



Integrated Planning & Budget Model (IPBM)

Facilities Committee Meeting

Zoom: <https://us06web.zoom.us/j/85980407149>

(Conference Call Details in calendar invitation)

Friday, September 27, 2024

12:30 p.m. – 1:30 p.m.

Membership

Owen Letcher – Co -Chair, District
Bob Buell – Co-Chair, Faculty Rep
Vacant – Co-Chair, Classified Rep

Dale Wagoner – Administrator, CC
Matt Kritscher – Administrator, CC
Sean Brooks – Administrator, LPC
Nan Ho – Administrator, LPC
John Seybert – Administrator, DO

Liz Oteyza – Classified Rep, CC
Vacant – Classified Rep, LPC
Mark Stephens – Faculty Rep, CC
Russell Jensen – Faculty Rep, LPC

Jeff Drouin – Faculty Association, CC
Heike Gecox – Faculty Association, LPC

Andrew Cumbo – Academic Senate, LPC
Wanda Wong – Academic Senate, CC

Christina Davis – Classified Senate, CC
Aubrie Ross – Classified Senate, LPC
Betty Castano – Classified Senate, DO

Steven McGervey – Classified Union, DO

Salimah Shabazz – Assoc. Student, CC
Vacant – Assoc. Student, LPC

- **Call to Order and Quorum** – Co-Chairs: Bob Buell/Owen Letcher
- **Approve Today’s Agenda** (*Action Item*)
- **IPBM Committee Survey Results 2023-2024** – Chancellor Gerhard
- **Accomplishments of the 23/24 Committee**
- **Goal Setting for 2024-2025**
- **Review of Committee Membership and Committee Charge**
- **Public Safety Power Shutdown**
- **Update on Construction Projects** – Ann Kroll, Owen Letcher, John Seybert
- **Share Back from College Facilities Committee**
 - i. **Las Positas College**
 - ii. **Chabot College**
- **Next Meeting Date: Friday, October 25, 2024**
- **Good of the Order**

Future Agenda Items

August – Review Upcoming Administrative and Board Policies

August – Review of Accomplishments, Goal Setting, Membership and Committee Charge

September - Public Safety Power Shutdown

October - CAP Load Report

January - Status of Air Monitoring at the Campuses

January - Status of Key Access Issues for Both Campuses

February - EV Charging Policy Update

March - M&O Report for Cleanliness

March - Discuss Sustainability: Climate, Recycling, Composting

April – Update progress on construction projects

May – Five Year Construction Plan

Ongoing - List of outstanding and closed issues

Share back from the College Facilities Committee

FUTURE MEETING DATES:

4th Friday of the Month

October 25, 2024

CLPCCD IPBM Survey 2023-24

1. At which site do you work? Please check all that apply.

● District Office (Dublin)	3
● District Office (Pleasanton)	1
● Chabot College	9
● Las Positas College	6



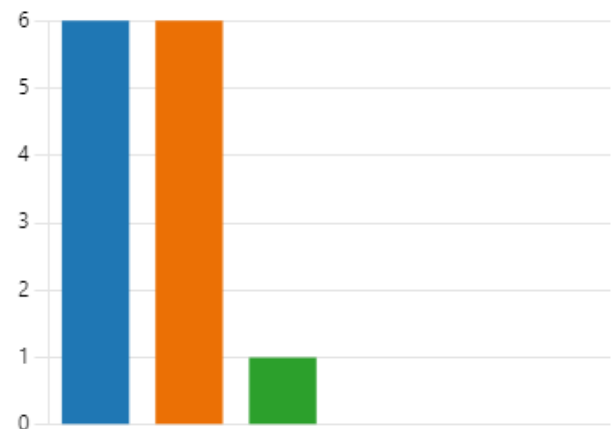
2. On which committee do you serve? Please check all that apply.

● District Planning and Budget Co...	5
● District Technology Coordinatin...	4
● District Facilities Committee	4
● Chancellor's Council	3



3. Constituency group leaders are aware of the member appointment process.

● Strongly agree	6
● Agree	6
● Neutral	1
● Disagree	0
● Strongly disagree	0
● Unsure or Not Applicable	0



