

**PBIM DISTRICT FACILITIES COMMITTEE**

**ADOPTED DFC 09/04/15 Meeting Minutes**

Date of Meeting: September 04, 2015

Time: 10:45 am to 12:45 pm

Present: Calvin Madlock; Sadiq B. Ikharo; Tina Vasconcellos; Dettie Del Rosario; Louis Quindlen; Rosemary Vazquez; Gina Tominson; Ralph Smeester; Phyllis Carter; Atheria Smith; Olivia Rocha; Rachel Goodwin; Shirley Slaughter; Mary Beth Benvenutti Molly Sealund; Windy Franklin; Greg Valentine; Helena Lengel; Ron Perez; Laura Hernandez Brock Drazen;

**Chair/Co-Chair:** Dr. Sadiq B. Ikharo / Don Petrilli

**Facilitator/Recorder:** Tina Vasconcellos / No Recorder

**Absent:** Siraq Omar; Hoi Ko; Bill Love;

**Excused:** Phyllis Carter

Guest: Amy Marshall (for Phyllis Carter)

Agenda Item	2015-16 Strategic Planning Goal and/or Institutional Objective	Discussion	Follow-up Action	Decisions (Shared Agreement/ Resolved or Unresolved)
Meeting Called to Order				
I. Agenda Review		The following was added to today's agenda:  II. Introductions		Motion by Louis Quindlen, 2 <sup>nd</sup> by Rachel Goodwin to accept agenda as modified passed by majority.  <b><u>Abstain (1):</u></b> Greg Valentine
II. Introductions		Introductions were extended.		

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III. Review Minutes <ul style="list-style-type: none"> <li>• 05/01/15 Meeting Minutes</li> </ul>		May 5, 2015 meeting minutes were reviewed and accepted, as presented.		Motion by Louis Quindlen, 2 <sup>nd</sup> by Rachael Goodwin to accept the 5/5/15 meeting minutes passed by majority.  <u><b>Abstain (3):</b></u> Ron Perez, Molly Sealund, Brock Drazen
IV. Action Item: Elect a DFC Committee Co-Chair		It was decided that this committee will use a tri-co-chair model, one faculty and one classified representative.  The membership voted to elected the following nominees to serve as co-chairs for this academic year:  Nominees & Elected: <ul style="list-style-type: none"> <li>• Louis Quindlen (Faculty Representative)</li> <li>• Maura (Molly) Sealund (Classified Representative)</li> </ul>		Motion by Ron Perez, 2 <sup>nd</sup> by Brock Drazen to elect two co-chairs as nominated, passed unanimously.
V. Discussion: Develop DFC Goals for 2015-16 School Year		Dr. Ikharo led a discussion on developing DFC goals for this academic year. Goals must be in line with the 2015-16 Strategic Goals and Institutional Objectives.  A discussion ensued on total cost of ownership with Dr. Ikharo	The goals will be formatted with a draft sent to the DFC, prior to	

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		<p>providing clarification on long-term strategic planning and plans to propose a restructure of DGS Maintenance &amp; Operations (M&amp;O) Division.</p> <p>Areas of discussions included:</p> <ol style="list-style-type: none"> <li>1. The need for an assessment of all facilities infrastructures, districtwide;</li> <li>2. The importance of including a Human Resource component to the TCO document, this is critical;</li> <li>3. Information Technology component to the TCO is also important. Will infrastructures support future smart classrooms?</li> <li>4. The need to include classified representation during the planning phase of new IT projects. Input from the end-users, is beneficial.</li> </ol> <p>A discussion ensued regarding this committee’s 2015-16 Goal with the following goals and objective suggested:</p> <ol style="list-style-type: none"> <li>1. This committee will support the Department of General Services’ (DGS) efforts to assess American with Disabilities Act (ADA) issues; districtwide and recommended implementation plan which includes identify funding.</li> </ol> <p><u>Objective:</u></p> <ol style="list-style-type: none"> <li>a) Comply with ADA requirement under the ADA and Title I.</li> </ol>	<p>the next meeting, for review. The final draft will be discussed and finalized at the next meeting.</p>	

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		<p>2. This committee will collaboratively work with DGS and the Colleges on recommendations to improve safety and security issues districtwide.  <u>Objective:</u>                      a) To make the college environment conducive for learning and working.</p> <p>3. This committee will work collaboratively with DGS and the Colleges to develop and prioritize a master list of College and District Administrative Center facilities needs for the 2015-16 Facilities Deferred Maintenance list in readiness for State funding.</p> <p>4. Continue to support partnerships with sustainable energy related entities and/or initiatives  <u>Objectives:</u>                      a) To save on utility (energy &amp; water consumption) costs, District-wide.                      b) To utilize the savings for classroom maintenance.</p> <p>5. This committee will support the California Public Education Facilities Bond Initiative (2016), led by the California for Quality Schools, that would authorize the sale of \$9 billion in general obligation bonds of which \$2 billion is earmarked for California Community Colleges facilities.</p>		

