

November 19, 2021 9:00 am to 11:00 am Meeting Location: Zoom Video Conference ID: 769-987-656

Co-Chair: Adil Ahmed, Interim Vice Chancellor for Finance & Admin.

Co-Chair: Thomas Renbarger, Academic Senate President

### **PBC Membership**

Adil Ahmed, Co-Chair, Interim Vice Chancellor of Finance & Admin.	Dr. Nathaniel Jones, III, President, College of Alameda
Thomas Renbarger, Co-Chair, Merritt Academic Senate President	Dr. Tina Vasconcellos, Vice President of Student Services, COA
Donald Moore, DAS President	Aurelie Sciaroni, Student Representative
Matthew Freeman, Faculty, BCC	Helen Ku, Institutional Research Designee
Jennifer Shanoski, PFT President	Louie Martirez, Classified Senate Appointee
Scott Barringer, Local 39 Representative	David M. Johnson, President, Merritt College
Kawanna S. Rollins, SEIU Representative	
Tami Taylor, Interim Budget Director	Richard Ferreira, Executive Assistant, District, Note taker

### Total Number of Members is 14. Quorum is 8.

In Attendance:	Guests:
Adil Ahmed, Co-Chair, Interim Vice Chancellor of Finance & Admin. Thomas Renbarger, Co-Chair, Merritt Academic Senate President Donald Moore, DAS President Matthew Freeman, Faculty, BCC Jennifer Shanoski, PFT President Scott Barringer, Local 39 Representative Kawanna S. Rollins, SEIU Representative Tami Taylor, Interim Budget Director Dr. Nathaniel Jones, III, President, College of Alameda Louie Martirez, Classified Senate Appointee David M. Johnson, President, Merritt College Richard Ferreira, Executive Assistant, District, Note taker Absent: Dr. Tina Vasconcellos, Vice President of Student Services, COA Aurelie Sciaroni, Student Representative Helen Ku, Institutional Research Designee	Albert Maniaol, Director of Academic Affairs, District Andrea Stokes, Capital Outlay, Coordinator, Finance & Administration C.M. Brahmbhatt, Consultant, Cambridge West Partnership Diana Bajrami, Faculty, College of Alameda Francis Howard, Adjunct Librarian, Merritt Garth Kwiecien, Vice President of Administrative Services, Merritt Joseph J. Bielanski, Jr., DAS Representative, District Lilian Pires, Principal Financial Analyst, Merritt College Marla Williams-Powell, Interim Executive Fiscal Director, District Momo Lim, Internal Auditor, District Richard Thoele, Classified, President Local 1021 Royl Roberts, Special Assistant to the Chancellor, Chief of Staff Sasha Amiri-Nair, Assistant to the Chancellor/Board Clerk

Agenda Item	Committee Goal	Strategic Plan Goal	Outcome	Action Items	Follow Up on Action Items
I. Standing Items					
A. Call to Order			The meeting was called to order at 9:04 am and quorum was met.		
B. Adoption of the Agenda			Motion and seconded to accept the agenda as written.  Motion approved unanimously.		
C. Approval of Minutes			Motion and seconded to accept the Minutes from October 15, 2021 for the PBC meeting with no changes. Motion approved unanimously.		
D. Report of Action Taken			Budget Allocation Model (BAM) Taskforce meetings in November changed due to the holiday schedule.		
E. Public Comments			No Public Comments at this time.		

II. Carried-Over and New Items	Committee Goal	Strategic Plan Goal	Outcome	Action Items	Follow Up on Action Items
A. BAM Taskforce Handbook		E.3 — Fiscal Oversight	Review/Discussion. C.M. Brahmbhatt was invited by two colleges to discuss the draft copy of the Budget Allocation Model Handbook. C.M. deadline to have the Handbook ready by December 1, 2021. Dr. Jones provided much information from COA.  President Besikof from Laney College is very engaged in the conversions regarding the Handbook.  BCC and Merritt College will be revisited once the Handbook is adopted and the same from Laney and College of Alameda.  Next meeting of the BAM is December 9, 2021.		
B. Budget Development Calendar  E.3 — Fiscal Oversight		Fiscal	Review/Discussion. Co-Chair Ahmed provided information to the PBC that the Budget Development Calendar was submitted to the PGC committee and approved to move forward and be presented to the Chancellor and Board of Trustees for approval.  It was submitted for the December 14, 2021 Board of Trustees meeting.		Follow up provided.

