

DISTRICT FACILITIES COMMITTEE (DFC)

ADOPTED MEETING MINUTES
DISTRICT FACILITIES COMMITTEE
 September 7, 9:00 am -11:00 am
 District Boardroom

MEMBERSHIP FYE 2019

PRESENT (√ = Present / "A" = Absent)

Name	Role	Name	Role	GUEST(S)
√ Sadiq Ikharo	Chair, VC of DGS	√ Shirley Slaughter	Business Director, BCC	No Guest
√ Kelle McMahon	Int. Director of Capital Projects & Facilities	A Stephen Corlett	Faculty Rep (Laney)	
√ Atheria Smith	Director of Facilities Planning & Development	√ Rachel Goodwin	Faculty Rep (COA Fac. Cmte.)	
√ Royl Roberts	Safety Committee Representative	A Jeff Sanceri	PFT Representative	
A Kirk Schuler	Chief Stationary Engineer	√ Victoria Menzies	Dir. of Facilities & Admin Svcs (Merritt)	
√ Amy Marshall	Director of Facilities & Operations (Laney)		Classified Representative	
√ MaryBeth Benvenuti	Business Director (COA)		Student Representative	
√ Chanelle Whittaker	Int. VC of Human Resources		SEIU Representative	
√ Rosemary Vazquez	Note-taker (District) Non-Voting Member			

Agenda Item	Committee Goal	Strategic Plan Goal	Outcome
I. STANDING ITEMS			
A. Call to Order			9:00 am Introduction of membership was extended.
B. Adoption of the Agenda			Agenda was approved as amended. Agenda item was added: <ul style="list-style-type: none"> Committee Membership Makeup <i>Motion by Royl Roberts, 2nd by Amy Marshall. Motion passed unanimously.</i>
C. Approval of Minutes (August 15, 2018 Summit)			August 15, 2018 DFC Summit meeting minutes were adopted. <i>Motion by Royl Roberts, 2nd by Atheria Smith. Motion passed by majority.</i> <i>Abstain: MaryBeth Benvenuti & Rachel Goodwin</i>
D. Public Comment			None.
E. Reports from Sub Committee		<i>D. Strengthen Accountability, Innovation & Collaboration.</i>	VC Ikharo asked the committee if they would like to continue to have a subcommittee, for this fiscal, to discuss and develop resolution/recommendations relating to a 1.5% funding allocation (from the total adopted District budget) as additional funding to be utilized for deferred maintenance projects that are not funded.

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			<p>A brief discussion ensued with the following highlighted points:</p> <ul style="list-style-type: none"> • There is a long list of College deferred/scheduled maintenance needs that lack funding; • It would be beneficial for planning if we knew this funding would be available on a regular basis; • There needs to be specific goals of the subcommittee; • The efforts of last year’s subcommittee progress should be elevated; • Moving forward, strategies need to be develop and recommendation/resolution forwarded; • It would be helpful to hear from Director McMahon relating to Capital Project and Facilities planning efforts: • Clarification is needed on the breakdown of how the 1% will be divided, by College, based. What model will it based on? • With the current budget climate, identifying alternative funding sources may be a challenge; • How will this affect the College’s budget? • The upcoming Bond imitative (Measure G) slated for the November ballot will help, but a finalized priority list still needs to be developed. <p>VC Ikharo provided a brief historical background on the Physical Plant and Instructional Support Grant allocated by the State. Funding was very limited for 2018-19 fiscal year.</p> <p>VC Ikharo also asked for volunteers to serve on this committee.</p> <p>By consensus the membership agreed that a subcommittee should continue with the charter to develop a proposal to present to the various PBIM committees for review and deliberation. It was suggested that this</p>

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			<p>subcommittee should also study the scheduled maintenance funding.</p> <p>The following members volunteered:</p> <ul style="list-style-type: none"> • VC Ikharo (DGS) – Will Chair the subcommittee • MaryBeth Benvenuti (COA) • Kelle Lynch McMahon (DGS- Capital Projects & Facilities) • Victoria Menzies (Merritt) • Amy Marshall (Laney) • Shirley Slaughter (BCC) <p>VC Ikharo will arrange the first initial meeting. Suggested date: 9/18/19, 9—10am.</p>
F. Co-Chair Report			None.
G. Chancellor’s Report			None.
II. CARRIED-OVER AND NEW ITEMS			
A. 2018-19 DFC Goals			<p>The adopted goals were reviewed and amended. Revised DFC goals were adopted.</p> <p><u>GOAL 1</u> A. Collaboration the Department of General Services to complete the development and implementation of the District-wide Total Cost of Ownership Guidelines by the end of Fiscal Year 2019.</p> <p><u>GOAL 2</u> A. To work, through the College’s shared governance process, to develop a list of priority life, safety and infrastructure projects in preparation for future funding.</p> <p><u>GOAL 3</u> A. Develop a proposal to recommend a percentage of the General Fund to be utilized for deferred maintenance projects, District-wide.</p>

