

Peralta Community College District  
Peralta Planning & Budget Integration

**ADOPTED MINUTES – September 10, 2010 Meeting Minute**

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

**Date/Time** September 10, 2010, 1:00 pm to 3:00 pm

**Location:** Merritt College, Student Lounge, Room R127

**Present:** Robert Adams, Robert Beckwith, I, Shirley Coaston, Hank Fabian, George Kozitza, Bill Love, Alice Marez, Don Petrelli, Diane Rosenblum,, Helena Lengel, Rosemary Vazquez, Make Lansbarkis, Louis Quindlen , Shirley Slaughter, Greg Valentine, Kerry Compton, Eric Gravenberg, Sadiq Ikharo

**Absent:** Bill Andrews, Jonathan Olkowski, Willy Lizarraga, Helene Maxwell

**Excused Absence:** Atheria Smith, Connie Willis

**Guest:** Olivia Rocha, Olive Construction Management (Construction Manager for the Smart Classroom Project)

**Facilitator:** Dr. Eric Gravenberg      **Chair:** Dr. Ikharo B. Ikharo      **Co-Chair:** Hank Fabian

Agenda Item	Discussion	Follow-up Action	Decisions (Shared Agreement/Resolved or Unresolved?)
Meeting Called to Order	1:10 pm		A quorum was recognized.
<b>I. Introduction</b>	Committee members introduced themselves. Guest was introduced.		
	A. Minutes Reviewed and Approved  Committee reviewed the 8/27/10 draft minutes, previously sent to members.		Motion to adopt the draft minutes from the August 27, 2010 meeting, with, minor correction, passed unanimously.

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	<p>B. Agenda Review</p> <p>Committee reviewed agenda.</p> <p>Facilitator Dr. Gravenberg asked members to send any future agenda recommendations to either him or Dr. Ikharo for consideration.</p> <p>Suggested agenda items to be added to next's month's agenda:</p> <ul style="list-style-type: none"> <li>• Update – Kaiser Convention Center (Dr. Ikharo)</li> <li>• Update - Security Project, District-wide (Dr. Ikharo)</li> </ul>		<p>Motion to accept meeting agenda passed unanimously.</p>

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<p><b>II. Review of Accomplishments for 2009/2010</b></p>	<p>Group reviewed and discussed the summary of last year's accomplishment, activities, and presentations.</p> <p>Summary of major discussions included:</p> <ul style="list-style-type: none"> <li>• Committee member will know if/when recommendations go to other PBIM committees.</li> <li>• Suggestions to improve communication protocol:               <ul style="list-style-type: none"> <li>○ 2-way communication is critical for accreditation;</li> <li>○ include a summary of this committee's activities in the Measure</li> </ul> </li> <li>• A newsletter – only major resolution of this committee;</li> <li>• have small "Town Hall" meeting at the colleges to address college facilities issues;</li> <li>• utilize the various tools, such as webpages, "announcements", etc. to disseminate information.</li> <li>• Committee members feel it is important to have up/down streaming communications between the various PBIM committees and to monitor and/or follow-up on actions taken.</li> </ul> <p>Dr. Ikharo provided a brief update relating to the following:</p> <ul style="list-style-type: none"> <li>• <u>District-wide Security Project</u>: The bid for the Sheriff's Control Center will close 9/14/10. The equipment bid will be posted by the end of this month. Installation dates have not been determined.</li> <li>• Dr. Ikharo indicated that he will provide more information on equipment locations at the next meeting.</li> <li>• <u>Alertify Mass Communication System</u>: The system worked well during the verdict of the Johannes Mehserie trial. College feedback on the performance of this system is that Alertify worked well and was fairly effective. A few minor details still need to be worked</li> </ul>		<p>Motions to have Dr. Gravenburg link goals/objectives more directly and return to this committee to define, passed unanimously.</p> <p>Motion to have a brief summary of issues discuss, in future minutes, passed unanimously.</p> <p>Motion to have Dr. Ikharo give an update on PCCD's business plan, relating to the acquisition of the Kaiser Convention Center passed unanimously.</p> <p>Motion that Drs. Ikharo, Gravenburg and Mr. Fabian will recommend to the committee the committee participation</p>

