



**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: January 25, 2019

Meeting Minutes No: 30

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
- 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

	<b>Present</b>	<b>Not Present</b>	
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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
- Amir Law - Las Positas College, Dean
- Arun Goyal - Chabot College, Faculty

**1. CALL TO ORDER**

Owen Letcher, Committee Co-Chair, called the meeting to order at 12:32 p.m.

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

It was moved by (Tina Inzerilla), seconded by (Mike Ansell), and passed that the minutes of the November 30, 2018 (No. 29).

### **3. CONTINUE DISCUSSION: 2018 FACILITIES MASTER PLAN UPDATE – Owen Letcher**

Ms. Ann Kroll informs to the committee that the draft Facilities Master Plan has been distributed to the Executive Staff (the President and Vice President) for review and comment back to Michael Garr, Owen Letcher and myself with a deadline of January 29, 2019. Those comments will be combined and sent to MIG to incorporate into the draft prior to the distribution to the campus and community. Las Positas College will present the draft of the Facilities Master Plan on Wednesday, February 6, 2019 at the Town Meeting and Open House. Chabot College will be present their draft of the Facilities Master Plan at the College Forum during the FIT meeting on Thursday, February 14, 2019. They will be at the campuses for approximately 5 - 6 weeks for comments and review from the campus and community members. Those comments will be gathered and sent to MIG to include in the draft copy. There will be one last review before it is officially presented before the Board of Trustees at the May meeting.

### **4. CLIMATE ACTION PLAN UPDATE – Owen Letcher**

Vice Chancellor Owen Letcher informs to the committee the student survey results. The faculty and staff survey to be completed soon and will provide the committee with the results as soon as they are available. The survey tracked their commuting patterns as well as any changes from the previous report. Results showed that emissions per student are lower for the summer semester because it's shorter than Fall/Winter semesters. Las Positas College has a higher per student and overall emissions due to further commuting distances and fewer public transportation options.

The survey also resulted with the majority of students driving alone across both campuses: Chabot College 59% and Las Positas College 68%. Carpooling participation is similar across both campuses at 19 for both. As a results, the majority of emissions results from driving alone and carpooling: Chabot College 92% and Las Positas College 98%. Opportunities to encourage use of public transportation through incentive programs and potentially coordinating with transit agencies to optimize service to campus.

Vice Chancellor Letcher also informs the committee about a future visit from WSP to college campuses Facilities Meetings and IPBM Facilities Meeting to discuss the report in more detail. The planned visit is anticipated to happen in the months of February or March as schedules should allow.

### **5. ADD: SCHEDULED MAINTENANCE UPDATE – Walt Blevins**

Mr. Walt Blevins was to update the committee on scheduled maintenance and deferred maintenance projects. As far as scheduled maintenance projects, the replacement of the switchgear at Las Positas College will be moving forward. At Chabot College, we continue to be losing gallons of water through the boiler therefore we will be moving forward with the replacement of the boiler using deferred maintenance funds. As far as small projects, each campus has approved 3 projects by the President to move forward at this time. At Chabot College, there will be a split system AC unit in building 2300 and conversion of 2 classrooms/labs in building 500. At Las Positas College, their approved projects are small signage project and 2 furniture projects. He also informs the committee of the change to assist in tracking deferred maintenance projects in which they will revert to a paper form to help with requests and tracking as opposed to using School Dude.

### **6. ADJOURNMENT**

The meeting adjourned at 1:15 pm.

**Next meeting: Friday, February 22, 2019 – District Office – 12:30 PM to 1:30 PM**

## **7. FUTURE AGENDA ITEMS**

- Draft of Scheduled Maintenance Request Form
- Glossary of Terminology Terms
- Small Projects Prioritization Process
- Cap load & Space Inventory Report Update
- Rescheduling of May meeting due to Commencement
- 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