



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

Meeting Minutes No: 28

Recorded by: Donna Alaoen

Location: District Office  
7600 Dublin Blvd, Third Floor  
Conference Room #1  
Dublin, CA 94568  
Date: October 26, 2018

Persons Present:

**Committee Members**

- Owen Letcher, Co-Chair, Administrator at Large
- Bob Buell, Co-Chair, Chabot College Faculty Assn
- Zahra Noorivaziri, Co-Chair, SEIU 1021 Clsfd Union
- Matt Kritscher, Core Rep. Administrator
- Susan Sperling, Core Rep. Administrator
- Diane Brady, Core Rep. Administrators
- Nan Ho, Core Rep, Administrators
- Walter Blevins, Administrator at Large
- Mark Stephens, Shared Governance
- Michael Ansell, Shared Governance
- Tina Inzerilla, Shared Governance
- Kirti Reddy, Shared Governance
- Wanda Wong, Chabot College Acad Senates
- Vacant, Las Positas College Acad Senates
- Heike Gecox, Las Positas College Faculty Assn
- Jeff Drouin, Chabot College Faculty Assn
- Cynthia Fracisco, District Clsfd Senate
- Todd Steffan, Las Positas College Clsfd Senate
- Christine Herrera, Chabot College Clsfd Senate
- Vacant, Chabot College Associated Student
- Vacant, Las Positas College Associated Student

Present	Not Present
---------	-------------

<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>

By phone

By phone

**Other Present**

- Ann Kroll – Chabot College, Program Manager
- James Weston - Las Positas College Clsfd Senate
- Don Carlson – Las Positas College, Dean
- Amir Law - Las Positas College, Dean

<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>

**1. CALL TO ORDER**

Bob Buell, Committee Co-Chair, called the meeting to order at 12:40 p.m.

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

It was moved by (Heike Gecox), seconded by (Mike Ansell), and passed that the minutes of the September 28, 2018 (No. 27) meeting with minor revisions.

**3. 2018 SPACE INVENTORY REPORT 17 UPDATE – Zahra Noorivaziri**

Ms. Zahra Noorivaziri reports to the committee what was submitted to the State Chancellor’s Office in mid-October. The report provides detail the age, the condition, gross square footage of

the building and show assignable space. Ms. Noorivaziri walks through both campuses twice a year to gather her findings and observations of any changes of usable space through the campus. She explains to the committee that space inventory includes lectures, labs, offices, library and AT/TV (media) which is classified as capacity for the campus. The load includes enrollments, both actual and project. Once the capacity to load ratios is determined, any capacity load above 100% is considered unsupportable. If the capacity is below 100%, it is considered supportable.

Ms. Noorivaziri reports the following to the committee as a result of the 2018 Cap Loads for each campus, respectively. For Chabot College, lecture (187%), lab (113%), office (141%), library (103%) and AV/TV (87%). For Las Positas College, lecture (175%), lab (110%), office (133%), library (94%), and AV/TV (33%). After her report, she stresses to the committee how important it is that the colleges communicate any changes to ensure the report is as accurate as possible. Ms. Christine Herrera suggests that Ms. Noorivaziri check in with the President's office to ensure she has all the available information at that time prior to her walkthrough so she is aware of the changes in advance. Ms. Noorivaziri also informs that the Space Utilization Handbook is available to the public should they request a copy.

#### **4. 2018 FACILITIES MASTER PLAN UPDATE – Owen Letcher**

Vice Chancellor Owen Letcher reports to the committee that both campuses have received a Preliminary Administrative Review Draft of the Facilities Master Plan. Both copies are currently being reviewed at this time. There are several components of the report that are not completed and are forthcoming which has been brought up to MIG's attention for a quick turnaround. The Facilities Department has informed MIG that they are behind schedule and are currently working to together to discuss progress and support needed to complete the Facilities Master Plan. Vice Chancellor Letcher informs the committee that the finalized documents will not be complete before the winter break. The review of the finalized documents will begin in the Spring semester and will follow through the shared governance process.

#### **5. PROPOSED REVISION LANGUAGE REGARDING THE ELECTRIC VEHICLE CHARGING STATIONS – Owen Letcher**

Vice Chancellor Letcher presents to the committee the proposed revision language regarding the Electric Vehicle Charging Stations. He recommends the committee to take this information back to each of the campuses facilities committee to address the Administrative Policy regarding the EV charging stations and parking. At this time, electric vehicle charging stations are being paid out of the parking fund at each campus. The services for the charging stations come at an annual cost per unit of \$500 per year which does not include cost of electricity. The average cost to the district is \$41,000. It was suggested that changes to the administrative policy should include language to decide time limits for parking/charging and that the college *may* establish fees for "Total Cost of Ownership" cost recovery. The colleges have been asked to discuss the related issues regarding electric vehicle charging units during this semester and report back to the District Facilities Committee with their feedback in the early Spring.

#### **6. REVIEW THE IPBM FACILITIES CHARGE – Bob Buell**

The committee continues discussion to address future meeting dates/times and the recommendations from the facilities committee regarding any charges. Ms. Donna Alaoen sent out a survey to all committee members with options for alternative meeting dates. The committee concluded that for the remaining academic year, we may need to remain on the 4th Friday unless another option is presented to the committee members and approved. Mr. Buell proposed that the November meeting occur on the fifth Friday, November 30th to ensure that the committee meets once more before the end of year. The committee was in agreeance to have the November meeting and not meet in December. Mr. Buell later proposed that the remaining

conflicting meeting dates in the Spring semester will be identified with alternative dates and approved in advance to ensure that the committee continues to meet monthly. If an alternative regular meeting date/time cannot be agreed upon for this academic year, then the committee shall readdress the topic later in the year and propose a new date/time for the next Academic year. The recommendations section of the Facilities Committee charge should be updated to reflect the role of the committee related to the FMP and other issues. There needs to be a clear process of reporting back to the College Facilities committees for consistent communication of relevant IPBM Facility Committee discussions.

## **7. ADJOURNMENT**

The meeting adjourned at 1:41 pm.

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

## **8. 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