



**Peralta Community College District
District Facilities Committee (DFC)**

**Minute - Draft
Friday, October 7, 2022
9:00am – 11:00am**

Meeting URL: <https://peralta-edu.zoom.us/j/86284101199>

Meeting ID: 862 8410 1199

Chair – Atheria Smith **Co Chair** – Rachel Goodwin **Co Chair** – Classified

District Facilities Committee Membership (updated 02/03/2022)		
Name	Email	Committee Role(s)
Atheria Smith	atheriasmith@peralta.edu	Chair, Interim VC of DGS
Rachel Goodwin	rgoodwin@peralta.edu	Co-Chair & Faculty Representative (COA)
Sean Brooks	sbrooks@peralta.edu	Vice President of Administrative Services (BCC)
Augustine Gill	agill@peralta.edu	Vice President of Administrative Services (COA)
Garth Kwiecien	gkwiecien@peralta.edu	Vice President of Administrative Services (Merritt)
Amy Marshall	amarshall@peralta.edu	Director of Facilities & Operations (Laney)
Chalon Rogers	cagreen@peralta.edu	Director of Facilities Planning & Development (District)
Randy Yang	kryang@peralta.edu	Faculty Representative (BCC)
Mary Catherine Bassett	mbassett@peralta.edu	Faculty Representative (Laney)
Brock Drazen	bdrazen@peralta.edu	Faculty Representative (Merritt)
Javier Lopez	jlopez@peralta.edu	Local 39 Representative, Asst. Chief Stationary Engineer
Maria Spencer	mspencer@peralta.edu	PCS Representative
Jeff Sanceri	jsanceri@peralta.edu	PFT Representative
Tim Thomas	tthomas@peralta.edu	Health and Safety Committee Representative
Alejandro Acosta	aacosta@peralta.edu	Safety SEIU Representative
Richard Thoele	rthoele@peralta.edu	SEIU 1021 Chapter President
		Student Representative
Annie Javier	ajavier@peralta.edu	Note-taker (District) Non-Voting Member



Peralta Community College District
District Facilities Committee (DFC)

Minute - Draft
Friday, October 7, 2022
9:00am – 11:00am

Attendees: Alejandro Acosto, Mary Catherine Bassett, Sean Brooks, Brock Drazen, Augustine Gill, Rachel Goodwin, Garth Kwiecien, Javier, Lopez, Amy Marshall, Chalon Rogers, Atheria Smith, Jeff Sanceri, Maria Spencer, Richard Thoele, Tim Thomas, Randy Yang,

Guest: Dayo Diggs

Meeting Recording:

<https://peralta-edu.zoom.us/rec/share/mUHm-kb2e3ldSenhc083f80MEbyZtJiZF9So1s4dcNAqskqLZpe5tsSTbFURBGF0.HQC73C38-CUgDa1L?startTime=1665158627000>



**Peralta Community College District
District Facilities Committee (DFC)**

**Minute - Draft
Friday, October 7, 2022
9:00am – 11:00am**

Agenda Items	Discussion
A. STANDING ITEMS	
A-1 Call to Order	Chair Atheria Smith At 9:05am
A-2 Third Co-Chair Position	Chair Atheria Smith Representative from Classified will serve as Third Co-Chair. Next meeting items: <ul style="list-style-type: none">• Committee agreed to table this item until the next meeting.• Rachel Goodwin stepping down. Committee will need a replacement.
A-3 Review and Adopt Meeting Minutes: May 6, 2022	Co-Chair Rachel Goodwin Motioned by: Richard Thoele Second Motion By: Maria Spencer Abstain: None
A-4 Review and Adopt Agenda: October 7, 2022	Co-Chair Rachel Goodwin Motioned by: Amy Marshall Second Motion By: Richard Thoele Abstain: None Agenda Adopted.



**Peralta Community College District
District Facilities Committee (DFC)**

**Minute - Draft
Friday, October 7, 2022
9:00am – 11:00am**

A-5 College Facilities Sub-Committee Reports

Co-Chair Rachel Goodwin

BCC – Berkeley City College – Sean Brooks

- Still waiting for the new Front Door.

CoA – College of Alameda – Augustine Gill

- Deep cleaning starting next week.
- For the new Transportation Center Building, when is the groundbreaking date?

Response from IVC Atheria Smith:

Mark Johnson will be scheduling the date.

- Accessible door button for H Building is now working.

