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  

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  
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<td>Meeting Called to Order</td>
<td>9:30 am</td>
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<td>A quorum was recognized.</td>
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<td>1. Welcome &amp; Introduction</td>
<td>Committee members introduced themselves.</td>
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<tr>
<td>A. Minutes Review &amp; Approval</td>
<td>The 9/10/10 draft minutes, previously emailed to members, was reviewed.</td>
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<td>Motion to except the 9/10/10 minutes, as presented, passed unanimously.</td>
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<td>B. Agenda Review</td>
<td>Agenda was reviewed.</td>
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<td>Minutes were adopted.</td>
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<td>Motion to accept the agenda with added item passed unanimously.</td>
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### Agenda Item

#### Discussion

Dr. Love requested that the following agenda item be added to today's agenda.

**ADDED AGENDA ITEM**

- Five Year Plan

Committee briefly discussed the 2012-2016 Five Year Construction Plan (2012-2013 First State Funding Year).

The 5-year plan was sent to the State Chancellor's Office on 9/1/10.

Committee members were sent a copy of the 5-year plan prior to this meeting for their information.

Dr. Ikharo summarized the process followed in the development of this 5-year plan.

**Comments & concerns:**
- *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.*

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 a guide. The projects listed in the Facilities Master Plan are subjected to the shared-
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| 2. Possible Closure of College Facilities, for Summer 2011, due to Budget Constraints | 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.  
Dr. Ikharo summarized the two document distributed:  
- Electricity Saving by Closing 3 campuses Next Summer  
- PCCD FTES Analysis Annual  
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).  
Discussions included:  
- 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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|             | ▪ 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.  
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. | | |
| 3. Smart Classroom, District-wide Projects Update | Dr. Ikharo gave an update.  
▪ This project is given priority.  
▪ Discussion with both the Tech Committee and Project Steering Committee 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 the 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:  
  ✓ Keypad access.  
  ✓ GHTI devices to alert if computers are moved. | | Dr. Ikharo will continue to give period update, as they arise. |
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## Peralta Planning & Budget Integration

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|                              | ✓ 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.                                                                                                                                                                                                                                                                                                                                                                                                           |                  |                                                  |
| 4. Report from Campus Facilities Committees | The following College Reps reported on College Facilities Committee activities:  
|                              | Laney: Don Petrilli  
|                              |  o Laney Master Plan: Awaiting Architects interviews  
|                              |  o Requested periodic updates relating to the proposed procurement of the Kaiser Convention Center.  
|                              |  o Recommends no installation of security cameras in Student center until Laney tower is finished. Where will cameras be located?  
|                              |  o There are concerns with matching funds for Laney.  
|                              | COA: Helena Lengel & Kerry Compton  
|                              |  o 860 Atlantic project making progress  
|                              |  o Fire drill will be scheduled  
|                              |  o Kawall project is stunning  
|                              |  o Two landscaping project ongoing.  
|                              |  o C & D Architect very receptive to input.  
|                              | Merritt: No report                                                                                                                                                                                                                                                                                                                                                       |                  |                                                  |
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|             | BCC: No report.  
Dr. Ikharo spoke briefly relating to capacity load ratios, which are fractured into points for projects. | presentation relating to capacity load ratios and the point system. | |
| 5. Alignment of Goals & Objectives | Document entitled “District-wide Facilities Committee 2010-2011 Objectives & Goals was reviewed”. | Committee 2010-2011 Goals & Objectives will be revisited in Jan or Feb 2010 | Motion to accept the District-wide Facilities Committee 2010-2011 Objective & Goals passed unanimously. |
| 6. Committee Responsibilities & Participation | Discussions included:  
- 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?  
Consensus: Absentee should no longer be tolerated. It is important to have a dynamic facilities committee. | Motion: If members of this committee miss 3 consecutive meetings, a notice will be sent informing them that they are not longer on this committee and new members can be appointed. | |
| 7. Communications with District-wide Committees | Communication between other PBIM committee members is important.  
Two-way communication is important.  
Committee Chairs meet regularly to share information. | | |

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<td>Suggestions:&lt;br&gt;• Have chair for this committee give an update on what was discussed at Committee Chair’s meeting.</td>
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<td>8. Kaiser Convention Center</td>
<td>Dr. Ikharo gave an update. &lt;br&gt;The District is completing it’s due diligence assessment. &lt;br&gt;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? &lt;br&gt;Dialogues with Colleges are forthcoming. &lt;br&gt;By December 2010, substantial analysis and share governance process should be completed and a determination can be recommended to the Board.</td>
<td>Dr. Ikharo will continue to update this Committee as matter arise.</td>
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<td>Business Plan</td>
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<td>9. Measure A Update</td>
<td>A. Capital Project Matching Funds for State Chancellor’s Office&lt;br&gt;Dr. Ikharo led a discussion relating to matching funds available from the state. &lt;br&gt;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? &lt;br&gt;Debate about state-matching projects. Go forward with the project using general funding or delay until state-matching</td>
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<td>funding is available? Or delay until future bonds are available?</td>
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<td>Dr. Ikharo mentioned that the District is looking at options and timeline and reviewing history of bonds with Peralta.</td>
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<td>The District is considering going out for another bond in 2012 and not wait for the State.</td>
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<td>89% of bonds for Community Colleges and K12 have passed.</td>
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#### 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
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/