith / No Recorder

Absent: Olivia Rocha; Brock Drazen; Helena Lengel; Dettie Del Rosario; Jim Cave; Tina Tominson; Hoi Ko; Siraj Omar

Excused:

Agenda Item	Discussion	Follow-up Action	Decisions (Shared Agreement/ Resolved or Unresolved)
Meeting Called to Order	8:40 am		
1. Agenda Review	<p>Agenda was accepted as presented with no changes.</p> <p><u>Request from the PBC to add an agenda item to the 12/4/15 DFC Agenda:</u> On 12/3/16 an email was received from the PBC requesting information from DFC for their Jan 2016 PBC meeting. In addition they asked if this item could be added to today's DFC agenda.</p> <p>Louis shared that he responded noting that he thought the timeline was not doable. He recommended that this be deferred to the Feb 2016 meeting.</p> <p>A brief discuss ensued concluding with a consensus this item will be deferred to the Feb. 5th meeting.</p>		<p>Motion by Louis Quindlen, 2nd by MaryBeth Benvenuti to accept the agenda, as presented, passed unanimously.</p>

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<p>2. Review of Minutes – 11/6/15 and 12/4/15</p>	<p>There was no notetaker for the November 6, 2015 meeting and few members attended the meeting due to the opening ceremony for the Merritt Barbara Lee Science Center and Allied Health Building.</p> <p>Louis Quindlen gave a verbal summary. The meeting was brief with informal discussions relating to facilities infrastructure needs districtwide and conversations regarding the new Merritt building.</p> <p>Louis indicated that he will share his summary notes with the membership at the next meeting in February 2016.</p> <p>The October 2, 2015 meeting minutes were accepted, as presented.</p>		<p>Motion by Louis Quindlen, 2nd by Ralph Smeester to accept the 10/2/15 meeting minutes, passed by majority.</p> <p>Abstain: 3 (<i>Rachel Goodman, MaryBeth Benvenuti, Shuntel Nathaniel</i>)</p>
<p>3. Reports: College Facilities Committees (Each College to give a 5 minute report)</p>	<p>Representatives reported on the College Facilities Committee activities at their colleges.</p> <p><u>COA (MaryBeth Benvenuti)</u></p> <ul style="list-style-type: none"> • No major items to report. • Veteran’s Center project is ongoing. <p><u>BCC (Ralph Smeester)</u></p> <ul style="list-style-type: none"> • No major items to report. • Discuss on the new acquired building are ongoing. <p><u>Laney (Louis Quindlen)</u></p> <ul style="list-style-type: none"> • Committee is working with college leadership to develop a process on how the different departments can utilize spaces. • Items in the program review will be reflected in the Laney’s Facilities Master Plan. 		

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	<p>Merritt – No report</p>		
<p>4. Proposed Facilities Maintenance & Operational Reorganizational Structure</p>	<p>Dr. Ikharo summarized and outlined the proposed re-organization of the Maintenance & Operations division he has presented to the Administration.</p> <p>The goal and objectives is to provide an academic environment that is enviable for teaching and learning in a sustainable setting that is inviting to the community we serve. Dr. Ikharo asked for the committee’s support.</p> <p>A discussion ensued with the following highlighted points:</p> <ul style="list-style-type: none"> • The district will benefit from hiring engineers that have the capacity to fix and repair electrical, plumbing and HVAC systems while training existing engineers on new building maintenance technology; • Funding needs to be identified; • If positions will be given up as a result they need to be listed; • The proposed allocation of Stationary Engineers at Laney College needs to be revisited. Based on Total Cost of Ownership the alignment is not properly recognized. • The District needs to conduct a facility condition index (FCI) analysis as a benchmark to be utilized as a planning tool; • The CA State Chancellor’s Office is looking into new software to perform a similar function; <p>Other discussions included:</p> <ul style="list-style-type: none"> • ACCJC’s 2015 recommendations requiring the District to 		<p>Motion by Louis Quindlen, 2nd by Ralph Smeester to accept Resolution #2 as read, passed by majority.</p> <p>Yes: 13 No: 2 Abstain: 2</p>