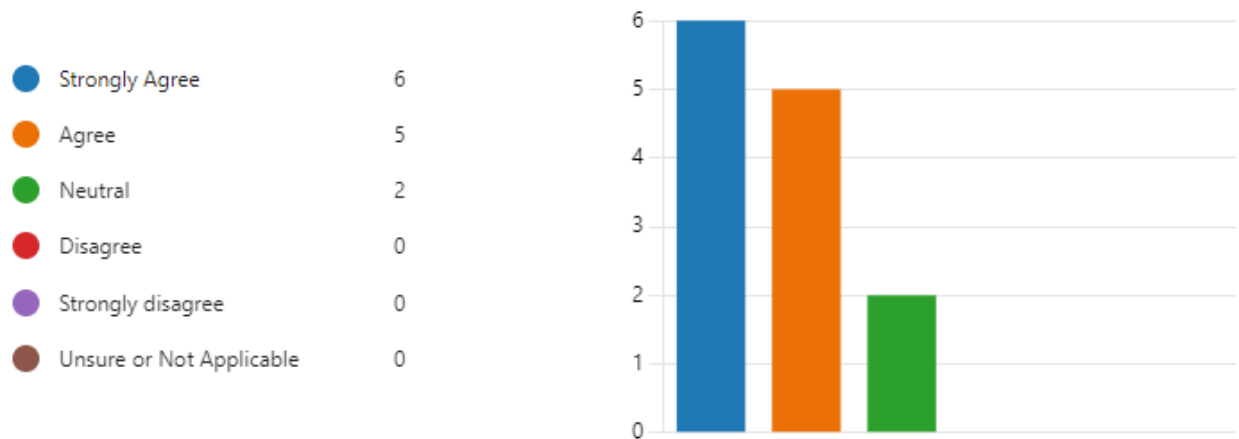
4. Comments regarding question #3. (optional)

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Responses

CLPCCD IPBM Survey 2023-24

5. Committee members are aware of the committee chair selection process.

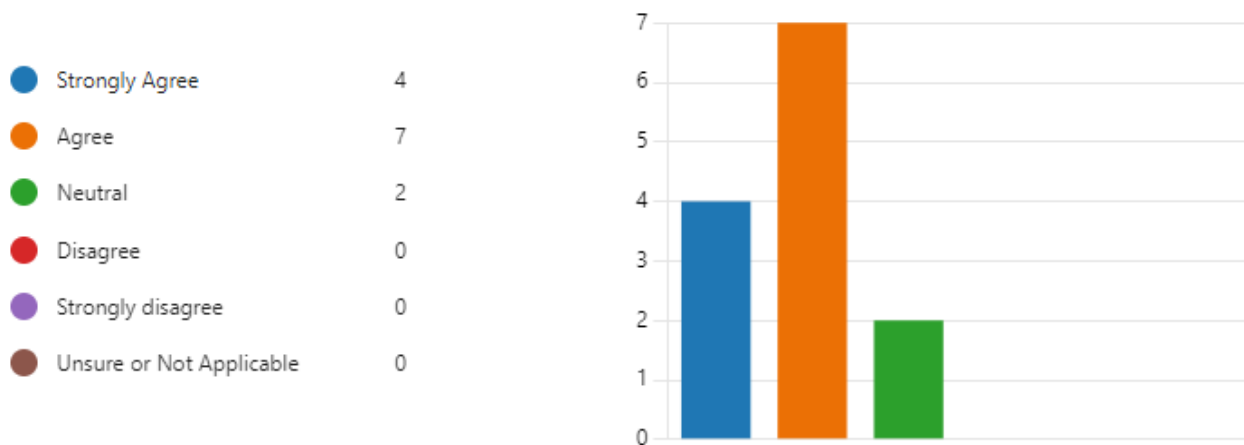


6. Comments regarding question #5. (optional)

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Responses

7. Committee members are aware of their term length and responsibilities.



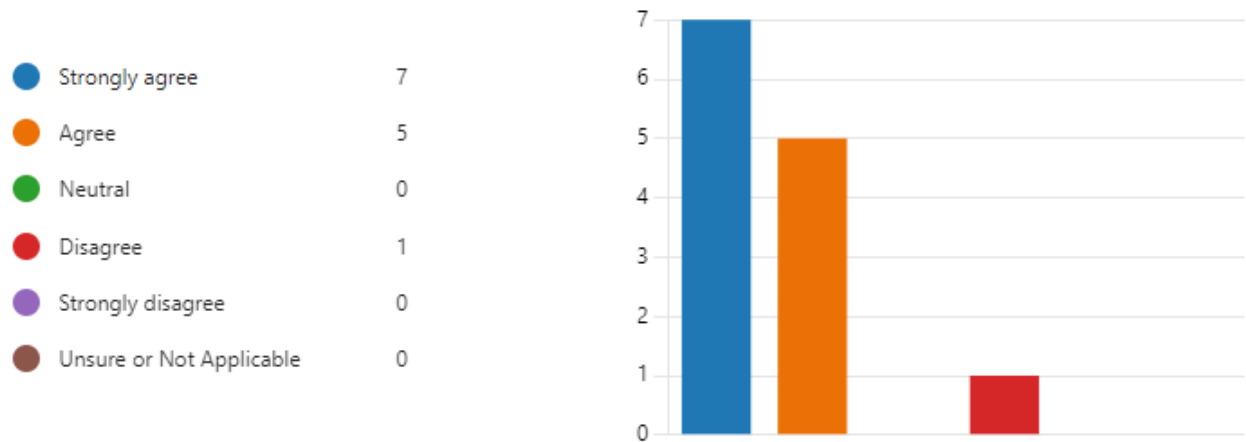
8. Comments regarding question #7. (optional)

