

# DISTRICT FACILITIES COMMITTEE (DFC)

## ADOPTED MEETING MINUTES

### DISTRICT FACILITIES COMMITTEE

September 8, 2017, 9:00 am -11:00 am

District Boardroom

#### MEMBERSHIP

PRESENT (✓ = Present / "A" = Absent)

Name	Role	Name	Role	GUEST(S)	
✓ Sadiq Ikharo	Chair, VC of DGS	✓ Molly Sealund	Classified Representative	Name	
✓ Kelle McMahon	Director of Capital Projects & Facilities	✓ Helena Lengel	Classified Representative	✓	Rochelle Olive, COA Faculty
✓ Atheria Smith	Director of Facilities Planning & Development	✓ Stephen Corlett	Faculty Rep (Laney Facility Cmte.)	✓	Johnathan Tenenbaum, Student
✓ Royl Roberts	Safety Cmte Representative	A Rachel Goodwin	Faculty Rep (COA Facility Cmte.)	✓	Annette Dambrosio, District Accreditation Consultant
✓ Kirk Schuler	District Chief Engineering	✓ Sarah Jung	Student Representative		
✓ Chungwai Chum	Business Director (Laney)	✓ Tim Brice	Local 39 Representative		
✓ MaryBeth Benvenuti	Business Director (COA)	✓ Jeff Sanceri	PFT Representative		

Agenda Item	Committee Goal	Strategic Plan Goal	Outcome
<b>I. STANDING ITEMS:</b>			
A. Call to Order			9:15 am followed by Introductions. A quorum was present.
B. Adoption of the Agenda			<i>Motion by Royl Roberts, 2<sup>nd</sup> by Kelle Lynch-McMahon to accept the agenda, as amended, passed unanimously.</i>
C. Approval of Meeting Minutes (5/5/17)			<i>Motion by Stephen Corlett, 2<sup>nd</sup> by Kelle Lynch-McMahon to accept the 5/5/17 DFC meeting minutes, as presented, passed by majority. Abstain: 1 (Jeff Sanceri)</i>
D. Public Comments			No public comments to report.
E. Sub Committee Reports			No sub-committee reports.
F. Co-Chair Report			No Co-Chair Report.
G. Chancellor's Report			No Chancellor's Report
<b>II. CARRIED OVER AND NEW ITEMS</b>		<b>D. Strengthen Accountability, Innovation and Collaboration</b>	
A. Elect a Faculty Co-Chair			This item was deferred to the next meeting to ensure that all faculty were present.  Stephen Corlett indicated that he might not be available to server as Co-chair if nominated, but was not certain.
B. PBIM Revision Update			Dr. Dambrosio reviewed the PBIM by-laws and Charter, as well as common goals for

## DISTRICT FACILITIES COMMITTEE (DFC)

Agenda Item	Committee Goal	Strategic Plan Goal	Outcome
			<p>PBIM members. She serves the District as an Accreditation Advisor and is available to assist various PBIM Committees, as needed.</p> <p>Handout distributed and other PBIM materials are posted online.</p> <p>A template has been created to request agenda items.</p> <p>It was suggested to have a card system for discussion of concerns as another form of communications.</p>
<p>C. Discussion on DFC 2017-2018 Goals &amp; Objectives</p>			<p>After a discussion, Committee members agreed to the following two DFC goals for the 2017/18 academic year:</p> <p><b>Goal #1</b> Aggregate the Facilities plans of the Colleges and District Administrative Center, integrate and prioritize the plans into a Master Plan to present for bond or other sources of funding.</p> <p><b>Goal #2</b> Continue to develop the District-wide Total Cost of Ownership Guidelines and Implementation Plan.</p> <p>There are some concerns on how do we factor total costs. The District needs to assist with long-term maintenance. There is no mechanism for these operational costs.</p> <p>The issues are: paying for maintenance service agreements, establishing policies, and developing short-lists of vendors that can provide these services for future FF&amp;Es.</p> <p><i>Motion by Stephen Corlett, 2<sup>nd</sup> by Chungwai Chum to accept the DFC goals, as noted, passed unanimously.</i></p>

## DISTRICT FACILITIES COMMITTEE (DFC)

Agenda Item	Committee Goal	Strategic Plan Goal	Outcome
<p>D. Update on the Integrated Facilities and Technologies Master Plan</p>			<p>Director Smith gave a progress report.</p> <p>There was a concern that there was not enough participation from the Merritt stakeholders, especially from faculty, because the presentation was made at the end of the semester when graduation activities were being conducted.</p> <p>Director Smith will arrange for the Architect (Steinberg) to conduct another presentation at Merritt.</p> <p>It was suggested that Steinberg also conduct a presentation at the next Flex Day, scheduled for October 26, 2017, at Laney.</p>
<p>E. Update on 5 year Capital Outlay Plan submitted in July 2017</p>			<p>Director Smith reported on the 5-year construction plan which was submitted to the State on July 1, 2017. Now is the time to begin planning for next year's submittal.</p> <p>Director Smith indicated that she will make arrangements to visit each College Facilities Committees to begin discussion and provide planning directions and assistance.</p>
<p>F. Update on Scheduled Maintenance Projects, to include final SM list and funding</p>			<p>VC Ikharo reported on the status of the 2017/18 Scheduled Maintenance projects.</p> <p>The State has allocated, through a block grant, \$1,203,925 to be utilized for 2017-18 Schedule Maintenance projects and Instructional Equipment. This amount is not enough to cover all the projects on the master list. The Administration has determined that 40% will be allocation towards Scheduled Maintenance Projects and 60% towards Instruction Support.</p> <p>VC Ikharo will meet with the Chancellor, Director Lynch-McMahon and VC Williams regarding available funding VC Ikharo briefly reported on the 30-day projects. A written update is forthcoming with more details.</p>

## DISTRICT FACILITIES COMMITTEE (DFC)

Agenda Item	Committee Goal	Strategic Plan Goal	Outcome
			<p>It was suggested that the Chancellor's C-Direct would be a good forum for publicizing news vs. a separate DFC newsletter.</p> <p>There were concerns that DFC information be regularly and broadly circulated to the Colleges, especially those relating to the various projects being implemented by DGS.</p> <p>After a brief discussion relating to posting the DFC agenda, minutes &amp; meeting materials, the following motion was passed.</p> <p><i>Motion by Stephen Cortlet, 2<sup>nd</sup> by Molly Sealund that the DFC will strive to adhere to the bylaws regarding posting DFC agenda, minutes and meeting materials, passed by majority.</i></p> <p><i>No: 1 (Jeff Sanceri)</i></p>
G. Accreditation and Total Cost of Ownership Update			<p>Dr. Dambrosio reported on activities from the summer work group—mainly brainstorm sessions on what might be added and deleted from the current Guidelines (No action taken). If anyone would like to serve on this working group, contact her directly. The goal is to continue to revise the Total Cost of Ownership document.</p> <p>The Maintenance Connect survey will be reissued to end-users districtwide due to limited participation—many on vacation when survey was distributed.</p>
<b>I. Adjournment</b>			11:00 followed by a request from Dr. Crawford for Dr. Dambrosio to distribute an evaluation survey regarding the 8/25/17 PBIM Summit
<b>II. Next meeting</b>			October 6, 2017, 9am-11am