



District Facilities Committee (DFC)

DRAFT MINUTES

Tuesday, April 27, 2021

3pm to 4:30pm (extended to 5pm)

A video of the Zoom meeting is available here:

<https://cccconfer.zoom.us/rec/share/6CI1jnI5v7ONbzXFOzgBds6sAgk1OY4KyGER-ZW6JUfjhZaesbe4CQaiZvwGZaXY.YHxJxi-ZzswQHqvE?startTime=1619561186000>

Membership - District Facilities Committee (DFC) Fiscal Year 2020-21			
Name	Role	Name	Role
Atheria Smith	Chair, Acting Vice Chancellor of DGS	Mary Bassett	Faculty Representative, Laney
Rachel Goodwin	Co-Chair & Faculty Representative (COA)	Tara Marrero	Safety SEIU Representative
	Director of Facilities Planning & Development	Jeff Sanceri	PFT Representative
	Safety Cmte Representative	Ava Lee Pang	Business Director (BCC) - Interim
Amy Marshall	Director of Facilities & Operations (Laney)	Maria Spencer	PCS Appointee
	Business Director (COA)	Alejandro Acosta?	PCS Appointee
	Director of Facilities & Operations (Merritt)		Student Representative
Benny Aranda	Assist. Chief Stationary Engineer Local 39 Rep	Richard Thoele	SEIU 1021 Chapter President
Brock Drazen	Faculty Representative, Merritt		Student Representative

Members attending:

1. Atheria Smith
2. Rachel Goodwin
3. Amy Marshall
4. Jeffrey Sanceri
5. Maria Spencer
6. Tara Marrero
7. Brock Drazen
8. Richard Thoele
9. Mary Bassett
10. Alejandro Acosta

Members absent:

1. Ava Lee Pang
2. Benny Aranda

10 out of 12 known members present = we have a quorum



Guests:

1. Roberto Gonzalez
2. Liana Gerardo
3. Annie Javier
4. Sharon Serrano
5. Sabeen Sandhu
6. Mark Johnson (note taker)

Draft Minutes

Atheria Smith called the meeting to order at 3:06pm

Roll was taken with 10 out of 12 named members present. We have a quorum!

1. Confirm Membership

Rachel surveyed members and updated membership with 12 named members as of April 21.
There are still some administrator vacancies (roles not yet filled)

2. Confirm Rachel Goodwin – Co-Chair

Moved – Jeff, seconded – Brock

Unanimously approved.

3. Campus Updates

- Merritt (Brock): concerns about air quality in the labs and other buildings on campus. AECOM & Atheria coming regularly to meetings so concerns have been shared with the District, very positive. Liana is athletic trainer, only woman in the athletics building so concerns about security, not about to reach security by walkie-talkie. AS: sorry about the concerns. Call Dispatch to have escort. LG did call Dispatch and they said to call OPD. AS to follow up with security- they need to send someone whenever an escort is requested. Atheria – back to campus update, under discussion at Chancellor’s Cabinet. AECOM working on procurement for Air testing.



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- Laney (Amy): new building planned, theater modernization, locker rooms, library, AECOM and Swinerton have been busy. Some concerns about backup generator – working on it. Had broken windows fixed, and now broken again. Is constant struggle. Have lots of CTE so have had students on campus all along. Athletes are back, baseball, football, water polo. Happy with the way things are moving along. Lots of repairs at the sports complex.
- COA (Rachel): had facilities meeting and health & safety meeting last week. Return to campus task force has started, looking at campus-specific concerns and will be meeting weekly through the end of the semester. Some concerns about the sink in the C-103 Anthropology Lab which has been non-functional and poses a health concern (parts were reportedly ordered and received but the repair has never been completed) needs attention from Robelon. Cafeteria safety inspection reports – are they available? AS suggested contacting Risk Management. Sabeen suggested using Canvas attendance feature for COVID screening.
- BCC – no report.

4. Security Update

- Atheria: RFP went out to do security. In order to be compliant with Cleary Act and Title IV, they have to have PPO license. All the applicants complied with the RFP, but don't have PPO license. In order to keep financial aid funding have to comply with Cleary act. Since the RFP didn't include the PPO item, we're giving those vendors the opportunity to apply for PPO license. Gave them to May 1, 3-4 months. Neither of the vendors have received their confirmation. After May 1, if they don't have PPO license, will need to have another discussion. Right now, Marina and A1 are serving all 5 campus locations (four colleges + district). They have the PPO license. If we need to add someone to Merritt gym, or lot b, or Laney Athletic, just need to know.
- Richard – Major concern for classified professionals, concern district wide. Have the other vendors received \$? AS: No, they have not been paid. May need to push back on return to work if there are problems with security. Safety and security is so important, needs to happen before we talk about return to campus.
- Roberto – PPO? What is the pragmatic impact on service? PPO – private patrol officer. AS: if no PPO, that violates the Cleary Act so lose federal financial aid. WE have to report to the Department of Education. Security services need credentials. Community safety patrols are catching up – not just these two agencies, all community safety patrols have to meet those federal standards. See: <https://www.bsis.ca.gov/consumers/faqs/ppo.shtml>
- Jeff: Have the firms applied for PPO? AS: yes, they have applied. Legal counsel received their applications in late January. [Jeff: Requested if he could, upon request, review the applications. AS response was affirmative.](#)



