Committee: PBIM FACILITIES COMMITTEE DISTRICT-WIDE  
Date/Time: October 12, 2012, 9:00 am – 12:00 pm  

Present: Bill Love, Brock Drazen, Carlotte Campbell, Don Petrilli, Gregory Valentine, Katherine Kocel, Louis Quindlen, Mary Beth Benvenutti, Molly Sealund, Pieter de Haan, Rosemary Vazquez, Sadiq B. Ikharo, Shirley Slaughter; Patricia Stanley  
Absent: Helena Lengel, Marisol Zavala Suarez  
Excused: Atheria Smith, Bob Beckwith, Connie Willis, Dettie Del Rosario, Linda Berry, Mike Lanbarkis  
Guest: Brian Cervantes, Student Trustee  

Facilitator: Linda Berry  
Chair: Dr. Ikharo B. Ikharo  
Co-Chair: Pieter de Haan

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<th>Agenda Item</th>
<th>Discussion</th>
<th>Follow-up Action</th>
<th>Decisions (Shared Agreement/Resolved or Unresolved?)</th>
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| 1. Call to Order | 9:15 pm  
It was announced that Linda Berry will not be the facilitator today, due to conference commitment. In her absence, Pieter de Haan agreed to facilitate. | Motion by Louis Quindlen, 2nd by Patricia Stanley | Agree to call meeting to order.

2. Agenda Review | Agenda approved as presented.  
VC Ikharo asked if item #4 could be deferred until more members were present. | Motion by Louis Quindlen, 2nd by Patricia Stanley to approve agenda, as presented. Motion passed unanimously. | Agree to approve agenda.

3. Approve Meeting Minutes | September 14, 2012 minutes accepted, as presented. | Motion by Louis Quindlen, 2nd by | Agree to approve minutes.
4. Information Update – Project Cost Budget Analysis  
   Due to time constraints, this item was deferred until the next meeting.

5. College Facilities Priority Lists: Status and Process for Completion  
   VC Ikharo gave a progress update:
   - All College Facilities Priority Needs List (FYE 2012) were approved in June 2012;
   - The DGS has begun implementation;
   - BCC list of items will be included in the Phase III project;
   - Some projects will have to be bid out while others will require securing quotes;
   - The FF&E budget information, to process requisitions, will be sent to the Colleges;

   VC Ikharo will provide more information, such as status reports, milestones, and charts at the next meeting in November 2012.

   Brian Cervantes asked for information regarding the awning for Laney’s financial aide area. VC Ikharo will send him an update.

   VC Ikharo also shared that he is working with General Counsel to resolve ongoing issues with Mondo Tracks, District-wide. VC Ikharo will provide periodical updates, as they arise.
6. How to Approach Goals and Objectives

Goals & Objectives for this committee, previously approved at the 9/14/12 meeting, were revisited and discussed.

Committee, by consensus, agreed to change the following language for Goal #2 (a) to read:

“Provide information to the Colleges relating to the Five-Year Construction Plan process, through workshops administered by the Department of General Services.”

All other goals & objectives were reviewed, discussed, and accepted with no other changes to the language.

Committee members also discussed:

- Contractors on campus and the need to improve the notification process;
- What is FUSION? How does the reporting process work? VC Ikharo provided clarification. Space inventory is due by October 14, 2012;
- Updates to the current space allocation models, they are old and need to be updated;
- Grant based classes;
- Future bond initiatives, will there be support among the voting constituents, given the current economy. The District will conduct a feasibility survey first before a decision is made to go out for another Bond.

7. Status of Campus Emergency Blue Phones

Director Beckwith provided an update that included historical background regarding emergency
Issues include:
- Blue phones were installed before mobile communications were so readily available. Today almost everyone has a cell phone;
- They have outlived their usefulness with both cable and telephone lines deteriorating over the years;
- Over the past 6 years, many blue phones are not working despite repeated attempts at repair. Repair expenditures are costly;
- 60% of blue phones are functional, with 40% taken offline, classified as inoperable;
- Other bay area Colleges are experiencing similar issues.

Solutions (short and long term):
- Continue to provide support to the blue phones that are operational;
- Cover the ones that are non-functional and provide signage until phones can be safely removed;
- Replace blue phones with modern technology, when funding is available;

Tests are conducted regularly by Maintenance, in conjunction, with Police Services. Reported non-functional blue phones are taken offline, covered and signage is provided.

An email was sent out in April 2012 to all college faculty & staff regarding the blue phones informing the colleges of plans to cover non-functional phones.
Director Valentine reported that the District-wide Safety Committee has requested that any non-functional blue phone covered completely and suggested that communication should be sent to the Student Body with updates.

