

**Peralta Community College District  
District Facilities Committee Meeting Minutes  
Adopted Minutes**

Committee: PBIM – District Facilities Committee

Date: **September 11, 2009**

Present: Sadiq B. Ikharo, Hank Fabian Gregory Valentine, Shirley Slaughter, Connie Willis, MaryBeth, Benvenuti, Diane Rosenblum, Abigail Brewer, Indra Thadani, Patrick Lardizabal, Jonathan Olkowski, Atheria Smith, Rosemary Vazquez, Robert Beckwith

Facilitators: Rebecca Kenney, Gloria Vogt

Absent: Helene, Maxwell, Bobby, Adams, Jacquelin Bell

<b>Agenda Item</b>	<b>Discussion</b>	<b>Follow-up Action</b>	<b>Decisions</b>
Meeting Called to Order	9:20 am.		
I. Introduction	Members introduced themselves.		<u>Consensus</u> <ul style="list-style-type: none"> <li>▪ Color cards will be used to vote.</li> <li>✓ Agreed unanimously.</li> </ul> <u>Motion</u> <ul style="list-style-type: none"> <li>▪ When this committee makes recommendations to other PBIM committee bodies, adequate justification and background materials are to be included.</li> <li>✓ Passed unanimously.</li> </ul>
A. Agenda Review	Agenda was reviewed and approved.  <u>Suggestions</u> <ul style="list-style-type: none"> <li>▪ Submit agenda item as members are ambassador / conduit; discuss informally, with constituents, to get grass-root agenda items.</li> <li>▪ Each voice to be heard equally.</li> </ul>	Jonathan will create a distribution list.	<u>Consensus</u> <ul style="list-style-type: none"> <li>▪ To use language “District-wide” vs. “District &amp; Colleges”.</li> <li>✓ Agreed unanimously.</li> </ul> <u>Consensus</u>

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	<ul style="list-style-type: none"> <li>▪ Standardized agenda &amp; minute’s format.</li> <li>▪ Identify agenda / minutes items by number.</li> <li>▪ Bring recommendations changed by others constitutes back to committee.</li> <li>▪ Develop a global distribution list of committee members.</li> <li>▪ Stay within the limits of the agenda.</li> <li>▪ Suggestions for future topics should be forward to chairperson/co-chair for review.</li> </ul>		<p>Committee cannot make recommendations without sufficient information. (Example: Swingspace – The Dir. of Capital projects will make recommendations to committee. Experts can be invited to meetings, as needed.)</p> <p>✓ Agreed unanimously.</p>
B. Purpose	<ul style="list-style-type: none"> <li>▪ Define goals/philosophy.</li> <li>▪ All voices are equal, drop titles.</li> </ul>	More discussions are s needed to define goals/philosophy.	
C. Minutes Review and Approval	Minutes accepted with modifications.	Rosemary to make correction. Revised minutes will be re-distributed to members.	<p><u>Motion</u></p> <ul style="list-style-type: none"> <li>▪ Minutes approved with changes and defer approval to next meeting.</li> </ul> <p>✓ Passed unanimously.</p> <p><u>Consensus</u></p> <ul style="list-style-type: none"> <li>▪ Committee to review minutes &amp; make changes prior to meeting.</li> </ul> <p>✓ Agreed unanimously.</p>
II. Security & Health: Discussion to define difference and our charge	<ul style="list-style-type: none"> <li>▪ The use of technology could also be considered a health issue.</li> <li>▪ Define topics, as they relate to facilities.</li> <li>▪ Should District Safety and/or Security &amp; Public Safety</li> </ul>		<p><u>Motion</u></p> <ul style="list-style-type: none"> <li>▪ Recommend to EDS Committee to develop a health component. This</li> </ul>

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	<p>committees collapsed into this committee?</p> <ul style="list-style-type: none"> <li>▪ Security relates to life and safety. Health includes student services; health services.</li> </ul> <p><u>Recommendations</u></p> <ul style="list-style-type: none"> <li>▪ The objective of this body is to review security and health issues separately. They are two separate items that need to be defined.</li> <li>▪ That EDS committee develops a component to address health issues.</li> <li>▪ This body can make recommendations for discussions at EDS committee and provide appropriate guidelines.</li> </ul>		<p>committee will designate health issues and give examples and guidelines.</p> <p>✓ Passed unanimously.</p>
<p>III. Procurement: Discussion to choose one outcome for committee focus and recommendation by year's end</p>	<ul style="list-style-type: none"> <li>▪ The goal of this committee is to define one procurement outcome topic for discussion and make a recommendation.</li> <li>▪ First need to define what procurement is.</li> <li>▪ If topic is facility-related / project- related, it can come to this committee for discussion/recommendation.</li> <li>▪ Program related items must go through the proper College venue process first.</li> <li>▪ Some procurement topics can come to this committee, as informational presentations only.</li> </ul> <p><u>Suggested Outcomes</u></p> <ul style="list-style-type: none"> <li>▪ Definition of Furniture, Fixture and Equipment (FF&amp;E).</li> </ul> <p><u>Recommendations</u></p> <ul style="list-style-type: none"> <li>▪ As part of this committee charter, to act upon college priority, if process is in place.</li> <li>▪ Assist with process and make recommendation(s) to College.</li> </ul>	<p>A recommendation will be sent to the IT tech committee to examine the feasibility of digital signatures. What are the modalities; the logistics?</p>	<p><u>Motion</u></p> <ul style="list-style-type: none"> <li>▪ Issues or items, which have not been properly vented through the College's venue processes, should not be brought to this committee for discussion until this process is completed.</li> </ul> <p>✓ Passed unanimously.</p> <p><u>Motion</u></p> <ul style="list-style-type: none"> <li>▪ To extend meeting to 11:30 am.</li> </ul> <p>✓ Passed unanimously.</p>

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	<ul style="list-style-type: none"> <li>▪ Consider college priorities, if a resolution is requested.</li> <li>▪ Provide more information relating to the procurement process as it relates to FF&amp;Es.</li> <li>▪ Provide successful channels to advance to next level to PBIM, creating a paper-trail.</li> </ul>		
			<u>Motion</u> <ul style="list-style-type: none"> <li>▪ To extend this meeting until 12:00 pm</li> </ul> X Failed unanimously.
IV.	Keys: Discussion to add as a committee outcome a recommendation of District-wide standard on key entry (key card id? fingerprint recognition? Eye recognition?)	Deferred to next meeting.	
V.	District Pandemic Response Plan: Which PBI Committee should address this topic; and which PBI Committee should finalize a pandemic response plan?	Deferred to next meeting.	
V.I	Based upon discussion of II, IV, & V, specify our PBIF outcomes for academic year 2008-2009	Deferred to next meeting	
VII.	Should existing meetings be absorbed by the new (3) PBI Committees (e.g., DWEMPC, Safety & Health)?	Deferred to next meeting.	
VIII.	Summary and Next Steps	Deferred to next meeting.	
Close	Meeting adjourned at 11:30 am.		
Next Meeting	9 am – 11 am (Note: Unanimous vote is required to extent meeting until 12:00 pm)		
Upcoming Meetings	October 9, 2009, November 13, 2009, (No meeting in December 2009)		

Minutes taken: Rosemary Vazquez