

Peralta Community College District Planning & Budget Integration Model (PBIM)

DISTRICT-WIDE FACILITIES COMMITTEE MEETING (PBIM)

Friday, February 3, 2012, **10:45 am to 12:45 pm**

District Office, Boardroom (both meetings)

AGENDA – (PBIM District-wide Facilities Committee Meeting)

Time	Item	Speaker
10:45 am	1. Call to Order: Agenda Review	Dr. Ikharo (5 m)
10:50 am	2. Action: Approve Minutes: ▪ December 02, 2011	Committee (5 m)
10:55 am	3. Discussion: Facilities Needs in Light of Reduced Workload	Dr. Ikharo (20 m)
11:15 am	4. Update: Smart Classrooms Surveillance Cameras	Dr. Ikharo (10 m)
11:25 am	5. Update: College Facilities Priority Needs List – Implementation	Dr. Ikharo (10 m)
11:35 am	7. Reports: Campus Facilities Committee • Berkeley City College (5 min.) • College of Alameda (5 min.) • Laney College (5 min.) • Merritt College (5 min.)	College Facilities (20 m) Committee Reps <i>(Briefly summarize items being discussed in your campus facilities committee.)</i>
11:55 am	9. RECOMMENDATION/ACTION ITEMS TO BE SENT TO OTHER PBIM COMMITTEES	Committee (5 m)
Close		

Proposed Future Agenda Items for Discussion:

- *Re-visit Committee Goals for the Year*
- *Report on the Track and Fields, District-wide (Mondo Track)*
- *Information relating to space inventories, capacity load ratios and deadlines for the Five-Year*
- *Annual Report Notifications to Campuses regarding upcoming construction projects*

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

DRAFT December 2, 2011 Meeting Minutes

Committee: PBIM FACILITIES COMMITTEE DISTRICT-WIDE
Date/Time: Friday, December 2, 2011, 10:45 am – 12:45 pm

Present: Atheria Smith, Bob Beckwith, Connie Willis, Don Petrilli, MaryBeth Benvenuti, Rosemary Vazquez, Sadiq B. Ikharo, Gregory Valentine, Shirley Slaughter Jonathan Olkowski Bill Love, Carlotta Campbell, Mike Lansbarkis, Molly Sealund, Helena Lengel, Pieter de Haan

Absent: Robert Adams, Alice Marez, OJ Roundtree Katherine Kocel,
Excused Absence: Hank Fabian, Louis Quindlen, Linda Berry

Guest: 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 : Agenda Review	Peter de Haan called the meeting to order at 10:55 am.		
2. Approve Minutes	The November 4, 2011 meeting minutes, previously emailed to committee members, was reviewed and approved with minor corrections.		<p><u>Motion by Greg Valentine, 2nd by MaryBeth Benvenuti</u> to approve the November 4, 2011 meeting minutes with corrections passed by majority.</p> <p>2 - abstained.</p>
3. Clarification - College Priority Lists	<p>At the request of the PBIM Planning & Budget Council, the District Facilities Committee was asked to revisit the College Facilities Priority Needs list submitted to the PBC on November 18, 2011 for further discussions.</p> <p>Dr. Ikharo led a discussion to determine if a more comprehensive long-term list of facilities needs should be sent to the PBC for review or instead a short list of doable projects that could be completed by the end of this fiscal year (June 30, 2012).</p> <p>Discussions included the following points of interest:</p>		<p><u>Motion by Bill Love, 2nd by MaryBeth Benvenuti</u> to send the condensed listed, approved by the committee on November 4, 2011, back to the College Presidents for a final</p>

