

**Peralta Community College District**  
**Peralta Planning & Budget Integration**  
**ADOPTED – November 9, 2012 = Meeting Minutes**

Committee: **PBIM DISTRICT FACILITIES COMMITTEE (DFC)**

Date/Time November 9, 2012, 9:00 am – 12:00 pm

Present: Atheria Smith, Bill Love, Bob Beckwith, Brock Drazen, Connie Willis, Don Petrilli, George Herring, Gregory Valentine, Linda Berry, Louis Quindlen, Mary Beth Benvenuti, Mike Lanbarkis, Molly Sealund, Pieter de Haan, Rosemary Vazquez, Shirley Slaughter

Absent: Helena Lengel, Katherine Kocel, Marisol Zavala Suarez

Excused: Carlotta Campbell, Dettie Del Rosario, Sadiq B. Ikharo

Guest:

Facilitator: Linda Berry

Chair: Dr. Ikharo B. Ikharo

Co-Chair: Pieter de Haan

<b>Agenda Item</b>	<b>Discussion</b>	<b>Follow-up Action</b>	<b>Decisions (Shared Agreement/Resolved or Unresolved?)</b>
1. Meeting Called to Order	9:10 am		
2. Agenda Review	Agenda was reviewed. Requested changes were accepted  It was announced that Dr. Ikharo, due to scheduling conflicts, would not be attending this meeting.		Motion by Louis Quindlen, 2 <sup>nd</sup> by Patricia Stanley to accept agenda with changes, passed unanimously.
3. Approve Minutes	10/12/12 draft minutes, previously, sent to members, was reviewed and accepted, as presented.		Motion by Louis Quindlen, 2 <sup>nd</sup> by Bill Love to accept the 10/12/12 minutes, passed unanimously.

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<p>4. Report: College Facilities Committees</p>	<p><b><u>MERRITT COLLEGE</u></b> (Brock Drazen)</p> <ul style="list-style-type: none"> <li>• Shelving installation project left dust in carpets.</li> <li>• A requested was made to improve the DGS notification process to the colleges regarding major construction projects, specifically trenches, there are safety concerns.</li> </ul> <p>Director Valentine asked that any issues/concerns relating to safety should include him in the communications.</p> <p><b><u>COLLEGE OF ALAMEDA</u></b> (MaryBeth Benvenuti)</p> <ul style="list-style-type: none"> <li>• Drinking fountain project is complete with positive input from stakeholders.</li> <li>• A request was made to have staff from DGS attend the College Facilities Committee meeting to give project updates.</li> <li>• Scheduled power outage will be on Monday, Nov. 12, 2012. Per Director Beckwith, this outage is necessary in order to complete the high voltage underground cabling project.</li> </ul> <p><b><u>BERKELEY CITY COLLEGE</u></b> (Shirley Slaughter)</p> <ul style="list-style-type: none"> <li>• Concerns were shared that some contractors are not properly cleaning up after a job.</li> <li>• It would helpful if copies of budget transfers were also sent to the College Business Managers.</li> <li>• College is working with DGS to address electrical and data issues.</li> </ul> <p><b><u>LANEY COLLEGE</u></b> (Don Petrilli)</p>		

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	<ul style="list-style-type: none"> <li>• Power washing on Mondays is generating positive responses.</li> <li>• Laney's Facilities Master Plan is ongoing. Currently it is going through the share-governance process.</li> </ul> <p>A discussion ensued relating to the Laney's FMP; does it address the next 5-10 years?</p>		
5. Milestone for Short-term Projects	This Item was deferred to the next meeting.		
6. Completed Goals & Objectives	Deleted. This item was discussed at the last meeting.		
7. Maintenance and Repair List for Recommendation to PBC	<p>Director Beckwith asked to have this item deferred to a future meeting, more time is needed to prepare.</p> <p>Louis Quindlen agreed suggesting that this item should not be discussed until after college program reviews are complete. There will be a better understanding of the college maintenance needs.</p> <p>Committee agreed to the following plan of action:</p> <ol style="list-style-type: none"> <li>1. Director Beckwith will present a preliminary list of items at the Dec 7<sup>th</sup> meeting;</li> <li>2. In January 2013, the colleges will generate a list of recommended maintenance repairs that has been vented through the share-governance process;</li> <li>3. Cost estimates and analysis will be finalized by DGS;</li> <li>4. Thereafter, the final list and estimated costs will be brought back this committee for review and discussion.</li> <li>5. Approved list will then be sent to the PBC for review</li> </ol>		

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	and approval.		
8. Space Allocation	This item was deferred to the next meeting		
9. List of Outstanding Work Orders	<p>Director Beckwith led a discussion relating to the handout that listed outstanding and safety work orders. In error, the preliminary list did not include COA. An updated list will be sent.</p> <p>To date, there are approximately 200-outstanding work orders and about 50 safety work orders. Preventative maintenance was not included in these lists. They total approximately 1,400-plus work orders to date.</p> <p>Director Beckwith explained how the process currently works. Questions relating to work orders should be forwarded to Director Beckwith. He added that he would work with staff on closing out work orders more efficiently.</p> <p>Manager Benvenuti commented that it would be helpful if the College Business Managers could receive notification updates on work orders that have been completed or reconciled.</p> <p>Director Valentine shared that at the last Safety Committee Meeting, members discussed the current work order process and suggested improving the system, which they felt was antiquated. Director Valentine indicated that he will give a report on the committee recommendations at a future meeting.</p>		

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	A discussion ensued relating to the Bond Language to address maintenance. The language is important and should address the infrastructure needs.		
10. Project Costs Analysis	<p>On behalf of VC Ikharo, Manager Smith briefly summarized the Capital Project Report on Budget Cost (through 9/30/12).</p> <p>Manager Slaughter requested that copies of approved budget transfer reports be sent to the College Business Managers.</p>		
11. RECOMMENDATIONS TO OTHER PBIM COMMITTEES	<p>A request will be sent to the Budget and Planning Committee to have representatives from this committee give a presentation to the PBC at their March 22, 2013 meeting relating to District-wide facilities maintenance &amp; repair issues.</p> <p>Also a recommendation will be made to set aside \$2.5 million of Prop 30 monies to fund these projects</p> <p>It was agreed that a subcommittee will be formed to develop this presentation. Director Beckwith agreed to chair this subcommittee with Lous Quindlen agreeing to co-chair. Other members of this subcommittee will include representatives from the other colleges (to be determined).</p> <p>When complete, a draft presentation will be presented to this committee for review and discussion.</p>		<p>Motion by Louis Quindlien, 2<sup>nd</sup> by Robert Beckwith to send a request to the Budget and Planning Committee to:</p> <p>a) have representatives from the District Facilities Committee give a presentation, at the PBC March 22, 2013 meeting, relating to District-wide facilities maintenance and</p>

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			repair issues, b) set aside \$2.5 million of Prop 30 monies to fund these projects. Motion passed unanimously.
12. Adjournment	10:15 am		
13. Next meeting:	December 7, 2012, 10:45 am to 12:45 pm		
14. Upcoming meetings:	<b>2013:</b> Feb 1 <sup>st</sup> , March 8 <sup>th</sup> , Apr 12 <sup>th</sup> , May 3 <sup>rd</sup>		

Recorder: Rosemary Vazquez

All PBIM Committee Agendas and Minutes are posted on the Peralta Planning & Budget Integration Model webpage:  
<http://eperalta.org/wp/pbi/>