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Responses

CLPCCD IPBM Survey 2023-24

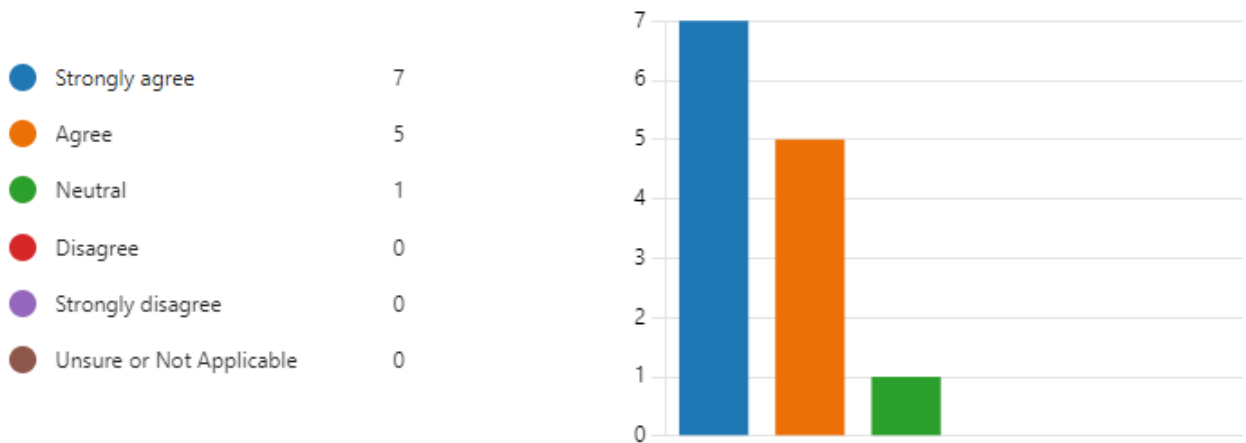
9. The membership allows for effective shared governance participation.



