

**PERALTA COMMUNITY COLLEGE DISTRICT**  
**DRAFT MINUTES**

DISTRICT FACILITIES COMMITTEE MEETING

*October 02, 2016, 9:00 am – 12:00 pm*

*District Office – Department of General Services Conference Room #1*

Chair: Dr. Sadiq B. Ikharo • Co-Chair: Louis Quindlen • Facilitator: Annette Dambrosio

**Present:** Bill Love; Sadiq B. Ikharo; Louis Quindlen; Shirley Slaughter; Karen Shields; Rosemary Vazquez; Dettie del Rosario; Ron Perez;; Mary Beth Benvenuti; Laura McCarty Osafran Okundaye; Stephen Corlett; Hoi Koi; Phyllis Carter; Annette Dambrosio

**Absent:** Atheria Smith; Antoine Mehouelly; Windy Franklin; Siraj Omar; Rachel Goodwin; Shuntel Nathaniel;

**Excused:** None

**Guest:** Jowl C. Laquerre, Chancellor; Ron Little, Vice Chancellor of Finance & Administration

<b>Agenda Item</b>	<b>Outcome</b>
<b>I. STANDING ITEMS</b>	
A. Call to Order	9:00 am
B. Adoption of the Agenda	Today’s agenda was reviewed and approved.  <i>Motion by Shirley Slaughter, 2<sup>nd</sup> by Mary Beth Benvenuti, to accept the agenda as presented passed unanimously.</i>
C. Approval of the Minutes – Sept. 02, 2016	The September 02, 2016 DFC meeting minutes, previously sent to DGC members, were accepted, as presented.  <i>Motion by Mary Beth Benvenuti, 2<sup>nd</sup> by Shirley Slaughter to accept the 9/2/16 DFC meeting minutes passed by majority. Abstain: 1 (Stephen Corlett)</i>
D. Review of DFC Committee Guidelines & “Ground Rules”	Annette Dambrosio reviewed document distributed entitled “PBIM Committee Guidelines” and led a discussion specifically relating to the “ground rules”. Some rules may not be applicable and in the future there may some changes.  Discussion highlighted points included: <ul style="list-style-type: none"> <li>• It is important that we keep in mind the goals and charter of this committee;</li> </ul>

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	<ul style="list-style-type: none"> <li>• A reminder that members should avoid using this meeting to make status reports <b>only</b>;</li> <li>• Have DFC committee members sit in the “inner circle.” Observers sitting only on the periphery is not necessary to adhere to most of the time.</li> </ul> <p>Annette Dambrosio also briefly reported on the assessment of the PBIM survey. A team has been meeting to review and access the PBIM Assessment Survey that was distributed in May 2016. Some of the information, such as the District’s goals &amp; objectives, was incorrect. As a result, Dambrosio had to request that the survey be pulled and had to revise the document. A PBIM Taskforce (Dambrosio is a member) is now going to revise the PBIM assessment as the 2016 survey was not entirely reliable. This taskforce will establish a process for ongoing evaluation of PBC and the 3 major District Committees. The current plan is to present an Executive Summary of these results to the PBC at its October 2016 meeting.</p>
E. Report – ACCJC Recommendation #3	<p>Dambrosio reported on the work being done in response to ACCJC recommendations, specifically Recommendation #3. Work needs to be done to prepare for the ACCJC Team visit, either in October or November 2016. In addition, Dambrosio will be working with various leadership and Committees to assure ongoing adherence to ACCJC Standards and to begin to prepare for the Midterm Report which will be due in 2018.</p> <p>Dr. Ikharo provided an update of some of the major items completed to date, District-wide which included:</p> <ul style="list-style-type: none"> <li>✓ BCC New Building</li> <li>✓ Property Acquisition = 2118 Milvia</li> <li>✓ Merritt New Building S</li> <li>✓ COA Building A Remodel</li> <li>✓ COA Library Upgrade</li> <li>✓ Swing Space – 860 Atlantic</li> <li>✓ Laney Athletic Complex and Field House</li> <li>✓ Laney Tower Remodel</li> </ul>

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	<p>Other major project in progress:</p> <ul style="list-style-type: none"> <li>✓ BEST Center</li> <li>✓ Building C</li> <li>✓ School of Aviation Repairs</li> </ul> <p>Project impacted by November election results:</p> <ul style="list-style-type: none"> <li>• Laney Student Center and Library</li> </ul>
F. Discussion: Consideration of Formation of a TCO Task Team	<p>Dr. Ikharo reported on the Total Cost of Ownership Guidelines specifically item #11 (on page 13). Item 11 recommends the establishment of an in-house TCO Task Force to implement a Facilities Assessment Condition (FCA) which will consist of the DGS membership with the addition of other leadership, if needed. Currently DGS is working with the Community College League of California (CCLC) to update the Facilities Condition Index (FCI). The last assessment was conducted 2013. The CCLC began assessment at the end of August 2016 and will complete field, site visits and surveys by early September 2016. An updated assessment will then be sent to the District, tentative scheduled for the end of October 2016. Copies will be sent to the Colleges soon thereafter.</p> <p>A discussion ensued with the following highlighted points:</p> <ul style="list-style-type: none"> <li>• The FCA will be incorporated in the Facilities and Technologies Master Plan.</li> <li>• It is important that faculty is included in any Steering Committees established for this Master Plan;</li> <li>• There needs to be a more comprehensive plan to address infrastructure needs, District-wide, not just a wish list;</li> <li>• Why are most public buildings rated so poorly?</li> <li>• The Facilities &amp; Technology Master Plan will drive future bond measures;</li> <li>• The DFC will oversee the TCO implementation.</li> </ul> <p>Dr. Ikharo also report on DGS plans to address some infrastructure issues utilizing alternative funding, such as scheduled maintenance, Measure E, sustainability, etc., and shared that the Chancellor has given his support.</p>

