

DISTRICT FACILITIES COMMITTEE (DFC)

ADOPTED MEETING MINUTES DISTRICT FACILITIES COMMITTEE SPECIAL MEETING – FACILITIES MASTER PLAN

August 15, 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	A Molly Sealund	Classified Representative	Name	
✓ Kelle McMahon	Int. Director of Capital Projects & Facilities	A Shirley Slaughter	Business Director, BCC	✓ Jowell C. Laquerre	Chancellor
✓ Atheria Smith	Director of Facilities Planning & Development	A Stephen Corlett	Co-Chair & Faculty Rep (Laney)	✓ Jason Busby	Asst. Chief Stationary Engineer
✓ Roysl Roberts	Safety Committee Representative	A Rachel Goodwin	Faculty Rep (COA Fac. Cmte.)		
✓ Kirk Schuler	Chief Stationary Engineer	A Sarah Jung	Student Representative		
✓ Amy Marshall	Director of Facilities & Operations (Laney)	✓ Jeff Sanceri	PFT Representative		
A MaryBeth Benvenuti	Business Director (COA)	✓ Kevin Bertelsen	Dir. of Facilities & Operation (Merritt)		
✓ Rosemary Vazquez	Note-taker (District) Non-Voting Member				

1. STATE OF THE DISTRICT REGARDING INFRASTRUCTURE:

Meeting began at 9:40 am.

Chancellor Laguerre spoke briefly regarding the State of the District relating to infrastructure. The purpose of this meeting is to begin discussions and planning for Peralta's Bond initiative ballot (\$800 million) that will go before the voters in November 2018.

The goal is to work in collaboration with the College to make decisions on what projects will move forward, based the Facilities Master Plan passed by the Board on 3/18/18.

There was a brief discussion relating to the challenges of managing In-house Bond Programs in the past, lessons learned and upcoming plans for the new bond. Highlighted discussion points included:

- The needs of the District relating to infrastructure district-wide are severe;
- The next step is to develop an organization/plan, as soon as possible, that is the best interest of the District. This plan would include building a structure that focuses on deliverables,
- There needs to be discussion on what it will look like;
- The Chancellor shared, should the \$800 million bond pass, that the Administration will consider outsourcing services for each of the colleges to assist with construction management and project implementation.
- It is critical to hire companies that specialize in managing bond projects. The advantage is they will have the necessary expertise to assist with project deliverables in a timely manner.
- We need to be honest with taxpayers. They need to see regular progress reports on a continuous basis;
- VC Ikharo provided historical clarification on how an In-house Bond Program support is structured;
- The bond funds will not be used for preventative maintenance, as capital bonds cannot be utilized for routine operational expenses;
- When renovations/modernization projects are completed, there needs to be additional training for the Engineers to maintain new and/or updated control systems installed;

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- In addition, there will be a need to add more personnel , both classified and management, to support the new Bond Program;
- The challenge is to manage reality vs. expectations;
- Students will be able to benefit through internship and other construction leaning experiences;

In conclusion, the Chancellor indicated that there will be more upcoming detailed discussions, through the share governance process, relating to planning, project lists, schedules and timelines in preparation for the new bond.

2. THE ROLL OF THE COLLEGE

VC Ikharo provided information relating to the development of project Steering Committees and best practices when reviewing incoming bid submittals for projects funded by the bond. The project Steering Committee must not be too large otherwise it will not be effective. The committee's composition normally shall include:

- Manager to Chair the Steering Committee
- Bond Program Representation
- Owner's Architect - to assist with bridging documents, if applicable;
- Staff member(s) from DGS/Maintenance & Operations division - to assist with M&O standards;
- College Administrator;
- Project Manager;
- Prime Contractor;
- Student Representation;
- Two-Three (2-3) Faculty members.

Under the direction of the Bond Program Administrator, along with the leadership of the Chair, the project Steering Committee will be responsible for approving major changes to the project's scope, objectives, timelines, costs and other key attributes.

A discussion ensued with the following highlighted points:

- It is important that the College Leadership along with the Chair take ownership to move decisions forward in order to meet project deliverable in a timely manner;
- The completion of items on a timelines is crucial for finality;
- There needs to be a consorted effort to move forward with a projects to meet scheduled deadlines;
- It is very essential to have Engineers at planning meetings. They can provide relevant input during planning sessions with the project Architect/Contractors;
- Outsourcing can be beneficial. Partnerships can provide expertise at a higher level.

The project Steering Committee represents, at an executive level, the critical stakeholder groups (those most impacted by the objectives of the project) in the overall governance of the project

3. THE ROLL OF THE DISTRICT

Director Lynch McMahon provided information relating to timelines. She indicated that she is working with the Colleges to develop project priority lists and define doable schedules. Once the project list is established, then cost estimates can be generated. There is adraft timeline with tentative projections that will be shared once finalized.

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The timeline will include the following information:

- Scheduled meetings with the Colleges to define and finalize timelines;
- Milestones and major deliverables;
- Work breakdown structure;
- Budget and funding source;
- Board of Trustees targeted submittal dates to hire an Architect.

A mini scope of work is forthcoming. The objective is have a five-year outlook of priority projects.

VC Ikharo provided an overview of the Planning and Budget Integrated Model (PBIM). The PBIM is an integrated district-wide planning and resource allocation advisory model comprised of seven primary advisory committees and/or councils:

- Participatory Governance Council (PGC);
- Planning and Budgeting Council (PBC);
- District Academic Affairs and Student Services Committee (DAASSC);
- **District Facilities Committee (DFC);**
- District Technology Committee (DTC);
- District Enrollment Management Committee (DEMC);
- District Technology and Facilities Conference Committee (DTFCC);

The District Facilities Committee (DFC) serves in support of College and District-wide facilities needs through an ongoing review of available resources and planning priorities, and implementation of the District Facilities Master Plan.

The DFC serves to advise the District Service Centers and Colleges on the resolution of overall facility maintenance needs, to include deferred and preventive maintenance, and reviews all plans and make recommendations pertaining to the construction, remodeling, and/or reassignment of existing facilities. Specifically, DFC serves to:

1. Review issues and make recommendations pertaining to Facilities at the District Service Centers and across the four Colleges;
2. Communicate constituent Facility needs for District Service Centers and Colleges;
3. Disseminate District Service Centers and College Facility plans across the four Colleges;
4. Seek collaborative solutions that use Facility resources across the Colleges and District Service Centers; and,
5. Stay current on legislative and regulatory proposals and new funding streams that may impact College and district-wide programs.

All PBIM committees receive recommendations from the Colleges and the District Service Centers and from these various recommendations, make final recommendations to the Chancellor through the Participatory Governance Council.

Meeting adjourned at 10:55 am.