

DISTRICT FACILITIES COMMITTEE (DFC)

PCCD Planning and Budgeting Integrated Model District Facilities Committee (DFC) Meeting

ADOPTED April 13, 2018; 9:00 a.m. – 11:00 a.m.
District Board Room

MEMBERSHIP

PRESENT (✓ = Present / "A" = Absent)

Name	Role
✓ Sadiq Ikharo	Chair, VC of DGS
✓ Kelle McMahon	Int. Director of Capital Projects & Facilities
A Atheria Smith	Director of Facilities Planning & Development
✓ Roysl Roberts	Safety Cmte Representative
A Kirk Schuler	Chief Stationary Engineer
✓ Amy Marshall	Director of Facilities & Operations (Laney)
✓ MaryBeth Benvenuti	Business Director (COA)
A* Rosemary Vazquez	Note-taker (District) Non-Voting Member

Name	Role
✓ Molly Sealund	Classified Representative
A Shirley Slaughter	Business Director, BCC
✓ Stephen Corlett	Co-Chair & Faculty Rep (Laney)
✓ Rachel Goodwin	Faculty Rep (COA Fac. Cmte.)
✓ Sarah Jung	Student Representative
✓ Tim Brice	Local 39 Representative
A Jeff Sanceri	PFT Representative
✓ Annette Dambrosio	District Accreditation Consultant Advisory - Non-Voting Member

GUEST(S)	
Name	
✓ Shuntel Owens	

* Dambrosio substituted for Vazquez as notetaker

Agenda Item	Committee Goal	PCCD Strategic Plan Goal	Outcome
I. Standing Items			
A. Call to Order			9:15
B. Adoption of the Agenda			<i>With 2 additions Benvenuti; Corlett--unanimous</i>
C. Approval of Minutes (March 2018)			<i>Corlett/Goodwin--unanimous</i>
D. Public Comment			N/A
E. Reports from Sub Committee (2 minutes each)			<p>Sub Committee Funding Committee of Deferred Maintenance (VC Johnson, VC Ikharo, Director Lynch McMahon, Dr. Corlett) <u>Corlett and Lynch McMahon summarized:</u></p> <p>Now focus is where District is spending money on scheduled maintenance....and what we anticipate....Suggestion to look at College spending—engineers and grounds. Also looking at rebates....Also look at Prop 39 to fix some equipment. Also look at duplication of spending ...Look at aggregate, rather than a percentage figure, e.g. 2%. Then look at funding venues, bonds, Prop 39, general funds, etc.</p>

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F. Co-Chair Report			Defer to Item D
G. Chancellor's Report			N/A
II. Carried-Over and New Items			
A. TCO Matrices	DFC Goal 2 (A) Continue to develop the District-wide Total Cost of Ownership Guidelines and Implementation Plan	D. Strengthen Accountability Innovation, & Collaboration E. Develop and Manage Resources to advance our Mission	<p>Lynch McMahon refers to handout: School Facilities Cost Calculator- we are in process of using this model to examine entire TCO and College by College and building by building.....45% complete to date. Also distributed revised plan. Part II will be what we look at as the “wish list” by looking at percentage of FTEs so we can factor overall productivity.</p> <p>Recommend that McMahon adds a “key” to customize the documents (if not, it seems that we just “cut and pasted” documents) so we can incorporate into TCO Guidelines.</p> <p>Also, documents must take into consideration Staff needed to implement TCO; add those calculations and formulae for calculating staff needs.</p> <p>These documents need to be included in the TCO Guidelines. Lynch Mahon will send all documents, with “key,” to include in TCO Guidelines, to Dambrosio at least one week <u>prior</u> to next DFC meeting, so Dambrosio can revise draft of TCO Guidelines for DFC members to review and to provide comments.</p> <p>Also, the Colleges need to be included and documents sent to them.</p> <p>Dambrosio reminded DGS to send reports to her for C-Direct. She will then send them to the Chancellor.</p>
B. Maintenance Connect Update and Training Schedule		<i>D. Strengthen Accountability,</i>	Director Lynch McMahon needs to give us 3 dates for training. Training is expected by the end of the academic year.

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		<p><i>Innovation, & Collaboration</i></p> <p><i>E. Develop and Manage Resources to advance our Mission</i></p>	
C. PBIM Assessment	DFC Goal 2 (A) Continue to develop the District-wide Total Cost of Ownership Guidelines and Implementation Plan	<p><i>D. Strengthen Accountability, Innovation, & Collaboration</i></p> <p><i>E. Develop and Manage Resources to advance our Mission</i></p>	Dr. Dambrosio explained that all PBIM Committees/Councils are doing the PBIM assessment in April. Please complete now.
D. 5-year Construction Plan		<p><i>D. Strengthen Accountability, Innovation, & Collaboration</i></p> <p><i>E. Develop and Manage Resources to advance our Mission</i></p>	<p>Corlett: Corlett and Marshal got training in FUSION. Many of the plans are old, however, and how do we make them current. We have to look at “point value” and change programming to stay within original intent of proposal. Important that District keeps up with changes and use the correct language to ensure more “points.”</p> <p>Project delivery in California: design, bid, build, but this approach has issues. Much of the deliverables are now: design, build (so architect and contractor work together and more efficient). The issue of competition is only utilized at bid/build.</p> <p>Also, state owns the criteria and can determine “basic amenities,” for example, and the proposed plan might not be adopted. So caution is to look at state criteria.</p> <p>5 Year construction plan is in Teamworks.</p>
E. <i>Summer Projects and Scheduled Maintenance Projects</i>			<i>Tabled—Lynch McMahon left the meeting.</i>

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F. COA and Blue Phones	Goodwin		<p>Why is COA excluded from blue phones? What is rationale for prioritizing District police services over COA? Also, COA requests expenses of \$130,000 plus 2013-2016.</p> <p>Dr. Ikharo explained that Merritt and Laney have more crimes. Under Phase one, the budget is 1.3 million. Funding available for District can only pay for 2 Colleges; at the time the program was designed, we included all four Colleges (over 4-million-dollar bid, but later streamlined Survey). Phase 2 is 2018-2019 fiscal year (COA and BCC will get blue phones in Phase 2). Also, we are interviewing 3 vendors to install an app in the District to dispatch messages on a cell phone as an additional measure.</p> <p>Discussion centered on whether or blue phones can be removed as we send the wrong message if phones are available, but not working. Alternatively, we can post signs on phones to indicate if they are not operative. Dr. Ikharo stated we can take them out, as needed. Suggestion to repair blue phones in bathrooms. Survey Colleges and ask which ones can be repaired. Also, no phones are being installed at the District.</p> <p><i>Motion: Goodwin/Sealund: Revisit this question at next Meeting, to include: results from surveying College, written explanation on past expenditures, and recommendations on repair and replacement of existing phones (and timelines). Opposed two. In favor: 6</i></p>
G. PRESENTATION: Comprehensive Energy Services/Infrastructure Program			Power Point Presentation is attached.

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III. Adjournment			Meeting adjourned at noon.
IV. Next meeting			<p><i>Friday, May 3: 9:00 am – 11:00 a.m. District Board Room</i></p> <p><i>AGENDA for May: Fusion Update; Summer Projects and Scheduled Maintenance Projects; DFC goals and membership; PBIM Assessment summary; Blue Phones.</i></p>