10. Comments regarding question #9. (optional)

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Responses

11. The number of committee members is appropriate.

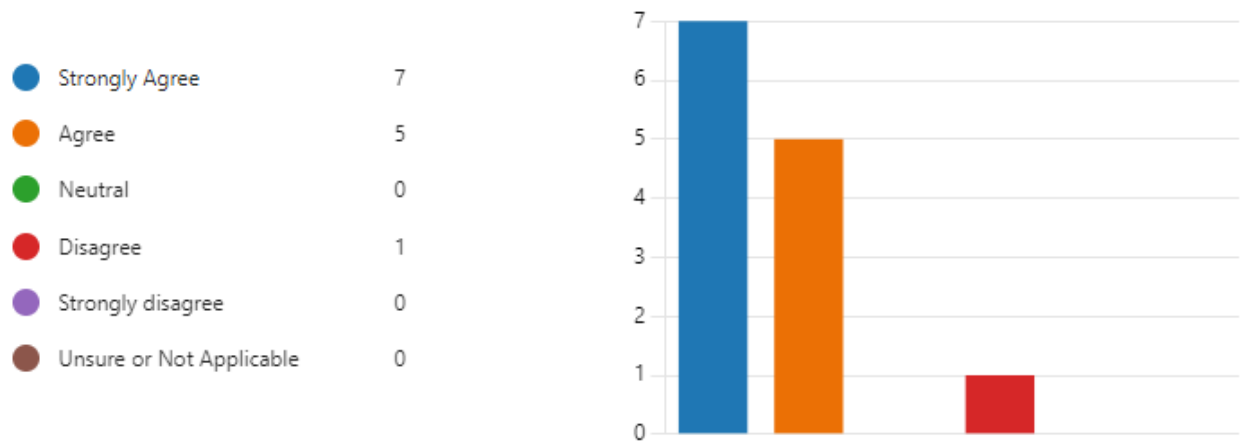


12. Comments regarding question #11. (optional)

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Responses

CLPCCD IPBM Survey 2023-24

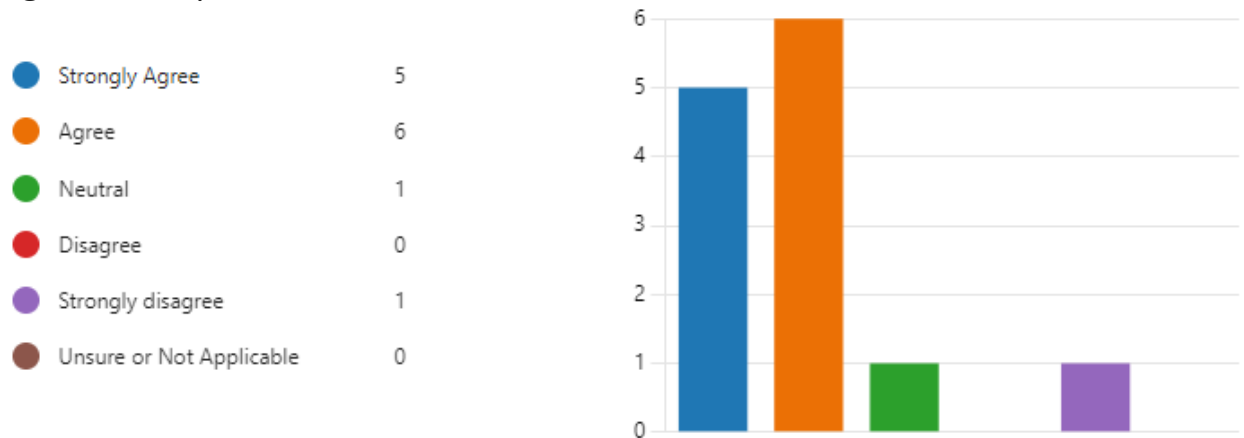
13. Committee members have the opportunity to provide input into agendas.



