



**DRAFT MEETING MINUTES**  
**Peralta Community College District**  
**PBIM DISTRICT FACILITIES COMMITTEE**  
**October 04, 2019, 9:00 am to 11:00 am**  
**District Boardroom**

**Chair: Dr. Leigh T. Sata, Int. Vice Chancellor for General Services**  
**Co-Chair: Stephen Corlett, Laney Faculty Representative**

**DFC MEMBERSHIP - FISCAL YEAR 2019/20**

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

Name	Role
✓ Dr. Leigh T. 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
✓ Amy Marshall	Director of Facilities & Operations (Laney)
✓ Chungwai Chum	Business Director (COA)
✓ Victoria Menzies	Int. Director of Facilities & Operations (Merritt)
✓ Benny Aranda	Asst. Chief Stationary Engineer (Merritt)
A Richard Thoele	SEIU 1021 Chapter President
A Toufiq Hossain	Student Representative

Name	Role	QUEST(S)
A Alejandro Acosta	PCS Appointee	Name
✓ Rachel Goodwin	Faculty Rep (COA Facilities Cmte.)	✓ Mark Johnson, Marketing PIO
✓ Brook Drazon	PFT Representative (Merritt)	
A Shirley Slaughter	Business Director (BCC)	
A Tara Marrero	Safety SEIU Representative (Merritt)	
✓ Fernando Hossain	Student Government Representative	
✓ Fernando Hossain	Student Government Representative	
A Jeff Saneri	PFT Representative	
✓ Rosemary Vazquez	Note-taker (District) <b>NON-VOTING MEMBER</b>	

Agenda Item	Committee Goal	Strategic Plan Goal	Outcome	Action Items	Follow Up on Action Items
I. Standing Items					
Call to Order Adoption of the Agenda			9:13 am The agenda was adopted as presented.	A Quorum was reconized. <i>Motion by Stephen Corlett, 2<sup>nd</sup> by Victoria Menzies. Motion passed.</i>	Approved Agenda will be posted on PBIM webpage and TEAMWORKS.
Approval of Minutes for Last Meeting Date			9/13/19 DFC meeting minutes adopted, as amended. Spelling typos only. . .	<i>Motion by Stephen Corlett, 2<sup>nd</sup> by Victoria Menzies. Motion passed.</i>	Adopted minutes will be posted on PBIM webpage and TEAMWORKS
Public Comment			Mark Johnson, Interim Director of Public Information, shared the following updates regarding the Measure A & G Bond Oversight Committee recruitments efforts for new applicants: <ul style="list-style-type: none"><li>• At the 9/24/19 Board meeting recommended applicants were approved;</li><li>• Board requested that the recruitment continue to accept applications until all openings as filled.</li></ul>		

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Reports from Sub Committee (2 minutes each)			No Report.		
<b>II. Carried-Over and New Items</b>					
A. Committee Membership			<p>Stephen led a discussion on the membership composition.</p> <p>Discussion highlights:</p> <ul style="list-style-type: none"> <li>• There should be at least one faculty representative from each of the colleges;</li> <li>• Brock Drazen (Merritt) has agreed to represent Merritt faculty;</li> <li>• It was suggested that in lieu of having 4 engineers on this committee, perhaps having one engineer instead. DGS is so short-handed. The Engineers are better utilized at the Colleges. Or, maybe have the Manager that oversees the Engineers become a member.</li> <li>• Clarification is needed relating to the process to officially change our membership? Stephen Corlett will investigate.</li> </ul>	<p><i>Motion by Amy Marshall, 2<sup>nd</sup> by Rachel Goodwinto. To increase faculty participation to have at least 1 representation from each of the Colleges. Motion Passed.</i></p>	<p>The membership will continue to review the committee composition and roles and make recommended changes to the PCG, as they arise.</p>

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			<ul style="list-style-type: none"> <li>• It was suggested that we clarify and define the roles and take the recommendation to the next PGC.</li> <li>• HR representative should be removed;</li> <li>• Is it necessary to have PFT President as a rep on the committee? There are several faculty reps already. We should look to make sure there isn't something in the bylaws that differs.</li> <li>• There was a brief discussion regarding APPA standards as it relates to the engineering staff.</li> </ul> <p>VC Sata shared that the goal is to strive for APPA Standard Level III which would require having a staff of 32 engineers (currently there are 12).</p> <p>There are currently budget challenges. The DGS hourly staff are just temporary and can only work 184 day, per fiscal year.</p>		

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			<p>VC Sata also reminded the membership that the purpose of this committee is to talk strategies (i.e. how to spend bond dollars, prioritize, etc.) getting into specific details of each campus is not really the purpose of this committee.</p> <p>Bond funding can be used for modernize and improve infrastructure projects, which in the longrun will show overall improvements.</p> <p>There was a brief discussion of what is bond eligible vs. not bond eligible with VC Sata providing examples.</p>		
B. Measure G Bond Spending Plan			<p>VC Sata summarized the spending plan as discussed at the 9/13/19 DFC meeting. There is still room for discussion to redistribute funds.</p> <p>The plan needs to be approved by the Board, however, it will be revised periodically due to changes in circumstances (ie. price variations, etc.).</p>		

