

# DISTRICT FACILITIES COMMITTEE (DFC)

## ADOPTED MEETING MINUTES

### DISTRICT FACILITIES COMMITTEE

December 1, 2017, 9:00 am -11:00 am

District Boardroom

#### MEMBERSHIP

**PRESENT** (√ = Present / "A" = Absent)

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

Name	Role
A Molly Sealund	Classified Representative
A Helena Lengel	Classified Representative
√ Stephen Corlett	Co-Chair & Faculty Rep (Laney)
√ Rachel Goodwin	Faculty Rep (COA Fac. Cmte.)
√ Sarah Jung	Student Representative
√ Tim Brice	Local 39 Representative
√ Jeff Sanceri	PFT Representative
√ Annette Dambrosio	District Accreditation Consultant Advisory - <b>Non-Voting Member</b>

GUEST(S)	
Name	
	Charles Neal
	Myisha Lewis, DGS
	Antoine Mehouelly, IT

Agenda Item	Committee Goal	Strategic Plan Goal	Outcome
<b>I. STANDING ITEMS</b>			
A. Call to Order			9:15 am
B. Adoption of the Agenda			Reorder agenda items: Item A, as is, B. is Technology, C remains as is, Accreditation becomes D, E to be addressed along with C as Aaberge did not attend DFC today. F and G remain as is. Motion: Brice/Benvenuti (unanimous)
C. Approval of Minutes (November 3, 2017)			McMahon/Chum move to adopt; 9 ayes and one abstention.
D. Public Comment			None
E. Reports from Sub Committee			N/A
F. Co-Chair Report			N/A
G. Chancellor's Report			N/A

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<b>II. CARRIED-OVER AND NEW ITEMS</b>			
<p>A. Update – Status of Prop 39 (2017/18 School Year) <i>(Deferred from 11/6/17 meeting)</i></p>			<p>C. Neal reported that we have engaged in several projects using Prop 39 funds, e.g., Laney library, BCC, District.....pipeline is swimming pool (partial) for Laney. 1.6 million dollars left over and two hard deadlines for CCCChancellor’s Office: May 11, 2018 when all plans have to be included and June 28, 2019 when all projects must be completed.</p> <p>Question: Can you send out copies of what we have done? Yes, will send to Ikharo, Vazquez to distribute to all. One big project Opterra goes to the Board in December for approval. Concern is that are we going to have enough money to pay our Utilities this year. Neal states that we will see savings. <b>Discuss again at February DFC meeting.</b></p>
<p>D. Accreditation: Delineation of Functions/January Special meeting TCO</p>	<p><i>TCO Guidelines</i></p>		<p>Dambrosio reported that she conducted many focus groups with District employees to establish Delineation of Function (DF) activities, to include perceived gaps, throughout the past several months. The College Presidents, along with the Chancellor, have been reviewing the first draft of this DF document and document will be reviewed again by Colleges and District in early Spring 2018. The intent is to clearly map out delineations of functions for enhanced understanding of District/College functions. Also, Dambrosio will forward the draft of suggested revisions --gathered from various stakeholders—to Dr. Ikharo to review with the Chancellor. This revised document will be sent to all DFC members for review; <b>mark your calendars for a special DFC meeting on January 26, 9:30-11:00 am; only topic will be TCO Guidelines.</b> Finally, Dambrosio asked DFC members to engage in a brief midyear PBIM Survey (she will send out document to all). She serves on the PBIM Ad Hoc</p>