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	<p>have Total Cost of Ownership (TCO) action plan and define and show an effort to implement this plan;</p> <ul style="list-style-type: none">• The District needs to define in detail what is meant by “total cost of ownership”;• How do you maintain TCO when you have a dynamic and changing budget?• All new building will have a TCO plan, but for existing buildings plans are in process to address this; <p>After a lengthy discussion the DFC committee voted to approve a motion in support of this proposal.</p> <p>Dr. Ikharo indicated that in the meantime, plans are to develop a scope of work for outstanding work orders relating to plumbing, electrical and HVAC and solicit for vendors to complete this work.</p> <p>Dr. Ikharo also mentioned that he will meet with the Chancellor, Finance and College Leadership to discuss funding options to address outstanding emergency projects</p>		
<p>5. State Schedule Maintenance Funding</p> <ul style="list-style-type: none">• 2014-15 Scheduled Maintenance• 2015-16 Proposed Scheduled Maintenance	<p>Dr. Ikharo provided a summary the 2014-2015 scheduled maintenance projects. The plan is to development a scope of work to complete the various projects within the allocated timeline.</p> <p>Due to time constraints, the 2015-16 Proposed Scheduled Maintenance report was deferred to a future meeting.</p>		
<p>6. Security Locks (Columbine-Style Locks)</p>	<p>Dr. Ikharo reported on SB 316 which mandates “Columbine” style locks for all <u>new</u> school construction beginning in January 2016. Any institutions constructed prior to January 2016 are</p>		

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exempt from the requirement.

Dr. Ikharo reported that DGS is, however, moving forward with a pilot project for BCC & Laney replacing locksets in BCC on doors and other areas identified by BCC College Leadership. Currently there are new locksets for 9 doors on order for BCC, as well as wireless transmitters that will lock down all electrically controlled doors at the touch of a button.

In the Laney Tower “Columbine” style lockset were ordered for T-250 and for a counselor’s office.

The plan is to develop an implementation process to begin to install these “Columbine” style” locks in other existing interior locations, districtwide. DGS will work with the College leadership to identify risk areas. For all new buildings this will be a standard.

Ralph described the ND Series locks indicating that they were designed and built to perform without fail and come with a 10-year warranty.

A discussion ensued with the following highlighted points:

- The District has spent a lot of funds on the access control project. It was suggested that the District conduct an analysis first before additional funding is spent on existing locks.
- What about exterior locks. These locks may not be effective as one size does not fit all locks.

Dr. Ikharo indicated that exterior locks and other problematic areas will be discussed as a separate item in collaboration with the College Leadership.

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<p>7. Professional Development: DGS Workshop on Facilities Planning and Development</p>	<p>Louis Quindlen recommended that the DFC/DGS host a workshop, at the January 20, 2016, Flex Day. He suggested 3:30 pm to 5:30 pm as a possible time. All College Facilities Committee (CFC) memberships and other PBIM committees will be invited to attend the workshop. The purpose of this workshop is so that all committees can share common information.</p> <p>Suggested informational items and discussions will include:</p> <ul style="list-style-type: none"> • Expenditures encumbrances and commitments for Measure A bond and capital projects; • Status report on upcoming capital projects; • Status report for facilities maintenance & operations projects; • 5-year master plan coordination. <p>The DFC membership voted on the suggestions and approved a motion in support.</p> <p>Louis indicated that he will secure the location and coordinate details with DGS.</p> <p>Atheria Smith indicated that she plans to meet with each of the College Facilities Committees to go over the timeline for the 5-year Construction Plan.</p>		<p>Motion by Louis Quindlin, 2nd by Marybeth to accept Resolution #1 as read, passed unanimously.</p> <p>Abstain: 1</p>
<p>8. RECOMMENDATION/ACTION ITEMS TO BE SENT TO OTHER PBIM COMMITTEES</p>	<p><u>Resolution #1</u></p> <p><i>“The PBIM District Facilities Committee (DFC) will host a workshop, at the January 20, 2016, Flex Day from 3:30 pm to 5:30 pm as part of professional development activities. The purpose of this meeting is to provide status reports regarding bond expenditures, capital projects, facilities maintenance & operations projects and the 5-year master plan coordination. All College Facilities Committee</i></p>	<p>Dr. Ikharo will forward a memo to the PBC with resolutions passed at today’s meeting.</p>	

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	<p><i>memberships will be invited to attend this meeting where information will be shared.”</i></p> <p><u>Resolution #2</u></p> <p><i>“The PBIM District Facilities Committee (DFC) membership supports the Department of General Services Facilities Maintenance & Operations Proposed Reorganizational Structure and recommendations, dated 12/4/15. The DFC membership also recommends that the District conduct a facilities condition index (FCI) assessment to be used as the bases for facility personnel allocation and management.”</i></p>		
Meeting Adjourned	10:30 am		
Next Meeting Date	February 5, 2016		
Future Meetings	2016: Mar. 4 th , Apr. 1 st , & May 6 th		

Minutes taken by: Rosemary Vazquez

Attachments: All documents and/or handouts for this meeting can be found at: <http://eperalta.org/wp/pbi/>