C. New Taskforce	E.3 —	Review/Discussion. Co-Chair Renbarger opened	
Discussion	Fiscal	the topic to the committee for discussion to	
	Oversight	determine what the charge, timeline and recommendations would be for the Taskforce.	
		recommendations would be for the Taskforce.	
		This task force possibly falls under more the	
		PBC area more. Another suggestion that PBC	
		and PGC could work together to look at	
		solutions. Open suggestion to ideas as to the	
		Charge of the Taskforce.	
		Concerns noted that a Deputy Chancellor is	
		being hired that was not budgeted and that the	
		Taskforce will have some say in the decision	
		making process. That the PBC does not create	
		the budget. It is created by Management and	
		presented to the committee for approval. In the	
		past we were able to be under budget due to salary savings.	
		Sulary Suvings.	
		Point of Order: confirmed that we still had	
		quorum to vote on the motion. Quorum met.	
		Motion to create a task force to address hold	
		harmless and mitigation measures. Original	
		motion removed.	
		Motion and seconded to create an exploratory	
		task force to investigate possible solutions to balance revenue and expenditures without the	
		hold harmless funding. Motion approved.	
		note natimess funding. Wouldn't approved.	
		Think of what the Charge should be and send any	
		ideas to Co-Chair Renbarger.	

D. Agenda Items for the next PBC meeting  E.3 — Fiscal Oversight  Oversight  E.3 — Fiscal Oversight  D. Agenda Items for the next PBC meeting  E.3 — Fiscal Oversight  Oversight  E.3 — Fiscal Oversight  Oversight  E.3 — Fiscal Oversight  D. Agenda Items for the next PBC meeting  Fiscal Oversight  Oversight  E.3 — Local 39 Issues from Scott Barringer was a Presentation due to a concern of possible removal of engineering staff for contracted staff.  FACS Reports. Executive Report from 2015.  2.2 million gross square feet at total of 32 acres of Peralta land. The infrastructure is 45-50 years old. Concern is there is any bond monies for improvements. Presentation attached to minutes.  Different justifications Stationary Engineers spending inordinate amount of time addressing emergency requests due to antiquated facilities.  Currently, the District operates without a
Director of Facilities & Operations. Three (3) years without a Chief Engineer. Total 12 staff.  There were concerns about rumors of future layoffs and that it should not be classified or faculty. Administration needs to make sound decisions that benefit the District and the students.  Review/Discussion: Request to see a Quarterly Report for 6, 9 and 12 months on expenditures. Basically, as to where we stand at the end of January. This request is for February 11, 2021 meeting agenda. Note: It is mandatory that every district complete a quarterly report (the 311 Quarterly Report is posted on the Finance Department website and available to everyone).

	Review/Discussion: Request from HR and Finance, the Chancellor previously presented a Frozen Position Plan for the District at the Board Meeting on May 25, 2021. The committee would like to request an update to know which positions were filled, added and which plan to be filled in the next year from the original plan. This is with specific reference to the Presentation from the Chancellor on May 25, 2021 to the Board of Trustees. Request this item to be for the December 10, 2021 meeting agenda.  Action Item: In addition, to the Frozen Position Plan update, for example, the Deputy Chancellor position was not on the list. The funding is at least \$250K. There was concern made if a recommendation should be communicated regarding it before the position is filled. It is to be brought before the Board of Trustees at the December 14, 2021 meeting.
II. Next Meeting	December 10, 2021, 9:00 am to 11:00 am February 11, 2022 9:00 am – 11:00 am March 18, 2022 9:00 am – 11:00 am April 22, 2022 9:00 am – 11:00 am May 13, 2022 9:00 am – 11:00 am May 27, 2022 9:00 am - 11:00 am
IV. Adjournment	The PBC meeting was adjourned at 11:01 am.

