



**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: September 28, 2018

Meeting Minutes No: 27

Recorded by: Donna Alaoen

Persons Present:

Committee Members

	Present	Not Present	
Owen Letcher, Co-Chair, Administrator at Large	<input checked="" type="checkbox"/>	<input type="checkbox"/>	By phone
Bob Buell, Co-Chair, Chabot College Faculty Assn	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Zahra Noorivaziri, Co-Chair, SEIU 1021 Clsfd Union	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Matt Kritscher, Core Rep. Administrator	<input checked="" type="checkbox"/>	<input type="checkbox"/>	By phone
Susan Sperling, Core Rep. Administrator	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Diane Brady, Core Rep. Administrators	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Nan Ho, Core Rep, Administrators	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Walter Blevins, Administrator at Large	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Mark Stephens, Shared Governance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Michael Ansell, Shared Governance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Tina Inzerilla, Shared Governance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Kirti Reddy, Shared Governance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	By phone
Wanda Wong, Chabot College Acad Senates	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Vacant, Las Positas College Acad Senates	<input type="checkbox"/>	<input type="checkbox"/>	
Heike Gecox, Las Positas College Faculty Assn	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Jeff Drouin, Chabot College Faculty Assn	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Joanne Bishop-Wilbur, District Clsfd Senate	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Todd Steffan, Las Positas College Clsfd Senate	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Christine Herrera, Chabot College Clsfd Senate	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Vacant, Chabot College Associated Student	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Vacant, Las Positas College Associated Student	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

Other Present

Ann Kroll – Chabot College, Program Manager	<input checked="" type="checkbox"/>	<input type="checkbox"/>
James Weston - Las Positas College Clsfd Senate	<input checked="" type="checkbox"/>	<input type="checkbox"/>

1. CALL TO ORDER

Bob Buell, Committee Co-Chair, called the meeting to order at 12:34 p.m.

2. REVIEW, DISCUSSION AND APPROVAL OF MEETING MINUTES

It was moved by (Nan Ho), seconded by (Wanda Wong), and passed that the minutes of the August 24, 2018 (No. 26) meeting with minor revisions.

3. INTRODUCTION OF TWO NEW MEMBERS: CHABOT COLLEGE AND LAS POSITAS COLLEGE CLASSIFIED SENATE – Bob Buell

Mr. Bob Buell welcomed new committee members Jeff Drouin, appointed by Faculty Association, and Christine Herrera, appointed by Classified Senate, both from Chabot College.

4. REVIEWING THE CALENDAR FOR NOVEMBER 23RD AND DECEMBER 28TH MEETING – Donna Alaoen

Mr. Bob Buell requests that the committee discuss the upcoming meetings in both November and December that could be impacted due to the holiday schedule. He also brought up the possibility of extending the meeting time so that we can better address issues in a longer meeting. Ms. Kirti Reddy sent out an email to the Chabot College campus providing some alternate dates and times that could possibly work better to ensure high participation from the campuses. Ms. Zahra Noorivaziri suggested that since the email only went out to the Chabot College representatives that it should also be sent out to all other committee members at the District and Las Positas College to ensure we get feedback from all members. This should be done in the form of a survey that committee members can send in their preferences and concerns to Ms. Donna Alaoen to present at the next meeting. Mr. Mark Stephens responds to the committee by stating that in the past the committee was not making hard votes on pertinent issues but now with the new funding model it may be a good idea to change the time and date of the meeting to ensure that we do not cancel any committee meetings. He also added that most Fridays work best for most individuals especially faculty members.

Mr. Buell expresses that we should consider extending the meeting time to ensure we have plenty of time to discuss all items that are on the agenda or ensure that we do not cancel or miss any future meetings. Mr. Dave Fouquet asked if these new items that we will be discussing and making decisions on will require making changes to the committee charges. Ms. Noorivaziri stated that there will not be any changes made to the current charges at this time. Mr. Stephens mentions that there are flowcharts that illustrate the processes of how ideas or issues are handled and addressed by multiple committees at the campuses. He further explained that this process is currently being worked on at Chabot College and will help everyone understand the proper flow of communication to be address and handle those pressing issues.

Mr. Buell has proposed to move this item to the next meeting to discuss further to ensure we send out an email and survey so that the committee can provide their input on a new meeting time and date.

5. 2018 FACILITIES MASTER PLAN UPDATE – Owen Letcher

Vice Chancellor Owen Letcher reports that MIG is still working on the Facilities Master Plan and they are behind our original schedule. The emerging preferred scenarios and preliminary space tabulations at Chabot College were presented at the FIT meeting on Thursday, September 27th, 2018 and they will also be presented to the Student Senate on Monday, September 30th, 2018. At Las Positas College, the preferred scenarios will be presented to the Facilities and Sustainability Committee on Monday, October 22nd, 2018. A community forum will be coordinated under the direction of President Roanna Bennie.