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			<p>DGS will continue to submit proposal and compete for state funds to best leverage and stretch funds. Smaller pots of funding will help to stretch the bond fund. Prioritization and order of projects may change based on funding that becomes available.</p> <p>There was a brief discussion relating to Facilities Master Plans.</p> <p>Discussion highlights:</p> <ul style="list-style-type: none"> <li>• The colleges should be able to re-direct those funds to other projects if the project is no longer applicable. For example Build D (Merritt) was listed but the project is no longer valid.</li> <li>• Cost estimates need to be updated. Steinberg's initial estimates are rough and over 2 years old.</li> <li>• There should be an understanding that we can go back to the board with revisions.</li> </ul>		

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C. Measure G Follow-up College Discussion			<p>VC Sata explained that escalation were built into the estimates, but it is also important to get started on the project ASAP because costs will continue to increase.</p> <p>Director Smith shared that the facilities master planning is always a developing document based on educational priorities. Changes may occur and this would necessitate updates to Facilities Master Plan. The District is committed to refreshing the plans regularly.</p> <p>Stephen Corlett shared that Facilities Master Plans are posted on the Laney webpage and provided the link:  <a href="https://laney.edu/facilitiesplanningcommittee/facilities-master-plans/">https://laney.edu/facilitiesplanningcommittee/facilities-master-plans/</a></p> <p>Discussion highlights;</p> <ul style="list-style-type: none"> <li>• Campuses must have a voice in how to spend the bond money allocated to their campus.</li> <li>• More language is needed regarding infrastructure; is</li> </ul>		

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			<p>there information on how to package the projects to ensure that projects fit within the bond?</p> <ul style="list-style-type: none"> <li>• It is important to discuss spending strategies and collective decisions to leverage and stretch funds allocated.</li> </ul> <p>The concense is that the percentages presented are adequate with caveats; that the Colleges will still have come flexibility regarding how funds are spent.</p> <p>Furthermore, information is requested regarding Measure A fund allocations and expenditures. What are the balances? Especially since the estimates are about 3 years old. Escalation continues and there are concerned about the numbers.</p> <p>There was a brief discussion of what is bond eligible vs. not bond eligible</p> <p>Bond funding can be used for modernize and improve infrastructure projects, which in</p>		



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			<p>the longrun will show overall improvements.</p> <p>It was suggested that a proposal be drafted for the PGC regarding the proposed distribution of Measure G funds.</p> <p>The consense of this committee is to endorse the overall Measure G spending plan, as presented, with the understanding that further discussion will be held on a College level regarding final distribution.</p> <p>In addition, the Colleges must still have a say in final priority projects on their lists.</p> <p>Furthermore, distributions could be revised as early as the 6 month mark.</p> <p>It was suggested that there be additional language added to the proposed Measure G spending plan (maybe at the bottom of the spreadsheet) noting the College's endorsement and coditions.</p>		
D. Accreditation Roles of DGS & DGC			Director Smith reported that in preparation for the College's		

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			<p>Self Study, she is tasked with representing DGS on the accreditation committee to assist with ACCJCC's recommendation III Standards as it relates to physical resources. DGS's role is to develop a report that is not campus specific. However, the money is coming from the District so there is a District piece, then once allocated to the campus will focus on the individual campuses allocation process.</p> <ul style="list-style-type: none"> <li>• Director Smith indicated that she will be reaching out to each of the campuses to make sure that they have a voice. A first draft with bullets has been created and a copy will be forwarded to the College leadership for feedback through their shared-governance process.</li> <li>• The timeline to submit the first draft to the ACCJC is</li> </ul>		

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			<p>by the end of the calendar year (Dec. 31, 2019)</p> <p>A clear timeline to abide by the ACCJC schedule will be provided at the next DFC meeting.</p> <p>VC Sata reported on the RFP for Program Management &amp; Selection Committee</p> <ul style="list-style-type: none"> <li>• RFP is out, pre-submittal meeting, submissions are due October 22, 2019.</li> <li>• Pre-submittal meeting was conducted last week; approximately 40 people from 10+ companies/firms were present. We're likely to get some solid responses.</li> <li>• There is a two week period before interviews.</li> <li>• The goal is to take recommendations for approval to the Board at their first meeting in December 2019 and begin staffing procedures in January 2020.</li> <li>• Suggestion Screening Committee composition: 3</li> </ul>		

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			<p>Faculty, 3 Classified, 2-3 Administrator and 1-3 students.</p> <ul style="list-style-type: none"> <li>• Committee to review the documents received and then interviews the top 3 firms.</li> <li>• Interviews will be approximately. 1 hour per team. and time to discuss</li> <li>• District's role is to do a technical review to make sure that the team can do the job.</li> <li>• Goal of the committee is to make sure that the team selected meets the needs of the district culture.</li> </ul> <p>VC Satal also reported on Space Inventory as followup to last month's presentation; relating to current space inventory needs.</p> <ul style="list-style-type: none"> <li>• Once overall planis approved, the District will bring in a specialist to do a space inventory Districtwide; follow up to last month's presentation; need clear and current space inventory.</li> </ul>		

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III. Adjournment			10:40 am		
IV. Next meeting			December 4, 2019, 9am-11am		

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