Peralta Community College District  
Peralta Planning & Budget Integration  
PLANNING & BUDGETING SUMMIT  
Scott’s Restaurant, Oakland, CA  

DRAFT – August 24, 2012 Meeting Minutes

Committee: PBIM - DISTRICT FACILITIES COMMITTEE
Date/Time: Friday, August 24, 2012, 1:00 pm – 2:15 pm

Present: Atheria Smith, Bob Beckwith, Brock Drazen, Carlotte Campbell, Connie Willis, Detie Del Rosario, Don Petrilli, George Herring, Gregory Valentine, Helena Lengel, Katherine Kocel, Louis Quindlen, Marisol Zavala Suarez, Mary Mike Lanbarkis, Molly Sealund, Pieter de Haan, Rosemary Vazquez, Sadiq B. Ikharo, Shirley Slaughter

Absent: Bill Love,
Excused: Linda Berry, Beth Benvenuti,
Guest: 

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

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<th>Agenda Item</th>
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<th>Follow-up Action</th>
<th>Decisions (Shared Agreement/Resolved or Unresolved?)</th>
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<tr>
<td>1. Welcome &amp;</td>
<td>Meeting called to order at 1:05 pm by Vice Chancellor Ikharo.</td>
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<td>With the most votes, Pieter de Haan was elected as</td>
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<td>Introductions</td>
<td>Introductions followed thereafter.</td>
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<td>Co-Chair of this committee.</td>
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| 2. Elect a Co-Chair | Nominees:  
• Pieter de Haan  
• Don Petrilli |
|                  | Before the vote, nominees briefly summarized their backgrounds.             |                  |                                                      |
|                  | **Vote**: Pieter de Haan (9 votes), Don Petrilli (5 votes) , 0 abstain      |                  |                                                      |
|                  | Pieter de Haan voted as the Co-Chair of this committee.                     |                  |                                                      |
3. **Strategic Goals & Institutional Outcomes 2012-2012**

   Committee reviewed PBM Handbook, specifically focusing on Section 4 (**"Strategic & Institutional Outcomes 2012-2013"**).  
   
   Carlotte Campbell commented that there might be a conflict relating to C1 student requirement deadlines, which are due in Dec/2012.

4. **Committee Accomplishment for the Academic School Year 2011-2012**

   Committee reviewed the District Facilities Committee’s assessments of 2011-2012 goals & objectives.

   Accomplishments included:
   - Chair/Co-Chairs met to communicate issues coordinate, plan and collaborate on policies;
   - A list of 6-month short-term projects, sent to the PCI and approved;
   - A better understanding of the facilities planning process;
   - Productive discussions to improve planning process for the District Administrative Center and Colleges;
   - Continued discussions to improve the Facilities Master Plan and the need to meet the Colleges’ Educational Master Plan.

5. **Items to focus on for the Academic School Year 2012-2012**

   - **Institutional Goals & Objectives**

   Dr. Ikharo led a discussion on the goals & objectives for 2012-2013 school year. Goals should support the outcome of the Institutional Goals.

   Suggested goals included:
   - Continuing to improve communications to and from stakeholders;
   - Understanding the Facilities Planning Process
   - Implementation of the Colleges’ 6-month short-term projects;
   - New facilities bond.

   Draft 2012-2013 committee goals & objective will be presented for review and approval at the next meeting.

   Marisol Zavalas Suarez would like Students to be more informed about
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<th>Construction protocol and safety. Dr. Ikharo will work with the Colleges Associated Student Bodies to provide clarification and to address students concerns.</th>
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<tr>
<td><strong>6. RECOMMENDATIONS TO OTHER PBIM COMMITTEES</strong></td>
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<tr>
<td>None.</td>
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<td><strong>Adjournment:</strong></td>
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<td><strong>Next meeting:</strong></td>
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<td><strong>Upcoming meetings:</strong></td>
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<tr>
<td><strong>2012:</strong></td>
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<td><strong>2013:</strong></td>
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Recorder: Rosemary Vazquez

All PBIM Committee Agendas and Minutes are posted on the Peralta Planning & Budget Integration Model webpage:  
PBI Committee Meeting Guidelines

1. **Consistent Strategic Focus**: As a group, review the agenda and do the following:
   - Confirm that agenda focuses on a 2012 – 13 strategic goal or key decision.
   - Agree to focus on the purpose and process for the meeting (or to refine the agenda so that it supports the 2012-13 strategic goals and key decisions.
   - Avoid getting too detailed or exchanging information on “off topic” matters.
   - Use meetings to develop and make recommendations; avoid using meetings to make status reports.

