



## District Facilities Committee (DFC)

Meeting Minutes - DRAFT

Friday, September 10, 2021

9am – 11am

Video of zoom meeting is available here:

[https://cccconfer.zoom.us/rec/share/5TL-dYHN0-yLiD59TwYpY8TMBz\\_Cbe2MQJQCo0QkMGA9j7-2feGvGx7GtE0ddzJk.VgkFnoovzKsBsbWI?startTime=1631289370000](https://cccconfer.zoom.us/rec/share/5TL-dYHN0-yLiD59TwYpY8TMBz_Cbe2MQJQCo0QkMGA9j7-2feGvGx7GtE0ddzJk.VgkFnoovzKsBsbWI?startTime=1631289370000)

<b>Membership – District Facilities Committee (DFC) Fiscal Year 2021-22</b>			
<b>Name</b>	<b>Role</b>	<b>Name</b>	<b>Role</b>
Atheria Smith	Chair, Interim Vice Chancellor	Benny Aranda	Local 39 Representative Asst. Chief Engineer
Rachel Goodwin	Co-Chair & Faculty Representative <b>COA</b>	Maria Spencer	PCS Representative
Sean Brooks	Vice President of Administrative Services <b>BCC</b>	Alejandro Acosta	PCS Representative
Vacant	Director of Business Services <b>COA</b>	Jeff Sanceri	PFT Representative
Garth Kwiecien	Vice President of Administrative Services <b>Merritt</b>	Vacant	Health & Safety Committee Representative
Amy Marshall	Director of Facilities & Operations <b>Laney</b>	Tara Marrero	Safety SEIU Representative
Vacant	Faculty Representative <b>BCC</b>	Richard Thoele	SEIU 1021 Chapter President
Mary Catherine Bassett	Faculty Representative <b>Laney</b>	Vacant	Student Representative
Brock Drazen	Faculty Representative <b>Merritt</b>	Mark Johnson	Note Taker <b>District, Non-Voting Member</b>
		Annie Javier	

Attendees: Alejandro Acosta, Benny Aranda, Mary Catherine Bassett, Sean Brooks, Brock Drazen, Rachel Goodwin, Amy Marshall, Atheria Smith, Amy Marshall, Jeff Sanceri, Maria Spencer, Richard Thoele

Guest(s): Carrie Burdick, Kawanna Rollins, Sabeen Sandhu, Andrea Stokes, Jamille Teer, Reeshemah Thornton

COA – College of Alameda, BCC – Berkeley City College, PCS – Peralta Classified Senate, PFT – Peralta Federation of Teachers



**Agenda Items:**

1. Call to Order
2. Membership Confirmation
3. Review 2020-21 Committee Goals Evaluation
4. 2021-22 Committee Goals
5. Meeting Schedule
6. Next Meeting Agenda Recommendations
7. Adjournment

Agenda Items	Discussion
Meeting Called to Order and Introductions (Chair Atheria Smith)	9:00 am
Membership Confirmation (Co-Chair Rachel Goodwin)	<p>Vacant positions with <b>action items:</b></p> <ul style="list-style-type: none"> <li>• Director of Business COA – IVC Atheria Smith to request an interim appointment.</li> <li>• Faculty Representative BCC – Need VP Sean Brooks to recruit.</li> <li>• Local 39 Representative Benny Aranda will be replaced with Javier Lopez.</li> <li>• PCS Representative Alejandro Acosta – No longer PCS, replacement TBD.</li> <li>• Safety Committee Representative – New Director of Public Safety will fill this role.</li> <li>• Student Representative – IVC Smith to reach out to campus Presidents.</li> </ul>
Review 2020-21 Committee Goals Evaluation (Co-Chair Rachel Goodwin)	<p>Evaluation Results: 6 responded to evaluation</p> <p><b>Goal #1</b> – Understand the process for inputting the 5-Year Construction Plan (5YCP), five-year Capital Outlay Updates for each College.</p> <p><b><u>Comments:</u></b></p>



