**Berkeley City College – Facilities Committee**

**February 10, 2017**

Present: Shirley Slaughter (Co-Chair), Samuel Gillette, Heather Dodge, Johnny Dong, Natalia Fedorova, Roger Toliver, Vincent Koo, Cynthia Reese, Jasmine Martinez

Guests: Charles Neal, Jamie Smith, Caren Perlmutter (OpTerra), Atheria Smith, Tram Vo-Kumamoto, Juana Alicia Araiza, Roberto Gonzalez

Absent: Tiffany Taylor (Co-Chair), Lynn Massey, Kelly Pernell, Ramona Butler, Joe Doyle, Windy Franklin, John Pang, Ben Aranda

Recorder: Joanna Louie

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| **Agenda Item** | **Discussion** | **Follow-up Action** | **Decisions (Shared Agreement/Resolved or Unresolved?)** |
| Call to order | Call to order- 12:26pm  Facilities Committee 2016-2017 Schedule- please mark your calendars!   * ~~Friday,~~ **~~October 14~~**~~, 2016 12:15-1:30pm room 451~~ * ~~Friday,~~ **~~November 18~~**~~, 2016 12:15-1:30pm room 451~~ * ~~Friday,~~ **~~December 9~~**~~, 2016 12:15-1:30pm room 451~~ * Friday, **February 10**, 2017 12:15-1:30pm room 451 * Friday, **March 10**, 2017 12:15-1:30pm room 451 * Friday, **April 14**, 2017 12:15-1:30pm room 451 * Friday, **May 12**, 2017 12:15-1:30pm room 451 |  |  |
| 1. Approve Agenda | Agenda Approved. |  | Resolved. |
| 1. Review & Approval of 12/9/16 Minutes | Heather moves to approve minutes with corrections made to the typos prior to submitting the minutes to the District Facilities Committee as well as uploading to our website. Sam seconds. |  | Resolved. |
| 1. Sustainability Master Plan (Carbon Footprint Reduction Strategies)- Charles Neal & Jamie Smith | There are 3 master plans being developed in parallel   * Facilities & Technology Master Plan (FTMP) * Sustainability Master Plan (SMP)   All 3 support the Education Master Plan.  The Ed. Master Plan does not move theDistrict toward a net-zero carbon footprint which is the intent of Sustainability Master Plan (SMP). To effectively develop the SMP, we will begin to evaluate energy consumption in a number of areas within the District relating to: buildings, computer labs, data centers, transportation, etc.  Steinberg Architects will assist with developingthe FTMP and Rincon and Associates will advance our efforts with respect to the SMP. Both firms will work together collaboratively.For example, instead of sending 2 separate surveys, one for facilities and another for technology, the colleges will receive one survey that covers both plans.  The Climate Action Plan looks at all of the colleges’ operations to figure out what the carbon footprint is. There are different ways to figure that out- by looking at what they operate and others look at what they control. We are approaching it as a consumptive-based inventory which is more detailed and thorough. Areas of review include but are not limited to:   * Sustainability measure areas * Transportation demand management plan * Zero-net energy (ZNE) plan * Infrastructure audit * Energy audit   Our goal is to develop robust plans and to do so input from our college community is required. To achieve maximum participation, we will conduct stakeholder outreach in the form ofworkshops, presentations, and surveys.  A “core group” of representatives from each of the campuses will serve on the steering committee.  Rincon and Associates will review our current practices. One of the firm’s charges is to develop measures, prioritize, and identify what we are able to do. Rincon and Associates will be working with Blue Point Planning, who authored many sustainability documents per state level.  Funding will come from grants, rebates, and bonds. |  |  |
| 1. Energy Services Program (OpTerra)- Charles Neal & Jamie Smith | OpTerra an energy-efficient infrastructure upgrade program.  Based on the PCCD Comprehensive Energy Services Program packet distributed-   * OpTerra develops campus revitalization programs centered on innovative financial structuring that addresses infrastructure, energy, technology, and sustainability needs. * The District will engage OpTerra to conduct an Investment-Grade Audit. * The study will identify facility improvement and efficiency measures and quantify cost/saving. * A priority list will be developed in collaboration with the District. * Seven (7) distinct locations: * COA- Main Campus, 860 Atlantic, Aviation Training Facility * BCC- two buildings * Laney- main campus and field house * Merritt College * District Administrative Center   Focus Areas   * HVAC systems * Controls * LED lighting upgrades * Expansion of renewable energy (does not apply to BCC’s structure, we don’t have land) * Stem career pathways   Fund Sources   * Grants * Rebates * Bonds   Project Cost   * Project cost: $16M-$20M * Project savings: $1,092,000-$1,365,000 * Project loan savings: $861,000-$1,076,250 * Windfall: $231,000-$288,750 |  |  |
