

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

ADOPTED MINUTES - August 26, 2011 Meeting

Committee: **PBIM FACILITIES COMMITTEE DISTRICT-WIDE**

Date/Time: Friday, August 26, 2011, 1:00 pm – 2:15 pm

Present: Atheria Smith, Bill Love, Bob Beckwith, Robert Adams, Connie Willis, Pieter de Haan, Don Petrilli, George Kozitza, Gregory Valentine, Hank Fabian, Helena Lengel, Jonathan Olkowski, Louis Quindlen, Mike Lambarkis, Rosemary Vazquez, Sadiq B. Ikharo, Shirley Slaughter, Carlotta Campbell, Molly Sealund, Katherine Kocel

Absent: Alice Marez, OJ Roundtree,

Excused Absence: Kerry Compton,

Guest: None:

Facilitator: Linda Berry

Chair: Dr. Ikharo B. Ikharo

Co-Chair: Connie Willis

Agenda Item	Discussion	Follow-up Action	Decisions (Shared Agreement/Resolved or Unresolved?)
1. Welcome & Introductions	Meeting was called to order at 1:20 pm Members introduced themselves. Molly Sealund will replace Kerry Compton as the Recorder for this committee.		
2. Elect a Co-Chair	Don Petrilli was nominated, but declined the nomination. George Kotzitza nominated Connie Willis, 2 nd by Robert Adams. Connie Willis accepted the nomination. No other members were nominated. Connie Willis was elected to serve as the Co-Chair.		Motion to elect Connie Willis as Co-chair of this committee, passed unanimously.
3. Discussion on Finding a Facilitator	Dr. Ikharo announced that Linda Berry would serve as the Facilitator of this committee.		
4. Strategic Goals & Institutional Outcomes for the Academic School	The document entitled, "Strategic Goals & Institutions Outcomes 2011-12" was reviewed. Dr. Ikharo led a discussion on this committee's accomplishment for the		

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2010-2011	<p>2010-2011 academic school year. Did this committee achieve the 2010-2011 goals & objectives?</p> <p>Accomplishments included:</p> <ol style="list-style-type: none"> 1. Smart Classroom Implementation. 2. The creation of a system to advance projects 3. Emergency Preparedness (Policy and Program Structure) 4. Uncommitted Measure A funds were addressed 5. Committee will commit to increase communications to stakeholders and other PBIM committees. <p><u>Suggested areas for improvement:</u></p> <ul style="list-style-type: none"> ▪ Send agendas out sooner ▪ Enforce attendance policies; hold Colleges accountable. ▪ Rethink replacing members after three absences. It is hard to get potential new members excited if there are consequences. ▪ It is difficult to get membership replacements. ▪ Senators need more training to assist them in reporting information. ▪ Add a webpage or link to DGS webpage for easy access to PBIM agenda, minutes, and meeting materials. 		
4. Items to Focus on for the Academic School Year 2011-2012 (Institutional Outcomes)	<p>Binder, Section 2, pages 1-5 (Planning Budgeting Integration 2011-12 Focus and Timeline) was reviewed.</p> <p>Dr. Ikharo led a discussion relating to the deliverables noted on page 5, III – Timeline.</p> <p>Highlights of discussion:</p> <ul style="list-style-type: none"> ▪ There is more demand than Peralta has resources. ▪ More clarification is needed in terms of goals to leverage technology. What can this committee do? ▪ Agenda topics should be looked at in terms of planning. ▪ Meeting discussions and actions should coincide with deliverable and 	Dr. Ikharo will communicate with the college Presidents relating to providing a list of priority projects.	

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	<p>timelines.</p> <p>Committee consensus agreed to the following action in order to meet the November 30, 2011 deliverables (“Options to Address District-wide Issues”):</p> <ul style="list-style-type: none"> ▪ Communicate with the College Presidents and request a list of the five (5) top priority capital projects. Projects should meet the Educational Master Plan and should only list achievable projects. ▪ All agreed that since both the Technology Committee and Facilities Committee both have scheduled meeting on November 4, 2011 that this would be a good time to meeting. Each committee would give up half-hour of their regularly scheduled meeting to combine for a one-hour joint meeting with the Technology Committee giving up the last half hour of their meeting, the Facilities Committee giving up the first half hour. ▪ Communicate with the Technology Committee to request a joint meeting on November 4, 2011 to discuss areas of commonality (i.e. wireless technology; some facilities structures cannot support wireless structures). 		
<p>5. Agenda Items for the Next Meeting</p>	<p>Suggested agenda topics for future meetings:</p> <ul style="list-style-type: none"> ▪ Goals & Implementations ▪ Smart Classroom Update – Level II & Level III ▪ Key Access – Status Report ▪ Facilities Roof Integrities & Warranties ▪ Security Cameras ▪ Health & Safety Issues (October 2011 meeting) <ul style="list-style-type: none"> ○ Recommendations for Reasonable Accommodations 		

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6. RECOMMENDATIONS TO OTHER PBIM COMMITTEES	TECHNOLOGY COMMITTEE: It is the recommendation of this committee to request a joint meeting on November 4, 2011 between the hours of 10:00 am – 11:00 am (1 hour meeting). The purpose of the meeting will be to jointly discuss the College priorities and the commonalities shared by both the Technology Committee and the Facilities Committee.	Pending committees' vote on this recommendation.	
7. Adjournment:	2:30 pm		
8. Next meeting:	Friday, September 9, 2011 – 9:00 am – 12:00 pm		
9. Upcoming meetings:	October 14, 2011, November 4, 2011, December, 2, 2011, February 3, 2012, March 9, 2012, April 13, 2012, May 4, 2012		

Recorder: Rosemary Vazquez

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