Peralta Community College District
Peralta Planning & Budget Integration

DRAFT December 2, 2011 Meeting Minutes

Agenda Item	Discussion	Follow-up Action	Decisions (Shared Agreement/Resolved or Unresolved?)
	<ul style="list-style-type: none"> • Long term comprehensive facilities needs list vs. a short term needs • Lack of state funding for the next 2 years • Lack of funding in general fund for major facilities needs • Limits on Measure A spending • Budget streams for repairs • Staff cuts results in limited resources and manpower to complete work • Future bond funding to cover repairs <p>Conclusion is to have the College revisit their college facilities priority needs list and create a condensed list of projects that can be completed by June 30, 2012. College President will review list and sign off on final version.</p> <p>Dr. Ikharo will work with the College to determine if an items on the list can be completed by June 30, 2012. The goal is to resubmit a finalized condensed list to the PBC committee review at their 12/9/11 meeting.</p> <p>Committee agreed to revisit discussions to create a more comprehensive list at a future meeting in 2012.</p>		<p>review and approval. The Department of General Services will work with the Colleges to determine whether added items can be completed by June 30, 2012. Motion passed.</p> <p>Vote: 9 - Yes 0 - Noes 4 - Abstain</p> <p>Motion by Greg Valentine, 2nd by Don Pettilli to have discussions on the development of a comprehensive list of future long-term college facilities priority needs at a future meeting in 2012.</p>
4. Smart Classrooms (Keycards)	<p>Director Beckwith gave an overview and update relating to keycards for the smart classrooms.</p> <ul style="list-style-type: none"> • All cardkeys have been loaded with information provided by the Colleges. • Problems and issues are being addressed • Staff is working with the contractors to complete work, as soon as possible and meet deadlines • By 12/12/11 all smart classrooms can only be accessed with keycard 		

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

DRAFT December 2, 2011 Meeting Minutes

Agenda Item	Discussion	Follow-up Action	Decisions (Shared Agreement/Resolved or Unresolved?)
	<p>Carlotta Campbell requested that the 12/12/11 date be moved, as the date conflicts with final's week and this may cause some disruptions.</p> <p>In response to questions relating to keycard programs, Jonathan Olkowski provided clarification.</p> <ul style="list-style-type: none"> • Programming training at the Colleges is complete • College Business Offices will be responsible for programming keycard access for faculty and staff at their college. • Programming is flexible <p>Dr. Ikharo noted that DGS staff will work with the Contract Manager for a resolution to issues relating to push doors.</p>		
5. Surveillance Camera Project	<p>Dr. Ikharo gave an update.</p> <ul style="list-style-type: none"> • A contractor has been selected to do the programming and installation. Request for approval will be sent to Board. • Project is estimated to be complete by Aug/2012. • Five (5) additional security guards will be hired to cover the graveyard shifts. (2 at Laney, 2 at COA and 1 at Merritt) • The District is considering hiring an additional officer to enforce parking violations <p>Suggestions included:</p> <ul style="list-style-type: none"> • Fencing off parking lots • Hiring more mature security guards • Better communication equipment for safety aides. 		
6. Reports from Campus Facilities Committees	<p>Facilities Committee Representatives reported the following:</p> <p><u>Berkeley City College</u></p> <ul style="list-style-type: none"> • Camera issues: DGS will work with BCC to address concerns. • Smart Classroom Punchlist – Satisfied 12/1/11 <p><u>College of Alameda</u></p>		

Peralta Community College District
Peralta Planning & Budget Integration

DRAFT December 2, 2011 Meeting Minutes

Agenda Item	Discussion	Follow-up Action	Decisions (Shared Agreement/Resolved or Unresolved?)
	<ul style="list-style-type: none"> • Light at night is poor. Per Dr. Ikharo the District-wide Lighting project will address this issue. • Issues with automatic clocks, they are not working correctly. Director Beckwith responded that M & O staff will follow-up and is work with the manufacturer for doable resolution. <p><u>Laney College:</u> Nothing major to report.</p> <p><u>Merritt College:</u> In response to concerns relating to light issues, DGS staff will investigate.</p>		
7. RECOMMENDATIONS TO OTHER PBIM COMMITTEES	Finalized revised condensed college facilities priority needs list will be forward to the PBC for review and discussion at their December 9, 2011 meeting.		
9. Adjournment:	12: 45 pm		
10. Next meeting:	February 3, 2012, 10:45 am to 12:45 pm		
11. Upcoming meetings:	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/>



OFFICE OF THE PRESIDENT

Date: December 7, 2011
To: Dr. Sadiq B. Ikharo, Vice Chancellor, general Services
From: Dr. Jannett Jackson, President COA
RE: COA Facility Priority Needs List

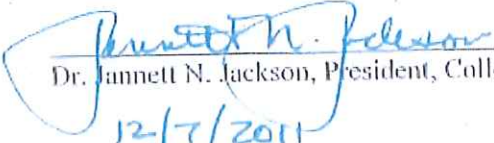
The following is the revised list that you forwarded to me indentifying COA facility priorities. This list in an adjunct to the COA's Integrated Planning and Budget (IPB)/Annual Program Updates (APUs) process in which we identified personnel, facility and technology needs. We would like to honor the prioritization process that took place with the IPB; therefore, we are requesting the following:

