Committee:  PBIM FACILITIES COMMITTEE DISTRICT-WIDE  
Date/Time  Friday, September 14, 2012 – 9:00 am to 12:00 pm

Present:  Atheria Smith, Bill Love, Bob Beckwith, Brock Drazen, Don Petrilli, Gregory Valentine, Linda Berry, Louis Quindlen, Mike Lansbarkis, Pieter de Haan, Rosemary Vazquez, Sadiq B. Ikharo, Patricia Stanley, Connie Willis

Absent:  Carlotta Campbell, Marisol Zavala Suarez
Excused:  Dettie Del Rosario, Molly Sealund, Helena Lengel, Shirley Slaughter, Katherine Kocel, Mary Beth Benvenutti, Evelyn Lord, Joseph Bielanski, connie willis

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

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<td>1. Meeting Called to Order</td>
<td>9:10 am. Linda Berry announced that the College Business Managers will not be attending because they are all attending a site meeting. She also informed the committee that she would not be attending the October 12, 2012 meeting due to conference commitment.</td>
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<td>A quorum was recognized.</td>
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<td>2. Agenda Review</td>
<td>Agenda was approved, as presented.</td>
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| 3. Approve Meeting Minutes | • May 04, 2012 minutes approved, as presented.  
• August 24, 2012 minutes approved, as amended. | Motion by Louis Quindlin, 2nd by Bill Love to accept the 5/4/12 meeting minutes, as presented. | | |
## Agenda Item

### 4. PBIM Committee Guidelines

#### Review & Approve 2012-2013 Committee Goals & Objectives

Dr. Ikharo shared with the committee a document entitled “PBI Committee Meeting Guidelines”. This document was distributed at the 8/31/12 PBIM Workshop for Chairs, Co-Chairs, Facilitators & Recorders. The document lists a few suggested guidelines (best practices) for conducting productive meetings.

A discussion ensued. Point of interested included:

- Focus on strategic goals & objectives and charter of this committee;
- Establish a steering committee to set agenda;
- Send out agendas early;
- Improve communications;
- Specific College issues should go through the proper channels;
- Nothing should be considered “off-topic”;
- Reports from the Colleges’ Facilities Committees should be related to concerns and issues only;
- Consequences for missing three or more meetings seems to only apply to faculty. Faculty attend on

#### Motion Passed.

Motion by Bill Love, 2nd by Louis Quindlen to accept the 8/24/12 minutes, as amended. Motion passed.

#### Follow-up Action

Agenda Steering Committee will meet and/or conference call with Facilitator, one week before the next PBIM Facilities Committee scheduled meeting to set agenda for the next meeting.

#### Decisions (Shared Agreement/Resolved or Unresolved?)

Motion by Louis Quindlen, 2nd by Brock Drazen to accept the guiding principles listed in the “PBI Committee Meeting Guideline”. Motion passed.

By consensus, an agenda steering committee will be established to work with the Facilitator on recommending agenda items for the next meeting. The following members agreed to participate on the steering committee:

- Pieter de Haan
## Agenda Item

### 4. Discussion

- Communicate with College Presidents the importance for committee appointees to honor their commitments.

Motion to accept the guiding principles listed in this document passed.

- Don Petrilli
- Brock Drazen
- Tentative: (Carlotta Campbell absent)

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### 5. Review and Approve 2012-2013 Committee Goals & Objectives

Committee members reviewed draft goals & objectives discussed at the 8/24/12 meeting. A discussion ensued on modifications to the language.

Discussion topics included:

- The importance of keeping students informed and channels of communication currently in place;
- Contractors on campus, liabilities and limitations;
- Importance of aligning resources with facilities needs;
- The need to improve the planning process;
- Is this a good time to go out for another Bond?
- Maintenance needs, District-wide.