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			Committee to review the PBIM pilot project; all PBIM Committees will be surveyed and recommendations sent forward to PGC for their January 26 evaluation meeting. Two major recommendations from DFC: work to ensure that members report back to constituents and add a DFC member from BCC.
C. Corlett Resolution: Laney’s Facilities Report			Corlett presented a resolution from Laney that could be adopted for DTC to create a resolution for recommending that 2% be set aside in the adopted general funds for “m and o.” SEE ITEM E for more information.
B. Technology Teamwork Report Training			Mehouelly –everyone will need Teamwork access....it is a collaboration platform—not a project management tool. Teamwork is for everyone to just “jump in” and see all the projects. Teamwork works with Peralta email and other emails. Also serves as a repository for all documents. Outside vendors can be added, as needed. Participants can leave comments and select who they want to communicate to and/or select “all.” Participants are notified as to who is working on various projects and when tasks completed. Participants can set up alerts and projects can be archived. Project Reports can be downloaded. Many tools available with Teamwork. Laney and DGS already using it. DFC now has access (Corlett set it up). Dr. Ikharo will appoint Co-Chair Corlett and Rosemary Vazquez as administrators to oversee that Teamwork is functional for DFC.
B. Discussion of 1.5%: review of budget facts			Corlett presented a new version of Laney’s resolution of 1.5% of General Fund for Facilities’ Repair. Corlett and Chungwai Chum included a draft budget, to include BAM. Question: How is District Facilities funded? There is a section in Bond Measure A for District and each College has

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			<p>funding, but we are not taking into account the actual list of Facilities’ needs. Emergency funding has to be done and our overall budget is grossly underfunded. Dr. Ikharo recommended that we take Laney resolution and add language “of District adopted general fund” Chum noted that Colleges want <i>specific</i> dollar amount percentage for each College. Dr. Ikharo said that Chum’s recommendation is good and suggested that we could indicate that funding from 1.5% or 2% is allocated to Colleges via BAM---75% of BAM to Colleges and 25% ---so 5% is DAC and 20 % for all emergencies for District Administrator Center and district wide services. Ikharo suggestion: State scheduled maintenance and local scheduled maintenance should be central to the final resolution. McMahon recommended 2%, given the fact that adequate funds have been lacking since 2009. DFC Resolution amended to send to PBC with supporting documents –Corlett will do the amendments and resend to DFC.... suggestion that we may need more analysis....</p> <p>Corlett: Resolution: Ask VC Williams and/or Luther to determine what funds will be used, rewrite resolution to include all Colleges and District and resend to DFC to review. Corlett will rewrite and post to Teamworks. Recommend to send final recommendation to PBC for Dec. 15 meeting. Also send to Shirley Slaughter and President Tomaneng as BCC does not have a representative on DFC. Corlett/McMahon....10 Ayes. One abstention.</p>
C. Master List: Scheduled Maintenance with addition of Laney			The Master List of Scheduled maintenance was distributed once again. It was noted that math needs to

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			<p>be redone on Merritt. Thanks to Goodwin who redid math “on the spot” and resent amended document to all DFC! Recommendation that the updated list must be presented to the PBC on Dec. 15; Dr. Ikharo asked that Co-Chair Corlett attend the meeting also.</p>
<p>D. Best practices on contracting and procurement (CCCFC)</p>			<p>Dr. Ikharo attended the CCCFC in November in Sacramento and reported on some best practices that could be useful to PCCD. For example, some methods of contracting here at PCCD have some issues and BRJ has been hired to review them and recommend change. Also, procurement standards have to be reviewed. We will be going from College to College to address issues related to procurement, e.g., when do you need to go out for formal bids? When do you go to the GB? Benvenuti suggested that you follow APs that are already established at PCCD. Vendors must be paid on time—consultants are working on this. Also need to work on items to go to the Colleges on time. Dr. Ikharo will send out a comprehensive list of piggy-back items. Advise that BRJ should get more feedback from Colleges. Is there any consideration for BRJ for them to talk to students? Dr. Ikharo will check it out.</p>
<p><b>III. Adjournment</b></p>			<p>11:00 a.m.</p>
<p><b>IV. Next meeting</b></p>			<p><i>SPECIAL MEETING—TCO Guidelines—on January 26, 9:30 a.m. to 11:00 a.m. Regular DFC Meeting: February 2, 2018 – 9:00 a.m. – 11:00 a.m.</i></p>