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			<i>Motion by Shirley Slaughter, 2nd Roysl Roberts. Motion passed unanimously.</i>
B. Elect a Faculty Co-Chair			This item was deferred to the next meeting.
C. Membership Makeup			<p>MaryBeth Benvenuti led a discussion sharing that there seems to be too many Managers on the DFC membership makeup (73%). The committee lacks representation of all the stakeholders in order to be a true shared-governance committee. She also read the DFC committee’s charter as outlined in the PBIM Manual.</p> <p>Discussion highlighted points included:</p> <ul style="list-style-type: none"> • Is this a shared governance working committee or an advisory committee? • There are concerns that this committee may not be following the shared-governance model; • It was proposed to change the membership to include DGS’ Chief Stationary Engineers and/or Assistant Chief Stationary Engineers as voting members. They are more familiar with facilities needs and can provide clarification relating to College deferred maintenance needs; • It was also proposed that only Classified staff who are knowledgeable with facilities should be appointed as voting members of this committee; <p>VC Ikharo provided clarification that the DFC is an advisory committee which includes forwarding DFC’s resolutions and/or recommendation to the other advisory committees and/or councils.</p> <p>VC will communicate with the Local 1021 representative to request a Local 1021 appointments.</p>
D. Planning Process for Master List for 2019-20 Scheduled Maintenance Projects			VC shared that this is the time to coordinate with the Colleges to develop a list of proposed scheduled maintenance projects for Fiscal Year 2019-20.

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			<p>For uniformity, a template will be sent, via email, to all the membership to develop a list, of proposed scheduled maintenance projects, through their College shared governance process. The College list will then be included in a master list. The master list will be presented at the next meeting for review and deliberation.</p> <p>In addition the Physical Plant and Instructional Support Guidelines (July 2018 version) from the State will also be included in the email.</p> <p>DGS will be responsible to obtaining engineering cost estimates of the scope proposed.</p>
<p>E. Facilities Planning - Priority Project List in Preparation for Future Bond Funds</p>			<p>Early planning to develop priority project lists is beneficial for progress.</p> <p>VC Ikharo reiterated that 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.</p> <p>VC Ikharo also reviewed the District's Role and the Colleges' Role as outline in the 8/15/18 DFC Summit minutes relating to future bonds.</p> <p>The Chancellor has 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.</p>
<p>F. Update re: Sustainability Planning, District-wide</p>			<p>VC Ikharo reported that a structure is now in place. Through a collaborative process which included Consultants, the District Masterplan and Sustainability Teams, and PCCD staff have defined a multiphase comprehensive energy and infrastructure improvement project that achieves multiple benefits for the District, including saving</p>

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			<p>money and supporting educational innovation.</p> <p>Details regarding the specifics of the structure model is forthcoming.</p>
G. ENGIE Report Update			<p>VC Ikharo shared that the ENGIE Company will be giving a presentation during the Budget Workshop scheduled for 9/18/18, All are invited to attend.</p> <p>ENGIE develops campus revitalization programs centered on innovative financial structure the addresses infrastructure energy, technology and sustainability needs.</p> <p>ENGIE, as part a consulting team, worked in conjunction with District staff, the District's Masterplan and Sustainability Plan to develop Phase 1 project that will be the initial stage of a comprehensive facility lighting, HVAC, controls and infrastructures improvement program that will significantly upgrade the learning environment of each College and will save the District over \$40-million dollars in utility cost over the life of the program.</p>
H. 30- Days for 2018-19 School Year			<p>VC reported on current 30-day projects.</p> <p>Sonya Perkins (Consultant w/Hattin) is temporarily assisting the District with project implementation until permanent staff is hired;</p> <p><u>2018-19 30-day Projects</u></p> <ul style="list-style-type: none"> • Bids have been solicited <ul style="list-style-type: none"> ○ Deep Cleaning: Bid is complete and will go to Board on 9/24/18: ○ Window Washing: RFP for Laney & Merritt did not receive any submittals and will be rebid; ○ Tree Trimming: RFP for Laney & Merritt did not receive any submittals and will be rebid; ○ BCC: There is a separate RFP for to address BCC needs.

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			<p>The plan is to begin work in October 2018.</p> <p><u>2019-20 30-day Projects</u> Now is the time to develop a list of 30-day projects for Fiscal Year 2019-20.</p> <p>For uniformity, VC Ikharo will also send, via email, a template for the Colleges' to use to develop, through their shared-governance process, a list of proposed 30-day projects for the 2019-20 school year.</p> <p>All College proposed 30-day projects will be included in a master list that will be presented to the committee membership at the next meeting for review and deliberation.</p> <p>The plan is to have a finalized list of 30-day projects ready for presentation to the PBC when discussion relating to budget development begin for the 2019-20.</p>
III. Adjournment			11:15 am
IV. Next meeting			October 5, 2018– 9:00 am – 11:00 am