**Berkeley City College – Facilities Committee**

**April 13, 2018**

Membership (X=Present); (A=Absent); (E=Excused)

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| **Name** |
| X | Shirley Slaughter, Co-Chair | A | Vincent Koo, Classified Rep |
| X | Jason Cifra, Co-Chair | X | Joanna Louie, Classified Rep and Recorder |
| A | Scott Barringer, Classified Rep | A | Carolyn Martin, Faculty Rep |
| A | Ramona Butler, Classified Rep | A | Jasmine Martinez, Classified Rep |
| X | Dwayne Cain, Classified Rep | A | Lynn Massey, Classified Rep |
| X | Heather Dodge, Faculty Rep | A | Milan Moldenhawer, ASBCC Rep |
| X | Johnny Dong, Classified Rep | X | John Pang, Classified Rep |
| X | Natalia Fedorova, Classified Rep | A | Cynthia Reese, Confidential Rep |
| A | Sam Gillette, Faculty Rep | A | Felix Smith, Classified Rep |
| A | Tianchu Hang, ASBCC Rep | A | Roger Toliver, Classified Rep |
| A | Kye Ocasio-Pare | A | Clint Robbins |

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| **Agenda Item** | **Discussion** | **Follow-Up Action** | **Comm. Goal #** | **BCC Goal** |
| 1. Standing Items |
| 1. Call to Order
 | 12:36pm |  |  |  |
| 1. Adoption of the Agenda
 | Motion by Shirley Slaughter to approve the agenda, 2nd by Dwayne Cain.  |  |  |  |
| 1. Approval of 3/9/18 Minutes
 | Motion by Dwayne Cainto approve the minutes, 2nd by John Pang.  |   |  |  |
| 2. ENGIE Services U.S. – Gregory  Coxsom | ENGIE Services formerly known as Opterra Energy Services worked with PCCD to conduct a district-wide analysis of our Energy Management System (Ems). They are also assisting in the coordination of the Energy Plan with the ongoing Facilities and Sustainability Master Plans. Areas of focus for the Infrastructure upgrade included:* HVAC
* Controls
* LED Lighting Upgrades
* Expansion of Renewable Energy
* STEM Career Pathways

ENGIE Services goal was to develop a program that would ultimately pay for itself from the energy savings PCCD would earn. The study is completed and modifications to the plan are pending Board approval. Director Slaughter shared with ENGIE the need to have BCC’s air quality tested. ENGIE stated retro commissioning would occur during phase 2. At which time test measurements would be conducted on the equipment along with testing air volumes, and then tweaking the system. Natalia Fedorova asked the consultants if they had performed a walk-through of the Science Labs.***Response:*** Yes. Director Slaughter asked if their scope of work included back flow testing. ***Response*:** We do not test for lead or pollutants. However, if it is the normal water flow system then it is included. However, they will add the request to their list for further discussion. Director Slaughter inquired about the issue of the building being hot on the east side of the building yet cold on the west side. ***Response*:** That issue will be addressed in the retro commissioning phase of the project.  | **Action Item:** Joanna Louie will upload the presentation document to the website. Shirley Slaughter will send Joanna an e-copy.  |  |  |
| 3. Follow-Up Action Items | **Joanna Louie on behalf of Scott Barringer:**Scott followed up with Dean Godoy regarding the cubicle installation in room 151. Dean Godoy confirmed the ordered partitions allow direct access to power and communication points on the walls. **Director Slaughter** During Spring Break the panel lights above the study tables were replaced and the lighting issue in the Library is resolved. **Natalia Fedorova**:Exit signs for the Science Department classrooms were ordered. To safeguard expensive equipment in room 515, John Pang placed an order for a new core. Keys to the room will be issued to Science Department only. To avoid classroom disruption, Natalia Fedorova recommended delaying the core installation until the summer when there is less traffic. **John Pang:** Provided the committee with a “BCC Space/Storage” handout. The handout lists the location of storage rooms, approximate space, and designated departmental usage. Director Slaughter thanked John for his work and asks that the next steps include evaluating storage behind the classrooms in the basement to determine what could be discarded in an effort to free up more storage space.Dwayne Cain suggests sending an email blast to everyone with a deadline to clear out their designated spaces. **Director Slaughter:**I spoke with Director McMahon and requested a test of BCC’s air quality. I will follow-up in writing with Director McMahon. **Natalia Fedorova:** Would like to know if we can put in special filters for our system.  | **Action Item**: Natalia Fedorova will send an email to the engineers to ask about special filters. |  |  |
| 4. District Facilities Meeting Update | *Maintenance Connect System*The District is scheduling training for end-users and implementing a timeline for the training. The District Facilities Committee (DFC) is looking to improve their communications with the colleges. All of their adopted minutes and documents can be found on their website. Dr. Ikharo indicated that he will publish news to share detailed information on the work of the committee and on the campuses. There is also an update on the Department of General Services Consultants, Director Kelle Lynch McMahon reported that DGS is working with Sonia Perkins of Hattin Construction Management Company to assist with the implementation of the 2015, 2016, 2017, and 2018 Scheduled Maintenance Projects along with our 30-Day Projects.*DFC Resolution 2.0*At DFC, a subcommittee was formed to meet Vice Chancellor Romaneir Johnson, to discuss the resolution. Dr. Corlett reported that at their meeting, VC Johnson had a number of questions that needed to be addressed concerning the resolution. *Total Cost of Ownership Guideline (TCO)*If you have not done so already, please review the document and share any suggestions you may have to improve it. This is the final call for action as the TCO will soon be adopted. Dr. Dambrosio led a discussion on action needed on the Total Cost of Ownership plans. She emphasized that it is important for the District to demonstrate progress and that the guidelines are being regularly evaluated. *Scheduled Maintenance Projects (SM) FY18-19*Director Kelle Lynch McMahon reported that the planning process for the preparation of the facilities budget FY18-19 is prioritizing a list of projects. They are still getting input from us as well. They hope to have all of this information compiled, put into a table, and draft it to share with the college community by May 1st. *Facilities & Technology Master Plan*Suniya Malhotra of Steinberg Hart delivered a presentation regarding the Facilities & Technology Master Plan. The next phase will be to implement the plan. Currently, to address all the of the projects listed in the plan, we would need about $950M. There are talks of the District going out for a parcel tax and/or bond. We hope to have a final plan go before the governing board. However, there is pushback from District Academic Senate regarding going out for another bond and/or parcel tax.  |  |  |  |
| 5. New Business | We should review this committee’s membership and the number of meetings per semester at the next meeting.  |  |  |  |
| 6. Adjourn  | 1:37pm |  |  |  |