

DISTRICT FACILITIES COMMITTEE (DFC)

DRAFT MEETING MINUTES

DISTRICT FACILITIES COMMITTEE

April 19, 2019, 1:00 pm – 3:00

District Boardroom

MEMBERSHIP - FISCAL YEAR 2018/19

PRESENT (✓ = Present / "A" = Absent)

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

Agenda Item	Committee Goal	Strategic Plan Goal	Outcome
I. STANDING ITEMS			
A. Call to Order			1:10 am A quorum was present. <i>Motion by Amy Marshal, 2nd by Royle Roberts to nominate Stephen Corlett as Co-chairs of the DFC for the remaining 2 meetings. Motion passed unanimously.</i>
B. Adoption of the Agenda			<i>Motion by Royle Roberts, 2nd by Amy Marshal to accept the agenda, as presented, with the understanding that they may not be anyone to report on agenda items D and E. Motion passed unanimously.</i>
C. Approval of Minutes (March 1, 2019)			<i>Motion by Atheria Smith, 2nd by Rachel Goodwin to adopted the 3/1/19 DFC meeting minutes, as presented.</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.

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II. CARRIED-OVER AND NEW ITEMS			
<p>A. Funding and Allocations Proposal from Measure G - Review of FTMP</p>			<p>Stephen Corlett presented a proposed formula for distributing Measure G funds to the four Colleges and the District Office. He noted that although, to date, there has not been communication of personnel in the District officially “assigned” to manage Measure G funds, the consensus is that there is a sense of urgency to at least get a head start on possible fund distribution schemes.</p> <p>The presentation outlined a distribution to the four colleges that is based on the facilities needs that are detailed in each of the colleges’ board-approved Facilities Technologies Master Plan (FTMP), dated 3/2/18. . Only the highest priority projects, as determined by the ranking at each College were included. The cost estimates are primarily derived from numbers that were provided by Steinberg Architects.</p> <p>Assumptions:</p> <ol style="list-style-type: none"> 1. Each of the Colleges highest priority projects are listed in each FTMP, with the exception of BCC and their plans to rebuild the Milvia St. property, these priorities have not changed since March 2018, when the FTMPs were approved by the Board. 2. Technology and security upgrades at each campus and district are also as listed in each FTMP 3. Complete cost estimates for infrastructure upgrades are approximate and need much better refinement for each campus. 4. Whereas the absolute construction costs have undoubtedly risen since Steinberg’s estimated them for the FTMP, the relative ratio of the costs (presumably) has remained the same. 5. All urgent infrastructure needs have equal if not higher priority than capital projects

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			<p>Stephen noted that the calculated percentages are the result of proportional facilities needs and not based on FTES (like the BAM formula).</p> <p>In conclusion Stephen will send communications to the membership asking that they share this information with the appropriate facilities committee members on their campus, so that they can review and provide feedback to the DFC. The goal is to have this feedback in time for the next DFC meeting scheduled for May 3, 2019, which is the last meeting of the fiscal year. He also mentioned that the Districtwide plan can be found at the Laney FPC website and noted that the figures listed in the FTMP are rough estimates, but is a good starting point.</p>
<p>B. Five-Year Construction Plan for 2021-2025</p>			<p>Stephen Corlett and Atheria Smith reported that right now the District is beginning to plan for the next submission of the 5-year construction plan to the state (by July 1), to seek state matching funds, so high priority capital projects at each campus should be clearly identified and communicated to the District to be included in this submission.</p> <p>The membership reviewed the Project Priority List (2020-2024) Five Year Construction Plan.</p> <p>Stephen asked the membership to review the list to determine if they are in alignment with the Ed Plan.</p> <p>Atheria shared that she plans to visit each of the Colleges to provide them with updates relating to their Initial Project Proposal (IPP) and Final Project Proposal (FPP) submittals to the State, and to explain the 5-yr. construction plan project submittal process and timelines. In the meantime she is working with VC Brown to update the college statements.</p>

