Date of Meeting: December 05, 2014
Present: Atheria Smith, Bill Love, Brian Adair, Brock Drazen, Calvin Madlock, Don Petrilli, Louis Quindlen, Mary Beth Benvenutti, Molly Seulund, Rosemary Vazquez, Sadiq B. Ikharo, Shirley Slaughter, Michael Dioquino, Ralph Smeester, Rachel Goodwin, Tina Vasconcellos, Laura Hernandez, Helena Lengel, Wendi Franklin, Ron Periz; Roger Toliver; Shuntel Nathaniel

Chair/Co-Chair: Dr. Sadiq B. Ikharo / Don Petrilli
Guests: Tina Vasconcellos / TBA
Absent: Greg Valentine, Hoi Ko, Malique Banks, Siraq Omar,
Excused: Dettie Del Rosario, Jim Cave; Phyllis Carter

<table>
<thead>
<tr>
<th>Agenda Item</th>
<th>Committee Goal</th>
<th>Strategic Planning Goal and/or Institutional Objective</th>
<th>Discussion</th>
<th>Follow-up Action</th>
<th>Decisions (Shared Agreement/Resolved or Unresolved)</th>
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<tbody>
<tr>
<td>1. Meeting Called to Order</td>
<td>N/A</td>
<td>N/A</td>
<td>11:00 am</td>
<td>Membership welcomed new Classified Senate Representatives: • Shuntel Nathaniel (COA) • Roger Toliver (BCC) • Jim Cave (Laney) • Ron Perez (Merritt)</td>
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<td>2. Agenda Review</td>
<td>N/A</td>
<td>N/A</td>
<td>Louis Quindlen asked to add the following agenda item: • District Education Committee (DEC)</td>
<td>Motion by Molly Sealund, 2nd by Louis Quindlen to accept the</td>
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Request for Information
Agenda was approved, as amended.

3. Review of Minutes

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<th>Item</th>
<th>Action</th>
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<tr>
<td>N/A</td>
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<td>November 14, 2014 meeting minutes were approved with minor corrections.</td>
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Motion by Atheria Smith, 2nd by Calvin Madlock to accept the 11/14/14 DFC meeting minutes, as amended, passed by majority. Abstain: 1 (Rachel Goowin)

4. 2015-16 Deferred Maintenance Projects

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<tr>
<th>Item</th>
<th>Action</th>
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<td>Goal 3 – Develop a planning process and budget for the maintenance of existing buildings. Goal 6 - Support efforts for student access, equity and A. Advance Student Success E: Develop and Manage Resources to Advance Our Mission</td>
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| Director Adair summarized the distributed list entitled “Draft 2015-16 Deferred Maintenance College List”. A discuss ensued relating to the items on the list. Shared points included the following:  
  - This is a working document of college requested deferred maintenance items. Not all the items on the list can be funded. Some alternative funding needs to be identified.
  - VC Ikharo provided clarification explaining that DGS is responsible for facilities-related equipment and permanent fixtures repairs & replacements (such as engineering costs estimates).
| Director Adair will review draft listing of deferred college requested items and provide engineering costs estimates. VC Ikharo will send a memo to the |
| Motion by Louis Quindlen, 2nd by Helena Lengel for DFC to make a presentation to the PBC and the Chancellor’s Cabinet relating to DGS, Maintenance & Operations’ staffing needs with a request to restore M&O staff to the levels that were lost during the periods of budget |
### PBIM DISTRICT FACILITIES COMMITTEE

**ADOPTED – December 05, 2014 Meeting Minutes**

| Success | Repair/replacement of electronics is the colleges’ responsibility.  
- The Colleges were allocated state funding for instructional equipment. If this is not sufficient, then this is a conversation the colleges’ should have with Finance.  
- In addition, approximately $1.9 million has been allocated for college identified schedule maintenance projects.  
- DGS will review the deferred maintenance list and add engineering cost estimates.  
- A determination will be made to remove items that are not classified as “deferred maintenance” (such as equipment repairs/replacement, work orders, etc.).  
- The draft listing will also be sent to Director Valentine, Risk Manager, for input from Risk and District Safety Committee.  
- An updated draft listing that includes estimated engineering costs estimates and input from Risk will be sent to College Facilities Committee representatives for discussion at their January 2015 meeting.  
- The District needs to lobby aggressively with the State for more funding. It is not acceptable to constantly be looking for funding to cover district-wide maintenance and repairs needs. | PBC with a request to present finalized listing to the PBC.  
VC Ikharo will send Director Valentine the deferred maintenance list with a request to review and rank items for health & safety priorities. | Reductions, passed unanimously. |
- There is not enough M&O manpower to address the current needs. Staff lost during the last budget reduction needs to be restored.
- Director Adair will prepare documentation of total cost of ownership for M&O operational overhead costs.
- VC Ikharo will continue to work with District Administrators to increase current budget to meet M&O needs for 2014-15 school year.

The consensus is to review the final draft at DFC February 20, 2015 meeting and finalize the listing in preparation to present to the PBC at their February 27, 2014.

The objective to use the finalized deferred maintenance listing to lobby for additional funding during 2015-16 budget development discussions.