Item

1. Signage
 - Designated non-smoking area signage and furniture
 - Directional signage for parking lot (Administrative Staff)
2. Maintenance and repair of soccer field restrooms
3. Picnic benches and tables/chairs for the free speech/quad area
4. FF&E for Building F Procurement:
 - speakers & stand
 - projector
 - audio mixer
 - microphones
 - podium
 - cables
 - video camera
5. FF&E for DSPS Procurement
 - 30 ADA student desks and chairs
 - New lab chairs
- *6. Computer Procurement for Veteran Affairs Division:
 - 10 computer desks
 - 10 computer chairs

* Currently, we do not have Veterans Affairs Division, however, this is a future item as funds become available to develop a Veterans Center.

Approved By:


Dr. Jannett N. Jackson, President, College of Alameda

12/7/2011
Date



BERKELEY CITY COLLEGE

COLLEGE FACILITIES PRIORITY NEEDS LIST

Items prioritized by critical need

Item

1. Purchase of a building situated close to the 2050 Center Street location, to meet the urgent space needs of the college in its current size and configuration.
[NOTE: Process for this currently underway, so six-month timeline is appropriate; funding already allocated to BCC for this purpose from Measure A.]
 - a. Construction programming necessary for any safety/operational alterations to the building;
 - b. FF&E for the new Building location

2. Completion of phase three build-out of the 2050 Center Street building, with primary activities around science labs, art lab, related FF&E and electrical upgrades. Additional projects included in phase three during planning activities, but considered small enough to not require being added to the DSA plans prepared for review are:
 - Moving a closet wall and adding access to the closet from another classroom (rooms 321/324).
 - Locating data and electrical for essential room functionality (rooms 125, 165, business services suite, and a few smaller others).
 - Creation of lab technician work spaces in science labs.
 - Hand-dryers in BCC restrooms (have Charles Neal review "green" aspect).
 - Feasibility study of roof usage for functionality related to sciences (biology-greenhouse), meetings, other.*[NOTE: General Services reports construction will begin January 16, 2012, so the six-month timeline is appropriate; funding already allocated to BCC for this purpose from Measure A.]*

Approved By:

Dr. Betty Inclan, President, Berkeley City College

12-2-11

Date



MERRITT COLLEGE

COLLEGE FACILITIES PRIORITY NEEDS LIST

Items prioritized by critical need

Item

1. Room D204 - Install additional outlets (safety)
2. Install internet & network cabling for Track, Scoreboard & SRH
3. Procure FF&E for the new Learning Center that will open in the L Building Spring 2012: 109 computers, copiers(2), Electronic smart boards, and mounted LCDs (5).
4. Procure furniture - lower level P building for student study area (already Wi-Fi).
5. Procure furniture for waiting/study area outside P-305.
6. Procure tables and chairs for A Building courtyard
7. Procure new classroom chairs: A Building; D121-122; H105 new drafting chairs
8. Procure office furniture for faculty offices
9. Install new carpets in the Fitness Center
10. Library security gate

Approved By:

Dr. Robert Adams, President, Merritt College
George Herring

Date

12/7/11



LANEY COLLEGE

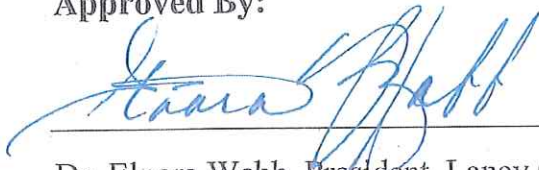
COLLEGE FACILITIES PRIORITY NEEDS LIST

Items priorities by critical need

Items

1. Construct canopy for Financial Aid and Counseling waiting areas
2. Resurface track and field
3. Upgrade (resurface) breezeways throughout campus
4. Replace counterweight system in Theatre
5. Re-surface stage floor in Theatre
6. Upgrade elevator in Theatre
7. Modernize lighting and electrical systems in theatre
8. Remodel space (to be identified) into Green Technology Computer Lab (ECT)
9. Repurpose A152 into 3 modules
10. Security for all new smart classrooms
11. Upgrade drinking fountains throughout campus
12. Complete outstanding punch list items for ADA project and other projects
13. Retile Chemistry stockroom
14. Install signage for new name of theatre "Odell Johnson Theater for the Performing Arts"

Approved By:



Dr. Elnora Webb, President, Laney College

December 8, 2011
Date