

# DISTRICT FACILITIES COMMITTEE (DFC)

## ADOPTED MEETING MINUTES

DISTRICT FACILITIES COMMITTEE

November 02, 2018, 9:00 am -11:00 am

District Boardroom

### MEMBERSHIP - FISCAL YEAR 2018/19

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

Name	Role	Name	Role
✓ Sadiq Ikharo	Chair, Vice Chancellor of DGS	A Barbara Godoy	BCC Representative
TBD	Co-Chair & Faculty Rep (Laney Fac. Cmte.)	✓ Rachel Goodwin	Faculty Rep (COA Facilities Cmte.)
A Kelle McMahon	Director of Capital Projects & Facilities	A Curtis Tod	Acting Chief Stationary Engineer (COA)
A Atheria Smith	Director of Facilities Planning & Development	A Jeff Sanceri	PFT Representative
✓ Royl Roberts	Safety Cmte Representative	✓ Shirley Slaughter	Business Director (BCC)
✓ Amy Marshall	Director of Facilities & Operations (Laney)	✓ Jason Busby	Local 39 Rep / Acting Chief Stationary Engineer (Laney)
A MaryBeth Benvenuti	Business Director (COA)	✓ Scott Barringer	Acting Chief Stationary Engineer (BCC)
✓ Victoria Menzies	Int. Director of Facilities & Operations (Merritt)	✓ Tara Marrero	Safety SEIU Representative (Merritt)
✓ Benny Aranda	Acting Chief Stationary Engineer (Merritt)	✓ Rosemary Vazquez	Note-taker (District) <b>NON-VOTING MEMBER</b>
A Stephen Corlett	Laney Faculty Rep (Laney Fac. Cmte.)	TBD	Classified Representative
A Chanelle Whittaker	Human Resources	TBD	Student Representative
No Guests			

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			<i>Motion by Amy Marshall 2<sup>nd</sup> by Rachel Goodwin to accept the agenda as presented. Motion passed unanimously.</i>
C. Approval of Minutes (October 05, 2018)			<i>Motion by Royl Roberts, 2<sup>nd</sup> by Rachel Goodwin to adopt the minutes, as amended. Motion passed unanimously.</i>
D. Public Comment			No public comments.
E. Reports from Sub Committee			No report.
F. Co-Chair Report			No report.
G. Chancellor's Report			No report.
<b>II. CARRIED-OVER AND NEW ITEMS</b>			
A. Elect a Faculty Co-Chair			VC Ikharo reported on the status of obtaining the names of 2 more faculty representatives.  VC Ikharo will communicate with the District Academic Senate President to

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			formally request appointments for faculty representatives from BCC and Merritt. In addition, VC Ikhara indicated that he will also send communication to the Chancellor of additions to the DFC membership.
B. Planning Session for 2019-20 Scheduled Maintenance Proposed Projects Cost Estimates			<p>VC Ikhara reported on the master list of proposed scheduled maintenance projects for the 2019-20 school year.</p> <ul style="list-style-type: none"> <li>• Merritt’s items will be added to the master list;</li> <li>• DGS will review projects and obtain engineering cost estimates;</li> <li>• Some items may be remove if they do not meet the criteria for scheduled maintenance project, are considered capital projects or can be done in-house;</li> <li>• Draft Master List will be presented to the membership for review and deliberation at the December 2019 meeting;</li> <li>• The goal is to present the finalized list of proposed projects to the PBC at their January 2019 meeting as part of DFC request for funding for the 2019-20 fiscal year.</li> </ul>
C. Budget Requests for Additional Funds Presented to PBC on 11/16/18			<p>VC Ikhara summarized the budget request for additional funds for FYE 2018-19. The funds will be utilized to address districtwide project needs, especially outstanding security and safety issues. The budget request was submitted to Finance and discussed with the Chancellor. VC Ikhara also indicated that the Chancellor plans to submit a recommendation to the PBC for review and deliberation.</p> <p>A discussion ensued relating to elevators, districtwide with the following highlighted points:</p> <ul style="list-style-type: none"> <li>• Some Laney elevators are inoperable, others are in critical need of repairs;</li> <li>• Merritt, Building R freight elevator is inoperable;</li> </ul>

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			<ul style="list-style-type: none"> <li>• Merritt, Building S elevator needs to be repaired;</li> <li>• COA, Building D elevators have been out for a about a month;</li> <li>• Some elevators at BCC also are inoperable;</li> <li>• There are concerns because systematically the elevators are in need of repairs, districtwide;</li> <li>• Are health and safety items being neglected?</li> </ul> <p>VC indicated that he will meet with Director McMahon and the Chancellor, in a separate meeting, to discuss increasing funding to address immediate elevator issues, Districtwide.</p> <p>In the meantime, VC Ikharo is also in communications with KONE for a doable solution until the RFP for Elevator Services is complete.</p> <p>Otis Elevator will address Merritt Building S elevators, once the contract is executed.</p> <p>In addition, Director McMahon has worked with the colleges to develop a more compressive list of health and safety issues that require funding, totaling about 2.5 million.</p>
<p>D. Next Step – Regarding November 6, 2018 PCCD Bond Initiatives</p>			<p>VC Ikharo indicated that he is confident the Measure E &amp; G Bond initiatives, slated for the November 6, 2018 midterm elections, will pass.</p> <p>A portion of the \$800 million will be slated to address health &amp; safety projects, districtwide.</p>
<p>E. Progress Report – Emergency Preparedness &amp; Public Safety</p>			<p>Director Roberts report on the Trustees’ Work Groups.</p> <p>The 3 working groups met over a four month period and developed recommendations for the Board’s consideration and Chancellor follow up.</p>