### **Peralta Community College District**

### **Budget Development Calendar**

### Fiscal Year 2022-23

Tentative Budget					
Date	Responsible	Action Item			
January 10, 2022	Vice Chancellor for Finance and Administration	Governor Proposed Budget releases.			
January 17, 2022	Vice Chancellor for Finance & Administration and Chancellor	Review Budget Development Calendar with Chancellor.			
January XX, 2022	Vice Chancellor for Finance & Administration and Budget Director	District Office Presentation at the Colleges Level Budget Committees meeting to present the Governor's Proposed Budget.			
January 24, 2022	Vice Chancellor for Finance and Administration	Projected Funds for 2022-23 fiscal year based upon Governor's budget proposal reviewed with the Planning and Budgeting Council and Chancellor's Cabinet.  Draft budget assumptions for the Tentative Budget.			
January 25, 2022	Vice Chancellor for Finance and Administration	Budget calendar to Board of Trustees for adoption (AP 6250).			
January 28, 2022	Vice Chancellor for Finance & Administration and Chancellor	Review Budget Development Calendar with Chancellor.			
February 03, 2022	Budget Director	Round 1 positions control for 2022-23 fiscal year distribution to colleges.			
February 04, 2022	Chancellor Vice Chancellors College Presidents Business Directors Budget Director	Prior and current year line item budgets, instruction packets, and due dates are distributed to Campus Presidents, Business Directors, and Vice Chancellors for distribution to managers with budget responsibility.  Campus and DAC budget processes determine priorities, reallocation of funds (within college), and responsibility managers prepare budget forms for submittal to Budget Director.			
February 18, 2022	Planning and Budgeting Council	Review Governor's 2022-23 Proposed Budget.  Review Tentative Budget Assumptions.  Review the Budget Allocation Model (Student Centered Funding Formula).			
February 25, 2022	Vice Chancellor for Finance & Administration and Chancellor	Review Tentative Budget Assumptions and Allocation.			
March 04, 2022	College Presidents Vice Chancellors Business Directors	Submit discretionary budget worksheets to Budget Director.  Submit round 1 positions control worksheets with any changes to the Budget Director.			

March 18, 2022*	Vice Chancellor for Finance and Administration	2022-23 preliminary budgets submissions are presented to the Planning and Budgeting Council. *Estimated date.
	Budget Director	
		Round 2 position control worksheets are sent to the
		College Presidents, Business Directors, and Vice Chancellors.
March 25, 2022	Vice Chancellor for Finance	Discussion and review of the FTES allocation and
	and Administration	enrollment numbers to make a recommendation for
	Budget Director	the Chancellor's Cabinet in the upcoming year.
	Planning &	(Note: to be completed earlier in the future.)
April 01, 2022	Budgeting Council College Presidents	Submit round 2 positions control worksheets revisions
April 01, 2022	Vice Chancellors	to Budget Director.
	Business Directors	to Budget Birector.
April 04, 2022	Budget Director	Load positions control and discretionary budgets
, p ,		into Peoplesoft.
April 18, 2022	Vice Chancellor for Finance and Administration	Chancellor's Cabinet updated on status of Preliminary Budget.
		Review, discussion, and recommended adjustments
		brought forward.
May 06, 2022*	Vice Chancellor for Finance and Administration	Governor May Revision releases. *Estimated date.
May 27, 2022	Vice Chancellor for Finance	Finalizes budget assumptions for the Tentative Budget.
	and Administration	
		Preliminary budget is presented to the Planning and Budgeting Council.
June XX, 2022	Vice Chancellor for Finance &	District Office Presentation at the Colleges Level Budget
	Administration and Budget Director	Committees meeting to present the Governor's May Revised Budget.
June 07, 2022	Vice Chancellor for Finance	Tentative Budget is presented to the Board of Trustees
	and Administration	for the first read.
June 21, 2022	Vice Chancellor for Finance	Tentative Budget is presented to the Board of Trustees
	and Administration	for approval.
	Adopt	ted Budget
August 22, 2022	Vice Chancellor for Finance &	Review Adopted Budget Assumptions and Allocation.
	Administration and	
	Chancellor	
August XX, 2022	Vice Chancellor for Finance &	District Office Presentation at the Colleges Level Budget
,	Administration and Budget	Committees meeting to present the Adopted Budget/changes
	Director	from the May Revise.
August 29, 2022	Planning and Budgeting Council	Review draft of the Adopted Budget.
September 13, 2022	Vice Chancellor for Finance	Present the Adopted Budget to the Board for approval.

and Administration

#### An Engineering Perspective on Facilities Deficiencies 11/19/2021

Under staffed. Proposals made in Feb 2019, July 2020, Jan 2021. Also see DFC proposal made 12/5/2015 by V/C Ikharo.