- This may have been met more because of the effort of the district to be more involved in the campus facility committee meetings and actually picking it up at district meetings.
- Committee did not meet changes in leadership at DGS, no literature materials were distributed, partly met, inadequate number of meetings, inconsistent meeting schedule and lack of communication.
- I feel I gained an understanding of the process through AECOM multiple presentations at DFC and at Campus Facilities Committee meetings. I do not feel the District Facilities Committee as a whole, met sufficiently to gain understanding of the body. DFC only held three official meetings in 2021 kickoff in September, April and May.
- Inconsistent and poor communication, a seeming lack of interest and participation by the highest level administrator and even when meetings were held at their officially scheduled time per PBIM calendar, there was no adherence to provide agenda's, meeting announcements, etc. Impossible to gain the goal number one aim of understanding, give these factors.
- Only had three meetings all year, so there wasn't much time to learn about it or understand it.
- Lack of quorum to hold meetings with lack of district representation.
- Need to establish regular practice of scheduling being present for our district meeting perhaps calendaring the whole year in advance at the first meeting of the year.
- Information on five year plans and capital outlay updates should be included in onboarding literature for committee members that need to be developed and implemented. This education process should not take up committee meeting time.
- Consistency communication and increased classified participation.
- Meetings need to take place per the PBIM Shared Governance Calendar. Communication must be improved including document sharing information about calendar meetings.
- AECOM provided good presentation and opportunities, but without membership present we could make no movement.
- Have more than three meetings per year. When a Shared Governance Committee doesn't meet to make decisions and recommendations they become a meeting space for administration to talk about things they want to do, plan to do without faculty classified input which can probably be more efficiently done as an announcement through email undermines the participatory governance process. Have adequate representation so all colleges receive timely and detailed information.

**Goal #2** – Continue to implement Total Cost of Ownership (TCO) Guidelines:



- 2016 TCO Guideline review of past DFC comments from Workshop Meetings.
- Update process for the 2016 TCO Guidelines.
- TCO Templates project template for major capital projects.

**Comments:**

- Yes, we did meet that goal. This is a slippery one I'm not 100% sure I understand it, but I know it's been on the table for discussion for a number of years more education and familiarity with the buzzwords will help as we set our regular meeting schedule.
- It's not clear how DFC implemented any policy partly met there were inadequate number of inconsistent meeting schedule and lack of communication. I believe AECOM worked on implementation, but DFC see to have no role in the implementation process again with almost no official meetings. How can the committee accomplish anything!
- Mainly we only had three meetings all year so there wasn't much time to learn or understand about it.
- We can start with using layman's terms and build up to using complex languages and formulas to TCO.
- Clarity on the committee's role and DGS decision making needs to be clarified to enable committee members to influence implementation of any policy within the District.
- Consistent consistency communication and increase classified participation.
- Begin the first meeting with a full explanation of TCO guidelines, current status and history. All necessary documents for review. Be sure the Group understands our role as a committee in the implementation of TCO. This was not defined this year.
- Meet at scheduled times.
- Is implementation a committee role or is the committee role to review and make recommendations?
- Have more than three meetings per year when a shared governance committee doesn't meet to make decisions and recommendations. They become a meeting space for administration to talk about things they want to do, plan to do without faculty classified input which can probably be more efficiently done as an announcement through email and undermines the participatory governance process.

**Goal #3 – Maintain Shared Governance and Communications:**

- Bond Spending Plan



- Facilities Master Plan Updates
- Design Standards
- Sustainability Plan Update
- ADA (Americans with Disabilities Act) Transition Plans
- CBOC (Citizens Bond Oversight Committee) Annual Report

**Comments:**

- What factors impeded progress on DFC 2021?
- Didn't have enough meetings to really get to the heart of this material. We need full array of representation at our meetings so we can hear the thoughts and concerns of all stakeholders.
- Committee did not meet regularly enough to cover these topics.
- Partly met. There were inadequate number of meetings. Inconsistent meeting schedule and lack of communications.
- The committee did not meet while presentation were available and made without consistent communication and never participation.
- The committee could not meet this goal. AECOM made valiant efforts to provide communication, but there didn't seem to be much clearer concerned by the PCCD Administration for the shared governance process.
- There was no shared governance this year just administrators and contractors making announcements.
- We need all stakeholders present at meetings to share information and close the loop from District to campus, campus to District and campus to campus.
- Committee must meet more regularly, work must be outlined and scheduled; some kind of master calendar. Committee materials must be provided ahead of time or ahead of meetings via Board Docs are comparable and increased classified participation.
- Meeting regularly at the PBIM calendar scheduled times and communicated in advance with reminders in a timely manner.
- Members at all levels should commit to attending every meeting to the extent possible.

