Date of Meeting: May 01, 2015  
Time: 10:45 am to 12:45 pm  
Present: Calvin Madlock; Sadiq B. Ikharo; Tina Vasconcellos; Dettie Del Rosario; Louis Quindlen; Rosemary Vazquez; Michael Dioquino; Ralph Smeester; Bill Love; Phyllis Carter; Atheria Smith; Brian Adair; Rachel Goodwin; Shirley Slaughter; Mary Beth Benvenutti

Chair/Co-Chair: Dr. Sadiq B. Ikharo / Don Petrilli  
Guests: Tran Vo Kumamoto (VPI, BCC)  
Facilitator/Recorder: Tina Vasconcellos / No Recorder  
Absent: Siraq Omar; Hoi Ko; Malique Banks; Molly Sealund; Windy Franklin; Greg Valentine; Helena Lengel; Ron Perez; Roger Toliver Laura Hernandez  
Excused: Don Petrilli; Brock Drazen; Shuntel Nathaniel; Jim Cave

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<td>Meeting Called to Order</td>
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| I.  Agenda Review (Action)   |                | Agenda accepted, as modified.                          | Add item: Utilizing Some of the Reserve Funds for Maintenance Repairs, Districtwide  
• Correct number sequence.  

VC Ikharo took this opportunity to recognized and thank Don Petrilli for his tremendous contribution and participation as a member and Co-Chair of this committee for many years.  

A resolution will be presented to Don Petrilli at the May 13, 2015 Laney Retiree Breakfast on behalf of                                                                                       |                  | Motion by Bill Love, 2nd by Mary Beth Benvenutti to accept the agenda, as modified, pass unanimously. |


# PBIM DISTRICT FACILITIES COMMITTEE

**DRAFT 05/01/15 Meeting Minutes**

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<td>II. Review Minutes (Action)</td>
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<td>• 04/10/15 Meeting Minutes</td>
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<td>Vietnam Phi Pronto led a discussion relating to the DFC committee 2014-15 committee goals, were they achieved?</td>
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<td>The consensus is that all the DFC Goals &amp; Objectives #1-6 for 2014-15 school year were achieved, with the exception of Goal #5 which is a work in progress.</td>
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<td>AVC Madlock reported that the DTC is working on strategies and processes to support technology infrastructure needs, districtwide which will include conducting annual surveys to faculty &amp; students relating to the utilization of smart classroom and inventory of tech equipment; is tech equipment being</td>
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<td>Brian and Atheria to work on draft DFC calendar to be presented to the committee at the August 2015 Summit.</td>
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<td>III. Assessment of 2014-15 Goals &amp; Objectives</td>
<td>Goal #6 – Support efforts form student access, equity &amp; success</td>
<td>D-Strengthen Accountability Innovation &amp; Collaboration</td>
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|             |                |                                                      | utilized efficiently? Recommendations can then be forwarded to the Chancellor for consideration. He also commented that the fiber optic underground cables, districtwide, are very old and also need to be replaced. VC Ikharo added that the survey results need to be part of the Integrated, Educational, Facilities & Technology Master Plan (IEFTMP). A discussion ensued relating to lessons-learned. Shared points included:  
- There needs to be a plan to develop and approve the DFC 2015-16 goals in a more timely manner;  
- A draft DFC calendar timeline should be developed and presented to the committee membership at the August 2015 summit. Calendar should delineate the expectations of the college. What are the deliverables?  
- Developing a comprehensive maintenance & repair needs list is important: however, the challenge is finalizing these lists given the high leadership turnover – they are grossly undermanaged;  
- Getting the right stakeholders and faculty participation during the conceptual design phase of a project is also challenging. During the summer months committees do not meet, this wastes too | assist with 5-year construction planning process and college comprehensive list of maintenance & repair needs. |
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| IV. Integrated Educational, Facilities & Technology Master Planning Process | Goal #6 – Support efforts for student access, equity & success                  | D- Strengthen Accountability Innovation & Collaboration | much ground during this period;  
- There needs to be a good process to properly train PBIM committee members on their charter functions;  
- A good work order system is needed, districtwide.  
AVC Madlock shared that he is reviewing a proposal and program functions for a Peoplesoft modular that may provide this service.  
Director Adair is also reviewing a few vendor proposals.  
The colleges will be invited to vendor demos once DGS has conducted its due diligence;  
- The next bond initiative will address infrastructure needs, districtwide;  
- Follow-up process relating to punchlists is poor and needs some improvement.  
Moving forward, VC Ikharo indicated that the stakeholders will need to sign-off on all punchlists, as part of the closeout process. |                 |                                                     |
|                                                                            | Strategic Planning for Facilities Maintenance & Future Bond Initiative          |                                                        | VC Ikharo provided an update regarding the Integrated Educational, Facilities & Technology Master Planning (IEFTMP).  
- Planning process has begun;  
- A vendor will be selected to assist the District with updating the IEFTMP;  
- If the District goes out for a new bond measure, the updated IEFTMP will drive the projects. |                 |                                                     |
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| V. Total Cost of Ownership | Goal #3 - Develop a planning process & budget for the maintenance of existing buildings | E. Develop & Manage Resources to advance our Mission | VC Ikharo provided a brief update.  
- One of ACCJC recommendations is for the District to provide a more comprehensive total cost of ownership report which outlines implementation processes.  
- The District will hire a consultant to assist with developing standards and to collect pertinent data, districtwide.  
VC Ikharo will provide updates as they arise. | | |
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| VI. Bond Sale Update             | Goal #6 – Support efforts form student access, equity & success                | D- Strengthen Accountability Innovation & Collaboration | VC Ikharo provided a brief update.  
- Measure A bonds available for sale total $115 million;  
- Due to the fluctuation of the housing market the amount of bonds the District can sell is $60-62 million;  
- Discussions relating to funding source for the COA Building C and Laney Student Center Projects are ongoing;  
- Alternative project delivery methods are being considered, such as lease-leaseback, design-build, etc;  
- Discussions with Alameda Unified School District to contribute to the funding for the COA Building C project are ongoing as the ASTI program as requested for space in the new building.  
- There is a long-term strategic plan for future use of 860 Atlantic. |                  |                                                   |
| VII. Five Year Plan Update & TimeLine | Goal #1 Develop DFC calendar for the year                                      | - Strengthen Accountability Innovation & Collaboration | Manager Smith provided an update and distributed a document entitled, “Snap Shot of the % Year Capital Outlay Plan” which contained information relating to priority list of projects and 2017 project scenario summaries.  
- Updated Statements of College Education Plan are due in DGS by May 21, 2015 |                  |                                                   |
## PBIM DISTRICT FACILITIES COMMITTEE