14. Comments regarding question #13. (optional)

More so for Chancellor's council than for PBC

15. Agendas are published in advance with time for review.

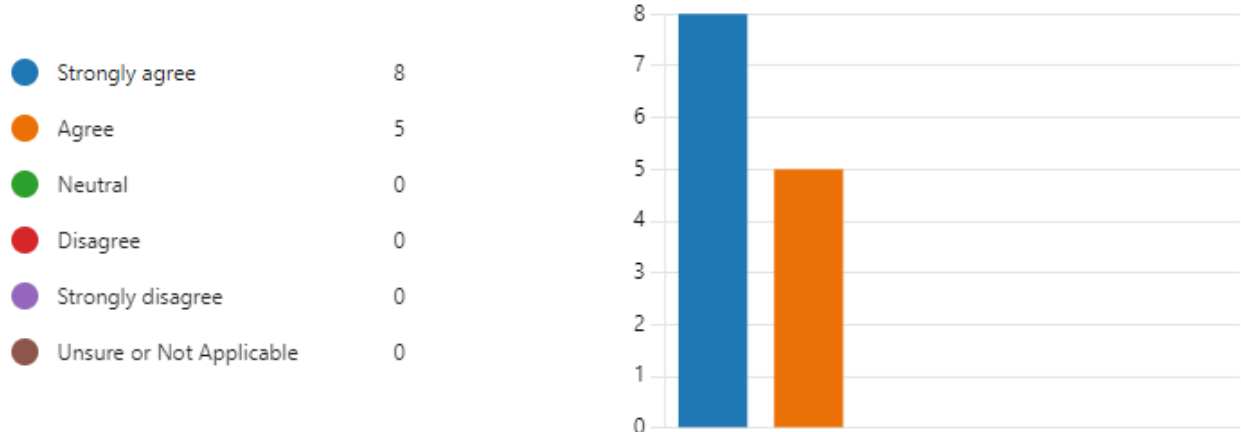


16. Comments regarding question #15. (optional)

Habitually late and incomplete sharing of agendas and meeting materials

CLPCCD IPBM Survey 2023-24

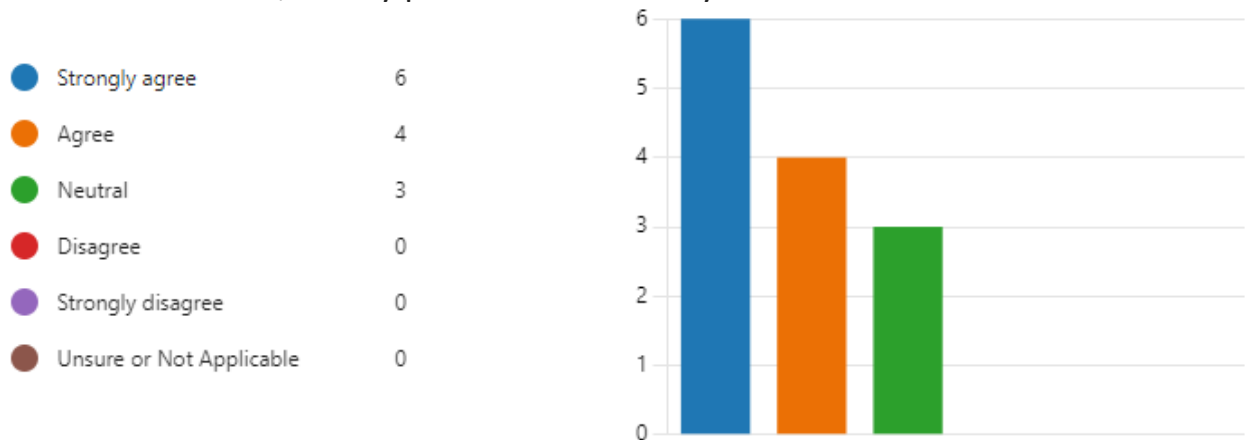
17. Committee meets regularly, as scheduled.



18. Comments regarding question #17. (optional)

I would prefer if we met in person. Provide hybrid option for guests.

19. Minutes are taken, widely publicized and easily accessible.



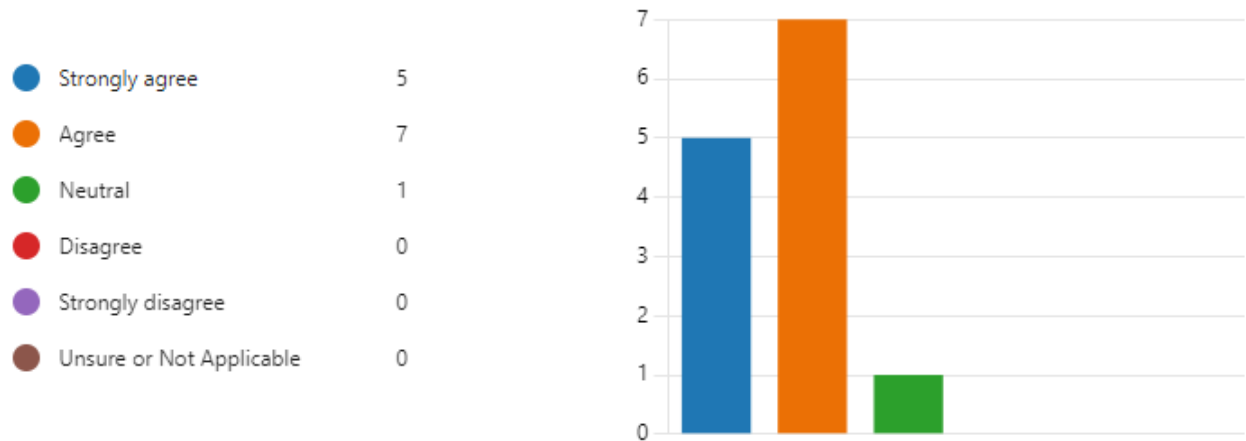
20. Comments regarding question #19. (optional)

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Responses

CLPCCD IPBM Survey 2023-24

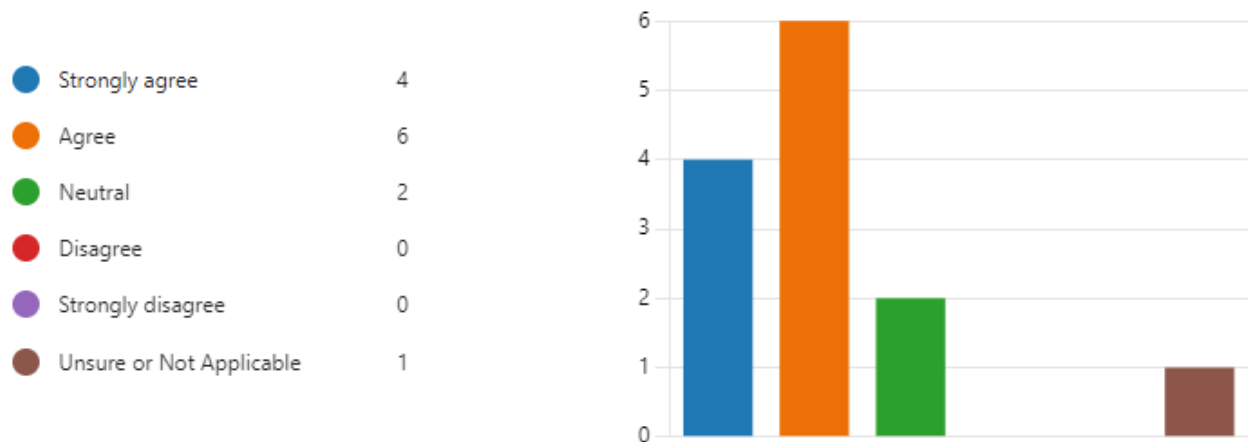
21. The committee charter or charge is appropriate.



