



## Capital Improvement Committee

### MINUTES

**January 13, 2012**  
1:00 pm -2:00 pm • Irvine Valley College  
BSTIC-Room 101A

Members Present: Debra Fitzsimons, John Ozurovich, Walt Rice, Don Busche, Brandye D'Lena, John Edwards, Craig Justice, Davit Khachatryan, Carol Hilton, Cheryl Dobbie

Not Attending: Lisa Davis Allen and Dan Walsh

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#### Committee Charge:

Coordinate a prioritized District-wide 20 year Facility, Renovation, and Scheduled Maintenance Plan that utilizes uniform, data driven criteria. This includes developing common facilities definitions and recommendation of software. Each year the committee will review the plan and develop recommendations.

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#### Convened:

The meeting convened at 1:15 pm.

- 1. Review/approve Minutes from December 9, 2011 Meeting**  
Minutes were reviewed and approved by the committee as presented.
- 2. Status of Action Items from Previous Meeting**

	<b>Action:</b>	<b>Assigned to:</b>	<b>Deadline:</b>	<b>Status/Comments</b>
1..	Develop contract with School Dude	Brandye D'Lena Joh Ozurovich John Edwards	In time for January 2012 Board meeting	Deferred to next meeting on 2-8-12
2.	Develop contract with Alpha Systems	Brandye D'Lena John Ozurovich John Edwards	In time for January 2012 Board Meeting	Deferred to next meeting on 2-18-12

- 3. Discussion – Board Agenda Item – Maintenance Management and Facility Planning Software and Implementation (Handout #1)**

Conference call with representative of Alpha Systems, SchoolDude, Brandye D'Lena, Walt Rice, John Ozurovich and John Edwards was scheduled. After discussion, the attendees recommend the project go forward. There will be three modules needed for the project:

- 1) Work Order module, 2) Preventive Maintenance module, and; 3) Capital (Schedule

Maintenance) module. The success of the project will depend on the commitment at each campus to maintain the input of data into the system, both initially and on an ongoing basis.

The committee reviewed the draft board agenda item and agrees the item should include cost for college/district services staff needed to support the project and an accurate total of ALL cost to complete the project.

**Action Item:** Agenda item should be completed and ready to go to the Board of Trustees at the February or March 2012 meeting.

Phase II of the project is to have all building information electronically available. Currently only some of the newer buildings have electronic documents and some of the older buildings do not. This project should be done within the next 3 years at an approximately cost of \$200,000.00. This would provide consistent information at both colleges.

**Action Item:** Brandye to develop an information sheet summarizing the following information: 1) give a name to the project, 2) the goal of the project, 3) the benefits of the project, and; 4) a list of all costs associated with the project, detailed out with user-friendly explanation for the board to understand.

**4. Potential Future Topics**

- A. Other items necessary for development of 20-Year Facilities, Renovations, and Schedule Maintenance Plan
- B. Sustainability

No discussion at this meeting.

**5. Next Meeting –February 8, 2012 – District Services- Chancellor Conference Room**

Members confirm the meeting date and time.

Next agenda should include: 1) CIC definitions-Add a process for each definition, 2) Defining project management, and; 3) Contracts for SchoolDude and Alpha Systems

**6. Adjourn**

Meeting adjourned at 2:31pm.

Minutes prepared by: Cheryl Dobbie, Executive Assistant, Office of the Vice Chancellor, Business Services

Minutes approved: February 8, 2012