

**Peralta Community College District
District Facilities Committee Meeting Minutes – ADOPTED MINUTES**

Committee: PBIM – District Facilities Committee

Date: **November 13, 2009**

Present: Gregory Valentine, Shirley Slaughter, Connie Willis, Diane Rosenblum, Abigail Brewer, Indra Thadani, Jonathan Olkowski, Atheria Smith, Sadiq B. Ikharo, Rosemary Vazquez, Karolyn van Putten, Robert Beckwith, Don Petrilli, Jeanine Lovejoy, Debbie Budd

Facilitators: Rebecca Kenney, Gloria Vogt

Absent: Bobbie Adams, Jacquelin Bell Helene Maxwell, MaryBeth, Benvenuti, Patrick Lardizabal,

Agenda Item	Discussion	Follow-up Action	Decisions (Shared Agreement/Resolved or Unresolved?)
Meeting Called to Order			
I. Introduction	<p>Members introduced themselves.</p> <p>Chair emphasized the importance of attendance in this meeting.</p> <p>It was suggested that members whose attendance is poor should be replaced after 3 absentees.</p>		A quorum was recognized.
A. Purpose	<i>This item was discussed at the October 09, 2009 meeting. No discussion this meeting.</i>		
B. Minutes Review and Approval	Minutes from the October 9, 2009 were deferred to the next meeting for review and approval.	An email will be sent to committee members with draft meeting minutes from both the 10/9/09 & 11/13/09, to review and comment, prior to the 12/11/09 mtg.	Unanimously agreed to defer approval of 10/9/09 minutes to the 12/11/09 meeting.

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C. Agenda Review	<p>At the request of Karolyn the following item was added to the agenda:</p> <ul style="list-style-type: none"> ▪ “Five Year Construction Plan Update” <p>Agenda item accepted, replacing agenda item V.</p>		Modified Agenda – Accepted.
II. Roles & Charges	<i>Rebecca commented that this item was on the 10/09/09 agenda for discussion. No further discussion this meeting.</i>		
III. Update on Security Cameras	<p>Dr. Ikharo introduced Jeanine Lovejoy of The Consulting Group who gave a brief presentation relating to the District-wide Security Cameras Project. Presentation included objectives & visions, surveys conducted at the various campuses and equipment information. Presentation was followed by a question and answer session.</p> <p>Dr. Ikharo provided historical background information on this project adding that cameras are for exterior areas only.</p> <p>Next phase is to bid item out to the public, pending Board approval on Dec. 15, 2009. Project should be completed by Dec. 2010.</p>		

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<p>IV. Process: Professional & Construction Services – Acquisition Process FAST TRACK</p>	<p>Dr. Ikharo led a discussion on distributed flowcharts developed by DGS relating to model/protocol for choosing major contractors/consultants. Flowcharts provided a graphic visualization of related processes in three phases; project identification through shared governance; project development; and professional services acquisition. Documents are a work in progress.</p> <p>Major capital expenditures are defined as consultation services over \$500,000 and capital construction over \$5-million. Emergency projects are exempt from these procedures.</p> <p>Group discussed:</p> <ul style="list-style-type: none"> ▪ The need for defined threshold, specifically for life and safety issues; ▪ The importance to abide by state laws and education and public contract codes; ▪ The shared governance process followed at the various campuses; ▪ Suggested flowcharts may conflict with the various college council monthly meetings. <p>Distributed document is considered confidential as it contains information relating to vulnerable areas.</p>	<p>Dr. Ikharo will modify flowcharts.</p>	<p>Flowcharts will be redefined and this topic brought back to this committee at the next meeting with further clarification – Agreed.</p>
<p>V. District Pandemic Response Plan: Which PBI Committee Should address this topic; and which PBI Committee should finalize pandemic response plan.</p>	<p><i>Gregg provided a brief explanation of what is a pandemic and distributed a draft document entitled, “Pandemic Addendum to Emergency Operations Plan.</i></p> <p><i>The focus of this plan is to prepare the Peralta District to respond to a pandemic, potential curtailment of activities and return to normal operations as quickly as possible.</i></p>		<p><i>Greg Valentine motioned to remove this item from the agenda to be addressed in the Health & Safety committee. - Passed.</i></p>

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<p>V. Five Year Construction Plan Update</p>	<p>Dr. Ikharo provided clarification relating to the District’s five-year plan explaining that earlier distributed versions were a work in progress. Any conflicting information or errors were corrected. Yearly updates are due in the State Chancellor’s Office every July.</p> <p>In response to comments on a lack of campus review, Dr. Ikharo will institute a process and led a discussion on suitable review timelines.</p> <p>Suggestions/comments:</p> <ul style="list-style-type: none"> ▪ Have DGS in-house staff work with VC of Ed Services to communicate with College Business Managers and Presidents to gather input and to disseminate relevant information; ▪ Develop a realistic timeline for Colleges to review and submit their comments on draft. ▪ Document needs to be vetted properly through the shared governance process. ▪ In the future, as a good faith effort, Dr. Ikharo will send draft copies to: <ul style="list-style-type: none"> ✓ All College Presidents and Business Managers; ✓ All District-wide Facilities Committee PBIM members; ✓ A copy will be posted on the Department of General Service’s webpage; ✓ A copy forwarded to all faculty & staff through “Announcements”. 	<p>Dr. Ikharo will forward revised version of 5-year plan to committee members.</p>	
<p>V.I Update on the Short-Term & Master Construction Programs</p>	<p><i>This item was deferred to the next meeting for discussions. Mark Sennette, Director for Capital Projects was unavailable to make a presentation.</i></p>		

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VII. Summary and Next Steps	Pending – Webcast training. To be determined.		
Close	11:15 a.m.		
Next Meeting	December 11, 2009 from 9:00 am to 11:00 am		
Upcoming Meetings	TBD		

Minutes taken: Rosemary Vazquez