Management is reactive, not proactive. Preventive maintenance is a sound financial investment. **Every dollar spent on preventive maintenance yields \$4 in savings** by avoiding the costs of future repair or replacement of building systems. <a href="https://www.epa.gov/iag-schools/indoor-air-quality-tools-schools-preventive-maintenance-guidance-documents">https://www.epa.gov/iag-schools/indoor-air-quality-tools-schools-preventive-maintenance-guidance-documents</a>

Funding/Purchase Orders. Fire extinguisher renewals, generator repair, Fire system deficiencies not repaired. Inability to keep open purchase orders open. Critical repair projects that take months and years to be funded.

Communication: There is little communication or feedback from leadership to staff. Follow through is often lacking and engineers have to repeatedly follow up to get projects complete that require funding. Only 3 district facilities committee meetings in 2019-2020, right in the middle of COVID and return to campus planning? And so far I have not heard of a single engineer being asked what should be done for RTC. Making a plan without consulting your best subject matter experts seems like folly to me.

Burned vendors/non payment. Vendors do not trust us because of a history of slow or non-payment.

Revolving door/missing management. Missing chief engineer for over 2 years, on 3<sup>rd</sup> V/C of DGS in last 3 years, and I have lost count of how many Facilities Directors we have had in the last 5 years. Sorry, I might have to take my shoes off.

Missing regulatory documents. Did you know we can't actually change air filters right now because we can't wear the proper PPE because the District doesn't have a written Respiratory Protection Program as required by law.

Lack of talented applicants - Local 39 Kaiser has been striking for 2 months — did you know they receive almost double our pay? Generally when you are at the bottom of the compensation pool, you are also pulling from the bottom of the talent pool.

### Some job listings as of 11/18/2021

Stationary Engineer - The Olympic Club SF \$54.77/hr

Stationary Engineer - USF \$58.84/hr

Stationary Engineer - Washington Hostpital (Freemont) \$63.70/hr

Stationary Engineer - City and County of SF \$52.85/hr

That's not a fair comparison right? We work in public education.

### Other local colleges and districts:

Marin CC as of 1/1/21: HVAC maintenance mechanic \$37.51 - \$49.55

Chabot CC as of 7/1/21: HVAC maintenance mechanic \$37.01 - \$45.13

San Mateo District: Campus Facilities Operations Technician \$39.18 - \$50.06

Contra Costa District as of 7/1/20: Maintenance Mechanic \$34.13 - \$41.47

Peralta CC District as of 7/1/21:

Chief Engineer: \$81,918.96 - \$99,198.60 \$39.38 - \$47.69/hr

Assistant Chief: \$71,016.60 - \$86,094.60 \$34.14 - \$41.39/hr

Stationary Engineer: \$66,203.28 - \$80,051.28 \$31.83 - \$38.49/hr (\$31.83\*2=\$63.66 < \$63.70)

and by the way, HPLE was paid \$150,000 for 3 months of consulting, we could hire 2 stationary engineers for that price. Unfortunately we don't seem to get many applications (I wonder why?)

This is not a pitch for higher wages, it's to show you that our staff is loyal. Every engineering staff member with 1 exception has been here for 5+ years. (Higher wages would be nice though).

This is not a comprehensive list by any means, we can provide example after example of these issues. We do our best, but how much longer do you think these facilities are going to remain operational if we don't get any support?

# Department Of General Services FACILITIES MAINTENANCE & OPERATIONS

## Proposed Reorganizational Structure

Presented to PBIM District Facilities Committee (DFC)
Dr. Ikharo B. Sadiq
Vice Chancellor of General Services
December 4, 2015

## **Executive Summary**

There are 98 buildings in Peralta Community Colleges and the District Administrative Center (DAC) with a total of 2.2 million gross square feet. About 32 acres of Peralta's land is undeveloped and mostly situated at Merritt College. As new buildings are being planned, the total cost of ownership needs to be taken into consideration. Trying to balance the needs for new facilities with the need for maintaining existing physical structures is a major challenge.

New facilities are needed to accommodate student demand and increased program offerings; however, the staff that are needed to tackle preventative and day-to-day operational maintenance works are grossly inadequate as a many positions for staff that retired or resigned were not filled due to inadequate budget and District's priorities. These positions were designed to meet 2008 Deferred Maintenance level and the DGS have been doing the best that it can "to do more with less".