VC Ikharo will send out another email to the colleges with updates.

The conclusion is that more funding is needed, as this is considered a major capital project.

In response to inquiries, VC Ikharo reported on the no-smoking policies, the administrative procedures and signage:

- DGS staff is working on securing quotes to procure signage;
- There will be a grace period during which only warnings will be issued. Thereafter, violations of the smoking procedures will be subject to a citation with a possible fine of up to $100.
- DGS is working on design for ‘smoking booths’ for colleges with Board approved designated smoking areas.
- Monies collected from fines will be utilized to fund programs relating to smoking cessation.

College reported that students are not respecting the no-smoking policies.

Suggestions included:
- Is this policy discriminatory? The District should conduct a survey to see which group
this policy will effect;
- Utilizing the monies collected from fines to offset student fees;
- Developing options, such as a class to education and promote smoking cessation, in lieu of fines.

A discussion ensued on smoking in general and society’s intolerance. More discussion was suggested regarding this subject, offline.

Other discussion included:
Safety Cameras and the expectations of faculty and staff to privacy in public buildings.

| 8. Alternative Funding Sources to Fund Maintenance and Repair | VC Ikharo led a discussion and provided historical information regarding State-funded maintenance projects. In response to inquiries of the impact to the District regarding Prop 30, VC. Ikharo provided the following clarification: If Proposition 30 passes in November, PCCD will receive an increase of around $3.8 million. If Proposition 30 does not pass in November, $5.5 million will be cut, bringing the District’s cumulative reduction to $18.9 million. The reduction will be in apportionment revenue via a Workload (Enrollment) Reduction. To begin to address current repair needs, VC Ikharo shared that if Prop 30 passes he will make a recommendation to the Administration that monies | VC Ikharo will provide the committee with a prioritized list of work orders at the November meeting. |
(approx. $1.5 million) be set aside, on a one-time basis, to be utilized for maintenance repairs, district-wide.

By consensus, the committee recommended that VC Ikharo ask for $2 million, instead of $1.5, to be set aside.

Director Valentine commented that the DGS has been very responsive to health & safety issues.

**Recommended Action Plan:**
- Identify maintenance needs, including staffing, District-wide;
- Colleges will need to assess their individual maintenance needs;
- Create a master list for review and discussion by this committee;
- Finalized list of priority needs, with a recommendation, will be sent to PBC for review and approval;
- Once approved, by the PBC, a scope of work will be drafted;
- Bid out the work as one project.

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<th>9. Reports: Campus Facilities Committees</th>
<th>Berkeley City College: <em>(Pieter de Haan)</em></th>
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<td><strong>Berkeley City College:</strong> <em>(Pieter de Haan)</em></td>
<td>Facilities Committee met last week to discuss the Build-out project.</td>
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<td><strong>Laney College:</strong> (Don Petrelli)</td>
<td>Facilities’ meeting is scheduled for 10/15/12. Committee will be reviewing the Laney Facilities Master Plan.</td>
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<td>Concerns were expressed regarding overgrown</td>
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landscape at the entrance of Fallon Street. Who is responsible for maintaining the landscaping in this area?

VC responded that the DGS would do its best to address this matter; however, manpower shortages are an issue.

**Merritt College: (Brock Dragen)**
- Discussions regarding facilities needs list were addressed and outstanding issues resolved.
- Contractors are showing up on campus unannounced;
- Library, Bldg L: VC Ikharo is scheduled to attend the 10/29/12 Bldg. L Committee Meeting.
- Smart Classroom Doors: Director Beckwith will work with the Business office to address training issues.

**College of Alameda: (MaryBeth Benvenutti)**
- Water fountain replacement project is going well;
- A request was made to have someone from DGS attend Facilities meeting to give updates on Bldg. C&D project.

VC Ikharo provided an update on COA Bldg C&D.
- Bridging documents are complete
- Mandatory Pre-Quals for RFQ is schedule for 10/24/12.
- A steering committee will be formed to review submittals and make recommendations.

VC Ikharo recommended Atheria Smith to give
updates to COA Facilities Committee periodically, when invited.

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<th>10. RECOMMENDATION/ACTION ITEMS TO BE SENT TO OTHER PBIM COMMITTEES</th>
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<th>11. Adjournment</th>
<th>12:00 pm</th>
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Next meeting: November 9, 2012 – 9:00 am-12:00 pm

Upcoming Meetings: 2012: Dec 7  
2013: Feb 1st, March 8th, Apr 12th, May 3rd

Recorder: Rosemary Vazquez

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