



**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: February 22, 2019

Meeting Minutes No: 31

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

**Present**      **Not Present**

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By Phone

**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 (Heike Gecox), and passed that the minutes of the January 25, 2019 (No. 30).

**3. ISSUES RELATED TO ELECTRIC VEHICLE CHARGING STATIONS – Bob Buell**

The committee readdressed the issues related to electric vehicle charging stations that were presented a prior meeting. Some of those issues were cost of ownership needs to be institutionalized with a way to recover costs, the funding source is constantly overdrawn, and need to consider options to encourage users to limit charging time so that others may access the existing stations. A few ideas that were discussed were: time limits for parking/charging, colleges may establish fees for Total Cost of Ownership recovery, and there should be a consistent policy between two campuses due to the colleges sharing students. The committee recommended that the campus facilities committees discuss the Administrative Policy regarding EV charging stations and parking during or before their April 2019 committee meeting. Their feedback to the IPBM District Facilities Committee would be presented at the May 2019. The goal of this discussion is to propose options that balance between the incentive for low emission / electric vehicles and the cost to provide the charging service and develop a recommendation at the May 2019 (or future) meeting that can be implemented consistently at both campuses.

#### **4. AIR QUALITY INDEX AND GUIDELINES FOR SCHOOL CLOSURES – Bob Buell**

The committee revisited the topic of air quality index and guidelines for school closures. It was requested that the committee review the changes to the Emergency Preparedness Plan as it relates to this topic. Since the facility-specific issues were identified and actions taken to address the filtration, air management, and monitoring activities, the committee agreed that the outstanding issues and policy decisions regarding this topic rest outside of the prevue of this committee's charge.

#### **5. PROCESS/PRACTICES FOR REPORTING BACK INFORMATION ITEMS & ACTION ITEMS FROM DISTRICT TO CAMPUS FACILITIES COMMITTEES – Bob Buell**

The committee discussed how effective the new Institutional Effectiveness practices put in place during the year have improved the communications and reporting between all parties at the District and Campus Facilities Committees. Due to the multitude of topics addressed during the campus facilities committee meetings, especially in light of the discussions regarding the Facilities Master Plan, it would be helpful to the campus committees to receive some of the talking points following the District Facilities Meeting instead of waiting for the Minutes. It was suggested that one of the tri-chairs will send out an informal follow-up to the Chairs of the campus facilities committees regarding topics discussed and next steps. If feedback is requested of campus facilities committees, a reminder will be sent to the chairs to encourage discussion so that feedback and discussion of such topics can be included on a future IPBM Facilities Committee Meeting agenda.

#### **6. RECOMMENDATIONS SECTION TO THE DISTRICT FACILITIES COMMITTEE CHARGE – Bob Buell**

The committee had a discussion regarding the District Facilities Committee Charge which has not been updated since 2014. The committee's charge has had some minor updates, but overall the charge has remained the same. The initial interest in bringing this topic forward was to clarify the committee's role in making recommendations. As members of the committee reviewed the charge, it prompted an interest that the Committee's charge is due for an update. It was recommended that the committee's charge should be reviews by the campus facilities committees to determine if there are any items that need to be updated. It was recommended that all feedback regarding additions, deletions, and modifications to the Committee's charge be collected from the campus facilities committee by the end of the April 2019 to be able to share

with the IPBM Facilities committee during the May 2019 meeting. The goal is to have the updated Committee's charge developed for approval and implementation by Fall 2019.

**7. DISCUSS BETWEEN THE COLLEGES ON ISSUES OR ACTIVITIES THAT FACILITY COMMITTEES ARE ADDRESSING TO SEE IF THERE IS A PERSON OR GROUP AT THE OTHER COLLEGE OR DISTRICT WHO IS OR HAS ADDRESSED A SIMILAR ISSUE – Bob Buell**

The issue was brought up that some projects have been addressed at one college and may have faculty and/or classified staff who were specifically involved that can share experiences and lessons learned. It was suggested that if the colleges can communicate with one another on issues and activities this can reduce reinvention of the wheel, and can lend itself to both colleges approaching solutions to similar facility challenges in a collaborative way. The committee recommends that this may be more appropriate for a campus chair to campus chair discussion level issue. When such topics warrant the need, the campus chairs can share the discussion at the District Facilities Committee meeting.

**8. FUTURE AGENDA ITEMS**

- During the March IPBM Meeting, we should address two outstanding meeting date topics:
  - Which date in May should the final meeting occur for the academic year?
  - Can we identify a new date for the IPBM Facilities Committee Meetings for the 2019-2020 Academic Year since we were unable to resolve the date change during the current year?
- Reminder that the next Space Inventory Report will be prepared
  - If space utilization has changed (e.g., lecture space changed to a lab space), Zahra needs to include the changes in the report.
  - Per the October 2018 IPBM Facilities Committee Meeting, it is understood that this information will be shared from the Presidents Offices to Zahra.

**9. ADJOURNMENT**

The meeting adjourned at 1:32 pm.

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