**Goal #4** – Recommend that bond funds provide 1.5% of bond value to be used for upgrades and improvements

- Scheduled maintenance prioritization of projects
- Measure G 1.5% contribution for infrastructure projects



- DGS staffing plan for maintenance

**Comments:**

- AECOM has moved forward with addressing the context of this goal but was not based on committees work this year as we hardly met.
- Only three meetings all year.
- Having a systemic approach where there are clear communications between campuses and the district with timelines will be helpful in establishing good habits.
- DFC meeting structure and culture must be reformed to focus on recommendations and/or resolutions to PGC VC of DGS or other governing bodies or Administrators.
- Consistency, communications and increased classified participation.
- We need to be present and have full representation.
- If the purpose of participatory governance is to ensure that faculty and staff have a stake in the decision making process, I suggest we have administrative leadership that at the very least, pretend to respect participatory governance itself.

**Last Question**

Other thoughts you would like to share with committee membership?

- I appreciate everyone's effort this year.
- District leadership should prioritize communication and designating staff to fulfill the administrative committee roles.
- Official note taker sending calendars, sending agendas and minutes in a timely manner.
- Updating the committee information on the district website. Consider utilizing Board Docs as a repository for committee documents and work so that is available to all members and the community at large.
- Adhere to PBIM Calendar.
- Improve communication.
- Determine if the current membership meets the true needs of the campuses, DAC (District Administrative Center) and committee.
- Review and understand the committee charge, expectations and roles.
- I'm hoping to meet more regularly during the school year.
- Hope that the administration respects the committee as an important aspect of facilities planning for Peralta Community Colleges.



<p>2021-22 Committee Goals (Chair Atheria Smith)</p>	<p>Define Charge of DFC Committee</p> <p>Goal #1 - Understand the process for inputting the five year construction plans five year capital outlay updates for each college.</p> <p>Goal #2 - From 2021, continue to implement TCO guidelines</p> <ul style="list-style-type: none"> <li>○ 2016 TCO guidelines review of past DFC comments from workshop meetings</li> <li>○ Update process for the 2016 TCO guidelines</li> <li>○ TCO Project template for major capital projects</li> </ul> <p>Goal #3 – Maintain shared governance and communication</p> <ul style="list-style-type: none"> <li>○ Bond Spending Plan</li> <li>○ Facilities Master Plan Updates</li> <li>○ Design Standards for Sustainability Plans Updates</li> <li>○ ADA Transition Plan</li> <li>○ CBOC Annual Report</li> </ul> <p>Goal #4 – Recommend that bond funds provide 1.5% of bond value to be used for upgrades and improvements</p> <ul style="list-style-type: none"> <li>● Scheduled maintenance prioritization of projects</li> <li>● Measure G 1.5% contribution for infrastructure projects</li> <li>● DGS staffing plan for maintenance</li> </ul> <p>Action Item:</p> <ol style="list-style-type: none"> <li>1. Improve communication between committees and participation. Review meeting minutes in next meeting to confirm reporting out and participation.</li> <li>2. Depository for DFC Agenda and Minutes in Board Docs.</li> </ol>
<p>Meeting Schedule for 2021-22</p>	<p>Fridays from 9:00am – 11:00am</p> <ul style="list-style-type: none"> <li>● September 10, 2021</li> <li>● October 1, 2021</li> <li>● November 5, 2021</li> </ul>



**Peralta Community  
College District**

	<ul style="list-style-type: none"><li>• December 3, 2021</li><li>• February 4, 2022</li><li>• March 4, 2022</li><li>• April 8, 2022</li><li>• May 6, 2022</li></ul>
Next Meeting Agenda Recommendations	<ul style="list-style-type: none"><li>• Communication Commitment, i.e Review Minutes from previous meetings</li><li>• Priority List</li><li>• Annual DFC Calendar – Example; Master Calendar, Bond Spending Update, etc....</li><li>• Review Robert’s Rule</li><li>• Status Updates for i.e repairs</li><li>• Report information regarding testing</li><li>• Health and Safety, Return to Campus</li><li>• Updates from each campus</li></ul>
Meeting Adjournment	10:47am