



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

Location: District Office  
 7600 Dublin Blvd, Third Floor  
 Conference Room #2  
 Dublin, CA 94568  
 Date: May 17, 2019

Meeting Minutes No: 34

Recorded by: Donna Alaoen

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
- Dale Wagner, 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
- Andrew Cumbo, Las Positas College Acad Senates
- Heike Gecox, Las Positas College Faculty Assn
- Jeff Drouin, Chabot College Faculty Assn
- Cindee Frazier, District Clsfd Senate
- Todd Steffan, Las Positas College Clsfd Senate
- Christine Herrera, Chabot College Clsfd Senate (Sarah Flores)
- Vacant, Chabot College Associated Student
- Vacant, Las Positas College Associated Student

Present	Not Present
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**Other Present**

- Ann Kroll – Las Positas College, Program Manager
- Michael Garr – Chabot College, Program Manager
- Dave Fouquet - Chabot College, Faculty
- Pandora Lam, Chabot College Student Senate
- Akali Moju, Las Positas Student Senate
- Aleksandra Stashkova, Las Positas Student Senate

**1. CALL TO ORDER**

Vice Chancellor Owen Letcher, Committee Co-Chair, called the meeting to order at 12:02 p.m.

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

It was moved by (Tina Inzerilla), seconded by (Bob Buell), and passed that the minutes of the April 26, 2019 (No. 33).

### **3. CORE REPRESENTATIVES – Owen Letcher**

Vice Chancellor Owen Letcher introduces new District Wide representative Cindee Frazier to the committee.

### **4. PROGRESS REPORT ON THE EMERGENCY PREPAREDNESS PLAN – Jim Yoke**

Mr. Jim Yoke presents to the committee on the progress on the Emergency Management & Safety Program

(refer to: <http://www.clpccd.org/ipbm/documents/IPBM-JimYokePresentation.pdf>).

### **5. FACILITIES MASTER PLAN UPDATE – Owen Letcher**

Vice Chancellor Letcher informs the committee of all updates on the Facilities Master Plan. Both colleges have sent out the master plan to campus for first round of comments and implemented into the plan. The District Facilities Master Plan has been sent out for review and comments to the District and will forward all those comments to the consultant for incorporation into the plan. At this time, the Facilities Master Plan approval from the Board of Trustees has been moved from June meeting to the July meeting. The final draft of the FMP will be available for all to review by early June 2019.

### **6. REVIEW THE CHARGE FOR IPBM FACILITIES MEETING – COMMITTEE**

Bob Buell asks the committee for their input on any changes on the charge for the committee. Ms. Nan Ho suggests that the committee review committee charges 2d, 2g, 2i and 2k as it may appear that as a committee we do not perform the charges as indicated. Furthermore, Ms. Ho suggest that charge #3 should be revised from coordinate to review as the committee does not perform this duty. Under the key performance indicators (KPI), the LPC Facilities and Sustainability Committee felt that this committee does not have authority nor the expertise to make progress or to meet those KPI. Vice Chancellor Letcher has asked Mr. Dale Wagoner to bring up the committee charge at their next FIT committee meeting so they can bring back any feedback. The committee agreed to table this agenda item at the next meeting to allow time gather more information from the corresponding Facilities Meetings at each campus. Tabled for next meeting.

### **7. ELECTION OF CLASSIFIED REPRESENTATIVE TRI-CHAIR – COMMITTEE**

Vice Chancellor Letcher informs the committee that Tri-Chair Zahra Noorivaziri will be stepping down to allow another classified member to have the opportunity to serve. There is a request for clarification for the chairs to be more specific on the charge. Mr. Dave Fouquet suggests that a classified member from Las Positas College serve as a Tri-Chair. This agenda item will be tabled for the next meeting to allow any changes to the committee membership based on the core representatives.

### **8. FUTURE AGENDA ITEMS**

- Topics addressed today for discussion in May:
  - Feedback from Owen on EV Charging Station Discussion Points
  - FMP Status Update
  - Status of Air Quality Monitoring Sensor Installations at the Campuses (and District?) and N95 Mask supplies for campuses
  - Status of Emergency Preparedness Plan relevant to the air quality issue
  - Confirm IPBM Facilities Committee Meeting Dates for the 2019-2020 Academic Year

- Collect Campus Input Regarding Recommended Updates to IPBM Facilities Committee Charge
- New Topic for discussion
  - Security Master Plan Status and Update – Including any security changes that may occur during summer.

## **9. ADJOURNMENT**

The meeting adjourned at 1:11 pm.

**Next meeting: Friday, October 25, 2019 – District Office – 12:30pm to 1:30pm**