### Basis and Justification for Re-organization

### Facilities Maintenance & Operations Division

- Peralta Community College District has ninety-eight (98) building structures and the utility infrastructures are 45-50 years old. Only three (3) buildings are new (Berkeley City College, Laney Art Annex & Merritt Barbara Lee Science & Allied Health Center);
  - The intergrity and functionality of the underground utilities are severely compromised;
  - The age of HVAC systems and failure rate is higher than normal;
- To implement Total Cost of Ownership (TCO), as recommended by ACCJC;

### **Additional Justification**

### Facilities Maintenance & Operations Division

- To free the Director of Facilities and Operations to focus on more important aspects of managing the Facilities Maintenance & Operation Division
- Improve customer services, Districtwide;
- Repair Facilities and equipment in a timely manner;
- Ensure good indoor quality air and environment that is conducive for work and leaning;
- The Stationary Engineers currently employed are spending an inordinate amount of time addressing emergency requests due to the antiquated facilities, districtwide. As a result, the time that should be spent on preventative maintenance is deferred.

LANET FIREWATCH! MERRITT ELECTRICAL VAULT! COA AVIATION 2 YEARS FIREWATCH

## **Current Full-time Staff**

### Facilities Maintenance & Operations Division

Classified Staff Title	2015-16 Budget * (Allocated Position)	Current Permane Personn	nt	Vacant Positions	
Interim Director of Facilities & Operations	1	1	4		
Principle Clerk	1	1	_		
Chief Stationary Engineer	1	1	1		
Assistant Chief Stationary Engineers	4	2	2	2	
Stationary Engineers	8	7	6	1	
Utility Engineers	3	3	3		
Head Custodian	1	1	-		
Custodians	3	2	_	1	
Grounds Supervisor	1	1	_		
Assistant Grounds Supervisor	1	0	_	0	
Lead Groundsworker/Gardener	1	1			
Groundsworker/Gardeners	7	5		2	
Facilities Project Coordinator (Construction)	1	1 \	VEN	DORS IE	E: AECOM, )
Facilities Project Coordinator (Administrative)	1	1 /		KITCHE	ELL, ROBE.
* Source: PCCD 2015-16 Adopted BudgetTotal:	34	26	12 IGNE	6	ETC

## Proposed Additional Staffing Needs

### Facilities Maintenance & Operations Division

New Position	Staffing	
Project Manager, M & O (Districtwide)	4	
Senior Chief Stationary Engineer (District)	1	PROMOTION
Chief Stationary Engineer (BCC, COA, Laney, Merritt)	4	PROMOTION
Staff Services Specialist, M & O (Districtwide)	4	
Stationary Engineer Swing (COA)	1	NEW
Plumbing Engineer (Districtwide)	1	NEW
Electrical Engineer (Districtwide)	1	NEW
HVAC Engineer (Districtwide)	1	NEW
Lead Groundsworker/Gardener (COA, Laney)	-2	
Groundsworker/Gardener (COA, Laney)	T	
Total Proposed New Positions:	15	+4
		STATIONAR' ENGINEERS