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			<p>the Campus Safety Group high-level recommendations, as it relates to safety, include:</p> <ol style="list-style-type: none"> <li>1. Communications</li> <li>2. Safety and Emergency Preparedness Funding Exploration</li> <li>3. Emergency Operating Plan /Mobile Command Center</li> </ol> <p>Next priority recommendations include:</p> <ul style="list-style-type: none"> <li>• Training:</li> <li>• Safety</li> <li>• ADA Consideration</li> </ul> <p>One of the recommendations relating to funding exploration included setting up annual needs contracts to be in place for life-safety items. Director Roberts asked the Acting Chief Stationary Engineers to forward any items that may fit into this category.</p> <p>A presentation will be presented to the Board at their 11/13/18 Board meeting</p> <p>A brief discussion ensued relating to a lack of sufficient funding to meet the campus facilities needs with the following highlighted points:</p> <ul style="list-style-type: none"> <li>• There seems to be two separated issues; operational cost vs. emergency funds;</li> <li>• There needs to be a plan to set aside more funding to address preventative maintenance to avoids the numerous emergency projects;</li> <li>• There needs to be more discussions relating to funding preventative maintenance programs;</li> <li>• It was suggested that the colleges can assist by either funding or partially funding ongoing preventative maintenance projects and/or other urgent college facilities needs;</li> <li>• What about using Facilities Rental revenues (Fund 10) to augment budget</li> </ul>

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			<p>needs for preventative maintenance programs and/or other urgent college facilities needs?</p> <ul style="list-style-type: none"> <li>• What are the revenues vs. expenditures for the facilities rental fund, districtwide?</li> </ul> <p>In conclusion, it is the consensus of the committee to invite Administrators from Finance to provide information and have a discussion relating to Fund 10.</p> <p>VC will communicate with Finance on a mutual date.</p>
<p>F. Reports from the College Facilities Committees (5 minutes each College)</p> <ul style="list-style-type: none"> <li>• BCC</li> <li>• COA</li> <li>• Laney</li> <li>• Merritt</li> </ul>			<p>College Facilities Committee reps reported on items discussed at their last meeting.</p> <p><b><u>Berkeley City College</u></b></p> <ul style="list-style-type: none"> <li>• Gender Neutral matters</li> <li>• Elevator repairs</li> </ul> <p><b><u>College of Alameda</u></b> (Facilities &amp; Tech )</p> <ul style="list-style-type: none"> <li>• Technology needs</li> <li>• Elevators repairs</li> <li>• Upgrades</li> </ul> <p><b><u>Merritt College</u></b> No report. Committee has not met.</p> <p><b><u>Laney College</u></b></p> <ul style="list-style-type: none"> <li>• Generator issues;</li> <li>• Evacuation drill went well:</li> <li>• Pool project is almost done.</li> </ul> <p><i>(A copy of Laney’s FPC 10/15/18 meeting minutes was provided and attached to the minutes)</i></p>
<b>III. Adjournment</b>			11:05 am
<b>IV. Next meeting</b>			<i>December 07, 2018 – 9:00 am – 11:00 am</i>

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## Laney Facilities Planning Committee Meeting

### MINUTES (draft)

October 15, 2018

3:00-5:00 pm, Tower 850

Membership – Laney Facilities Planning Committee (FPC) - 2018-2019			
Name	Role	Name	Role
Stephen Corlett	Co-chair (Science Faculty)	Larry Chang	Classified (BEST center)
Amy Marshall	Co-chair (Business)	Seth Silberman	Classified (Science)
Gary Albury	Director, Student Activities (Admin)	Alejandro Acosta	Classified (Theater)
Chuen-Rong Chan	Dean of Liberal Arts (Admin)	vacant	Faculty (Arts)
Seth Silberman	Note-taker	Evelyn Lord	Faculty (Library)
			x vacant

Absent: Evelyn Lord, Jacob Miles  
Quorum = 50%+1 = 6 votes

GUESTS: Tammeil Gilkerson

AGENDA ITEM	DISCUSSION POINTS	NOTES
Approvals	1. Approve current agenda and minutes from 10/1/18	Agenda: CC, LC second. Approved. Minutes: LC, AA second, approved.
Sub-committees	2. Progress on sub-committees - motorized scooters, review task list sign-ups	Discussion of "Draft of Electric (or motorized) scooter policy" AC background for policy draft. Precedent set from policy from CSULB.
Updates	3. Comments on Facilities updates, Safe Parking, Mural Project	Review of committee goals/sub-committee tasks sign-ups PIO releasing facilities updates- also maintaining project updates document for FPC website. Need electric car charging policy sub-committee Evacuation routes/signage need updating. Safe parking follow up being done through the office of the president. Waiting feedback from college council and office of the president.
APU/Program Review	4. Rubric on assessment of APU/Program Review requests	Overview of APU facility request forms and discussion of assessment rubric. Program review process needs to be reassessed and new rubric drafted to assess facilities program review requests.
Locker Room update	5. Locker Room, Title IV/OCR project update - Tammeil Gilkerson	Office of civil rights requested parity with men's and women's facilities. Current budget projected at \$8.85

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		million. Scope needed to be adjusted to stay close to proposed budget.
Library/LRC update	6. Working Group for LRC - Tammell Gilkerson	State is going to fund LRC. Requirements need to be met in December/February. Need to assess and move forward plans and pick and select an architect. Noll Tam architects needs to meet with user groups. Going forward a project committee will be formed to help keep project going.
Meeting Adjourned	7. <b>Next meeting on Monday, 10/15/18</b>	5:08 PM meeting adjourned