

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

ADOPTED December 3, 2010 Meeting Minutes

Committee: **PBIM FACILITIES COMMITTEE, DISTRICT-WIDE**
 Date/Time: December 3, 2010, 10:30 am – 12:30 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, Sadiq Ikharo; Alice Marez, Robert Beckwith, Shirley Slaughter
 Absent: Bill Andrews, Jonathan Olkowski, Connie Willis
 Excused Absence: Eric Gravenberg, Kerry Compton
 Guest: Olivia Rocha, Olive Construction Management

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			
	A. Minutes Review & Approval The 10/8/10 draft minutes, previously emailed to members, was reviewed.		Motion to except the 10/8/10 minutes, with minor corrections passed unanimously.
	B. Agenda Review Suggested Added Agenda Items: <ul style="list-style-type: none"> ▪ Report on Blue phones ▪ Attendance Review Dr. Ikharo shared that his department is not prepared to report on the suggested agenda items and asked that they be deferred		Motion to accept the agenda, presented with suggested agenda items deferred to the next meeting. <u>Motion</u> : If a request is made by a member to

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	<p>to a future meeting.</p> <p>A motion was presented to the members relating to request to add agenda items.</p>		<p>add an item to the agenda and the Department is not prepared to report then the item will be deferred to the next meeting. Motion passed unanimously.</p> <p>Motion to initiate removal of those members that had missed more than the minimum number of meetings and notify their colleges that they needed replacements in the District Wide Facilities Committee, passed unanimously.</p>
<p>2. Smart Classroom, District –wide Project</p>	<p>Olivia Rocha, PM, summarized document she distributed which gave an update of the Smart Classroom Project, District-wide.</p> <p>Information included:</p> <ul style="list-style-type: none"> ▪ Current status of the project; ▪ A table charting the status of the layout reviews; ▪ Additional changes; ▪ Current construction schedule; 	<p>Dr. Ikharo will provide periodic updates, as they arise.</p>	

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	<p>Bid for the Lenel Security Door Access Software will go to the full Board for approval at the Dec. 7, 2010 meeting;</p> <p>No equipment will be ordered until meetings with each College, to review the equipment layout for sign-off and approval, are complete.</p> <p>Installation will be scheduled during graveyard shifts to minimize impact (10am-6am).</p> <p>Louis Quindlen asked for a breakdown of the FF&E budget for the Smart Classroom Project.</p> <p>Director Beckwith shared information relating to the multiple levels of security to secure equipment.</p>		
<p>3. Emergency Preparedness</p> <ul style="list-style-type: none"> ▪ Master Plan ▪ Implementation Plan and Costs 	<p>Director Valentine provided an update. Information included a PowerPoint presentation handout, presented to the Strategic Management Team on 10/21/10. Document outlined the development and process of this plan, a timeline, recommendations, and estimated costs. Funding Source: Measure A.</p> <p>Director Beckwith acknowledged the need for a comprehensive emergency preparedness plan but shared that there needs to be a more immediate plan in place, as the proposed plan lists a duration of 18-24 month to implement.</p> <p>In the interim, Director Valentine will update the current emergency call list of key personnel, used for District emergency response purposed only.</p>		<p>Motion: To support the proposed recommendations for the planning and implementation phase, as outlined in the Emergency Plan Update, dated 10/21/10.</p> <p>Motion passed 1 vote No – Bob Beckwith</p> <p>1 abstention – Diana Rosenblum</p>

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4. Report from Campus Facilities Committees	<p>Laney (Don Petrilli)</p> <ul style="list-style-type: none"> ▪ A request was made for a copy of the sign-off document relating to the DW Security Project. Dr. Ikharo will forward a copy. <p>Merritt (Hank Fabian)</p> <ul style="list-style-type: none"> ▪ Discussion occurred on heating issues at Merritt. Director Beckwith shared that DGS/staff are working to address outstanding issues; some have already been resolved. <p>BCC – No report</p> <p>COA – No report</p>		
PBIM Strategic Goals & Short-Term Objectives	This item was deferred to the next meeting.		
5. Remarks from Guests			
6. RECOMMENDATION/ACTION ITEMS TO BE SENT TO OTHER PBIM COMMITTEES	None.		
Adjournment:	10:40 am		
Next meeting:	February 11, 2011, 9:00 am – 12:00 pm, District Boardroom		
Upcoming meetings:	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/>