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			<p>A discussion ensued with the following highlighted points:</p> <ul style="list-style-type: none"> • The District cannot take projects off the list and substitute them with other projects. New proposed project must follow the process. However, project can be removed from the list and placed on a temporary hold. • When we just leave items on the list without consideration of actual priority, this puts us in a bind. Understanding what the list means and how it relates to the College's priorities is important. As a result, the District may get State funding for a project that is of a lower priority; • There is a difference between District priorities vs. College priorities <p>The goal is to submit the 5-year construction plan to the Board for their review and approval at their June 11, 2019 meeting. Agenda item and backup information are due in the Chancellor's office by May 23, 2019 for that meeting.</p>
C. Review of Contract Process - Discussion			<p>Amy led a discussion on the contract process. It seems that items get Board approval but there is not project movement. How do we deal with the individual College needs?</p> <p>Chan Eng, DGS Facilities Project Coordinator and John Hiebert, Buyer/Contract Specialist provided information on the contract process and answered specific question relating to the process flow.</p> <ol style="list-style-type: none"> 1. Funding must be identified and encumbered; 2. If, applicable, contract is sent to Board for review and approval 3. Chan prepares the contracts and board memos for M&O; John for Capital

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			<p>Projects but occasionally assist M&O, if needed;</p> <ol style="list-style-type: none"> 4. M&O contracts are sent to John for review to verify all the documentation is in place; 5. After the Board has approved a contract, AND funding is in place, contract is logged by Chan; 6. Contract is sent to Finance to verify budget; 7. Finance sends the contract to Brandi Howard, Coordinator Contracts & Legal Affairs who forwards the contract to PCCD outside Legal counsel; 8. When contract is executed, it is sent back to Finance by Legal Affairs to log it in and copies are sent to both DGS and Purchasing; Chan posts the executed contract on the W-Drive; 9. Contractor/Consultant can begin work. <p>Discussion included the following highlighted points:</p> <ol style="list-style-type: none"> 1. Contracts take too long to process and there are many challenges; 2. M&O contracts need to be executed within a 2-week period; 3. DGS does not receive sufficient funding or resources to support all four Colleges and the District Office with their facilities needs; 4. Process doesn't work on minimal needs; 5. There are too many complex procedures to follow; 6. Too many hands touch the contract, which on occasion has caused a contract to be missing; 7. Even if funding is available the process is too complex which causes delays resulting in material cost increases; 8. When we had an in-house legal team, the contract process functioned more smoothly; 9. We should have standard contracts in place for life safety items at the beginning of each fiscal year. The

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			<p>current process interferes with getting things done in a timely manner;</p> <p>10. The fiscal year end closing process interferes with establishing contracts.</p> <p>11. What about the 1.5% of overall budget, we have not seen little movement.</p> <p>Chan indicated the Colleges can contact her if they have any additional questions.</p> <p>Board policies and administrative procedures relating to contracts, purchasing can be found on the Board of Trustees webpage. http://web.peralta.edu/trustees/bps-aps/</p> <ul style="list-style-type: none"> • BP 6300 Purchasing • AP 6300 Purchasing • BP 6340 Bids & Contracts • AP 6340 Bids & Contracts • BP 6600 Capital Construction • AP 6600 Capital Construction
D. Review of Scheduled Maintenance and 30-day projects			This item was deferred as there was no DGS M&O Project Manager at this meeting to address this item.
E. Update – Maintenance & Operations Projects			This item was deferred as there was no DGS M&O Project Manager at this meeting to address this item.
F. Reports from the College Facilities Committees (5 minutes each College) <ul style="list-style-type: none"> • BCC • COA • Laney • Merritt G.			Due to time constraints this was deferred to the next meeting.
III. Adjournment			3:00 pm
IV. Next meeting			<i>May 3, 2019 – 9:00 am – 11:00 am</i> <i>Note: Last meeting of the fiscal year.</i>