

# DISTRICT FACILITIES COMMITTEE (DFC)

## ADOPTED MEETING MINUTES

### DISTRICT FACILITIES COMMITTEE

October 06, 2017, 9:00 am -11:00 am

District Boardroom

#### MEMBERSHIP

PRESENT (✓ = Present / "A" = Absent)

Name	Role
✓ Sadiq Ikharo	Chair, VC of DGS
A Kelle McMahon	Director of Capital Projects & Facilities
A Atheria Smith	Director of Facilities Planning & Development
✓ Royl Roberts	Safety Cmte Representative
A Kirk Schuler	District Chief Engineering
A Chungwai Chum	Business Director (Laney)
A MaryBeth Benvenuti	Business Director (COA)
A Rosemary Vazquez	Note-taker (District) NON VOTING MEMBER

Name	Role
✓ Molly Sealund	Classified Representative
✓ Helena Lengel	Classified Representative
✓ Stephen Corlett	Faculty Rep (Laney Facility Cmte.)
✓ Rachel Goodwin	Faculty Rep (COA Facility Cmte.)
✓ Sarah Jung	Student Representative
✓ Tim Brice	Local 39 Representative
✓ Jeff Sanceri	PFT Representative

GUEST(S)	
Name	
✓ Annette Dambrosio, District Accreditation Consultant	NON VOTING MEMBER
✓ Tara Marrero (Merritt)	

Agenda Item	Committee Goal	Strategic Plan Goal	Outcome
<b>I. STANDING ITEMS</b>			
A. Call to Order	N/A	N/A	9:09 am
B. Adoption of the Agenda			<i>Motion by Corlett, 2<sup>nd</sup> by Brice</i> <i>Motion passed.</i>
C. Approval of Minutes			<i>Motion by Roberts, 2<sup>nd</sup> by Corlett</i>
D. (May 2017)			<i>Motion passed. Abstention 1 (Goodwin)</i>
E. Public Comment			None
F. Reports from Sub Committee			Discussion regarding whether or not DFC has subcommittees; consensus is that we do not.
G. Co-Chair Report			None
H. Chancellor's Report			See Item II. (H)
<b>II. CARRIED-OVER AND NEW ITEMS</b>			
A. Elect a Faculty Co-Chair			<i>Motion by Sealund, 2<sup>nd</sup> by Brice nominated Stephen Corlett</i> <i>Unanimous election: Stephen Corlett</i>
B. Review Master List: Master List for 2018-19 Scheduled			Dr. Ikharo reported that PCCD only received 1.2 million from State. District allocated 60% to Colleges—divided among Colleges based on FTEs. Remaining money is what is available for 2018-2019, so examine list from each College from last Spring (list was 1.7 million..... many items cannot afford to be done).
C. Status Report—District Selected projects			<i>Carylon Tyler combined Items C and D</i>

