

DISTRICT FACILITIES COMMITTEE (DFC)

ADOPTED MEETING MINUTES

DISTRICT FACILITIES COMMITTEE

March 02, 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 | ✓ | Derek Pinto, VP Admin Svc. (LNY) |
| A Atheria Smith | Director of Facilities Planning & Development | ✓ Stephen Corlett | Co-Chair & Faculty Rep (Laney) | ✓ | Sunya Malhotra, Steinberg Hart |
| A Royl Roberts | Safety Cmte Representative | ✓ Rachel Goodwin | Faculty Rep (COA Fac. Cmte.) | | |
| ✓ Kirk Schuler | Chief Stationary Engineer | ✓ Sarah Jung | Student Representative | | |
| ✓ Amy Marshall | Director of Facilities & Operations (Laney) | ✓ Tim Brice | Local 39 Representative | | |
| ✓ 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 | DFC Committee Goal | PCCD Strategic Plan Goal | Outcome |
|---|--------------------|--------------------------|--|
| I. STANDING ITEMS | | | |
| A. Call to Order | | | 9:05 am Quorum met. |
| B. Adoption of the Agenda | | | <p><i>Motion by MaryBeth Benvenuti, 2nd by Tim Brice to replace Chungwai Chum's name on the agenda with Amy Marshall, Director of Facilities & Operations, Laney, passed unanimously.</i></p> <p><i>Motion by Tim Brice, 2nd by Molly Sealund to accept the agenda as amended, passed unanimously.</i></p> <p>It was agreed that Prop 39 Report will be presented at the next meeting.</p> |
| C. Approval of Minutes (February 02, 2018) | | | <i>Motion by Stephen Corlett, 2nd by Molly Sealund to adopt the 2/2/18 DFC minutes, as presented, passed unanimously.</i> |
| D. Public Comment | | | None |
| E. Reports from Sub Committee | | | See Section II (D) |
| F. Co-Chair Report | | | None |
| G. Chancellor's Report | | | None |

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| II. CARRIED-OVER AND NEW ITEMS | | | |
| <p>A. <u>Maintenance Connect Report:</u></p> <ul style="list-style-type: none"> • Training schedule & Ideas for implementing needed software changes (to include timelines, person(s) responsible etc.) | <p>Goal #1 Aggregate the Facilities plans of the Colleges and District Administrative Center, integrate and prioritize the plans into a Master Plan to present for bond or other sources of funding</p> | <p>D. Strengthen Accountability, Innovation & Collaboration</p> | <p>Director Lynch-McMahon reported.</p> <ul style="list-style-type: none"> • Maintenance Connection has been contacted. They will be coming for two sessions in March or April, 2018. • In the meantime, the following must occur over the next two weeks: <ol style="list-style-type: none"> 1. Choose two dates for training on software that will accommodate schedules. Director Lynch-McMahon will send out proposed dates; 2. Identify staff that will be trained on software. Director Lynch-McMahon will send an email to College leadership requesting names of Super Users from each College no later than March 7; 3. Expand or upgrade services to include project reporting features that we currently do not have. • DGS will issue a call for participants at the Colleges to come and join. Only staff that is responsible for work orders or projects on the campus will be provided training; • The goal is to have staff train others based on “need to know” options for use of the tool; • DGS will then continue to monitor and support staff on any additional training that maybe needed through “train- the-trainer” techniques; • DGS will then begin to provide summary updates on a monthly basis to the campuses to compare the status of work and identify potential problems that will expand into a project and not just a quick fix it. <p>Director Lynch-McMahon will meet with Finance to discuss funding options.</p> |