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		<p>6. This committee will work with the colleges to assess and prioritize facilities needs for the colleges' Annual Program Review documents and 5-year construction &amp; maintenance plans.</p> <p>7. This committee will review DGS action plan regarding ACCJC finding, specifically Recommendation #3 (Total Cost of Ownership standard requirements) for the purposes of communicating with the college community.</p> <p>8. Support efforts for student access, equity and success Objectives.</p> <p>a) Explore and support the procurement of a comprehensive work order system to facilitate tracking and accountability from originator to completion;</p>		
VI. Update: Capital Project		<p>Dr. Ikharo reported on capital projects. He provided the committee with a report that included information regarding the following ongoing DGS project through September 2015:</p> <ul style="list-style-type: none"> <li>• 20-day Projects;</li> <li>• Capital Projects;</li> <li>• Coordinated Projects;</li> <li>• Scheduled Maintenance Projects</li> </ul> <p>He mentioned that the document distributed is not a comprehensive, but rather a working document in progress that will change as projects are removed or added.</p>		

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		Dr. Ikharo answered questions and provided clarification to questions relating to specific projects		
VII. Update: Prop 39 Sustainable Projects		<p>Manager Neal reported and distributed a list of Sustainability projects in-progress. He answered questions and provided clarification relating to specific projects and provided a brief background information the past and current funding available.</p> <p>An RFP is forthcoming which will list the specific building to utilize Monitoring-Based Commissioning (MBCx) meters. Manager Neal shared that MBCx employs remote energy system metering with trend log capability to identify previously unrecognized inefficiencies in energy system operations, facilitate the application of diagnostic protocols, document energy savings from operational improvements, and ensure persistence of savings through ongoing re-commissioning.</p> <p>Future projects will also include a Sustainability Master Plan. Manager Neal indicated that he is currently working with the colleges to identify and prioritize their specific sustainability needs.</p> <p>A brief debate ensued on the California Solar Initiative (CSI) solar rebates received and how are they are being utilized. The consensus is that, for transparency, there needs to be</p>		

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		<p>better communications from the Administration on how these rebates are being utilized.</p> <p>Dr. Ikharo will bring a brief summary of all the CSI rebates collected to date at the next meeting.</p>		
<p>VIII. Reports: College Facilities Committees (Each College to give a 5 minute report)</p>		<p>College Facilities Committee representatives reported on their committee’s activities.</p> <p>It was suggested and agreed that the reports from college facilities committees be moved to the top of the agenda at future meetings.</p> <p>It was also agreed that college facilities committees will provide a brief written summary of their committee activities to be included as part of this committees minutes.</p>		
<p>IX. Recommendation(s) from DFC to PBC (if applicable)</p>		<p>A discussion ensued relating to the need for additional M&amp;O Staff and support funding. The discussion concluded with the membership drafting the following resolution:</p> <p><i>“The PBIM District Facilities Committee (DFC)membership supports the Department of General Services” proposal to restructure DGS/Maintenance &amp; Operation Division and provide funding in order to improve the services provided by DGS to the Colleges and the District Administrative Center. In addition, DFC recommends the following:</i></p>	<p>Dr. Ikharo will forward the resolution to the PBC chair.</p>	<p>Motion by Louis Quindlen, 2<sup>nd</sup> by Ralph Smeester to accept the resolution, as written and send this resolution to the PBC, passed by majority.</p>

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		<ol style="list-style-type: none"> <li>1. <i>That the Human Resource department conduct a facilities staff skill-set and salary assessment comparable to the Bay 13 sister colleges;</i></li> <li>2. <i>Provide additional funding for personal development and retaining opportunities for current facilities staff that lead to better services to our students and colleagues.”</i></li> </ol>		Yes – 16, No - 1 (Greg Valentine)
Next Meeting:		October 2, 2015, 9am-12pm		
<b>Future Meetings</b>		<u>2015:</u> 11/6, 12/4 <u>2016:</u> 2/5, 3/4, 4/1, 5/1		
Adjournment				

Minutes taken by: Rosemary Vazquez

Attachments: All documents and/or handouts for this meeting can be found at: <http://eperalta.org/wp/pbi/>