

DISTRICT FACILITIES COMMITTEE (DFC)

ADOPTED MEETING MINUTES

DISTRICT FACILITIES COMMITTEE

February 1, 2019, 9:00 am -11:00 am

District Boardroom

MEMBERSHIP - FISCAL YEAR 2018/19

PRESENT (✓ = Present / "A" = Absent)

Name	Role	Name	Role	GUEST(S)	
✓ Sadiq Ikharo	Chair, Vice Chancellor of DGS	A Barbara Godoy	BCC Representative	Name	
TBD	Co-Chair & Faculty Rep	✓ Rachel Goodwin	Faculty Rep (COA Facilities Cmte.)	✓ Alejandro Acosta, Classified Senate (Laney)	
✓ Kelle McMahon	Director of Capital Projects & Facilities	✓ Curtis Tod	Acting Chief Stationary Engineer (COA)		
A Atheria Smith	Director of Facilities Planning & Development	A Jeff Sanceri	PFT Representative		
A Royl Roberts	Safety Cmte Representative	A Shirley Slaughter	Business Director (BCC)		
A Amy Marshall	Director of Facilities & Operations (Laney)	A Jason Busby	Local 39 Rep / Acting Chief Stationary Engineer (Laney)		
✓ MaryBeth Benvenuti	Business Director (COA)	✓ Scott Barringer	Acting Chief Stationary Engineer (BCC)		
✓ Victoria Menzies	Int. Director of Facilities & Operations (Merritt)	A Tara Marrero	Safety SEIU Representative (Merritt)		
✓ Benny Aranda	Acting Chief Stationary Engineer (Merritt)	✓ Rosemary Vazquez	Note-taker (District) NON-VOTING MEMBER		
A Stephen Corlett	Laney Faculty Rep (Laney Fac. Cmte.)	TBD	Classified Representative		
A Chanelle Whittaker	Human Resources	TBD	Student Representative		

Agenda Item	Committee Goal	Strategic Plan Goal	Outcome
I. STANDING ITEMS			
A. Call to Order			9:14 am No quorum was present
B. Adoption of the Agenda			A quorum was not present – No Action was taken. However, minor corrections were noted.
C. Approval of Minutes (December 7, 2018) (November 3, 2018)			A quorum was not present – No Action was taken. The 11/3/18 and 12/7/18 DFC meeting minutes were deferred to the next for action.
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
II. CARRIED-OVER AND NEW ITEMS			
A. Update Elect a Faculty Co-Chair and Communications with Academic Senate			VC Ikharo reported that he has sent communications to Academic President Moore for appointments. To date no response. VC Ikharo will follow-up.

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President, Donald Moore, for 2 additional faculty representatives for BCC & Merritt			
B. Planning Session for 2019-20 Scheduled Maintenance Proposed Projects Cost Estimates			<p>VC Ikharo summarized the updated list of Proposed Scheduled Maintenance project for fiscal year 2019-20, which included engineering cost estimates. Total costs, districtwide is \$4,152,500, broken down as follows:</p> <p>BCC = \$717,250 COA = \$438,750 LANEY = \$1,130,000 MERRITT = \$1,256,500 DISTRICT OFFICE = \$610,000</p> <p>It was suggested that we also work on updating the Laney Infrastructure List (Fix-it List) to add additional items; Some cost estimates seem too low for the scope;</p> <p>This item will be deferred for further discussion and deliberation at a future meeting.</p> <p>VC Ikharo gave an update on the following projects in progress:</p> <ul style="list-style-type: none"> • BCC Door Repairs • BCC Freight Elevator <p>Engineer Benny reported that the ADA lift elevator at Merritt has been repairs and is currently operable.</p> <p>Director Marshall, shared that the State elevator inspector has shut down the Theater elevator due to non-compliance.</p>
C. Update Relating to Roofing Issues, Project Coordination and Request for Additional Funding			<p>VC Ikharo summarized the roofing replacement report for Merritt, Laney and COA, prepared by Rich Egan from TREMCO which included estimated budget replacement costs.</p>

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			<p>BCC has some roofing repair issues only. VC Ikharo will work with Finance to identify a fund source. In the meantime, he will work with each of the Colleges to prioritize this list.</p> <p>The report will be updated with more details and re-sent to the DFC membership.</p>
D. Review of DFC Goals and Action Plan to Meet Goals			Adopted DFC Goals were revisited.
<p>E. Reports from the College Facilities Committees (5 minutes each College)</p> <ul style="list-style-type: none"> • BCC • COA • Laney • Merritt 			<p>College Facilities Committee Discussions included:</p> <p><u>BERKELEY CITY COLLEGE</u> Committee has not currently met, no report.</p> <p><u>COLLEGE OF ALAMEDA (COA)</u> Committee has not currently met, no report.</p> <p><u>MERRITT COLLEGE</u></p> <ul style="list-style-type: none"> • Director Menzie reported on the two sewage emergency projects that recently occurred at Merritt; • ID badge systems is not working properly. Who is the company to call for repairs? • Faculty have reported that they are having issues with the keyless systems and access to the smart classrooms. • VC Ikharo indicated that Capture Technology can be called for assistance relating to repairs of software and/or equipment. <p>VC Ikharo will investigate the problem for a doable solution.</p> <p><u>LANEY COLLEGE</u></p> <ul style="list-style-type: none"> • Laney shared minutes from their 12/10/18 Facilities Planning Committee meeting.

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			VC Ikharo shared that a Sustainability presentation is slated to go to Board in March 2019. A copy of the presentation is forthcoming.
III. Adjournment			10:57 am
IV. Next meeting			<i>Friday, March 1, 2019 9:00 am – 11:00 am (District Boardroom)</i>