22. Comments regarding question #21. (optional)

Particularly with the work we've done in the past two months on planning. More conversation is needed about how this committee can provide planning guidance to the district/SLT.

23. Committee sets goals at the beginning of the year.

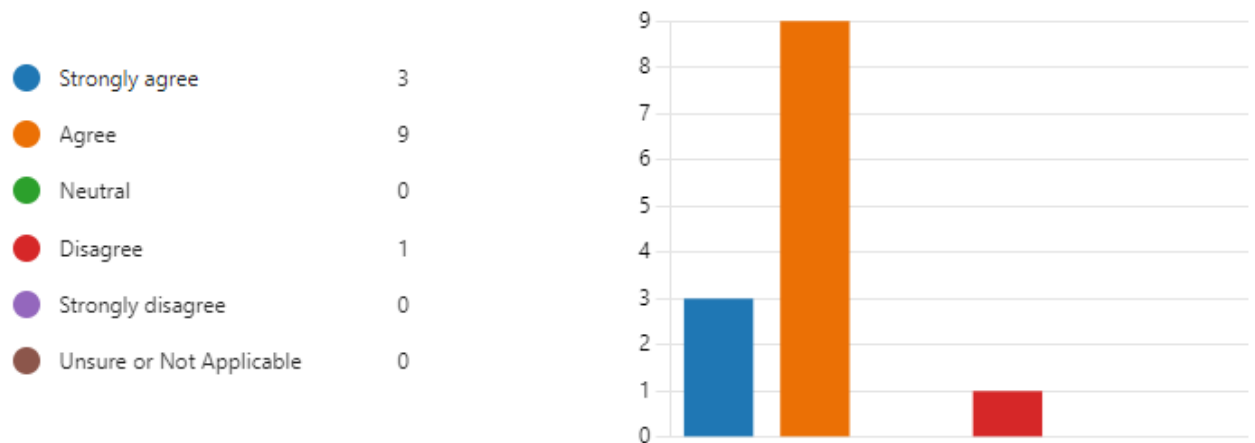


24. Comments regarding question #23. (optional)

I think we could do better here.

CLPCCD IPBM Survey 2023-24

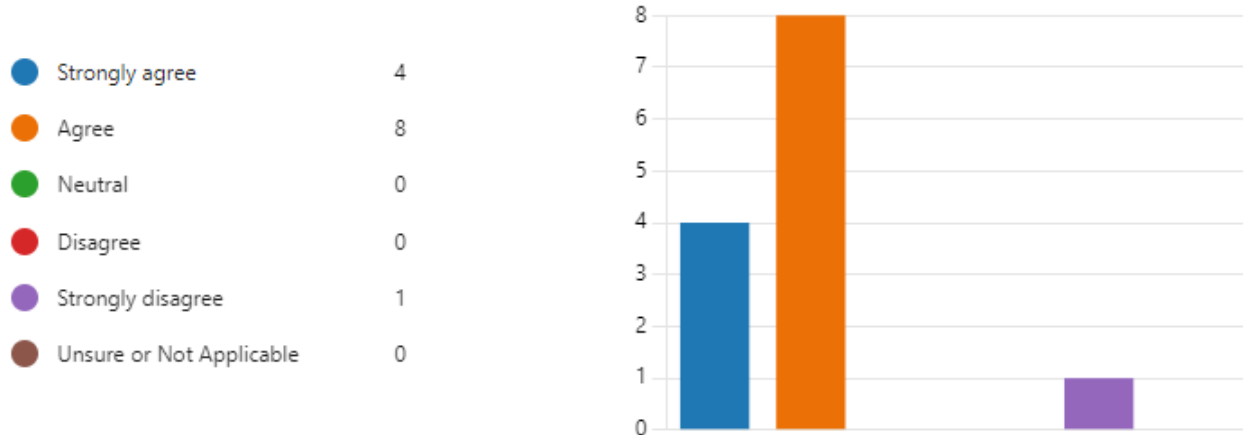
25. Committee provides feedback on issues to the colleges and the District.