2. **Commitments During Meetings**: Obtain the group’s agreement to use ground rules:
   - Focus on the task at hand.
   - Speak succinctly and address one topic at a time.
   - Connect your contribution to the meeting topic being discussed (e.g., “I would like to clarify the question we are addressing” or “I want to add an option to the list we are creating”).
   - Allow one person to speak at a time.
   - Raise your hand to indicate your desire to speak.
   - Avoid side conversations.
   - Listen actively.

3. **Personal Responsibility**: As an individual, commit to supporting the basic integrity of the process:
   - Arrive 5 minutes before the meeting start time.
   - Attend all meetings.
   - Communicate to the facilitator or chair if you have an unavoidable conflict.
   - Arrive ready to work on committee matters.

4. **Group Agreements**: All committee members are responsible for ensuring an effective meeting.
   - Start and end meetings on time.
   - Use a timed agenda and adhere to stated times.
   - Raise “process points” if the meeting seems to be straying off course.
PBIM – District wide Facilities Committee
2012-2013 Goals & Objectives

GOAL #1: Continue To Increase Communication To And From Stakeholders

Objectives:
 a) Provide regular updates from Dr. Ikharo relating to DGS activities (newsletters, campus town halls, etc.).
 b) College Facilities Representatives to share pertinent information with college constituents relating to committee items discussed and resolution outcomes.
 c) Continue to provide periodic district-wide information and updates relating to construction safety issues, specifically construction protocols and coordinate with College Associated Student Body to address student safety issues.

GOAL #2: Understanding the Facilities Planning Process

Objectives:
 a. Provide information to the Colleges relating to the Five-Year Construction Plan process through coordinated workshops.
 b. Evaluate the construction protocol process for areas of improvement.
 c. Provide access to view data, in F.U.S.I.O.N., to College personnel. College Presidents will send a list of authorized college representatives to the Department of General Services.

GOAL #3: Implementation of the Colleges’ 6-month Short-Term Projects

Objectives:
 a. To complete items listed on the Colleges’ Short-Term Facilities Needs lists on time and within budget.
 b. Evaluate progress and get feedback from the Colleges.
 c. Discuss Colleges’ long-term facilities needs and funding. Will they meet the integrated Educator & Facilities Master Plans?
 d. Make recommendations to Planning & Budget Council of Colleges’ long-term facilities needs.
 e. Have productive discussion relating to strategies to align District resources with College/District and needs.

GOAL: #4: New Facilities Bond

Objectives:
 a. Begin the process to go out for a new bond measure for capital outlay.
 b. Look at alternative funding and resources for facilities maintenance needs
 c. Forward recommendations to PBI Council relating to specific maintenance needs (e.g. General Fund), District-wide.
Peralta Community College District
Peralta Planning & Budget Integration

DRAFT May 04, 2012 Meeting Minutes

Committee: PBIM FACILITIES COMMITTEE DISTRICT-WIDE
Date/Time: Friday, May 04, 2012 from 10:45 am to 12:45 pm

Absent: George Herring, Jonathan Olkowski
Excused: Linda Berry, Gregory Valentine, Shirley Slaughter, Molly Sealund, Mike Lansbarkis
Guest: Lisa Blockie, Harry Singh

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

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<td>1. Call to Order: Agenda Review</td>
<td>In Linda Berry and Dr. Ikharo's absence, Pieter de Haan chaired the meeting calling the meeting to order at 10:50 am.</td>
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<td>Dr. Ikharo arrived at 12:00 pm and chaired the remainder of the meeting.</td>
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<td>2. Approve Minutes</td>
<td>The draft minutes from the 4/13/12 meeting were reviewed and approved, with one minor correction.</td>
<td></td>
<td>Motion by Louis Quindlen, 2nd by Carlotta Campbell to accept the minutes with correction, passed unanimously.</td>
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<td>3. Assessment of 2011-2012 PBIM Facilities</td>
<td>Committee reflected on the 2011-2012 Goals &amp; Objectives. A discuss ensued on whether the committee met these goals &amp; objectives.</td>
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<td>Committee Goals &amp; Objectives</td>
<td>By consensus, the committee agreed to the following assessment:</td>
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## Agenda Item