		Based on 1M sq. ft. by space			
APPA Mainten	nance Standards	type			
		LEVELS Sq. ft. per Staffing 1 47,220 2 67,456 3 94,439 4 118,049 5 236,098	66,667 83,333 111,111 125,000	oratory         Office         Residence Hall           37,037         41,667         55,556           47,619         62,500         71,429           66,667         90,909         100,000           111,111         125,000         125,000           166,667         250,000         166,667	
Description	LEVEL 1	LEVEL 2	LEVEL 3	LEVEL4	
	Showpiece	Comprehensive Stewardship	Managed Care	Reactive Management	
Customer Service & Response Time	Able to respond to virtually any service, immediate response.	Response to most service needs, typically in a week.	Services available only by reducing maintenance, response times of one month or less.	Services available only by reducing maintenance, response times of one yea or less.	
Customer Satisfaction \	Proud of facilities; have a high level of trust for the facilities organization.	Satisfied with facilities related services, usually complimentary of facilities staff.	Basic level of facilities care. Able to perform mission duties. Lack of pride in physical environment.	Generally critical of cost, responsiveness and quality of facilities services.	
PM vs. CM	100%	75-100%	50-75%	25-50%	
Maintenance Mix	All PM is scheduled and performed on time. Emergencies (e.g. power outages) are infrequent and handled efficiently	A well developed PM program; PM done less than defined schedule. Occasional emerg. caused by pump failures etc.	Reactive maintenance high due to systems failing. High number of emergencies causes reports to upper mgmt.	Worn-out systems require staff to be scheduled to react to failure. PM work consists of simple tasks done inconsistently.	
Aesthetics, Interior	Like new finishes	Clean/crisp finishes	Average finishes	Dingy finishes	
Aesthetics, Exterior	Window, doors, trim, exterior walls are like new	Watertight, good appearance of exterior cleaners	Minor leaks and blemishes average exterior appearance.	Somewhat drafty and leaky, rough- looking exterior	
Aesthetics, Lighting	Bight and clean, attractive lighting	Bright and clean, attractive lighting	Small percentage of lights out, generally well lit and clean.	Numerous lights out, missing diffusers, secondary areas dark.	
Service Efficiency	Maintenance activities appear highly organized and focused. Service and maintenance calls are responded to immediately.	Maintenance activities appear organized with direction. Service and maintenance calls are responded to in a timely manner.	Maintenance activities appear to be somewhat organized, but remain people dependent. Service/ maintenance calls are sporadic without apparent cause.	Maintenance activities are somewhat chaotic and people dependent.  Service/maintenance calls are typically not responded to in a timely manner.	
Building Systems Reliability	Breakdown maintenance is rare and limited to vandalism and abuse repairs.	Breakdown maintenance is limited to system components short of MTBF.	Building and systems components periodically or often fail.	Systems unreliable. Constant need for repair. Backlog repair exceeds resources	
Operating Budget as % of CRV Campus Average FCI	>.4.0 <0.05	3.5-4.0 0.05-0.15	3.0-3.5 0.15-0.29	2.5-3.0 0.30-0.49	

2.2 MILLION SQ. FT. / 12 ENGINEERING STAFF ~ 183,000 SQ. FT. / STAFF = TRASH 2.2 MILLION SQ. FT. / 24 ENGINEERING STAFF ~ 91,000 SQ. FT. / STAFF = LVL. 3



## **Filters**





















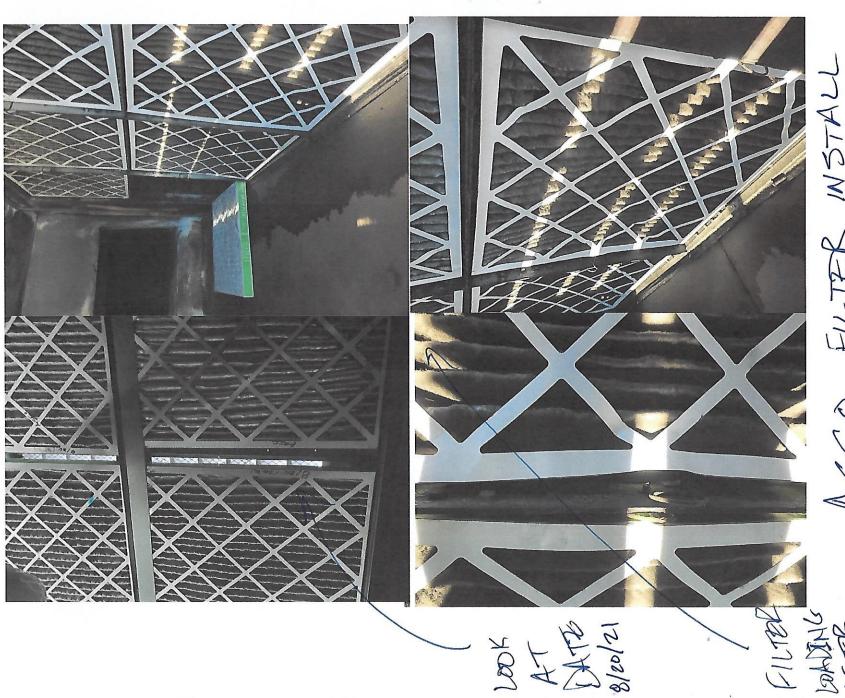






Right Now.

## AFTER



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