

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

Committee: PBIM – District Facilities Committee

Date: **August 28, 2009**

Present: Bobby, Adams, Gregory Valentine, Shirley Slaughter, Connie Willis Jacquelin Bell MaryBeth, Benvenuti, Diane Rosenblum, Abigail Brewer, Indra Thadani, Patrick Lardizabal, Jonathan Olkowski, Atheria Smith, Sadiq B. Ikharo, Rosemary Vazquez, Hank Fabian; Don Petrilli

Facilitators: Rebecca Kenney, Gloria Vogt

Absent: Helene, Maxwell, Robert Beckwith

Agenda Item	Discussion	Follow-up Action	Decisions
Meeting Called to Order	1:10 pm		
I. Co-chair	<ul style="list-style-type: none"> ▪ Nominations were taken for faculty member co-chair. 		<p><u>Nomination</u></p> <ul style="list-style-type: none"> ▪ Hank Fabian. ✓ Passed unanimously. <p><u>Motion</u></p> <ul style="list-style-type: none"> ▪ To elect Hank Fabian as co-chair of this committee. ✓ Passed unanimously
2. Introduction	Members introduced themselves.		
3. Committee Charge and Operating Principles	<ul style="list-style-type: none"> ▪ PBI Model, tab 1, was reviewed. ▪ PBI Model overview, tab 2 was reviewed. ▪ It is important to review agendas thoroughly. ▪ Directional items dictated determine deliverables. ▪ Define interrelationships between campuses and how multi-campus proposals come forward. <p><u>Modifications</u></p> <ul style="list-style-type: none"> ▪ Tab 1, Appendix 4 Flow Chart: “District Technology Committee should also have arrows going up and down between “District Planning & Budgeting Council” and 	<ul style="list-style-type: none"> ▪ More discussions are needed to define specific results this committee wants to achieve. ▪ Process and 	<p><u>Motion</u></p> <ul style="list-style-type: none"> ▪ The operating principles were approved with suggested modifications to Tab 1 and 2. ✓ Passed unanimously.

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

Agenda Item	Discussion	Follow-up Action	Decisions
	<p>“Intergraded Priorities & Unresolved Issues”</p> <ul style="list-style-type: none"> ▪ Tab 2, page 5 - “Committee Charge”: Replace “Measure A” with “Bond Measures” and add two more bullets: “Procurement” and “Other Facilities Emerging Topics”. <p><u>Recommendations</u></p> <ul style="list-style-type: none"> ▪ Recommendations will be based on budget and are data driven. ▪ Flow and Responsibility chart needs to be streamlined to prevent bottleneck. ▪ Input will be generated as members accept agenda items from constituents, which will then be made for next level dialogue/conversation. ▪ Define specific topics regarding disaster preparedness relating to facilities and which are to be referred to other committees ▪ The process flow needs the ability to bypass with exceptions (i.e. emergencies, health & safety issues, etc.). ▪ Define exceptions to the rule. 	<p>protocol to be developed</p>	<p><u>Consensus</u></p> <ul style="list-style-type: none"> ▪ This committee will replace the District-wide Facilities Advisory Committee (DWFAC). ▪ Roberts Rules of Order will be used for motions, and the colored cards will be used for voting. ▪ Members will solicit constituents for agenda topics. <p>✓ Agreed unanimously to all.</p>
4. Desired Outcomes	<ul style="list-style-type: none"> ▪ Determine specific activity goals. ▪ Send the same messages to all colleges. ▪ Develop a process for agenda topics. 		
5. Review Evaluation Survey			
6. Specific Committee Topics and Milestones	<p><u>Suggestion</u></p> <ul style="list-style-type: none"> ▪ Disaster Preparedness Topics: 1) H1N1 procedures – specifically, what is the level of preparedness, as it relates District-wide? 	<p>This topic will be brought back to the committee for further discussions.</p>	
7. Confirm meeting schedule			
8. Summary and Next Steps			
9. Break and return to large group			

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

Agenda Item	Discussion	Follow-up Action	Decisions
10. Adjournment:	3:10 p.m.		
11. Next meeting:	September 11, 2009, 9:00 am – 11:00 am (Voting is required to extend time, as needed.)		<u>Motion</u> <ul style="list-style-type: none"> ▪ Duration of meeting is reduced from 3 hours to 2 hours. (9:00 am - 11:00 am) Committee will vote to extend time, as needed. ✓ Passed unanimously.
12. Upcoming meetings:	October 9, 2009, November 13, 2009, (No meeting in December 2009)		

Minutes taken: Rosemary Vazquez