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G. Formulation of 2016-17 DFC Goals & Objectives	<p>Committee membership reviewed the draft goals &amp; objectives and voted to accept the final draft as amended. The language Goal 1, “b” was slightly changed. A final copy will be sent to all Committee members with copies forwarded to the other PBIM committees.</p> <p>Dr. Ikharo provided a brief update on the RFP for Metering Installation &amp; Implementation of MBCx Measures Project. This Project involves the installation of complete Meter Equipment and MBCx Equipment along with related items/services (collectively “Equipment”).</p> <p>It was suggested that staff should receive training to stay current on energy saving upgrades and new technologies.</p> <p><i>Motion by Bill Love, 2<sup>nd</sup> by Louis Quindlen to approve the final draft, as amended, passed unanimously.</i></p>
H. Time/Framework for College Facilities’ Plans (Election: Plan A/Plan B)	<p>Director McCarty distributed the timeline for the Facilities &amp; Technologies Master Plan.</p> <ul style="list-style-type: none"> <li>• Advertisement for the Request for Proposal is scheduled to go out next week.</li> <li>• Pre-bid to be scheduled at the end of October 2016.</li> </ul> <p>The plan is to complete the process and present the final plan to the Board at the December 2017 Board meeting.</p> <p>Director McCarty will provide periodic updates as needed.</p>
I. Information: Chancellor’s New Proposed PBIM Model	<p>Chancellor Laguerre presented a proposal to restructure the current PBIM Model. The proposal is designed to broaden dialogue and to sharpen our focus so as to better inform the development and ongoing assessment of integrated planning among constituent groups. Furthermore, the proposed structure will safeguard the delineation of functions between the Colleges and the District Office.</p>

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	<p>He specifically briefed the DFC on the proposed new District Technology and Facilities’ Services Committee, its membership composition and functions. This Committee will serve to advise the District on matters pertaining to Technology and Facilities management services. This body will assure the broad dissemination of information to constituent groups. The Facilities and Technologies Master Plan will tell us what needs to be done. The Chancellor would like this committee to be very involved in strategic plans for a future bond.</p> <p>A lengthy discussion ensued with the following highlighted discussion points:</p> <ul style="list-style-type: none"> <li>• To combine the two committees (Facilities &amp; Technology) does not seem logical as both Committees require specialized membership, the Committee structure will need to change;</li> <li>• To diversity the talent of the membership of the Facilities Committee may be counterproductive;</li> <li>• We need to empower this Committee to actually get involved in details that may be missed. Some facilities items are filled with technologies matters;</li> <li>• The Facilities/Technology membership, to some degree, should reflect what we plan to do educationally;</li> <li>• The challenge is time. The allocated time is rarely enough to deal with facilities issues. To add additional technology issues, will this be effective?</li> <li>• This seems like a good idea but the modalities will need to be defined. Topics should be items that would have impact to education;</li> <li>• We have representation from IT on the DFC committee. What is needed are members with more Facilities expertise such as Engineers;</li> <li>• If this combined Committee is to be successful it will need the proper components;</li> <li>• The District needs to make a commitment to hire and retain technology experts as it often seems like we train them and they leave;</li> <li>• It is a challenge to retain faculty participation. There was a suggestion that faculty needs to either be given release time or pay to attend PBIM committee meetings;</li> <li>• Distant vs. traditional classroom-based learning which one better serves our community?</li> <li>• There needs to get feedback from the Student Body governance;</li> </ul>

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	<ul style="list-style-type: none"> <li>• We need to focus more on enrollment management;</li> </ul> <p>The consensus is that there needs to be additional discussions relating to this matter.</p>
J. Presentation by Laura McCarty on her role as Director of Capital Projects & Status Report of Capital Projects	<p>Director McCarthy reported on Bond and provided preliminary information that included:</p> <ul style="list-style-type: none"> <li>• Overview</li> <li>• Recalibration – Construction Costs</li> <li>• Bay Area Typical Classroom Building Cost Trends</li> <li>• Solutions – project recalibration</li> <li>• Next Step and Timelines</li> <li>• Measure A Bond Funds Allocation by College</li> </ul> <p>Comments included the following:</p> <ul style="list-style-type: none"> <li>• There is a concern that the leadership lately has been temporary. Decisions are being made by high-level administrator that won't be here <b>for dealing with</b> the consequences of their actions;</li> <li>• Why are repairs to parking lots stalled? Shouldn't the fee collected be used to repair/upgrade the parking lots?</li> <li>• There needs to be a method to document past lessons learned so mistakes are not repeated as we move forward;</li> <li>• There needs to be more discussions relating to Capital projects vs. College desires;</li> <li>• The executive management team needs to always include faculty as managers come and go frequently.</li> </ul> <p>The next step will be to update the Facilities &amp; Technology Facilities Master Plan over the next year.</p>
<b>II. CARRIED OVER &amp; NEW ITEMS</b>	<p>Suggested agenda item for the next meeting:</p> <ul style="list-style-type: none"> <li>• Update of the Access Control Project</li> </ul>
<b>III. ADJOURNMENT</b>	11:45 am

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	<i>Motion by Bill Love, 2<sup>nd</sup> by MaryBeth Benvenuti to adjourn, passed unanimously.</i>
<b>IV. NEXT MEETING</b>	<b>November 10, 2016 – 8:30 am to 10:30 pm (District Boardroom)</b>

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