| 1. E-Waste Recycling (Surplus Services)- Charles Neal & Jamie Smith | We (District) are looking at firms that have the capacity to inventory equipment, wipe hard drives, haul and dispose of obsolete technology. The company selected will also file the necessary state mandated reports.  The vendor receives paymentby selling the parts they dispose of. If the parts cannot be sold, they will donate or recycle it. Please refer to the Board Policy 6550 Disposal of Property for surplus procedures.  One company we will work with is Surplus Services. |  |  |
| 1. District-Wide Facilities Master Plan- Atheria Smith & Laura McCarty | The Department of General Services is putting together the District-Wide Facilities Master Plan. They are gathering info from various colleges of projects that need to be included in the plan. Atheria will assist by providing crucial information pertainingFacilities Master Plan.  It should be noted that 2118 Milvia Street is not a part of this master plan. The reason being wecannot request funding from the state if the project has been awarded to an architect.  Steinberg Architects was selected as the Districts master planners and they have prior experience working on PCCD’s FMP’s.The FMP needs to be submitted to the state to request funding for a new bond.  PCCD District Wide Facilities & Technology Master Plan (FTMP) Update: Process Plan and Schedule for January-December 2017 distributed-   1. Kick off campus REPs, publicize & launch survey- early February 2. Main campus outreach: online survey- February 3. (1) Campus workshop or GOTOMTG with committees. Review & feedback on online survey feedback- March 4. Review campus feedback & confirm direction- March 5. Review list of projects by campus & provide direction- April 6. GOTOMTG with committees to validate and prioritize campus list of projects- beginning of May 7. Review & validate campus priorities & prioritize district-wide- end of May and beginning of June 8. Review FMP proposed revisions & options where applicable- end of August and beginning of September 9. (1) Campus workshop to review FMP proposed revisions (& options where applicable)- September 10. Campus survey regarding FMP proposed revisions (optional)- early October 11. Provide direction on campus feedback for draft & costing- October 12. Review & comment on draft FMP updates & cost estimate- November and December |  | \*on-going agenda item: District-Wide Facilities Master Plan (FMP) |
| 1. Mural in the Atrium- Juana Alicia Araiza | There is limited damage to the mural in the atrium. There is a ding in the wall. Juana Alicia believes it came from bumping furniture up against the wall.   1. Juana Alicia wants to request funds to repair it. 2. Ask janitorial staff not to put furniture there. 3. The previous President, Debbie Budd, recommended getting a plexiglass to place at the bottom portion of the mural where students sit against the wall. 4. Reapply anti-graffiti protection. | **Action Item:** Shirley will speak with janitorial staff in regards to furniture placement.  **Action Item:** Juana Alicia will contact a vendor and get a quote for the plexiglass.  **Action Item:** Juana Alicia will follow up with her Dean in regards to the mural repair. |  |
| 1. 30 Day Projects- Shirley Slaughter | The District works with the colleges on an annual basis to identify short-term projects which includes deep cleaning, exterior window washing, etc. They will be coming up with their list of projects for the end of this fiscal year. | **Action Item:** Shirley will send out a request for the college’s input as to what projects we would like to see completed.  **Action Item:** In addition to the 30 Day Projects, Shirley will send out a request for scheduled maintenance. |  |
| 1. Electrical Upgrade- Vincent Koo | Vincent wants to know if we are able to upgrade our electrical to tap into the emergency power. Shirley believes we may be able to include it into our scheduled maintenance. | **Action Item:** Vincent will send Shirley an email to see if the electrical upgrade can be included in the scheduled maintenance. |  |
| 1. Adjourn | 1:38PM |  |  |