

**Peralta Community College District
Peralta Planning & Budget Integration**

ADOPTED— October 8, 2010 Meeting Minutes

Committee: PBIM FACILITIES COMMITTEE, DISTRICT-WIDE
Date/Time: October 8, 2010, 9:00 am – 12:00 pm
Location: District Office, Boardroom
Present: Robert Adams, Helene Lengel, Shirley Coaston, Hank Fabian, George Kozitza, Bill Love, Don Petrilli, Diane Rosenblum, Rosemary Vazquez, Make Lansbarkis, Louis Quindlen, Greg Valentine, Kerry Compton, Eric Gravenberg, Sadiq Ikharo; Peter Olds

Absent: Bill Andrews, Jonathan Olkowski, Willy Lizarraga,
Excused Absence: Alice Marez, Robert Beckwith, Shirley Slaughter
Guest:

Facilitator: Dr. Eric Gravenberg **Chair:** Dr. Ikharo B. Ikharo **Co-Chair:** Hank Fabian

Agenda Item	Discussion	Follow-up Action	Decisions (Shared Agreement/Resolved or Unresolved?)
Meeting Called to Order	9:30 am		A quorum was recognized.
1. Welcome & Introduction	Committee members introduced themselves.		Motion to except the 9/10/10 minutes, as presented, passed unanimously. Minutes were adopted.
B. Agenda Review Agenda was reviewed.	A. Minutes Review & Approval The 9/10/10 draft minutes, previously emailed to members, was reviewed.		Motion to accept the agenda with added item passed unanimously.

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	<p>Dr. Love requested that the following agenda item be added to today's agenda.</p> <ul style="list-style-type: none"> ▪ Five Year Plan <p>Committee briefly discussed the 2012-2016 Five Year Construction Plan (2012-2013 First State Funding Year.</p> <p>The 5-year plan was sent to the State Chancellor's Office on 9/1/10..</p> <p>Committee members were sent a copy of the 5-year plan prior to this meeting for there information.</p> <p>Dr. Ikharo summarized process followed in the development this 5-year plan.</p> <p>Comments & concerns:</p> <ul style="list-style-type: none"> ▪ Committee would like clarification on the point system; how are points awarded? ▪ Dr. Love opposed the plans for the renovation of Merritt's Bldg. R noting that because the students own the Building he feels the best use for this building is for the students not administration. It is not an expectable use of funds. ▪ Laney's Board-approved Facilities and Educational Master Plan are not reflected in the District's five year plan that is filed with the State Chancellor's Office. <p>Dr. Ikharo concluded by explaining that the 5-year plan assessment is updated annually. This plan supports the Facilities Master Plan, which is a used as guide. The projects listed in the Facilities Master Plan are subjected to the shared-</p>		

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<p>2. Possible Closure of College Facilities, for Summer 2011, due to Budget Constraints.</p>	<p>governance process.</p> <p>Dr. Ikharo led a discussion relating to the possible closure of college facilities for the Summer/2011. The Administration is having ongoing discussion and would like input from the various PBIM committees.</p> <p>Dr. Ikharo summarized the two document distributed:</p> <ul style="list-style-type: none"> ▪ Electricity Saving by Closing 3 campuses Next Summer ▪ PCCD FTES Analysis Annual <p>Dr. Love provided historical background information relating to past campus closures sharing that, in the past, the campuses were not closed entirely, only centralized classes to Laney (except for specific programs).</p> <p>Discussions included:</p> <ul style="list-style-type: none"> ▪ Laney & Merritt Solar Projects, which are near completion and the cost savings that can augment the General Fund. ▪ Revenues received from the UCB Extension Program at Merritt – closure may result in a loss of \$60,000-\$80,000 in revenues to the College. ▪ Summer school FTES taken from F/S FTES; is making money part of Peralta’s mission? ▪ FTES Analysis are for 1989-99; data is insufficient. Data from the last 10 years is needed before there can be a comprehensive discussions. ▪ Consolidating summer school to Laney would have an impact as Laney is already impacted by summer school. 		

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	<ul style="list-style-type: none"> ▪ There needs to be a dialogue with union and constituents groups. Helene Lengel will take this item to SIEU representatives for discussion. ▪ Consider thoroughly clean the Laney campuses before consolidation occurs. <p>Dr. Ikharo mentioned that at the recent GAF meeting a determination was made that enrollment will not be impacted by summer/2010 closure of college facilities. Dr. Ikharo also noted that discussions are ongoing and no decision has been finalized. The Administration is weighing all considerations.</p>		
<p>3. Smart Classroom, District-wide Projects Update</p>	<p>Dr. Ikharo gave an update.</p> <ul style="list-style-type: none"> ▪ This project is given priority. ▪ Discussion with both the Tech Committee and Project Steering Committed has determined that a “resident” computer will be installed in each smart classroom. What type to use is pending (Choices include: Power PC, Mini Mac or Super PC). ▪ Janet Cragin is coordinating vendor presentations. College reps are invited to attend. ▪ College to submit a list of how many mini macs to Janet Cragin by end of business day today. ▪ Pre-bid for low voltage electrical project is scheduled for 10/11/10 at 1:30 pm. ▪ Pro-Media was awarded bid for audio/visual equipment. College VPs will work with faculty to determine locations. ▪ Security: Four levels of security will be in place prior to equipment installation: <ul style="list-style-type: none"> ✓ Keypad access. ✓ GHFI devices to alert if computers are moved. 	<p>Dr. Ikharo will continue to give period update, as they arise.</p>	

