

DISTRICT FACILITIES COMMITTEE (DFC)

SPECIAL MEETING – TCO GUIDELINES

ADOPTED Meeting Minutes

January 26, 2018, 10:00 am – 11:00 am
District Boardroom

MEMBERSHIP

PRESENT (✓ = Present / "A" = Absent)

Name	Role
✓ Sadiq Ikhara	Chair, VC of DGS
✓ Kelle McMahon	Int. Director of Capital Projects & Facilities
A Atheria Smith	Director of Facilities Planning & Development
✓ Royl Roberts	Safety Cmte Representative
A Kirk Schuler	Chief Stationary Engineer
A Chungwai Chum	Business Director (Laney)
✓ MaryBeth Benvenuto	Business Director (COA)
✓ Rosemary Vazquez	Note-taker (District) Non-Voting Member

Name	Role
✓ Molly Sealund	Classified Representative
✓ Shirley Slaughter	Business Director, BCC
A 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	
✓	Christine William, VC of Finance
✓	Amy Marshal, Laney
✓	Jowel C. Laguerre, Chancellor
✓	Jason Cole, VC IT

Agenda Item	Discussion and Highlighted Points
<p>I. Total Cost of Ownership (TCO) (Discussion & Recommendations)</p>	<p>The meeting began with the Chancellor announcing that both Merritt and Laney College received reaffirmation of accreditation. Further, the Chancellor shared that the TCO plays an important role as part of the District’s accreditation due diligence. He thanked all for their contributions and reminded them to continue to do great work on Midterm Reports due in March.</p> <p>VC Ikhara reiterated that the goal is to create a data driven approach to understanding, projecting, planning for and refining the TCO; to define items listed in the TCO that are realistic and achievable.</p> <p>The next step will be to identify additional funding sources to utilize the data collected as part of the budgeting and decision-making process. The question is how to successfully advocate for these resources and manage them efficiently.</p> <p>Dr. Dambrosio provide a brief background on how TCO effects accreditations and explained that the Accrediting Commission for Community and Junior Colleges (ACCJC) recognizes the imperative need for TCO to the long-term viability of our educational institutions. ACCJC recognizes the importance of TCO Guidelines that are <i>practiced</i> in the Colleges and District. It is an indicator of accountability. She suggested that the District continue to evaluate this document. Does it still meet our needs? We should have at least 2-3 realistic recommendations written up for revising the TCO Guidelines by March 2018 when Midterm Reports are due for all four Colleges. Her concern is that we have many meetings, but we must take action to revise our current TCO Guidelines; she stated that with the new Facilities’ Master Plan approved, TCO should be coordinated with all planning.</p>

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	<p>Committee reviewed page 18 “Custodial Standards”. How can we strive for achievable APPA levels of cleaning? APPA = Association of Physical Plant Administrators.</p> <p>A discussion ensued with the following highlighted points/suggestions:</p> <p><u>APPA Cleaning Levels</u></p> <ul style="list-style-type: none"> • There needs to be sufficient custodial supplies available in order to achieve desired levels of cleanliness; • There is not enough staff to monitor workloads; • It was suggested to establish “Task Forces” to patrol and have sign-off sheets, similar to what the airport have in place. Beta test this concept as a pilot project at one of the Colleges and expand if successful; • Merritt has created their own schedule list and can share with the other Colleges, if interested; • There needs to be a better way, a creative way, to motive custodial staff such as arranging for custodial staff to visit a college with APPA Level 2 (Ordinary Tidiness) standards. <p><u>Building a Realistic Budget</u></p> <ul style="list-style-type: none"> • Is there overlap of funds in the budget? Per VC Ikhara, there is no overlap/duplication. Analysis of project development is considered during the development of the Educational Master Plan, Program Review, Facilities Master Plan and 5-yr. Construction Plan. In addition, a Budget Task Force has been created to address cost savings. This may improve Peralta’s image also and help enrollment; • What is Fund 10 and how is it being utilized? VC Williams will send committee members a brief summary of this fund. • What is needed is a short-term plan for day-to-day facilities operations; • A basic Preventative Maintenance (PM) planning schedule with doable goals would be beneficial; • Once a PM plan is completed, funding will need to be identified for implementation; • Director McMahon commented that there is some overlap between Facilities Maintenance & Operations (M&O) and Capital projects. However, she is developing a plan to prioritize and rank these projects. Some M&O projects may actually be considered major capital projects. She will share the data once the plan is completed, by the end of the fiscal year; • It was suggested to outline project points. Have actions with words. We need a written plan. We need to show progression and movement. • We need to invest in our teams and develop strategies creatively and motivate them; • Having discussions relating to the wins and challenges is a step in the right direction; • There needs to also be a plan to replace/refresh equipment;

