

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

ADOPTED September 9, 2011 Meeting Minutes

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

Date/Time: Friday, September 9, 2011, 9:00 am – 12:00 pm

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

Absent: OJ Roundtree

Excused Absence: Gregory Valentine Alice Marez, Shirley Slaughter

Guest: Olivia Rocha, Olive Construction Management (OCM), John Beam, Curtis Taylor, Joseph Bielanski

Facilitator: Linda Berry

Chair: Dr. Ikharo B. Ikharo

Co-Chair: Pieter de Haan

Agenda Item	Discussion	Follow-up Action	Decisions (Shared Agreement/Resolved or Unresolved?)
1. Call to Order	9:11 am Facilitator Berry reminded guests, as a point of order, the “inner-circle” seating is reserved for voting membership with the seating in the rear available for guests and observers.		
2. Approve Minutes	The minutes from the May 13, 2011 and August 26, 2011 meetings, previously sent to members, were reviewed. Dr. Ikharo reminded the membership that in order to achieve the institutional objectives, the following rules of engagement must be adhered to: 1. Share information with your college constitutes. 2. Stay focused on the agenda items and be mindful of the amount of time spent on one specific agenda item. Committee majority must approve future topics of discussions. 3. Discuss matters that are relevant to achieving the goals at hand. Keep side discussions and conversations at a minimum. 4. Everyone is encouraged to participate equally. Differing opinions may be openly expressed – respectfully; this is the process of decision-making.		Motion to adopt the 5/13/11 meeting minutes passed, by majority vote. Abstentions -2 (Carlotta Campbell & Katherine Kocel) Motion to adopt the 8/26/11 meeting minutes, as presented, passed unanimously.

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	5. Defer proposed new agenda items to the close of the meeting. 6. Send your suggestions for agenda items to the Chair and Co-Chair for consideration. 7. Allocated funding for specific projects cannot be changed once they have been approved.		
3. Elect a New Co-Chair	<p>Connie Willis withdrew her acceptance as Co-Chair and thanked committee members for their vote. However, she indicated that she would like to see a classified or faculty committee member serve as the co-chair.</p> <p>Floor was opened to nomination with three members nominated.</p> <ol style="list-style-type: none"> 1. Carlotta Campbell accepted the nomination. 2. Pieter de Haan accepted the nomination. 3. Don Petrilli declined the nomination. <p>A vote was taken with Pieter de Haan elected as Co-Chair for this committee.</p>		<p><u>Motion</u> to elect Pieter de Haan as Co-chair of this committee, passed with the majority vote.</p> <p><u>Vote:</u> Pieter de Haan (6) Carlotta Campbell (3)</p>
4. Smart Classroom Update	<p>Oliver Rocha, Olive Construction Management, gave a project update.</p> <ul style="list-style-type: none"> • Project is expected to be complete by end of September/2011. • Computers have been ordered. • Security devices are being installed. No computers will be installed without a security device. • Project is on budget. • Campus schedules are constantly changing, causing work schedules to be delayed. • Key requests are being addressed. • Security locks will be a separate project. • Still awaiting programing information from the Colleges. • Funds will be put aside for video streaming phase. <p>Dr. Ikharo mentioned the importance of submitting an accurate list of personnel to have access to smart classrooms. Each of the colleges will need to work on the logistics.</p>	<p>Dr. Ikharo will work on a draft board policy for the use of smart classrooms.</p>	

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	<p>Dr. Love commented that with every delay, students are losing access to technology.</p> <p>Carlotta Campbell wants the issues relating to the whiteboards (glossy vs. matte finishes) to be addressed commenting that the glare on the glossy boards are making some students feel ill.</p> <p>Dr. Ikharo responded by stating that he will meet with the college administrators to present a plan what, if any, can be done to resolve this issue.</p> <p>Email Olivia with other items to be put on the final punchlist. Olivia is also available to answer other questions.</p>		
<p>5. Committee Goals for the FYE 2011-2012</p>	<p>Group reviewed the last year's committee's goals and objectives for FYE 2011. A discussion ensued relating to this year's goals. Suggested goals are:</p> <ol style="list-style-type: none"> 1. Continue to increase communication to stakeholders <ul style="list-style-type: none"> ▪ Add a link DGS webpage to navigate the PBIM committees ▪ Meet with chairs/co-chairs of District PBM committees to communicate issues, coordinate plans and collaborate on policies. 2. Understand the facilities planning process <ul style="list-style-type: none"> ▪ Coordinate workshops the process, how it works and effects projects. ▪ Invite speakers from the State Chancellor's Office to provide information on State funding. ▪ Provide timelines & milestones for Facilities Master Planning. ▪ What are the Colleges top priority projects? 3. Flexible Dynamic Plan Strategies <ul style="list-style-type: none"> • Align District implementation and resources with college/District issues and needs. <ul style="list-style-type: none"> ▪ Funding Sources ▪ Bond Measures 	<p>Dr. Ikharo will provide a list of goals and objectives, based on today's committee discussions, for approval at the next meeting</p> <p>Dr. Ikharo will communicate with the College Administration to ask for a list of the top priority projects.</p>	<p>A sub-committee will be formed to discuss and recommend agenda items for consideration</p> <p>Sub-Committee Participants:</p> <ul style="list-style-type: none"> • Bob Beckwith • Atheria Smith • Robert Dias • Hank Fabian • Carlotta Campbell • Peter de Haan • Don Petrilli

