

DISTRICT FACILITIES COMMITTEE (DFC)

ADOPTED MEETING MINUTES

DISTRICT FACILITIES COMMITTEE

February 2, 2018, 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	Int. Director of Capital Projects & Facilities		✓	Shirley Slaughter	Business Director, BCC		✓	Amy Marshal, Laney
A	Atheria Smith	Director of Facilities Planning & Development		✓	Stephen Corlett	Co-Chair & Faculty Rep (Laney)		✓	Romaneir Johnson, VC of Finance
✓	Royle Roberts	Safety Cmte Representative		✓	Rachel Goodwin	Faculty Rep (COA Fac. Cmte.)		✓	Ester Chang, AMT Department
✓	Kirk Schuler	Chief Stationary Engineer		A	Sarah Jung	Student Representative			
A	Chungwai Chum	Business Director (Laney)		✓	Tim Brice	Local 39 Representative			
A	MaryBeth Benvenuti	Business Director (COA)		A	Jeff Sanceri	PFT Representative			
✓	Rosemary Vazquez	Note-taker (District) Non-Voting Member		✓	Annette Dambrosio	District Accreditation Consultant Advisory - Non-Voting Member			

Agenda Item	Committee Goal	Strategic Plan Goal	Outcome
I. STANDING ITEMS			
A. Call to Order			9:15 am
B. Adoption of the Agenda			Add to 1. (C) <ul style="list-style-type: none"> approval of 1/26/18 DFC Special meeting minutes <p><i>Motion by Rachel Goodwin, 2nd by Tim Brice to accept the agenda, as amended, passed unanimously.</i></p>
C. Approval of Minutes (December 1, 2017 and January 26, 2018)			<i>Motion by Tim Brice, 2nd by Royle Roberts to adopt the 12/1/17 DGC meeting minutes Motion passed.</i> <p><i>Motion by Rachel Goodwin, 2nd by Molly Sealund to adopt the 1/26/18 DFC Special Meeting minutes. Motion passed.</i></p> <p><i>Abstain: 1 (Stephen Corlett)</i></p>
D. Public Comment			None
E. Reports from Sub Committee			None
F. Co-Chair Report			Discussion ensued regarding the Facilities Master Plan process and timeline. <p>VC Ikharo provided the following clarification:</p>

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			<ul style="list-style-type: none"> • Final draft was presented to the Governing Board on 1/23/18; • The request to adopt the FMP is planned to be presented to the Board at the March 2018 Board meeting; • The Board to vote on moving forward to go out for another Bond. • Administration recommends utilizing future Bond funding, pending Board approval. <p style="text-align: center;">=</p> <p>VC Ikharo also provided information on how State projects (IPPs/FPPs) are considered through the shared governance process.</p>
G. Chancellor’s Report			None.
II. CARRIED-OVER AND NEW ITEMS			
A. Prop 39 Update (15 min)			DEFERRED until March meeting
B. Maintenance Connect Survey Report	<i>Goal 2 – TCO</i>	<i>Goal D Strengthen Accountability, Innovation & Collaboration</i>	<p>Dr. Dambrosio reported on the results of the Maintenance Connect Survey.</p> <p>In an effort to evaluate the Maintenance Connect Software, a brief survey was designed in Spring 2017. The Survey was sent to end users at all four Colleges in July 2017 and distributed again in Fall 2017. By December 2017, Survey responses were submitted by all four Colleges.</p> <p><u>Highlights of End User Comments included:</u></p> <ul style="list-style-type: none"> • The software program has the potential to increase efficiency, although there exists some difficulties at this time. • Examples include: It is difficult to look up specific work orders and difficult to locate a specific report (there is no <i>one</i> report that shows all work orders that are still open) • It would be desirable if notes could be entered by Engineers; campus and end users need to know if a work order is complete, cancelled, or on hold. • Program “times out” too quickly and mobile app requires multiple logins.

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			<p>When adding a photo, the work order will not “save.”</p> <ul style="list-style-type: none"> • The drop-down menu does not always display the correct choice. • The system does allow for Engineers to be more accountable if they can include notes. • Need to receive a notification when a work order is <i>complete</i>. • It would be desirable for the end user to receive a response when a status change is made. Also desirable for the end user to write comments to Engineers (streamline communication issues). • It would be useful to have a Contractor dropdown. <p><u>Recommendations:</u></p> <ul style="list-style-type: none"> • End Users need to be trained. VC Ikharo’s suggestion to train a group of Super Users would be useful given that we have employee turnover. Super Users would serve as “in house” trainers. • Modify software such that both parties can write notes and see the notes. • Do not label a project if “closed” if, in fact, the project is not closed. • Review other software modification recommendations that will improve efficiency of software and ease of End User operations <p>In conclusion, the DFC membership asked for a follow-up report at the March 2018 DFC meeting from VC Ikharo and Director McMahon. The Report should include timelines and persons responsible for making changes to the software and a training schedule.</p> <p>Dr. Ikharo also noted that he is working with IT to improve safety measures, e.g., establishing an 800 number for life safety issues. Laney will be used for Beta testing.</p>
C. PBIM recommendations	Goal 2 – TCO	Goal D Strengthen Accountability, Innovation & Collaboration	Dr. Dambrosio reported that she made recommendations to PGC based on the Surveys completed by PBIM Committees in December 2017. She stated that if Committee members report to their

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			<p>constituencies and engage in the work needed between PBIM meetings, that Peralta can accomplish much regarding shared governance. The current PBIM model seems to be working to the extent that membership and leadership engage in the collaborative work that needs to be done. An evaluation of the PBIM pilot project (2017-2018 academic year) will be done in April 2018.</p> <p>Finally, Dambrosio recommended that General Services should regularly publish (C-Direct) brief updates on scheduled maintenance, use of Prop 39 funds, etc. so that PCCD is aware of work being done, despite lack of funding.</p>
D. TCO Guidelines 1/26/18 Meeting Recommendations	<i>Goal 2 (A) – TCO</i>	<i>Goal D Strengthen Accountability, Innovation & Collaboration</i>	<p>Dr. Dambrosio referred to the meeting notes from 1-26-18 and stated, once again, that the DFC must engage in an action plan. Comments from DFC members included: the need to put together a priority list for equipment maintenance for all four Colleges, we need Engineers “at the table,” and the ongoing concern that Facilities is understaffed. Dr. Ikharo stated that we now have consultants going to each College and a report will be generated so that we have hard data to document our needs. IT assistance is needed.</p>
E. Status of DFC Resolution for the Line Item Fund In the Budget	<i>Goal 1(A) Aggregate the Facilities Plans of the Colleges</i>	<i>Goal D Strengthen Accountability, Innovation & Collaboration</i>	<p>In December, DFC presented a resolution to PBC and PGC requesting a 2% line item in the general fund, but resolution was not adopted. Dr. Corlett recommended a subcommittee to refine the resolution request. Subcommittee is Corlett, VC Johnson, Amy Marshall, Direct McMahon, Kirk Schuler (or Jason), and VC Ikharo. This subcommittee will report back to DFC in March.</p>
F. Schedule Maintenance Updates			DEFERRED until March meeting
III. Adjournment			11:00 a.m.
IV. Next meeting			