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- Alejandro: Campus Health & Safety Committees – are they best forum for request? AS: send to DGS and keep them in the loop. Is it possible to layer services between community services and the more traditional services? A concern is the lack of overlap between ACSO and new vendors, can we prevent another transition to people with zero relationships with staff and faculty. AS: ASCO was not very friendly in facilitating the transition. A1 + Marina overlap on the campuses. Are not going just discontinue one service and replace by another, there will be an overlap / handoff. Status of the process of director of public safety? AS: first round received 6 applicants but did not pass the screening process. Knowledge Saves Lives will be assuming that position and set up a program so there is a handoff training and recruit and outreach for the new person and help train them. They just finished assessment and evaluation of PCCD safety procedures. What is the process for district level committee about campus safety and security? AS: Risk management and DGS used to do the Health and Security and Health and Safety. Looking to combine Health, Safety, and Security at PCCD level and on each campus.
- Maria: Some problems with past security services, like sit in cars instead of patrol. Mental health is really important. AS: Groups selected have been trained in de-escalation. Regarding mental health, VC Brown working on additional campus counsellors to help. Regarding back to campus – will COVID shots be required? Will discuss below.
- Richard: District Health and Safety Committee hasn't met since Royle Roberts became Chief of Staff. How can we get that committee moving again? AS: DGS, Risk Management and Chief of Staff. AS will reach out to Chief Roberts.
- Amy – Black Minds Matter holistic plan. On the RFP that went out, it said those services would be integrated with police. AS: No plan to bring ACSO back. We need to ensure that there is police services, we need immediate enforcement, we're looking to see what is available to us. Option for private enforcement patrols. Looking to cut down response time.

5. COVID Screening

- AS: Right now we have InGenesis, one station per campus, for screening: temperature check and questions. Have looked at an application for COVID screening. Are looking at how we enter CTE and campus buildings. Colleges have done great job on screening. The District needs to support with supplies, masks, gloves, other PPEs. Looking to hire students and give opportunities for clinical hours. Looking at what other colleges are doing. Looking at Kaiser. Can't really respond about vaccinations.
- Maria – Some buildings have small spaces, no windows or ventilation. How are people going to engage if we can't be 6 ft apart.



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- Amy – screeners. What about evening and weekends? AS – the contract with InGenesis didn't include evenings or weekends. Will need to consider.
- Rachel – various site locations like 860 Atlantic and Aviation facility.

6. Return to Campus Planning

- AS – encompassing health, safety, security, screening, mental health, vaccinations, is a work in progress.
- Roberto – consider handling return to work in a different way.
- Mark – there is a weekly Emergency Operations Center (EOC) convened by Chancellor Walter and now continued by Chancellor Jackson. Includes representatives from PFT, SEIU, Local 39, Academic Senate, Classified Senate as well as administrators discussing what steps we need to take to safely return to campus. Have to be careful and keep discussions high level since these are bargaining items. We are addressing items like air quality, whether vaccinations are required or not, etc.

4:30pm Richard moved to extend the meeting, Amy seconded, adopted unanimously.

7. DFC GOALS

These are the goals that were established in the first meeting of this year.

GOAL 1 – Understand the Process for inputting the 5 - Year Construction Plans (5YCP), Five Year Capital Outlay Updates for each College

GOAL 2 – Continue to implement Total Cost of Ownership (TCO) Guidelines

- a) 2016 TCO Guideline review of past DFC comments from Workshop Meetings
- b) Update process for the 2016 TCO Guideline
- c) TCO Project Template for Major Capital Projects

GOAL 3 – Maintain Shared Governance and Communications



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- a) Bond Spending Plan
- b) Facilities Master Plan Updates
- c) Design Standards
- d) Sustainability Plan Update
- e) ADA Transition Plans
- f) CBOC Annual Report

GOAL 4 – Recommend that bond funds provide 1.5% of bond value to be used for upgrades, and improvements

- a) Scheduled maintenance prioritization of projects
- b) Measure G 1.5% contribution for Infrastructure Projects
- c) DGS Staffing Plan for Maintenance

Atheria proposed that Next meeting will be brief updates, review of goals with AECOM presentation including the goals, and evaluation.

Moved Atheria. Second Richard. Unanimously approved.

Next meeting will be brief updates, review of goals with AECOM presentation, and evaluation.

Last meeting can send out the evaluation. Is process oriented.

Next meeting is currently scheduled for Friday May 7 as the last meeting of the year. Brock and Tara noted there is a conflict with Merritt College spring planning day and requested rescheduling the meeting. It was tentatively proposed for one week later, May 14.

ACTION: Rachel will review options with committee members so we can update the invitation.

Richard moved to adjourn. Tara seconded. Approved unanimously - meeting adjourned at 5:02pm