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	<ul style="list-style-type: none"> ▪ Have discussion on Master Plan process. <p>4. New Facilities Bond</p> <ul style="list-style-type: none"> • Begin the planning process. <p>Discussion included:</p> <ul style="list-style-type: none"> ▪ The importance to share information with the college's constituents. It is important to inform stakeholders, especially faculty on matters that will affect them. ▪ Improving the process of how items are placed on the agenda. ▪ Future Bonds ▪ Parcel Taxes ▪ Establishing a sub-committee to set the monthly agenda. 		
6. Key Access	<p>Director Beckwith gave an update.</p> <ul style="list-style-type: none"> • The objective is to have key pads operable as soon as possible. A list of personnel who will have access to smart classroom is needed in order to program pads. • Key issues will be addressed. • All keys will need to be returned when key pads are programmed. • Selected personnel will have master keys to core locks; very restricted access. • Phase I will include integrating all the colleges with JCI change-out and switch over. <p>Discussion ensued relating to limited key access and access to equipment.</p> <p>Director Beckwith concluded that the District recognizes the issues and staff is working on doable solutions. Funding and quality issues need to be addressed. He will provide periodic updates as they arise.</p>		
7. Roof Integrities & Warranties	<p>Dr. Ikharo reported that the DGS is looking at installing new roofs on buildings with aging roofs. Some have passed their warranties by 6-10 years.</p>		

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	The plan is to secure the funding first. Once the funding source is determined and a plan finalized the process can begin. The goal is to complete this project within a year, with Merritt first then Laney.		
8. Security Cameras, District-wide, Update	Dr. Ikharo gave an update. Due to failed negotiations with selected vendor, the bid for this project will be rebid. Dr. Ikharo also mentioned that the Sheriff's Office upgrade is complete and briefly summarized the success of the summer training sessions for Campus Safety Aides.		
9. Reports from Campus Facilities Committees	<p>BCC (Mike Lansbarkis)</p> <ul style="list-style-type: none"> • <u>Smart Classroom Project</u>: Punchlist items are being addressed. Project is moving smoothly with good results. <p>COA (Connie Willis)</p> <ul style="list-style-type: none"> • <u>860 Atlantic Avenue</u>: Half of the building is operable, with the remaining construction estimated to be complete by Spring/2012. • <u>Bus Shuttle Services</u>: Shuttle services is operable and a success. Project is funded by City of Oakland through a one-year grant as a pilot project. Manager Willis asked that positive comments be sent to her attention. • Dr. Ikharo gave an update on the C&D project. With periodic reports provided as they arise. <p>LANEY (Don Petrilli)</p> <p>Dr. Ikharo addressed concerns relating to the ADA project and athletic field tracks Laney.</p> <ul style="list-style-type: none"> • <u>ADA Project</u>: Due to court ordered settlement, the project was delayed. Terms have been draw-up and are with the Chancellor for review and approval. Punchlist will address deficiencies. College should see progress soon. Dr. Ikharo asked that concerns relating to risk issues be sent to his attention. • <u>Mondo Track</u>: The District is aware of the issues and is in discussions 		

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	<p>on a resolution. General Counsel is addressing issues relating to warranty. New funding is needed. Doable source of funding is being discussed with the college administration. This will be a District/College Administration decision. John Beam commented that the tracks cannot be fixed but will need to be replaced.</p> <p><u>MERRITT</u> (Hank Fabian)</p> <ul style="list-style-type: none"> • <u>Building P (P218)</u> – Doesn't have sufficient power to date. Dr. Ikharo will visit campus to observe and discuss with college administration a doable solution. Restroom issues have been addressed by the Business Office. • <u>Smart Classroom:</u> College will provide a current punchlist. • <u>Allied Health & Science Building:</u> Vendors have been selected for the shortlist. Final evaluations and interviews will be conducted by project steering committee. Project work is estimated to begin before Dec/2011. • <u>Light Project at Merritt:</u> President Adams commented that the project has provided very good light to the campus. 		
<p>9. RECOMMENDATIONS TO OTHER PBIM COMMITTEES</p>	<p>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.</p>		<p>Motion to approve recommendation, as presented, passed unanimously.</p>
<p>7. Adjournment:</p>	<p>12:00 pm</p>		
<p>8. Next meeting:</p>	<p>October 14, 2011– 9:00 am – 12:00 pm</p>		
<p>9. Upcoming meetings:</p>	<p>November 4, 2011, December, 2, 2011, February 3, 2012, March 9, 2012, April 13, 2012, May 4, 2012</p>		

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