26. Comments regarding question #25. (optional)

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Responses

27. The committee provides an opportunity for meaningful dialogue and decision making.

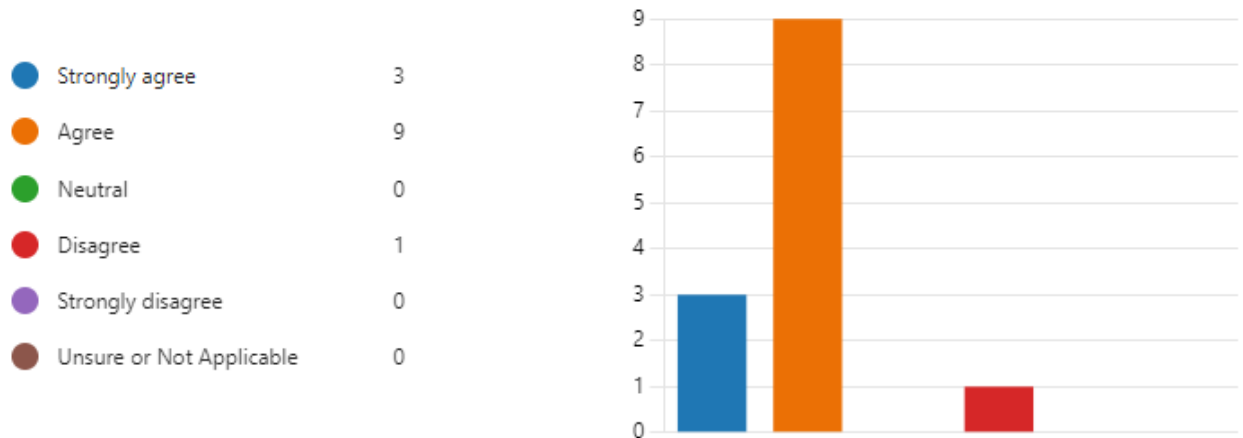


28. Comments regarding question #27. (optional)

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Responses

CLPCCD IPBM Survey 2023-24

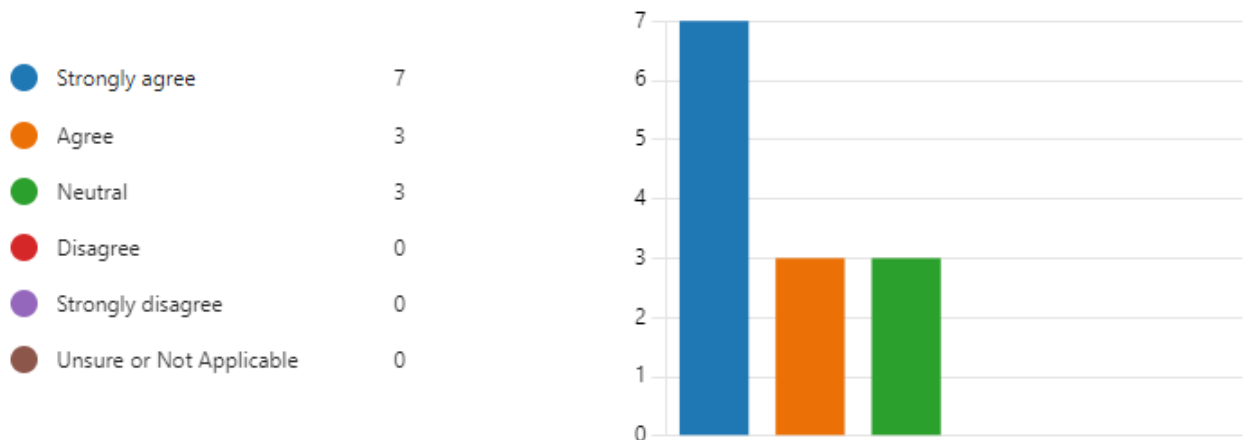
29. Decisions and recommendations made by this committee consider college educational master plans and/or the district-wide strategic plan as appropriate.



