ADOPTED MINUTES – NOVEMBER 19, 2009

Meeting of the Board's Facilities & Land Use Planning Committee

Meeting Date: **Thursday, November 19, 2009**
Time: 4:00 pm to 6:00 pm
Location: District Administrative Center, Department of General Services
                        Physical Plant Conference Room
                        333 E. 8th Street, Oakland, CA   94606

Present:

- ✓ Nicky Gonzalez Yuen, Trustee (Chairperson)
- ✓ Dr. Sadiq B. Ikharo, Vice Chancellor of General Services
- ✓ Abel Guillén, Trustee
- ✓ Bill Riley, Trustee
- ✓ Rebecca Kenney, Merritt
- ✓ John Banisadr, DGS, Purchasing
- ✓ James Hunter, Hunter Group

- ✓ Atheria Smith, DGS, Planning & Development
- ✓ Daniel Ford, BASE
- ✓ Jack Lin, Sustainable Peralta
- ✓ Johnnie Fudge, DGS, Capital Projects
- ✓ Rosemary Vazquez, DGS (Recorder)
- ✓ L. Mark Sennette, DGS, Capital Projects
- ✓ Charles Oewel, Student Center Associates

1. Approval of Agenda: Agenda approved, as presented.

2. Minutes: September 22, 2009 minutes approved, as presented.

3. Primavera Update:

Daniel Ford of Bay Area Systems Engineering (B.A.S.E.) gave a presentation on the Primavera design/construction project management software. The Primavera Project Controls project management software is designed to help with the implementation of bond-funded construction projects. Presentation covered Primavera stakeholders & data, basic login information and navigation overview, benefits, launch page information and the design/contraction process flowchart, which documents the process flow from project definition through design and construction. Also included was a sample or the monthly design/construction status reports posted on the webpage (www.peralta.edu/primavera). Presentation was followed by a question and answer session. Next phase is to utilize the program to its full potential. Currently it is being utilized at 30%. Presentation received favorable comments.

4. Proposal for a Student Housing Development for Peralta Students:

At the request of Trustee Yuen, James Hunter of Hunter Group and Charles Oewel, Director for the Student Center Associates were invited to give a presentation relating to their proposal for a living learning center for Peralta students with a capacity for 88 beds. Presentation included an overview of their companies and background information on corporate history with the City of Berkeley. PowerPoint information included project scope, purchasing options, rent comparables, and architectural views. The basic proposal would be for Peralta to purchase a plot of land in Berkeley that has already been approved for development. Peralta would then lease the land to the developer group, which would then undertake the costs and labor and risk of constructing the housing. The developers would then hand the project over to a non-profit student housing management company that would make the housing available to Peralta students. The project would especially target students coming from out of state and international students, but would be open to all Peralta students. Peralta would receive an annual payment for the lease and after thirty

years, the leasehold would revert back to Peralta, including the building. Presentation was followed by a question and answer session

Trustee Yuen asked what the financial exposure was to the District and was told that it would be limited to the purchase of the land. He then commented that this might be an attractive way for Peralta to explore the development of student housing (as is being considered at Merritt College) but without the exposure of taking on and developing an entire project on its own. He also indicated that the developers should work with staff and the District-wide facilities committee to clarify the proposal and to gain stakeholder buy-in.

Trustee Guillén would like to look at the project's *pro forma* before coming to any conclusions about the project's desirability. Vendor agreed to forward a copy.

Trustee Riley commented that student housing, in general, is a good idea; however; more information is needed, noting that the Hunter Group does not have any community college experience and proposed project may not work for Peralta's demographics. Peralta students are older adults; will this serve their needs?

Dr. Ikharo commented that this committee need to do more review with plans to bring this topic back for further discussion, once it has gone through the shared-governance process.

> *Consensus:* All agreed that it is a good idea to discuss student-housing needs; however, topic needs more research, consultation with the District-wide facilities committee, and input from VC of Finance before decisions came be made.

