Committee: **PBIM FACILITIES COMMITTEE DISTRICT-WIDE**
Date/Time: **December 7, 2012, 10:45 am – 12:45 pm**

Present: Atheria Smith, Brock Drazen, Connie Willis, Dettie Del Rosario, Don Petrilli, George Herring, Gregory Valentine, Helena Lengel, Katherine Kocel, Linda Berry, Louis Quindlen, MaryBeth Benvenutti, Mike Lanbarkis, Molly Sealund, Pieter de Haan, Rosemary Vazquez, Sadiq B. Ikharo, Shirley Slaughter

Absent: Bill Love, Carlotta Campbell, Marisol Zavala Suarez

Excused: Bob Beckwith

Guest: Anita Black

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

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<tr>
<th>Agenda Item</th>
<th>Discussion</th>
<th>Follow-up Action</th>
<th>Decisions (Shared Agreement/Resolved or Unresolved?)</th>
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<td><strong>1. Meeting Called to Order</strong></td>
<td>10:50 am. A quorum was recognized.</td>
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| **2. Agenda Review** | A request was made to add the following item to today’s agenda:  
  - Facilities and Maintenance Repair Lists  
  Louis Quindlen would like this item placed on a future agenda, as it has not gone through the shared-governance process.  
  By consensus, the committee agreed to the following action plan regarding the facilities and maintenance repair list:  
  - Colleges will prepare a list by January 2013 through the shared-governance process.  
  - College lists will be reviewed and discussed at the | | Agenda, as presented, approved, by consensus. |
February 2013 meeting.
- A master list will be developed with a final version presented to the PBIM PBC in March 2013.

3. Approve Minutes
Draft minutes from the November 9, 2012 meeting were approved with a minor correction.

Motion by Louis Quindlen, 2nd by Greg Valentine to approve the 11/9/12 minutes with minor correction.

4. Update Milestone for Short-Term Projects
VC Ikharo summarized handout entitled “Updated 12/7/12 6-month Short-Term Projects” and provided clarification to questions relating to specific projects. Also reviewed was the milestone report distributed.

Don Petrillii will provide VC Ikharo with a list of sinkable/drainage issues at Laney.

VC Ikharo indicated that he would continue to work with the Merritt engineers for a resolution relating to additional outlet issue in room D204.

Discussions ensued relating to long-term facilities modernized lighting and elevator upgrades.

5. Information – Space Allocation
VC Ikharo provided a brief overview of the process to report space inventory to the State. Title 5 of the California Administrative Code requires the use of specific standards in the computation of the five categories of capacity space. These standards are to be used consistently by all districts in determining the capacity of existing facilities. VC Ikharo also provided an overview of FUSION. FUSION is a web-based suite of tools to support the integrated management and reporting on community college facilities.

VC Ikharo will send out a follow-up memo to the College Presidents regarding FUSION access for
throughout the state of California. The State Chancellor’s Office staff reviews and approves District submissions and compiles information system-wide. The State also provides FUSION training for a fee.

VC Ikharo noted that a memorandum was sent to the college Presidents asking for the names of staff to have access to view FUSION data. No response has been received to date.

A discussion ensued regarding the changes in teaching methodologies. Class sizes have gotten bigger. More students in the classroom increase cost productivity.

Other discussions included:
- Computation space requirements.
- Logistical programs being developed for how custodial assignments are managed based on square footage.
- Education as a fundamental right.
- State vs. Fire Marshal requirements regarding load capacities.

Director Valentine shared that Risk recently completed a Fire Audit. General guidelines require the District to stay within compliance. In other words, the District is not putting more students in the classroom than allowed.

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<th>College staff. VC Ikharo will send the Business Managers a copy of the “Custodial Operations Survey”, 1990</th>
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<td>Director Valentine shared that Risk recently completed a Fire Audit. General guidelines require the District to stay within compliance. In other words, the District is not putting more students in the classroom than allowed.</td>
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6. **Presentation Committee: Additional Representatives from BCC, COA, & Merritt**

The following committee members agreed to serve on a subcommittee to work on the presentation to be presented the PBIM PBC relating to District-wide facilities and maintenance issues:
- Louis Quindlen (Laney)
- Don Petrilli (Laney)
- Brock Drazen (Merritt)
- MaryBeth Benvenutti (COA)
- Pieter de Haan (BCC)

A draft will be presented to this committee for review and comments when complete.

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<th>7. Update: Capital Projects</th>
<th>VC Ikharo provide project updates on the following capital projects:</th>
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<td>• Drinking Fountain Project, District-wide is complete.</td>
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<td>• BCC Art Classrooms: DGS staff is working with CM to expedite project completion.</td>
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<td>• Merritt Center for Science &amp; Allied Health: Design Build Contract has been awarded to Clark &amp; Sullivan/Walsh Construction.</td>
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<td>• COA Buildings C&amp;D: On 12/5/12, VC Ikharo gave a presentation to COA College Council, which included milestones and progress reports. Presentation received favorable reviews.</td>
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<td>• Laney Facilities Master Plan presentation to the Board was postponed and will return to the Board at a future date.</td>
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<td>• Security &amp; Safety Camera Projects: Safety cameras for Laney, COA, BCC and DAC have gone live, except Merritt which is scheduled to go live in January 2013. Negotiations between HR, PFT &amp; Academic Senate are still ongoing to resolve issues relating to cameras in the smart classroom. <strong>Until this issue is resolved, safety cameras, in the smart classrooms, are not</strong></td>
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## Peralta Community College District
### Peralta Planning & Budget Integration
#### ADOPTED – 12/7/12 Meeting Minutes

8. **Reports: Campus Facilities Committees**

   **Merritt College**
   - A list of Merritt facilities & maintenance repairs has been developed with 26 items on the list.
   - Clarification is needed regarding the definition of what is considered a short-term project verse a long-term project.

   **BCC:** Committee did not meet this month, nothing to report.

   **COA:** Committee did not meet this month, nothing to report.

   **Laney:** Committee met this month, nothing major to report.

   Don Petrilli shared that the safety cameras have given good results regarding recent incidents at Laney.

   In response to concerns regarding leaks and drainage issues at Laney, VC Ikharo reported that the DGS staff is meeting to discuss doable resolutions to this ongoing issue.

9. **Recommendations to Other PBIM Committees**

   Dr. Berry will communicate with the PBIM PBC to request a specific date when the PBIM District Facilities Committee can give a presentation relating to Facilities & Maintenance Repair List.

   The following motion passed at Nov. 9, 2012 meeting to:

   a) have representatives from the District Facilities Committee give a presentation, at the PBC March 22, 2013 meeting, relating to District-wide facilities maintenance and repair issues,
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<th>b)</th>
<th>set aside $2.5 million of Prop 30 monies to fund these projects.</th>
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10. Adjournment: 12:45 pm

11. Next meeting: February 1, 2013, **10:45 am – 12:45 pm**

12. Upcoming meetings **2013:** 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/](http://eperalta.org/wp/pbi/)