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| **GOAL 1:** *Continue to increase communication to stakeholders*  
All objectives for Goal #1 were met with the exception of:  
  a. *Continue to provide periodic district-wide updates relating to safety issue* |
| There is more work to be done relating to safety issues. |
| **GOAL 2:** *Understanding the Facilities Planning Process*  
All objects in Goal #2 were met. |
| **GOAL 3:** *Discuss Flexible Dynamic Plan Strategies – To align District implementation and resources with College/District issues and needs.*  
All objectives for Goal #3 were met with the exception of:  
  a. *Improve planning process for the District Administrative Center and Colleges.* |
| More clarification and discussions are needed relating to Goal #3; it is too vague and needs to be more plausible. |
| **GOAL 4:** *Evaluation & Update of Facilities Master Plans, District-wide*  
All objectives for Goal #4 were met with the exception of:  
  a. *To determine what the future structure of the facilities given the current budget crisis and funding*  
  b. *Funding for maintenance of new buildings* |
| The objectives were more complex then originally anticipated. A more comprehensive decision is needed. |
| **GOAL 5 – New Facilities Bond**  
Objective was not met. A more comprehensive discussion is needed relating to:  
  ➤ *Costs to maintain buildings; should this be included in future bond language?*  
  ➤ *State laws regarding bond language* |
<p>| A discussion ensued regarding the 5-year Construction Plan process, with Atheria Smith briefly summarizing the 5-year construction plan process. |</p>
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<td>By consensus, committee members felt that it is important to tie program review into the 5-year construction plan. More discussion is needed relating to this topic.</td>
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<td>4. Review &amp; Discussion re: Updated Measure A Expenditure Report (2006 thru Dec. 31, 2011)</td>
<td>Atheria Smith summarized the Measure A Expenditure Report (2006 through June 30, 2011) which included an overview of expenditures by College, capital project status report, details of overhead expenses, bond sales and Auditor's unqualified findings. <strong>RECAP (2006 through June 31, 2012)</strong> Overall Measure A Bond Approved by Voters: $390,000,000 Total Measure A Bond Actual Expenses: $160,114,895 Measure A Bond Balance Available of the Total Bond: $229,885,105 Dr. Ikharo will be sending out another report of unallocated Measure A funds to the colleges, which will show actual expenditures to date. Dr. Ikharo summarized page 19 and provided more detail information on specific projects.</td>
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<td>5. Reports from Campus Facilities Committees</td>
<td><strong>College of Alameda</strong> The college would appreciate a rapid response to safety issues relating to 860 Atlantic Avenue, such as tripping hazards. Dr. Ikharo explained that because ownership of the building has not been transferred to the District, the owner is liable until ownership transfers are complete. However Dr. Ikharo is working with the Chancellor and COA President to hire a building manager. <strong>Laney College:</strong> ADA work is ongoing Faculty &amp; Staff retreat is scheduled for June 8th through 9th Dr. Ikharo provided project updates. Bids are out for the following projects: Laney Tower Swing Space Package</td>
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### Agenda Item

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| - Stairway Repairs, G Bldg  
- PV Solar Panels |

**Merritt College**
- Camera mounts are substantially installed. Requests for additional camera mounts should be sent to Dr. Ikharo for review.

**Berkeley City College:** No report.

### 6. RECOMMENDATIONS TO OTHER PBIM COMMITTEES

The following resolution will be sent to the PBIM Budget & Planning Council:

> "The committee recommends that the Department of General Services conduct additional workshops at each of the four colleges to address how program review impacts college facilities and the District's 5-year construction plan."

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<td>Committee passed the following resolution:</td>
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<td>The committee recommends that the Department of</td>
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<td>General Services conduct additional workshops at</td>
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<td>each of the four colleges to address how program</td>
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<td>review impacts college facilities and the District's</td>
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<td>5-year construction plan.</td>
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Peralta Planning & Budget Integration

**DRAFT** May 04, 2012 Meeting Minutes

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<tr>
<td>9. Adjournment:</td>
<td>12:45 pm</td>
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<td>10. Next meeting:</td>
<td>TBD</td>
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<tr>
<td>11. Upcoming meetings:</td>
<td>To Be Determined</td>
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Recorder: Rosemary Vazquez

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