Laney College – Mary Catherine Bassett

- Leaking remediation Phase III finished.
- Sub-Committee is happy about Bond Plan.
- IVC Atheria Smith received an Amendment for additional leaks. Amy Marshall confirmed additional leaks are related to plumbing, mechanical and roof leaks that were not included in the original scope.
- Bond Spending legacy Projects held up at DSA impacting other funded or not funded projects moving due to cost increase such as Theater Modernization Project, Locker Room Project, Library, Learning Resource Center, Central Utility Plan Modernization. Some have been sitting in DSA for a month and don't see them progressing by the end of the year. Some projects with extra funds were provided for temporary fixes. The concern, funds will not be available for major projects such as the Science Building.

Response from IVC Atheria Smith

There are legacy projects from twenty-five years ago that were not signed off and need to be recertified. The process is to hire another Architect to sign off on those projects that were done. Another issue holding up some projects; DGS is working with DSA and Fire Marshal to replace fire alarm system in one of the buildings. This will not hold up current projects.



Peralta Community College District District Facilities Committee (DFC)

**Minute - Draft
Friday, October 7, 2022
9:00am – 11:00am**

Q – Same explanation being heard for months, what is the timeline?

A – Don't have a timeline. DGS is reaching out to DSA periodically for status.

Q – What does "Legacy Projects going back twenty-five years didn't get signed off"?

A – Architect of record has to sign off to close out the project. For some reason, it wasn't signed off twenty-five years ago. Maybe paperwork was missing or Staffing changes at DSA or DGS. It doesn't mean the project wasn't done. There may have been other updates to the project.

Architect is Sally Swanson.

- ADA issues is a concern. One issue at Laney is the elevators and the constant need to repair. It creates lack of access and equity for our students with alternative abilities. Happy to hear it's moving forward with DSA.
- Reporting back on Safety and Security Concerns specifically regarding the parking lot. Marina Security have been doing a really great job overall. Their presence is seen and very visible. We appreciate that. Concerns with the parking lot, we've had theft, break ins and Blue Phones inoperable for almost a year and a half. We'd like an update in terms of when those phones would be more available.
- Fire alarm system. Dispatch or the Engineers can't see the alarm notices on their panels and can't determine the source of the alarm. Several alarms are in constant sort of trouble state and some panels don't even work. If a fire alarm is constantly going off, you ignore it. It's a huge safety issue if there was an actual fire. It really needs to be resolved very quickly and would appreciate an update and timeline.

Response from IVC Atheria Smith.

Blue Phones were working until the city cut the electrical lines and there is something blocking the lines. DGS is working with the city to resolve this issue and getting the Electrician to fix that line.

Regarding the fire panels. There are some panels have malfunctioned but alarm signals is now going directly to Dispatch.



Peralta Community College District **District Facilities Committee (DFC)**

Minute - Draft
Friday, October 7, 2022
9:00am – 11:00am

Q – Beeping on the fire panel going on for years in District A&R Building, who should be contacted?

A – DGS will look into it.

Response from Director Tim Thomas.

The Parking Lot does not have cameras and sufficient power source for the cameras. In some areas, there is no lights which is a safety issue. Crime is down because information is going out to Stakeholders in colleges.

- Several vacant Engineer positions. We wanted to advocate for those positions, to be advertised and filled as soon as possible.

Response from IVC Atheria Smith.

Justification memos were needed for Stationery and Utility Engineer positions. Managing positions moved to other funding areas to get more Stationery and Utility Engineers hired.

Q – Would it be helpful for us through the committee to do a formal resolution to advocate for those positions to be filled?

A – If you want to go ahead and put a resolution forward, please do so. If you look at the standards for the square footage, we don't have anywhere near the amount of qualified Stationery and Utility Engineers we need. Resolution would help.

Merritt College – Garth Kwiecien

- The new CDC Building, when is Groundbreaking scheduled? We want to get notices out to campus.
- Groundbreaking announcement will be handled by Mark Johnson. There was groundbreaking scheduled end of September, end of October, and end of December.
- Preparing to plan our emergency evacuation drills and how it's going to roll out.

Q – Is mask mandate District Wide?

A – Mask mandate will continue. Updates will be given at Return to Campus Committee next Wednesday.