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<p>D. Progress report: Scheduled maintenance projects: 2015, 2016, 2017 fiscal years</p>	<p><i>Tyler (No McMahan)</i></p>	<p>Tyler reported that PCCD is rebidding blue phones</p> <p><b><u>2014-2015 Schedule Maintenance</u></b></p> <ul style="list-style-type: none"> <li>• COA RFPs for Atlantic, plumbing needs to be scheduled; rebid blue phones</li> <li>• District: Most HVAC completed</li> <li>• BCC: HVAC repairs/doors have been completed</li> <li>• Laney: Blue Phones –bid by Nov; HVAC repairs mostly complete; Plumbing repairs will be bid this month; Welding shop needs to be done; bistro doors complete</li> <li>• Merritt: Blue phones will be bid; Sliding door will be bid; chemical treatment has been completed;</li> </ul> <p><b><u>Discussion:</u></b> Why blue phones being bid again? Last year BOT pulled agenda for additional research. New bid will be to replace existing phones given sufficient funds (there will then be a second phase).</p> <p>Project manager is responsible for establishing when a project is complete. Also College Presidents and Business Officer must sign off. Dr. Ikharo has designed a <u>new form</u> for sign off. It seems that Colleges must be more proactive also and scope of work must be examined carefully.</p> <p>Recommend that M and O representative(s) visit each College Facilities Committee.</p> <p>Recommendation a “process document that begins with report from a College—report to DFC---paper trail to address issues— Stakeholders signature at end. Currently form does have a scope of work, but those making requests must confer with all stakeholders within a given department, for example: currently this practice is not necessarily being adhered to. Dr. Ikharo</p>
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		<p>recommends that Colleges take more ownership. Goodwin recommends Shared Drive for these projects; DGS already has W drive and Dr. Ikharo says we CAN set up a W drive.</p> <p>Tyler tasked to work with IT to set up system and report back to DFC at November meeting.</p> <p>Work order, it seems, can be misleading in context of current Maintenance Connect system because once work order is closed, Colleges do not see the end. Colleges must be diligent to follow paper trail and work completed.</p> <p><b><u>2015-2016 Schedule Maintenance</u></b> Elevator: Building G (COA) off list</p> <ul style="list-style-type: none"> <li>• BCC: selecting architects for replacing front doors</li> <li>• Laney: Tower and Building E....ongoing</li> <li>• Merritt: RFP for wheelchair/lift</li> </ul> <p><b><u>2016-2017 Scheduled Maintenance</u></b> Many projects in process and completed—moving forward.</p>
<p>E. Progress report—30 day projects</p>	<p><i>Tyler</i></p>	<p>Tyler reported the following:</p> <ul style="list-style-type: none"> <li>• 30 day ongoing, e.g.,</li> <li>• COA/Merritt: will begin carpentry</li> <li>• BCC/Deep cleaning completed</li> <li>• COA/Soccer field/gym, etc.</li> <li>• BCC/Laney/Merritt assigned vendor</li> <li>• Curbs completed</li> <li>• Power washing...assigning vendors</li> <li>• Pools....assigning vendors</li> </ul>

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			VC Ikharo will work with Colleges to create a new 2018-2019 list for review and approval to involve budget.
F. Accreditation Report			Dr. Dambrosio reported on upcoming ACCJC Visit. Also read Sept. 26 <sup>th</sup> PGC (Crawford handout. PGC requested volunteers from each PBIM Committee/Council to continue PBIM evaluation. There were no DFC volunteers to serve. Complaint was that members of DFC had “no bandwidth.” Dr. Dambrosio will ask again for volunteers—perhaps some of the absentee DFC members might agree to serve.
G. Total Cost of Ownership			Dr. Dambrosio reported that TCO Guidelines were reviewed in Spring 2017 and again in Summer 2017. TCO Guidelines are part of PCCD’s integrated plan. Facilities must work with Technology, Finance, etc. Guidelines now being reviewed by Director Lynch-McMahon. Dr. Dambrosio asked for volunteers to convene new review TCO work group.
H. Status Report: 1.5%			Chancellor discussed DGS 1.5% resolution (request to set aside 1.5% of General Fund for DGS maintenance), but does not recall any formal resolution being presented to Cabinet. He advised that PCCD still had some issues to resolve in this year’s budget that might have not made the 1.5% possible anyway, for example, equity. Chancellor asked DGS to please provide a written report and state what areas might be in critical need of repair; he will then try to locate funds, if at possible. He stated that in years past, we had some allocations, but often did not have the right managers in place to take care of things. For example, Merritt now has Director of Facilities and Laney will have one soon. We probably should have a line item in our budget as an ongoing item and reduce funding, only if necessary. As we now build our budget, we can examine: Is the 1.5% the right percentage? What is the rationale? How do we intend to deal with

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			<p>budget cuts? Do we have prioritized lists of needed items? DGS should specify terms and rationale and then follow the resolution carefully through PBC and PGC decision making to final resolution.</p> <p>Other discussion centered on TCO Guidelines: Should funds drive planning?</p> <p>Recommendation that DFC should schedule discussion of 1.5% rationale during NOVEMBER DFC MEETING and carefully craft a new resolution from data. Consult with IT and Finance. DFC consensus.</p>
I. Update: Integrated Facilities and Tech Plan/Capital Outlay			<b>DEFERRED</b>
<b>III. Adjournment</b>			Meeting adjourned at 11:00 a.m.
<b>IV. Next meeting</b>			Friday, November 3, 2017 - 9:00 a.m. to 11:00 a.m., District Board Room