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### VIII. Summer Projects
- Accomplishments for 2015 FY
- Planning for 2016 FY

Goal #1 Develop DFC calendar for the year

D- Strengthen Accountability Innovation & Collaboration

Director Adair provided an update which included an itemized list of the 2014-15 20-day projects and expenditures. Total expenditures for the four colleges for 2014-15 school year was $201,758.

Planning for the 2015-16 20-day projects has begun. Director Adair will communicate with the college Business Managers for a list of items. He asked that the colleges, when preparing their lists, to be realistic with their needs request. Only list project that can be completed within a 15-day period.

DGS has asked for a budget of $300,000 for FY 2016. Final allocated funding amount is pending.

Once the planning process is complete, Director Adair will work with the colleges for a suitable timeline to complete the projects. The goal is to have the college cleaned and presentable when students return for the Fall/2015 semester.
## PBIM DISTRICT FACILITIES COMMITTEE

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<td>IX. Utilizing Some Reserve Funds for Facilities Maintenance &amp; Repairs, Districtwide</td>
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<td>Bill Love added this item to the agenda and asked why some of the reported $21 million in reserved can’t be utilized for facilities maintenance repairs, districtwide. Due to time constraints, this item was not discussed. However, the consensus is that more discussion is needed relating to this topic at a future meeting.</td>
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<td>IX. Reports: College Facilities Committees</td>
<td>Goal #1 Develop DFC calendar for the year</td>
<td>D- Strengthen Accountability Innovation &amp; Collaboration</td>
<td>Due to time constraints, no reports were reported.</td>
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| Adjournment | | | 12:42 pm  
Vice Chancellor Ikharo thanked all the committee members for a job well done! | | |
| Next Meeting | | | To be Determined | | |

Minutes taken by: Rosemary Vazquez
Attachments: All documents and/or handouts for this meeting can be found at: [http://eperalta.org/wp/pbi/](http://eperalta.org/wp/pbi/)