The following four Goals were agreed to:

**Goal #:**

1. Continue to Increase Communication to and from Stakeholders

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### Follow-up Action

- Motion by Don Petrilli, 2nd by Louis Quindlen to accept the 2012-2013 Goals & Objectives as amended.
- Motion passed.
- Motion by Greg Valentine, 2nd by Louis Quindlen to use existing channels to communicate with students. Recommendation is to place special district-wide items on the Associated Student Body's agenda. Motion passed.
2. Understand the Facilities Planning Process  
3. Review and Recommend Funding for College Facilities Projects  
4. Plan for a New Facilities Bond and Funding for Maintenance Upkeep

Because the PBIM District-wide and PBIM Technology Committees share common project planning, it was recommended that a copy of the approved District-wide Facilities Committee 2012-2013 Goals & Objectives be sent to the PBIM Technology Committee for their information.

**Note:** A copy of the approved 2012-2013 Goals & Objectives (full text) are attached to these minutes with a copy posted on the PBIM website.

Motion to accept the 2012-2013 Goals & Objectives, as amended, passed.

Motion to use the existing channels to communicate with students passed.

Motion to forward a copy of the 2012-2013 Goals & Objectives to the PBIM Technology Committee passed.

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<td>5. Project Updates</td>
<td>Dr. Ikharo summarized the status report for Measure A, E and State projects - completed and in process. Updated information was provided for the following</td>
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Motion by Louis Quindlen, 2nd by Bill Love to forward a copy of the 2012-2013 Goals & Objectives to the PBIM Technology Committee. Motion passed.
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<td>projects:</td>
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| Drinking Fountains, District-wide | • All equipment is ADA compliant.  
• Estimated completion date - November 2012. |                 |                                                   |
| Security & Safety Cameras, District-wide | • Exterior safety cameras will be functional by November 2012.  
• Safety cameras will provide real-time information  
• Interior safety cameras in the smart classrooms are not operational and will not be functional until PFT, in conjunction with the Academic Senate, reach a resolution regarding safety cameras in the classroom. |                 |                                                   |
| Merritt Science Center & Allied Health Building | o Contract is in review phase  
o Project is a Design-Build Project  
o Construction Documents phase to DSA approval will take approximately 7 months to complete  
o After groundbreaking, project will take approximately 18 months to complete |                 |                                                   |
| Merritt Chiller & Electrical | o Contract is in review phase |                 |                                                   |
| Merritt Library | • Furniture has been ordered  
• Occupancy by Spring/2013 |                 |                                                   |
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| **COA Building C & D**  
- New facility  
- Prequalification process to be begin by 9/21/12  
- Swing space in the planning the phase  

**Berkeley City College, Phase III**  
- Notice-to-proceed has been sent to the Contractor. | | |

| **6. Reports: Campus Facilities Committee** | | |
|------------------------------------------|-------------------------------------------------|
| College Facilities Committees representatives reported the following:  
  **Merritt College**  
  - Mondo Track discussions regarding deficiencies are ongoing. Brock Drazen is attending these meetings  
  - Commendations to DGS Maintenance & Operations staff for their assistance to quickly resolve hot water issues  

**Berkeley City College**  
- Recruitment for new members to participate in College Facilities meeting is ongoing | | |

| **7. RECOMMENDATION/ACTION ITEMS TO BE SENT TO OTHER PBIM COMMITTEES** | | |
|-----------------------------------------------------------------|-------------------------------------------------|
| A copy of the approved District-wide Facilities Committee is 2012-2013 Goals & Objectives will be forwarded to the PBIM Technology Committee. | | |

| **8. Future Agenda Items** | | |
|---------------------------|-------------------------------------------------|
| Suggested agenda items for future meetings: | | |
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<td>• Information Update – Project Cost Budget Analysis</td>
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<td>• Emergency “Blue Phones” and the Share Governance Process</td>
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<td>• Alternative Funding Sources to Fund Maintenance</td>
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<td>• How to Approach Goals and Objectives</td>
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<td>Bob Beckwith, Louis Quindlen and Mike Lansbarkis volunteered to establish and serve on this sub-committee to discuss the “best practices” regarding alternative funding sources for maintenance.</td>
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Next meeting: October, 12, 2012 – 9:00 am-12:00 pm

Upcoming meetings:

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2012: Nov 9th, Dec 7
2013: Feb 1st, March 8th, Apr 12th, May 3rd
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Recorder: Rosemary Vazquez

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