**Peralta Community College District
District Facilities Committee (DFC)**

**Minute - Draft
Friday, October 7, 2022
9:00am – 11:00am**

	<ul style="list-style-type: none"> • FF&E (Furniture, Fixtures & Equipment) Bond Spending. Funds are not transferred to the colleges. To use funds from Measure G, send list for approval. Colleges are to track allocation and spending. Funds can be used for whatever is needed at the college. Reach out to College President and Vice President of Administrative Service to make sure you have access to your funds. • All colleges are working on their Educational Master Plan. Next will be the Facilities Master Plan. Because of COVID and different ways of people delivering instruction, Internet and Infrastructure will be looked at closely. Let Administrators know, how your teaching methods are changing for reprioritizing. <p>Q – Can we remove social distancing signs in lobby and elevators? A – Still masking. Social distancing will be confirmed for next Wednesday’s Return to Campus Meeting.</p>
B. CARRIED OVER AND NEW ITEMS	
B-1 Meeting Schedules	<p>Reported by Atheria Smith</p> <p>Meeting schedule to share.</p>
B-2 Committee Self Evaluation Form	<p>Reported by Atheria Smith</p> <p>Committee goals were not evaluated last year. Will need to discuss how we want to evaluate them and codify goals for this year.</p> <p>Next meeting will be transition meeting to vote in new members and review & discuss goals while Rachel Goodwin transitions out.</p>
B-3 Security Updates	<p>Reported by Tim Thomas</p> <ul style="list-style-type: none"> • Concentrate on security goals.



Peralta Community College District **District Facilities Committee (DFC)**

Minute - Draft
Friday, October 7, 2022
9:00am – 11:00am

- Work on training.
- Identify element of crime.
- Customer Service issues.
- Response to training is positive.
- Highlights:
 - Maintain visibility, customer service, and professionalism.
 - Reports are sent out weekly, sometimes daily.
 - In collaboration with Mark Johnson, Carrie Burdick, and Jonathan Freeman, updated the Student Handbook; <https://www.peralta.edu/campus-public-safety> and information posted in classrooms.
 - Updated Evacuation Procedures.
 - Childcare now has Portable Radios.
 - Working on fire and evacuation drills with childcare.
 - Training for the next three months at College of Alameda Training room.
 - Campus Responsibilities
 - Supervisor Responsibilities
 - Introduction to new scheduling system
 - Customer Services, Professionalism, and Confidentiality.
 - Laney Lighting
 - Replacing lights.
 - Evidence of cobwebs, lights need to be cleaned.
 - Temporary Lights at District.
 - Working on Emergency Lighting.
 - Director Thomas will be visiting all campuses to address lighting issues.

B-4 Keyless Entry Update

Reported by Atheria Smith

- First campus for Keyless Entry will be all outside doors at BCC. Start date maybe November.
- Laney will be next, then CoA and Merritt.
- Keyless will track who is coming into and leaving the building.
- Access to buildings will not change.



**Peralta Community College District
District Facilities Committee (DFC)**

**Minute - Draft
Friday, October 7, 2022
9:00am – 11:00am**

<p>B-5 HVAC Systems District Wide Updates</p>	<p>Reported by Atheria Smith</p> <p>HVAC assessment has started.</p> <ul style="list-style-type: none">• All air testing is done and now working on air balancing.• New HVAC equipment District Wide using HEERF Funds depending on the results of the assessment. Anticipating the assessment will be completed either end of November or December. Next step will be to go out to Bid in January. <p>Q – Does HVAC impact the hot water issues in our buildings? A – At the moment, Laney is getting new Boilers and Chillers. From replacing filters District Wide, found out Ventilation need to be replaced at some campuses to improve air circulation. For hot water, we will work with the campuses.</p>
<p>C. NEXT MEETING AGENDA ITEMS</p>	<ul style="list-style-type: none">• Review and discuss goals.• Survey Results for next meeting• Tri-Chair for Faculty and Classified• District Admin Center Updates• Overview Bond Spending Plan• Update Measure A Funds
<p>D. ADJOURNMENT</p>	<p>Co-Chair Rachel Goodwin</p> <p>Adjourn 11am</p>
<p>E. MEETING SCHEDULE</p>	<p>First Friday of the month; 9:00am-11:00am – Tentative Dates</p> <ol style="list-style-type: none">1. October 7, 20222. November 4, 20223. December 2, 20224. February 3, 20235. March 3, 20236. April 7, 2023



Peralta Community College District
District Facilities Committee (DFC)

Minute - Draft
Friday, October 7, 2022
9:00am – 11:00am

7. May 5, 2023