# PBIM DISTRICT FACILITIES COMMITTEE

## DRAFT – November 14, 2014 Meeting Minutes

**Date of Meeting:** November 24, 2014  
**Present:** Atheria Smith, Bill Love, Brian Adair, Brock Drazen, Dettie Del Rosario, Calvin Madlock, Don Petrilli, Louis Quindlen, Mary Beth Benvenutti, Molly Sealund, Rosemary Vazquez, Sadiq B. Ikharo, Shirley Slaughter, Michael Dioquino, Phyllis Carter; Ralph Smeester, Rachel Goodwin, Tina Vasconcellos, Hoi Ko

**Chair/Co-Chair:** Dr. Sadiq B. Ikharo / Don Petrilli  
**Guests:** Linda Sanford  
**Facilitator/Recorder:** Tina Vasconcellos / TBA  
**Absent:** Laura Hernandez, Greg Valentine, Hoi Ko, Helena Lengel, Malique Banks, Siraq Omar,  
**Excused:** Wendi Franklin

<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>Meeting Called to Order</td>
<td>N/A</td>
<td>N/A</td>
<td>9:12 am</td>
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<td>1. Agenda Review</td>
<td>N/A</td>
<td>N/A</td>
<td>Agenda was approved with the following added item:</td>
<td>Motion by Louis Quindlen, 2nd by Rachel Goodwin to accept amended meeting agenda, passed unanimously.</td>
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<td></td>
<td>• 2014-15 DFC Calendar</td>
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<td>2. Review of Minutes</td>
<td>N/A</td>
<td>N/A</td>
<td>October 10, 2014 meeting minutes were approved with minor correction.</td>
<td>Motion by Louis Quindlen, 2nd by Bill Love to accept the 10/10/14 DFC meeting minutes,</td>
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Manager Neal reported on the progress of Prop 39 projects:

- For year #2, allocated funding is $505,306;
- Projects for 2014-15 will include interior LED lighting upgrades for BCC & COA and, as part of MBCx (Monitoring Base Commissioning), installation of meters on specific buildings that were identified to consume more energy;
- The plan is to work around the college schedules.

Manager Neal also reported on other sustainable projects.

**Sustainable Master Plan**
The development of a Sustainable Master Plan is in the planning phase. Funding will need to be identified to hire a consultant to begin the process. The colleges will have an opportunity to provide input through scheduled forums, district-wide.

**Electric Vehicle Charging Stations**
Manager Neal is working with Laney leadership to identify additional parking spaces.

**Merritt LED Lighting Issues**
A walkthrough was completed to address areas that were identified as too dark. Resolution to correct this is in-progress.

4. **2015-16 Deferred Maintenance Projects**

Manager Adair summarized the distributed Draft 2015-16 Deferred Maintenance List document. This is a document in progress.

The draft list was compiled with the assistance of the Assistant Chief Engineers working on the various colleges and some input form the colleges of items in need of repairs.

The goal is to develop a compressive list to be used to lobby for additional Schedule Maintenance funding when it is available.

A discuss ensued with share points as follows:
- There needs to be a plan to deal with maintenance and repairs items;
- Revisions need to have a process;
- Will this be an accreditation issue? Not all agreed that it would be;
- Why spend a lot of time on developing

Rosemary will send the College Business Managers (copy the College Presidents) a template to add additional items to the 2015-16 Deferred Maintenance List.

Dr. will provide a status report on items listed on the 2013-14

Motion by Louis Quinlen, 2nd by Bill Love – District Facilities Committee requests that the College Facilities Committee consolidate all college facilities needs into one list to be forwarded to their College President for sign-off approval in readiness for DFC presentation to the PBC in January 2015. Motion passed unanimously
## PBIM DISTRICT FACILITIES COMMITTEE

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<td>lists, if funding and resources are not provided to address the needs;</td>
<td>College Facilities Emergency Priority Needs and 2014-15 College Facilities Emergency Priority Needs Lists</td>
<td>Don Petrilli’s amendment to compile a single list of known &quot;Maintenance Needs&quot; for each college and the district service center passed unanimously.</td>
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<td>• What about the lists from previous years? What is the status of items on these lists?</td>
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<td>• It was suggested to consolidate previous lists into one “master list” and updates provided periodically relating to the status of the items on the lists;</td>
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<td>• Work orders may be a way to monitor and track progress;</td>
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<td>• There should be a dedicated DGS staff to work on these lists.</td>
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<td>A template will be sent to the College Business Managers, College, Facilities Reps and copy to the College President to add new deferred maintenance items for 2015-16 school years. Master draft list of 2014-15 deferred maintenance items will be discussed at the next meeting.</td>
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<td>VC Ikharo will also provide a status report on the following DFC prior maintenance &amp; repairs lists:</td>
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<td>• 2013-14 Emergency Priority Maintenance Repairs Needs</td>
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<tr>
<td>• 2014-15 Emergency Priority Maintenance &amp; Repairs Needs</td>
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<td>5. 2014-15 DFC Calendar</td>
<td>Manager Smith reported that she is working</td>
<td>Motion by Louis</td>
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with Brian Adair to develop a draft DFC calendar timeline which will be in sync with the PBC 2014-15 timeline of topics.

Some facilities items that are due to the State will also be listed on the DFC calendar timeline.

This is the time to begin the planning process to be included in PBC discussions relating to budget assumptions and development.

Suggested action items on the DFC calendar to be included:
- Presentations to PBC
- Review of 2014-15 Goals at the May 2015 meeting
- 5-yr plan deadlines
- Requests to be put on PBC agenda

A draft will be presented at the next meeting.

6. Planning Process – 5 year Plan

Manager Smith provided information relating to the 5-year planning process which included:
- Understanding the 5-Year Plan and Capacity Ratios;
- Timeline;
- Priority list of projects sent to the State Chancellor’s Office.

| Quindlin, 2<sup>nd</sup> by Bill Love for DFC to begin presentations to the PBC and ask for space on their January 2015 agenda, passed unanimously. |  |  |
VC Ikharo provided a brief summary of the CCFC conference he recently attended. It is the Governor’s option that community colleges should be funded locally. In January 2015, there will be a report on the State’s budget plan for 2015-16 school year.

A discussion ensued relating to state funding for community colleges with the group debating on the benefits/disadvantages of state funding vs. local funding.

Manager Smith indicated that she is planning to make a presentation at each of the College Facilities Committee meetings regarding the 5-year planning process. She will assist the college during the development of their State priority project lists.

VC Ikharo also shared that if the District goes out for another bond, the Laney Library should be a priority project. The District cannot rely on future State funding.

He also reported on Measure A bonds and plans to sell the remaining bonds.

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<th>7. Reports: College Facilities Committees</th>
<th>BCC – Shirley Slaughter</th>
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<td>• Nothing major to report.</td>
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PBIM DISTRICT FACILITIES COMMITTEE

DRAFT – November 14, 2014 Meeting Minutes

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<th>8. RECOMMENDATION/ ACTION ITEMS TO BE SENT TO OTHER PBIM COMMITTEES</th>
<th>None</th>
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COA – MaryBeth Benvenutti
Nothing major to report.

Laney College – Phyllis Carter
- Committee is creating a calendar for reporting deadlines
- Reviewing Standard 3B

Merritt – No report

9. Adjournment 11:50 am

10. Next Meeting December 5, 2014

Future Meetings

2015: Feb 20, Mar 13, Apr 10, & May 1

Note: No meeting in Jan 2015

Minutes taken by: Rosemary Vazquez
Attachments: All documents and/or handouts for this meeting can be found at: http://eperalta.org/wp/pbi/