MIG will also have a draft of the Facilities Master Plan on Friday, October 5th, 2018 to begin the review process. The goal of this process is to review and distribute the draft document to the committees and through the shared governance process to receive input and feedback of the draft. Our original schedule was a first read in November with the adoption of the plan in December; however, it is uncertain that MIG will be able to meet that schedule so the revised schedule includes a first read in December with adoption of the plan in January.

Mr. Fouquet has asked if one month is enough time to receive and incorporate feedback into the final draft before it moves forward to the adoption process before the Board of Trustees. Ms. Wanda Wong asks if the comments that were provided at the Thursday, September 27, 2018 FIT meeting be incorporated in the first read in November. Both Ms. Kroll and Vice Chancellor Letcher have confirmed that they will include their feedback. Ms. Diane Brady states that Las Positas College is a month behind in the process as they have not yet received a presentation

from MIG to provide any feedback yet. Vice Chancellor Letcher has confirmed that there will be draft for Las Positas College to review and provide any comments by October 3rd, 2018.

Ms. Tina Inzerilla asks how much time between the time MIG presents their scenarios and the written draft will the campuses have to review and provide any comments. Vice Chancellor Letcher responds that MIG will be on a revised schedule at this time due to the impact of how behind they are in the process. There will be a first read of the draft in December with the adoption of the plan between January to March to ensure there is enough time for input from the campus.

6. MEASURES B AND A CONSTRUCTION UPDATES – Ann Kroll and Owen Letcher

Ms. Kroll reports to the committee that the Arcade Voluntary Seismic Upgrade project is now complete and the notice of completion was presented at the July 17, 2018 board meeting. The next project was the Campus Master Sign Program, Phase 2 project which is also complete and the notice of completion presented at the July 17, 2018 board meeting. Next, the Biology Building 2100, Phase 1 project which is currently in progress. The project updates include: installation of column rebar and form work, installation of shear wall rebar and form work, pouring of concrete at shear walls and columns and tie-in sanitary sewer. The project is expected to have occupancy in the winter of 2020. The project at Chabot College is the Athletic Field Improvement project which is the first Measure A project. This project had its initial kick-off meeting on September 6, 2018. Tentatively, there will be tours scheduled at other campuses to observe other colleges Athletic Fields so that we can collect information to use when designing our field. The last project is the Campus Wide Fire Alarm Project has gone to DSA in September and was approved. It is currently in the bidding stage with the board recommendation going to November board meeting. The projected timeline for this project will be during the Christmas break.

At Las Positas College, Vice Chancellor Letcher reports that Building 1000 is in the final stages and is currently working with the contractor to complete items. The IT department has been receiving materials for the Distributive Antenna System (DAS) that will help bring cellphone service inside the buildings. They will need to complete final surveying, equipment layout, and then connection and programming. We are working on taking an agreement with Verizon to install a new cellular site on top of Building 4000 for approval to the next board meeting.

7. FOLLOW UP ON THE CLIMATE ACTION PLAN – Owen Letcher

Vice Chancellor Letcher informs the committee that a consultant has been hired to send out a survey to registered students to provide feedback on their transportation method. The survey was sent out to all registered students at both campuses and resulted in a 30% response rate. The information assisted us complete the green house update/study. In late Fall, we hope to send another survey to all faculty and staff that is similar to what was sent to the students on their preference on transportation method and such.

Mr. Michael Ansell provided Vice Chancellor Letcher an update on Las Positas College's climate action plan which noted the audit. It update has been forwarded to consultant for their use and review. The consultant is reviewing to see if they can provide an audit as a function of their review and process. We have asked the consultant to come to a future IPBM Facilities meeting to discuss what is in include in the report, their findings and any recommendations they have for us. At this time, a date has not been set up yet.

8. SCHEDULED MAINTENANCE PROJECTS – Walt Blevins

Mr. Walt Blevins reports to the committee that the deferred and scheduled maintenance funding has decreased dramatically. As we work on deferred maintenance project, we use the state

prioritization method when reviewing incoming projects. At this time, the current projects are the roofing at the colonnade at Chabot College, the transformer replacement at Chabot College, and the replacement of the boiler system at Chabot College. Mr. Blevins reports to the committee that there will be changes in the way they determine how the funding will be whether it come from deferred maintenance funds or Measure A funding. The replacement of switchgear at Las Positas College is one project that may be highly prioritized.

9. ADJOURNMENT

The meeting adjourned at 1:38 pm.

Next meeting: October 26, 2018 – District Office – 12:30 PM to 1:30 PM

10. 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