5. Development of Standard Protocols for Consultation with College and other District Stakeholder in the Development of Facilities and Land-use Planning:

Dr. Ikharo began with an overview of protocols for consultation with college and other district stakeholders in the development of facilities and land-use planning. This topic was brought back for further consideration in conjunction with the Contractor/Vendor model. The objective of this process is to create a transparent, efficient and accountable system for making decisions and gaining stakeholder input on major capital projects, including public-private partnerships, such that the District's resources are spent wisely, facilities serve the needs of stakeholders, and decisions can be made in a timely manner. A similar presentation was made to the District-wide Facilities Committee.

Trustee Yuen would like to see a more clear delineation of the campus sign-off process and suggested creating a mini-version for smaller projects.

Trustee Guillén wants General Counsel to work with a legal consultant to review how the District contracts and procures items (an objective analysis of the process). What are the other Bay 10 colleges doing?

Dr. Ikharo concluded that he is working on creating a contract management office within the DGS. In addition, he is working, in conjunction with General Counsel, to develop administrative procedures to evaluate contracts.

6. Model/Protocol for Choosing Contactors/Vendors:

Dr. Ikharo led a discussion on and distributed flowcharts developed by DGS as a model/protocol for choosing major contractors/consultants.   Flowcharts provided a graphic visualization of related

processes in three phases; project identification through shared governance; project development; and professional services acquisition.   Documents are a work in progress.   He explained that major capital expenditures are defined as consultation services over $500,000 and capital construction over $5-million. Emergency projects are exempt fro these procedures.

Suggested modifications included:
- Create a process similar for sole-source contractors.
- Add sign-off list, to indicate the shared governance process has been completed.
- Add Board Facilities Committee recommendations to Step 3.

Dr. Ikharo concluded that this document is a work-in-progress. All suggested modifications and comments will be considered. Trustee Yuen wants to revisit this topic again in a future meeting. In the meantime, Dr. Ikharo will look into the possibility of hiring an outside firm to assist with refining the process.

7. Information Reading the African Research Center:

Dr. Siri Brown, African American Studies at Merritt, gave an informational presentation relating to a proposal for an "Africana Studies Community Research Center" at Merritt. Presentation included project description, student-learning outcomes; information on modules, wall graphics, furniture & equipment and room capacity. Estimated project costs would be $400,000. They requested that this amount come from Measure A funds that have not already been allocated to Merritt College. Presentation was followed by a question and answer session. Dr. Ikharo provided clarification relating to the Merritt Library project and noted that there are no unallocated Measure A funds. Thus, if this project were to be constructed, it would have to come from some other project.

Atheria commented that on June 23, 2009 a presentation was made to the entire Board, which included information that clearly defined a process for redirecting Measure A funds that have already been allocated and approved by the Board. Information also included mechanisms to request changes.

Discussions included:
- Cost estimates vs. total costs, concluding that cost may increase. DGS staff will investigate.
- What type of items will be on displayed and possible further donations.
- The shared governance process- needs to go through the district-wide facilities committee if district-wide measure A funds are to be used. Rebecca commented that this project has the support of College Council.
- Technology upgrades needs and estimated added costs for ongoing modernization.
- College Ed Plan – where does this fit in?
- Who will utilize the center?
- What staffing would be required for the center and how would this be paid for.

No resolution was reached on this item, pending further discussion and more detail costs analysis.

Consensus: Dr. Ikharo will investigate total costs and will work with President Adams. Topic will be brought back to this committee once it has vetted through other committees.

8. Revised Meeting Schedule:

It was agreed that the revise schedule presented (date was changed from the third Thursday to the third Tuesday of the month) will not work.

Consensus: Committee members agreed that the next month's meeting will be held the third Tuesday of the month (Dec. 15, 2009), but thereafter schedule will remain the third Thursday of the month. An updated schedule will be forwarded to committee members.

Adjournment:

Meeting adjourned at 6:15 pm