

DISTRICT FACILITIES COMMITTEE (DFC)

DRAFT MEETING MINUTES

DISTRICT FACILITIES COMMITTEE

May 03, 2019, 9:00 am to 11:00 am

District Boardroom

MEMBERSHIP - FISCAL YEAR 2018/19

PRESENT (✓ = Present / "A" = Absent)

Name	Role
✓ VC Sata	Chair, Vice Chancellor of DGS
✓ Stephen Corlett	Co-Chair - Laney Faculty Rep
✓ Atheria Smith	Director of Facilities Planning & Development
✓ Royl Roberts	Safety Cmte Representative
A Amy Marshall	Director of Facilities & Operations (Laney)
A MaryBeth Benvenuti	Business Director (COA)
✓ Victoria Menzies	Int. Director of Facilities & Operations (Merritt)
✓ Benny Aranda	Asst. Chief Stationary Engineer (Merritt)
A Channele Whittaker	Human Resources
TBD	Student Representative

Name	Role
A Barbara Godoy	BCC Representative
✓ Rachel Goodwin	Faculty Rep (COA Facilities Cmte.)
✓ Curtis Tod	Asst. Chief Stationary Engineer (COA)
A Jeff Sanceri	PFT Representative
✓ Shirley Slaughter	Business Director (BCC)
✓ Jason Busby	Asst. Chief Stationary Engineer (Laney)
A Scott Barringer	Stationary Engineer (BCC)
✓ Tara Marrero	Safety SEIU Representative (Merritt)
✓ Rosemary Vazquez	Note-taker (District) NON-VOTING MEMBER
TBD	Classified Representative

GUEST(S)	
Name	

Agenda Item	Committee Goal	Strategic Plan Goal	Outcome
I. STANDING ITEMS			
A. Call to Order			9:07 am – A quorum was recognized
B. Adoption of the Agenda			<i>Motion by Royl Roberts, 2nd by Jason Busby</i>
C. Approval of Minutes (April 19, 2019)			<i>Motion by Royl Roberts, 2nd by Jason Busby to adopt the DFC meeting minutes, as amended. Motion passed unanimously.</i> The membership list will be changed to reflect that VC Sata was not absent but was not yet in place.
D. Public Comment			No public comments
E. Reports from Sub Committee			No report. A brief discussion ensued relating to Architectural selection committees and whether this committee is charged with assisting in the selection process. VC Sata replied that DGS leadership works with the colleges to form a Steering Committee for recommendations based on scoring

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			criteria. This is not a function of the DFC committee membership.
F. Co-Chair Report			<p>Stephen Corlett led a discussion relating to new proposed language for the charge of the DFC. Proposal draft was distributed and reviewed. This is considered a first read.</p> <p>VC Sata commented about the details under the new proposed language:</p> <ul style="list-style-type: none"> • Language such as “implement” or “develop” of “policies”. This group’s role is not to create policies; may be acceptable with procedures. language; • Careful with other words, such as “evaluate”, “assess”. Or “directing”. Our role is as an advisory committee. • “Maintain accountability with regard to contracts” – need to be careful that we’re not trying to express the terms of the contract. It is important to understand what each team is responsible for. <p>A lengthy discussion ensue which included the following highlighted points:</p> <ul style="list-style-type: none"> • What was the intent about the contracts issue? • Some people, on campus, were surprised about lack of SOP or procedure for how contracts are done. • Accountability about the process of how they are produced and implemented. That was the idea behind it.

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			<ul style="list-style-type: none"> • The process needs to be summarized. Sata – • It is important that we have ability to not get into the details of the contract itself, but could be a forum for looking at what is happening (or not happening). Could look at and report out from each campus about what is or is not happening. • Can we ask for that specific information from the campuses? • The advisory side is broken down in terms of communications, if there isn't a good communication loop, what DFC should focus on is "is or isn't it broken" if yes, then what needs to happen operationally to address it. • There is a big breakdown in communication. Over time getting DGS in the direction where it needs to be, working with colleges, give the colleges' engineers the support that they need to get the jobs done. <p>VC Sate asked the DFC membership to give this a little more time and added that some of improvements the Administration is working on include:</p> <ul style="list-style-type: none"> • Changes to the restructuring team. District-wide infrastructure projects bond qualified, to try to address the bigger issues; • Working with newly hired VC of Finance & Administration, Albert Harrison to address vendor payment challenges. • Hiring a Director of Facilities Operations and Purchasing Director • Working on clearing backlog of unbudgeted requests. Going back

