



**CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT  
Integrated Planning & Budget Model (IPBM)  
Facilities Committee Meeting**

Location: District Office  
7600 Dublin Blvd, Third Floor  
Conference Room #1  
Dublin, CA 94568  
Date: August 24, 2018

Meeting Minutes No: 26

Recorded by: Donna Alaoen

Persons Present:

**Committee Members**

- Owen Letcher, Co-Chair, Administrator at Large
- Dave Fouquet, Co-Chair, Chabot College Faculty Assn
- Zahra Noorivaziri, Co-Chair, SEIU 1021 Clsfd Union
- Matt Kritscher, Core Rep. Administrator
- Deonne Kunkel, Core Rep. Administrator
- Diane Brady, Core Rep. Administrators
- Nan Ho, Core Rep, Administrators
- Walter Blevins, Administrator at Large
- Wanda Wong, Shared Governance
- Mark Stephens, Shared Governance
- Michael Ansell, Shared Governance
- Tina Inzerilla, Shared Governance
- Bob Buell, Chabot College Acad Senates
- Heike Gecox, Las Positas College Faculty Assn
- Joanne Bishop-Wilbur, District Clsfd Senate
- Vacant, Chabot College Associated Student
- Vacant, Las Positas College Associated Student

Present	Not Present
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By phone

**Other Present**

Ann Kroll – Chabot College, Program Manager

**1. CALL TO ORDER**

Dave Fouquet, Committee Co-Chair, called the meeting to order at 12:31 p.m.

**2. INTRODUCTION**

The committee conducted formal introductions of all current committee members to Vice Chancellor Owen Letcher.

**3. REVIEW, DISCUSSION AND APPROVAL OF MEETING MINUTES**

It was moved by (Tina Inzerilla), seconded by (Mike Ansel), and passed that the minutes of the May 25, 2018 (No. 25) meeting.

**4. DISTRICT WIDE FACILITIES MASTER PLAN – Dave Fouquet**

Vice Chancellor Letcher informs the committee that the consultant, MIG, has submitted a draft space tabulation for Chabot College on Tuesday, August 21, 2018. They will continue to meet with the Executive Staff, President and Vice President for review and acceptance. There were minor changes made by this group and they will continue to develop best case scenarios for

both campuses. Ms. Ann Kroll informs the committee that meetings are in place to meet with Executive Staff that will include Deans and Administrators. They will be presented with an edited version of the programming/space tabulations for their review and comments. The presentation will then go to the second FIT meeting on September 27, 2018. Ms. Kroll clarifies to the committee that the same process which was used in the Spring semester that included review from Executive Staff, Vice Presidents and Deans for their input which is followed by another review by the FIT Committee for their input. At that point, the draft will be posted once again for all to review around campus and provide their input. Mr. Dave Fouquet expresses to the committee the frustration that various divisions are feeling frustrated with the process and are concerned that their input and feedback is not being taken into consideration. He also brings up the issue about parking has come up amongst all groups at Chabot College and would hope that it will be reflected in the Facilities Master Plan. Ms. Kroll reassures the committee that the process will allow the opportunity for final input to adjust the plan before it goes before the Board of Trustees. Both Ms. Diane Brady and Ms. Tina Inzerilla discuss the same process that is currently happening at Las Positas College to ensure that all constituents are included to provide final input for the Facilities Master Plan. Ms. Ann Kroll will send an email prior to the FIT meeting in September to the campus at large regarding where to find information regarding Facilities Master Plan and to channel input back directly to her.

#### **5. MEASURE “A” FUNDED PROJECTS – Owen Letcher**

Vice Chancellor Owen Letcher reviews the most recent Measure A Bond Program Project List that was sent forward to the Board of Trustees on September 17, 2018 in which it was approved and adopted at that meeting. According to Prop 39, the Board of Trustees is required to approve the project budget, scope and project name. The listing of projects included project number, project name, funding source, budget amount, proposed change and reason for change. The historical average of the division of Measure B funds which was split equally between both campuses. As the Facilities Master Plan is updated the revision to the Bond Project list will occur. Any project savings can go to unallocated funds for future projects. The \$6 million allocated per college for Instructional Equipment (supposed to be \$2 million per year for 20 years – Furniture, fixtures and equipment. There is a cost escalation separate from the FFE. The FFE is normally incorporated into the budget for a building. Mr. Dave Fouquet brought forth to the committee the result of the sale of the Franklin facility and where those monies have gone. Vice Chancellor Letcher commented that he will have to research the issue more as it is difficult to narrow down exactly where is allocated and spent. The hardest part will be closing Measure B down to the last dollars spent.

#### **6. 2018 SPACE INVENTORY UPDATE – Zahra Noorivaziri**

Ms. Zahra Noorivaziri reports to the committee that every October 1<sup>st</sup>, the District must submit state inventory to the State Chancellor's office. For Chabot College, there are minor changes to their space inventory that include Building 1600, second floor. For Las Positas College has changes consisting of the demo of Building 900 and the new construction of new Building 1000. Vice Chancellor Owen Letcher also advises the committee to share any information regarding any changes that appear to have happened at the colleges that involve repurposing space for faculty, staff and students. Ms. Zahra Noorivaziri to send a description of the categories to the members of the committee.

#### **7. REVIEW & UPDATE IPBM FACILITIES COMMITTEE – Zahra Noorivaziri**

Ms. Zahra Noorivaziri reviewed with the committee the charges and membership. It was announced that there would be tri-chairs for the committee that will include Vice Chancellor Owen Letcher, Bob Buell and Zahra Noorivaziri. She expressed the need to try to get more participation from each colleges to fill vacant positions on the

committee. Ms. Donna Alaoen will follow up with the latest membership listing to the committee for their reference and to seek their help in trying to fill vacant positions.

**Charter:** <http://www.clpccd.org/board/documents/FINALFacilitiesCommittee3-10-14web.pdf>

Vice Chancellor Owen Letcher informs the committee that we have hired a consultant to work on the climate action plan, including a transportation plan. There will be a survey going out to students asking what their transportation preference is along with other questions to help gather information to update the climate action plan. Ms. Noorivaziri suggests to the committee that in March of every year, it would be a great time to review the updated 5-year capital plan before it goes to the Board of Trustees in June. There is a need to clarify what items go to M&O through school dude and the items that go to different departments. Bob Buell suggests that we try to clarify to all departments what School Dude is used for and what other resources are available to request other needs such as AV help or Technology help. Ms. Mike Ansel would like to address and prioritize the sustainability goals.

## **8. ADJOURNMENT**

The meeting adjourned at 1:42 pm.

**Next meeting: September 28, 2018 – District Office – 12:30 PM to 1:30 PM**

## **9. FUTURE AGENDA ITEMS**

- Draft of Scheduled Maintenance Request Form
- Glossary of Terminology Terms
- Small Projects Prioritization Process
- Climate Action Plan
- Info dissemination to campus facilities committees - clarification of Information Items and Action Items to report back to better connect Campus and District Facilities - share info back to campus facilities committees