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| <p>B. DGS Publicity for C-DIRECT (Timelines & Person(s) responsible)</p> | <p>Goal #1 Aggregate the Facilities plans of the Colleges and District Administrative Center, integrate and prioritize the plans into a Master Plan to present for bond or other sources of funding.</p> | <p>D. Strengthen Accountability, Innovation & Collaboration</p> | <p>Dr. Dambrosio would like to include in the C-Direct a brief update of DGS progression of projects and events. She suggested that this information be sent to her on Fridays, by the end of the day, and she will forward to Chancellor to consider for next C-Direct issue—usually published on Weds.</p> <p>A brief discussion ensued relating to the pros & cons of having various newsletters vs. listing progress reports or just one centralized document.</p> <p>Dr. Dambrosio recommends <u>one</u> centralized document.</p> <p>VC Ikhara indicated he will continue to publish newsletters as a tool to share detailed information and events with the College stakeholders and public, but can also provide brief summaries for C-Direct.</p> |
| <p>C. Update on DGS Consultants</p> | <p>Goal #1 Aggregate the Facilities plans of the Colleges and District Administrative Center, integrate and prioritize the plans into a Master Plan to present for bond or other sources of funding</p> | <p>D. Strengthen Accountability, Innovation & Collaboration</p> | <p>Director Lynch-McMahon reported that DGS is working with Sonya Perkins of Hattin Construction Management Company to assist DGS with the implementation of FYE 2015, 2016, 2017 and 2018 Scheduled Maintenance Projects and 30-day projects.</p> <p>Hattin Construction Company, established in 2012, is a minority-owned company, full-service project & construction management firm whose focus is to assist clients to manage projects during the design, bidding & construction phase.</p> <p>Future plans include completing the evaluation of the RFQ for Project Managers/Construction Manager Board-approved shortlist. The Steering Committee should complete their</p> |

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| | | | <p>evaluation by 3/5/18. Final recommended PM/CM short-list is slated to go to the Board for consideration at the 3/27/18 Board meeting.</p> <p>VC Ikhara also added that Purchasing is working with DGS on a RFQ for Architectural Services for a Board-approved short-list of Architectural firms which will include Small Local Businesses in our local market area.</p> <p>It was suggested that there be a presentation to DFC once the master short-lists are Board-approved.</p> <p>There was a brief discussion on improving shared communications with the Colleges.</p> <p>Director Lynch-McMahon indicated that she is working on resolutions to improve communication efforts and can provide a summary, if needed.</p> <p>VC Ikhara reported that the PGC is discussing the utilization of one depository method for shared information. Currently there are a few, Dropbox, Teamworks, etc.</p> <p>He reiterated that for now all <u>adopted</u> DFC agendas & minutes must also be posted on the PBIM webpage, which allows for access by all faculty, staff and the public.</p> |
| D. DFC Resolution March presentation to PBC/PGC | Goal #1 Aggregate the Facilities plans of the Colleges and District Administrative Center, integrate and prioritize the plans into a Master Plan to present for | E. Develop & Manage Resources to advance our Mission | <p>Dr. Corlett reported on the Sub-Committee activities and discussions relating to 2% resolution</p> <ul style="list-style-type: none"> • Sub-committee met with VC Finance to discuss: What is the plan? • Historical information relating to past resolutions is needed; • What is being spent on Schedule Maintenance projects? • Need for a summary of where we are now. The Colleges can only provide this information. What are the |

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| | bond or other sources of funding. | | <p>Colleges' facilities needs? Must be documented.</p> <p>A discussion ensued with the following highlighted points:</p> <ul style="list-style-type: none"> • There are many invoices from last fiscal year that still not been paid; • It is the goal of Finance to have a zero-balance going into the next fiscal year; • |
| <p>F. TCO GUIDELINES - Final call for Action—timelines/ topics/person(s) responsible</p> | <p>Goal #2 Continue to develop the District-wide Total Cost of Ownership Guidelines and Implementation Plan. There are some concerns on how do we factor total costs. The District needs to assist with long-term maintenance. There is no mechanism for these operational costs. The issues are: paying for maintenance service agreements,</p> | <p>E. Develop & Manage Resources to advance our Mission</p> | <p>Dr. Dambrosio led a discussion relating to “action” needed on the Total Cost of Ownership Plan: we need to demonstrate progress that the guidelines are being regularly evaluated.</p> <p>A discussion ensued relating to AAPA standards with the following highlighted points:</p> <ul style="list-style-type: none"> • An implementation plan needs to be developed; • Write formal memos what is the TCO committees’ progress; • The Districts need to adopt upper AAPA standards and plan for additional funding; • Define what resources in core areas are available; • Identify funding sources for each location; <p>The consensus is to develop formula matrices to be included in the TCO guidelines to assist with calculations (Dr. Ikhara and McMahon to provide information to update TCO Guidelines by April meeting).</p> |

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| | plans into a Master Plan to present for bond or other sources of funding. | | |
| III. Adjournment | | | 11:10 am |
| IV. Next meeting | | | <i>April 13, 2018, 9:00 am – 11:00 am</i> |