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			<p>to appropriate public contract procedures.</p> <ul style="list-style-type: none"> • Working to getting vendors paid on past due invoices so that we can improve relations and get back on track. • This committed should also address some of the strategic issues. • It was suggested that perhaps when a procedure or policy is developed by DGS based on A/P proposed bringing that to the committee to get feedback on how/if would work for the campuses. • Things stuck in legal – perhaps there is a way to have them review only scope of work, not the full boilerplate contract, to expedite. <p>Stephen thanked the committed for their input and indicated further discussion relating to this subject matter is forthcoming.</p> <p>Period updates are forthcoming, as they arise.</p>
G. Chancellor’s Report			No report.
II. CARRIED-OVER AND NEW ITEMS			
A. Assessment of DFC Goals for 2018-19 School Year – Were the Goals Met?			<p>DFC Goals for 2018-19 School Year, developed in the August 2018, were assessed. Were the goals met?</p> <p><i>Goal 1 – TCO Guidelines Goals Met? Yes, but this is a working document in progress.</i></p> <p>Discussion highlighted points included:</p>

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			<ul style="list-style-type: none"> • Current TCO guidelines was was helpful and clear, some of the estimates might need to be looked up and updated. • TCO has refresh list on computers, supposed to be updated every 2-3 years (is this linked into the budget process?) if not it needs to be built in. • In the appendix there are standards listed, but no way to assess whether we are meeting those. Perhaps annual way of reviewing whether we are following/using TCO. • Add rubrics to review TCO annually. <p><i>Goal 2 – Work through the shared governance process to develop priority lists.</i> Goals Met? Yes.</p> <p>Discussion highlighted points included</p> <ul style="list-style-type: none"> • Improvement or modernizations projects, if package properly, can become bond eligible • This committee would benefit from training on the processes so that we can also educate our campuses. • Look at alternative funding sources. <p><i>Goal 3 – Develop a proposal to recommend a percentage of general fund to be utilized for deferred maintenance projects, district-wide.</i> Goal Met? Yes.</p> <p>Steven provide a brief historical background relating to this recommendation.</p>

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			<p>On November 16, 2018 a budget request was presented to the PBC, recommending that 1% of the total adopted district budget be allocated to address facilities' needs.</p> <p>Recommendations were submitted to finance and discussed with the Chancellor, Chancellor had planned to submit to PBC for discussion, and deliberation. No action reported after this.</p>
<p>B. Bond Update – Next Steps – Question & Answer Session</p> <ul style="list-style-type: none"> • Measure A • Measure G 			<p>VC Sata proved an update relating to bond funds.</p> <ul style="list-style-type: none"> • Series “E” of the Measure A bonds (last of the measure A bonds) to be sold, will be sold with the first of the Measure G bonds • Some Measure A projects will also need Measure G such as the Laney Library and Merritt Child Development Center • Would like to propose a district-wide infrastructure improvement project which would be based on a list as provided by DFC to DGS • Looking to launch one capital improvement goal on each campus. Will work with and turn over to the colleges to determine the highest priority project at each campus. • Any new capital improvement project will come with FF&E, etc. • Process will be updated and new one established, if necessary. <p>Discussion highlighted included:</p> <ul style="list-style-type: none"> • Each campus has had their own list of what the Measure A allocated funds are for their campus. The original list often is missing information on changes that each campus makes.

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			<ul style="list-style-type: none"> • It is important that each campus knows how the decisions have been made and any changes the colleges make to their project priority for allocation. • We should be looking at consolidated budget model – looking at all the available funds to determine what funds could be used/leveraged to address campus needs.
<p>C. Five Year Construction Plan 2020-2025– College Priority Projects</p>			<p>Director Smith reported:</p> <ul style="list-style-type: none"> • She will work with the colleges relating to the details. • The objective is to taking three top projects and do one major project at each college through shared governance process at each campus and have presidents report back to VC Sata. • Laney & Merritt have two state funded projects that have been approved (Library and Child Development) the funding has been approved and they have to be started. • It is important to apply now for funding that will have 2020 start for design and to act when the funding is available. <p>An abridged version of the Facilities Master Plan was distributed.</p> <p>There was a brief discussion on past challenges relating to State funded projects and lessons learned.</p> <p>VC Sata indicated that there will be improvements relating to communications.</p>

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D. Reports from the College Facilities Committees (5 minutes each College) <ul style="list-style-type: none"> • BCC • COA • Laney • Merritt 			Representatives reported on college facilities committee meetings.
III. Adjournment			11:00 am
IV. Next meeting			<i>TBD – August 2019 Summit</i>

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