VC Ikharo also provided a status reports for the 2013-14 and 2014-15 College Facilities Emergency Needs. Periodic updates will be provided as they arise.

| 5. 2014-15 DFC Calendar | Goal 1 – Develop a DFC | A. Advance Student Success | Manager Smith presented a draft DFC timeline for review and discussion. This is a working document with suggested topics |  |
Calendar for the year

E. Develop and Manage Resources to Advance Our Mission

welcomed.

**Suggestions:**
- Add the Master Plan deadlines to the DFC calendar.
- Add DFC action items to the timeline.

Manager Smith indicated that she will meet with College Facilities Committees to provide additional information regarding the College Master Plans and 5-year Construction Plans.

A brief discuss ensued regarding FUSION and access to information.

FUSION (Facilities Utilization, Space Inventory Options Net) is a database of over 75 million square feet of California community college facilities that tracks the condition assessments and develops cost modeling for maintenance projects, enabling colleges to plan budgets and help facilitate the passing of much-needed bond measures. The FUSION project team is comprised of representatives from California's 72 community college districts, the Foundation for California Community Colleges, and the California Community Colleges Chancellor's Office.
It was suggested that all DFC membership should have access to view data on FUSION.

VC Ikharo concurred and will have Manager Smith begin the process to provide access.

| 6. Motion to Extend the Meeting | N/A | N/A | Motion by Don Petrilli, 2nd by Shirley Slaughter to extend today’s meeting for ten (10) additional minutes, passed unanimously. |

| 7. District Education Committee (DFC) Request to DFC for Information | Goal 6 - Support efforts for student access, equity and success | A. Advance Student Success | A1. Student Access | Louis shared that at the November 21, 2014 DEC meeting he raised the issue of the two month summer four day work week. He felt the curtailment of access to counseling, orientation, and assessment limited Laney’s ability to offer summer classes has impacted the ability to meet SSSP goals and enrollment numbers. The shutdown also limited ability to conduct key business operations and students access to student services.

He added that when he raised this point with the DEC, before making a decision on the issue, the DEC membership wanted data on energy savings for that period. As a member of the District Facilities Committee, He felt this was a reasonable request.

VC Ikharo responded that the DEC needs to forward their requests to PBC by way of a resolution (if it is relevant); and the PBC can make this request to the Chancellor. Energy Savings alone may not be the only reason for this 4-day |
summer schedule. Otherwise, the protocol is being circumvented by directing another committee and staff to engage in the performance of extracurricular activities that was not intended for that committee.

VC Ikharo will discuss this request with the Chancellor.

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<th>8. Reports: College Facilities Committees</th>
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**BCC (Shirley Slaughter)**
- The District has entered into escrow for the Milvia property.
- DGS is conducting its due diligence.
- The college is working to complete it’s 5-year plan.

**Merritt (Brock Drazen)**
- Discussions relating to the college master plan are ongoing. At the January 2015 Flex Day there will be an opportunity for college input.

VC Ikharo mentioned that if the colleges need DGS to participate in forums to answer specific questions relating to 5-year plan, he is available. Or, others can be brought in to explain the process.

Manager Smith provided information regarding the need to update college master plans, education plans, facilities plans and
integrated educational & facilities master plans. With Technology changes this is a good opportunity for updates.

VC Ikharo reported briefly of Building D: The college is in discussions regarding the future use of this building. Whatever the college decides, DGS will work with the College to complete.

Michel Dioquino spoke briefly regarding the server room in Bldg. D which included historical background and past and currently issues. The cost for trenching, as part of the renovations scope, is too costly.

**Laney College (Don Petrilli)**
- The recent presentation by Manager Smith to the College Facilities Committee (CFC) was informative and appreciated.
- This year there are a lot of new members in the CFC.

**College of Alameda (MaryBeth Benvenutti & Helena Lengel)**
- Reviewing proposal from art club;
- Reviewed and discussed college deferred maintenance needs;
- DGS presentation to the College Facilities Commiter relating project strategy for
C+D replacement buildings was informative.

VC Ikharo reported that plans are to repair the potholes during the winter break, weather permitting.

In response to Bill Love’s inquiries regarding future programs at 860 Atlantic. What are the District’s plans once both the Merritt and COA new building projects are completed? VC Ikharo shared that through collaboration 860 will be used for other academic purposes, possibly fee based programs. Discussions with the colleges are ongoing.

He added that at the December 9, 2014 Board Meeting he will be making a presentation entitled “Project Strategy C+D Replacement Buildings – Achieving Best Value” which will include conceptual recommendation for placement of a new humanities building.

**Sustainable Master Plan**

VC Ikharo announced that the District is moving forward with the development of a sustainable master plan and asked for volunteers from the College Facilities Committee to serve on the committee. Please forward the names of members interested in participating in the process. Their input is
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<td>9.</td>
<td>RECOMMENDATION/ACTION ITEMS TO BE SENT TO OTHER PBIM COMMITTEES</td>
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<td>N/A</td>
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<td>10.</td>
<td>Adjournment</td>
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<td>11.</td>
<td>Next Meeting</td>
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<td>Future Meetings</td>
<td><strong>2015:</strong> Mar 13, Apr 10, &amp; May 1</td>
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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/)