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	<ul style="list-style-type: none"> ✓ Physical restraints. ✓ Surveillance camera will focus on equipment not classroom activities. ▪ Maintenance: Extended Contracts – first 3 yrs included with service. Afterward a vendor will be hired to maintain and repair equipment. ▪ Streaming: The Administration is screening two vendors (Cisco & Granicus). Cisco has given a presentation to the Tech Committee; Granicus will also be invited to give a presentation. ▪ Project is on schedule. 		
<p>4. Report from Campus Facilities Committees</p>	<p>The following College Reps reported on College Facilities Committee activities:</p> <p>Laney: Don Petrilli</p> <ul style="list-style-type: none"> ○ Laney Master Plan: Awaiting Architects interviews ○ Requested periodic updates relating to the proposed procurement of the Kaiser Convention Center. ○ Recommends no installation of security cameras in Student center until Laney tower is finished. Where will cameras be located? ○ There are concerns with matching funds for Laney. <p>COA: Helena Lengel & Kerry Compton</p> <ul style="list-style-type: none"> ○ 860 Atlantic project making progress ○ Fire drill will be scheduled ○ Kwall project is stunning ○ Two landscaping project ongoing. ○ C & D Architect very receptive to input. <p>Merritt: No report</p>	<p>Dr. Ikharo, along with security vendor will give a presentation on the locations of the security camera, District-wide at the Nov./2010 meeting.</p> <p>Dr. Ikharo will make arrangements to give a</p>	

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	<p>BCC: No report.</p> <p>Dr. Ikharo spoke briefly relating to capacity load ratios, which are fractured into points for projects.</p>	<p>presentation relating to capacity load ratios and the point system.</p>	
5. Alignment of Goals & Objectives	<p>Document entitled "District-wide Facilities Committee 2010-2011 Objectives & Goals was reviewed".</p>	<p>Committee 2010-2011 Goals & Objectives will be revisited in Jan or Feb 2010</p>	<p>Motion to accept the District-wide Facilities Committee 2010-2011 Objective & Goals passed unanimously.</p>
6. Committee Responsibilities & Participation	<p>Discussions included:</p> <ul style="list-style-type: none"> ▪ The importance of keeping consistent with the other PBIM committee relating to attendance. ▪ Should bad behavior be reinforced by allowing committee members to be regularly absent without consequences? ▪ When should notices be sent out to absentees? <p>Consensus: Absentee should no longer be tolerated. It is important to have a dynamic facilities committee.</p>		<p>Motion: If members of this committee miss 3 consecutive meetings, a notice will be sent informing them that they are no longer on this committee and new members can be appointed.</p>
7. Communications with District-wide Committees	<p>Communication between other PBIM committee members is important.</p> <p>Two-way communication is important.</p> <p>Committee Chairs meet regularly to share information.</p>		

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<p>8. Kaiser Convention Center Business Plan</p>	<p>Suggestions:</p> <ul style="list-style-type: none"> ▪ Have chair for this committee give an update on what was discussed at Committee Chair's meeting. <p>Dr. Ikharo gave an update. The District is completing it's due diligence assessment.</p> <p>A draft business plan is forthcoming. It will contain critical information and answers to questions. Is it in the best interest of the District to proceed given the existing factors?</p> <p>Dialogues with Colleges are forthcoming.</p> <p>By December 2010, substantial analysis and share governance process should be completed and a determination can be recommended to the Board.</p>	<p>Dr. Ikharo will continue to update this Committee as matter arise.</p>	
<p>9. Measure A Update</p>	<p>A. Capital Project Matching Funds for State Chancellor's Office</p> <p>Dr. Ikharo led a discussion relating to matching funds available from the state.</p> <p>There are concerns there may not be anymore matching funds available from the state and will not be until the voters approve a new statewide bond measure. Currently they are preparing a bond measure for the November 2012 election. Will this have a major impact on many of our Measure A project?</p> <p>Debate about state-matching projects. Go forward with the project using general funding or delay until state-matching</p>		

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	<p>funding is available? Or delay until future bonds are available?</p> <p>Dr. Ikharo mentioned that the District is looking at options and timeline and reviewing history of bonds with Peralta.</p> <p>The District is considering going out for another bond in 2012 and not wait for the State.</p> <p>89% of bonds for Community Colleges and K12 have passed.</p>		
10. Remarks from Guests	Positive remarks from members were shared.		
11. RECOMMENDATION/ACTION ITEMS TO BE SENT TO OTHER PBIM COMMITTEES	None.		
Adjournment:	11:00 am		
Next meeting:	November 5, 2010 from 10:30 am to 12:30 pm, District Office Boardroom	At the next meeting, Greg Valentine will give a presentation on Emergency Preparedness: Pandemic	
Upcoming meetings:	December 3, 2010; February 11, 2011; March 11, 2011; April 8, 2011; May 13, 2011		

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Minutes taken: Rosemary Vazquez

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