ACCREDITATION RECOMMENDATION #8

PHYSICAL RESOURCES/ OPERATION/ MAINTENANCE

MINUTES OF WORKGROUP #8

Monday, September 10th, 2012

10:00 AM - Cloud Hall, Room #324

Work group members present: Jorge Bell, Lidia Jenkins, Carlita Martinez, Steven Brown, Scott Cline, Jaime Martine (Representing Xiomara Martinez) Brian Leong, and Maya Novelli

1) Jorge Bell convened the meeting at 10:00 AM and informed the group about the charge of group # 8.
2) The members indicated that the charge of this group includes ONLY the following account numbers:

   5450 Self-Insurance Claims
   5510 Water/Sewage
   5520 Gas/Electricity
   5530 Telephone
   5540 Other Utilities
   5560 Housekeeping
   5610 Other Property Leases
   5620 Property Leases-SFUSD
   5631 Vehicle Leases
   5632 Copier Leases
   5633 Other Leases
   5640 Maintenance and Repair - Non Equipment
   5650 Maintenance and - Equipment
   5655 Maintenance and Repair - Vehicles

3) Jorge Bell indicated that this is a group effort and he alone cannot accomplished this task and that he will ask engage all members to be active in this group.
4) One of the concerns of the group is that most of the members are not experts in this area.
5) Jorge Bell indicated that he wants to concentrate only on the assignment and that he will try to keep the group focus.
6) David Liggett joined the meeting via telephone and explained the work he has accomplished so far in completing the Total Cost of Ownership (TCO) Model. He indicated that he has requested that Pam Merry provide the FTE and FTES figures for the Ocean Campus and all the sites so that he can complete the TCO matrix.

7) Lidia Jenkins was concerned that with the TCO model the entire District budget is being distributed equally among all the facilities regardless of size and/or need. This approach may not accurately reflect actual costs by center/campus.

8) Maya Novelli indicated that in the MiraCosta College Institutional Self Study Report, page 238 there is a formula from the 2002 Association of Physical Plant Administrators (APPA) regarding staffing guidelines and resulting recommendations made by MAAS Company which demonstrates the quantity of staffing needs. Copies of this formula were made and distributed to all members.

9) Brian Leong or Carlita Martinez agreed to work together using this formula for the staffing needs of the College. They will report at the next meeting.

10) Scott Cline distributed a 2 year, 5 year and 10 year Capital improvements Matrix by location. He was asked to work on getting dollar amount for each of the areas on the Matrix. He and Maya Novelli agreed to work on this project and will report at the next meeting.

11) Brian Leong distributed a Staffing Matrix for the College. The Matrix included 3 columns for the current staff, the needed staff and the ideal number of staff. He indicated that he obtained these figures based on his experience and past practices.

12) Jorge Bell indicated that past practices may not work for this type of survey and he requested for Brian to work on a more scientific method to come up with another matrix.

13) Brian Leong and Steven Brown agreed to work on this project and they will report at the next meeting.

14) Carlita Martinez will work on Custodial to identify current practices/costs and explore recommendations for recycling and waste management.

15) Jorge Bell and Lidia Jenkins will work on revising the TCO template and calculate staffing estimates using the APPA guidelines.

16) The group identify 3 areas that need more information; Lease, Vehicle Leases, Copier Leases, Other Leases.

17) The group asked Jorge Bell to follow up with Lani Baptiste regarding Leases and with Kathy Henning regarding Vehicle Leases, Copier Leases and Other Leases.

18) The group schedule the following meetings: Wednesday, September 19th at 11:00 AM and Wednesday, September 26th at 11:00 AM Location to be determined.