

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
✓ Sadiq Ikhara	Chair, Vice Chancellor of DGS
TBD	Co-Chair & Faculty Rep
A Atheria Smith	Director of Facilities Planning & Development
✓ Royl Roberts	Safety Cmte Representative
✓ Amy Marshall	Director of Facilities & Operations (Laney)
✓ MaryBeth Benvenuti	Business Director (COA)
✓ Victoria Menzies	Int. Director of Facilities & Operations (Merritt)
A Benny Aranda	Acting Chief Stationary Engineer (Merritt)
A Stephen Corlett	Laney Faculty Rep (Laney Fac. Cmte.)
A Chanelle Whittaker	Human Resources
TBD	Student Representative

Name	Role
A Barbara Godoy	BCC Representative
A Rachel Goodwin	Faculty Rep (COA Facilities Cmte.)
A Curtis Tod	Acting Chief Stationary Engineer (COA)
A Jeff Sanceri	PFT Representative
✓ Shirley Slaughter	Business Director (BCC)
A Jason Busby	Local 39 Rep / Acting Chief Stationary Engineer (Laney)
✓ Scott Barringer	Acting Chief Stationary Engineer (BCC)
A Tara Marrero	Safety SEIU Representative (Merritt)
✓ Rosemary Vazquez	Note-taker (District) NON-VOTING MEMBER
TBD	Classified Representative

GUEST(S)	
Name	
✓ Molly Sealund, Merritt	
✓ Stacy Shears, VPSS, BCC	

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 Ikhara reported that he has sent additional communications to Academic President Moore for appointments. To date

DISTRICT FACILITIES COMMITTEE (DFC)

Agenda Item	Committee Goal	Strategic Plan Goal	Outcome
President, Donald Moore, for 2 additional faculty representatives for BCC & Merritt			no response. VC Ikharo will follow-up again.
B. Planning Session for 2019-20 Scheduled Maintenance Proposed Projects Cost Estimates			<p>VC Ikharo summarized the updated list of Proposed Scheduled Maintenance projects for fiscal year 2019-20, which included engineering cost estimates.</p> <p>Total estimated 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.</p> <p>It was mentioned that 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			VC Ikharo summarized the roofing replacement report for Merritt, Laney and COA, prepared by TREMCO which

DISTRICT FACILITIES COMMITTEE (DFC)

Agenda Item	Committee Goal	Strategic Plan Goal	Outcome
<p>Coordination and Request for Additional Funding</p>			<p>included estimated budget replacement costs.</p> <p>BCC was not included in this plan because the roof is new. However, some roofing repair issues will be addressed.</p> <p>VC Ikhara will work with Finance to identify a funding source. In the meantime, he will work with each of the Colleges, through their share governance process, to prioritize this list.</p> <p>The report will be updated with more details and re-sent to the DFC membership.</p>
<p>D. Review of DFC Goals and Action Plan to Meet Goals</p>			<p>Adopted DFC Goals were revisited. What is attainable by May 2019?</p> <p>Director Roberts shared the minutes from the 1/26/18 Committee meeting relating to the Total Cost of Ownership Guidelines. After intense discussion the conclusion was that the District needs to assign or outsource someone to assist the District in updating the TCO guidelines</p> <p>VC Ikhara indicated that updating the TCO Guidelines is attainable by May 2019.</p> <p>VC suggested that the Colleges review their priority list(s), through their shared governance process, and implement a plan</p> <p>VC Ikhara provided an update on alarm detection and monitoring, districtwide.</p> <p>Funding and contractual matters are being addressed. The District has hired ABC Security to provide “Fire Watch” until testing and compliance issues are resolved.</p> <p>Testing began 2/4/19, including audio alarms and is scheduled to be completed by the end of February 2019.</p>

DISTRICT FACILITIES COMMITTEE (DFC)

Agenda Item	Committee Goal	Strategic Plan Goal	Outcome
<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 Representative shared items discussed at their last meeting.</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> Director Menzie reported on the two emergency projects that recently occurred at Merritt;</p> <ul style="list-style-type: none"> • The 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. <p>VC Ikharo indicated that Capture Technology can be called for assistance relating to support for software and/or equipment repairs.</p> <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. <p>VC Ikharo shared that a Sustainability presentation is slated to go to Board in March 2019. A copy of the presentation is forthcoming.</p>
III. Adjournment			10:57 am
IV. Next meeting			<p><i>Friday, March 1, 2019</i> <i>9:00 am – 11:00 am (District Boardroom)</i></p>