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	<ul style="list-style-type: none"> • New standards are reliant on fiscal stability; • Having a Facilities Director at Merritt is a step in the right direction and a noticeable improvement; <p>Royl Roberts shared that the District has re-established the Districtwide Safety Committee. It was suggested that communications be sent to the stakeholders of their activities. He will compile a list of key topic issues and actions items discussed at previous meetings which he will forward, districtwide.</p> <p>Molly Sealund commented that having a Facility Director at each College is a big step forward.</p> <p>Rosemary Vazquez suggested that we could also publish a list with “Vendor committed” so people would know that projects are in place.</p> <p><u>NEXT STEPS</u></p> <ol style="list-style-type: none"> 1. Director McMahon is developing a 2-year budget plan that will include projected expenses associated with deploying, using, and retiring equipment, including operating costs for ongoing and deferred maintenance, and personnel costs, both administrative and direct staffing. She added that this plan will eventually be expanded into a 5-year plan; 2. VC Cole will also provide a similar 2-yr. plan for the Information Department that will also expand to a 5-yr. plan; 3. Amy Marshall will forward a copy of Laney’s short-term plan. 4. Tim Brice suggested that we look at Study already done (that includes Square footage) and will send to DFC membership and forward to all Colleges’ Facilities’ Committees. 5. Dr. Ikharo said that we need Short Term and Long-Term Plans, e.g., Building B may be demolished at Laney, but in the meantime, we need heat. Also, we must plan for emergencies and publish our prioritized list of deferred maintenance needs. <p>All plans should be sent to Dr. Dambrosio when completed.</p> <p>The consensus is to continue refining the TCO and define an implementation action plan with achievable goals and persons responsible.</p>
II. Adjournment	11:00 am
III. Next Meeting	DFC Regular Meeting – Friday, February 2, 2018 – 9am-11am

Note: Dr. Corlett was unable to attend this meeting but sent the following suggestions, listed below, via email.

DISTRICT FACILITIES COMMITTEE (DFC)

Suggestions for Revisions of the TCO Guidelines to be Presented at Special TCO Guidelines meetings on Friday, January 26, 2018

Suggestions for TCO guideline from Stephen Corlett and Louis Quindlen from the Laney FPC.

January 26, 2018

1. Each piece of capital equipment should have a PM schedule (lubrication, belts checked, megger, vibration analysis, and visual inspection). A time of life for each piece of capital equipment should be set up. This allows for capital spending planning based on data as opposed to emergency breakdowns like the Laney compressors. There should also be an annual audit of adherence to the PM program.

2. For both Appendix II and III of the current document list what the standards are for Grounds and Custodial APPA levels but offers no mechanism by which the district or any of the colleges attains or maintains these standards. Also, the document should delineate the processes to perform annual assessment methodology that will illuminate when the standards are not being met. Present mechanisms for providing documentation of these analyses.

3. Appendix V lists suggestions for the taskforce to do cost analysis for maintenance of equipment and to develop a matrix to address the life cycle for equipment, but we need an annual schedule and plan for this taskforce. Should include specific timeline for completion of each task and settle on the actual process for where to store the data and in a place where everyone can see it.

4. Need a comparison of the TCO assumptions (calculations based on our ASF) listed in Section 4 of the document, with the actual numbers in the district. We should have this information posted and available to all on an annual basis, so that we see where there are deficiencies.

5. The presentation of the FCI should also include a proposed mechanism for how to address the facilities issues for the buildings in the worst shape. Should have written procedures for how often to obtain an accurate FCI analysis by the state. Post all results in a place for all to see.

6. For the tasks that are suggested in Sections 7, 8, 11, and 12, we need to set clear annual timelines and deadlines to accomplish. Publish all information regarding these accomplishments.

7. Finally, we recommend that all of these changes and other TCO processes be written into Board Policy. As suggested in item 1, there should be an annual audit of the processes and required tasks listed in the final approved TCO guidelines.