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	<p>out. Discussions with IT to improve the systems functions and update databases is ongoing. This item will be also discussed extensively at the Security &amp; Public Safety Committee. The District is looking into alternative systems that are more comprehensive.</p> <ul style="list-style-type: none"> <li>• <u>Student Housing Proposal</u>: Per De. Ikharo, the Administration has suspended consideration of this proposal, until further notice.</li> <li>• <u>Kaiser Convention Center</u>: The District has entered into an exclusive negotiation agreement with the City of Oakland to acquire this property. The Administration is completing its due diligence to determine whether this acquisition will be in the best interest of the District. Plans are to develop a comprehensive project business plan that defines the educational and other potential usages, budget projections and preliminary action priorities. Periodic updates will be provided as they arise. Member Quindlen indicated that Laney has formed a committee to also discuss this acquisition.</li> <li>• <u>Five Year Plan</u>: The 2012-2016 Five Year Construction Plan (2012 – 2013 First State Funding Year) was sent to the State on 9/1/01. Dr. Ikharo will arrange for copies of this five-year plan to be sent to the committee members.</li> </ul> <p>Greg Valentine will prepare a report assessing our efforts on the flu pandemic - due in November 2010.</p> <p>Protocol for membership absentees should be in writing. Member Love reminded the committee that this group cannot make decisions for the senate, pertaining to faculty,</p>		<p>policy, passed unanimously.</p>

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	<p>Group discussed whether it is necessary to adhere to Robert's rules relating to quorums. What majority should constitute a quorum? There was not resolution to this item.</p> <p><u>Consensus:</u> Chair and Co-Chair will meet separately to discuss the recognition of a quorum and bring back their recommendations to this committee for further discussion.</p>		
<p><b>IV. Report from Dr. Ikharo:</b></p> <ul style="list-style-type: none"> <li>• <b>Measure "A" expenditure cash flow</b></li> <li>• <b>Smart Classrooms</b></li> </ul>	<p><u>Measure A Expenditure Cash Flow</u></p> <p>Dr. Ikharo summarized the document distributed entitled, "Measure A Capital Projects Outlay 2010-2011, which listed cash expenditures by month and location. He explained that Bond monies must be spent according to the spending plan (approved by the Board), so not to incur taxes. In addition, \$115,000,000 worth of bonds has not been sold in the Bond Market.</p> <p>Several contracts have already been approved by the Board or will be out to bid this year based on the various project milestones. Future plans are to sell the bond's balance by next year to avoid arbitrage price differences. Budgets for capital projects, for this fiscal year, have been loaded.</p> <p>Dr. Ikharo indicated that the Laney Library Project did not qualified for State funding this year, but the District has reapplied this project for the 2013-2014 school year. Dr. Ikharo will arrange a meeting to include Laney College President and key personnel to discuss the future of the Laney Library project in more detail.</p> <p>A recommendation was made to have the Board of Trustees develop a document reflecting the positive economic impact the Measure A capital</p>	<p>Dr. Ikharo will provide periodic updates on Measure A expenditure cash flow, as they arise.</p>	<p>Motion to expend the meeting time to 3:30 pm passed unanimously.</p>

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	<p>projects has had on the public. DGS staff will meet with Chancellor's Office staff to discuss Board involvement. Dr. Ikharo will bring this topic to the next Board Facilities &amp; Land Use Planning Committee for discussion.</p> <p>Smart Classroom Update Dr. Ikharo, along with Olivia Rocha (CM for the project) gave an update. Document distributed entitled, "Smart Classroom, District-wide" (dated 9/10/10) was summarized and included background information, definitions of Level I &amp; Level II classrooms, project status and milestones schedules. Packages 1 &amp; 2 have been bid out and awarded. The District will fund soft costs and electrical work. Deployment and installations is expected to be ready for the 2011 Spring semester.</p>		
<b>V. Reports from Campus Facilities Committees</b>	Due to time constraints, this item was deferred to the next meeting.		
<b>VI. Remarks/Comments from Guests</b>	Due to time constraints, this item was deferred to the next meeting.		
<b>VII. Summary of Meeting and Next Steps</b>			
Adjournment:	3:30 pm		
Next meeting:	October 8, 2010 from 9:00 am to 12:00 pm, District Office Boardroom		
Upcoming meetings:	November 5, 2010; December 3, 2010; February 11, 2011; March 11, 2011.; April 8, 2011; May 13, 2011		

Minutes taken: Rosemary Vazquez