30. Comments regarding question #29. (optional)

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Responses

31. Committee identifies opportunities for college-to-college/district collaboration.

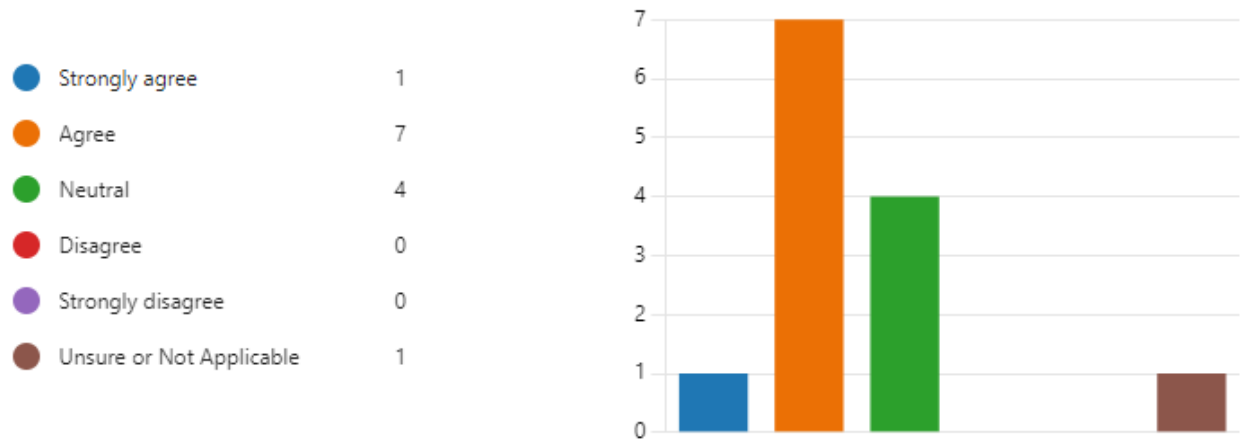


32. Comments regarding question #31. (optional)

More work on the committee's role in planning is needed.

CLPCCD IPBM Survey 2023-24

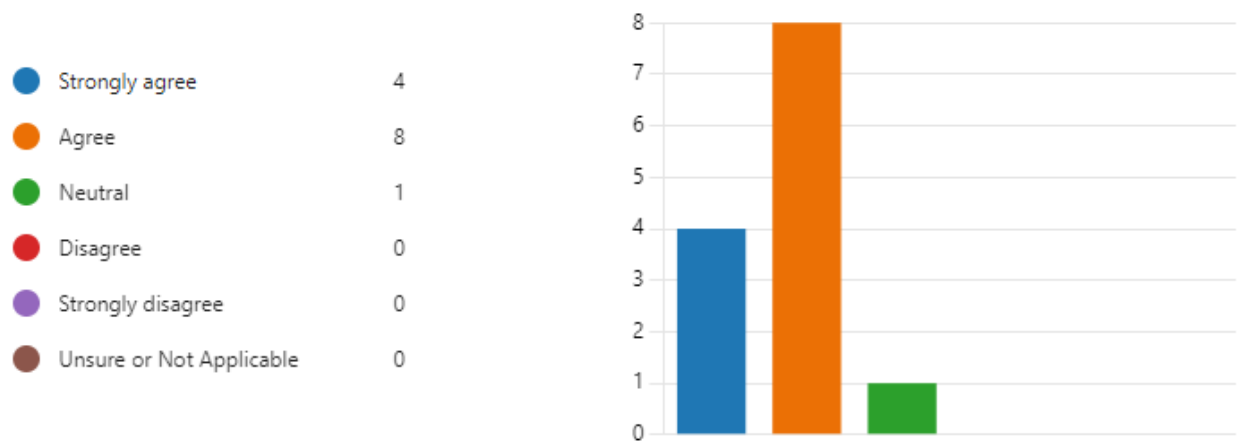
33. Decisions are data driven and based on evidence.



34. Comments regarding question #33. (optional)

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Responses

35. Committee operates with a districtwide perspective.

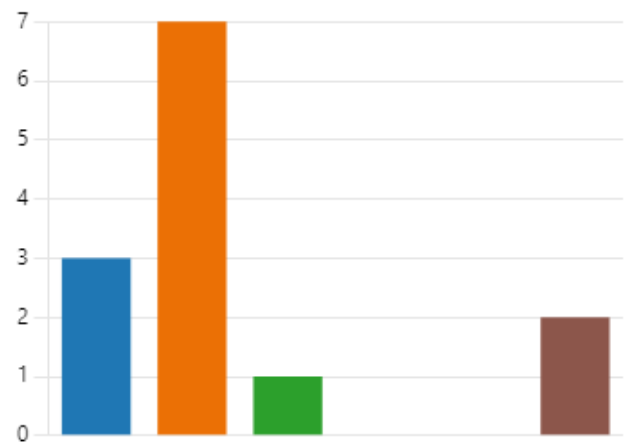
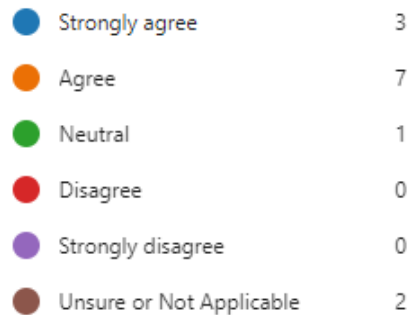


36. Comments regarding question #35. (optional)

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Responses

CLPCCD IPBM Survey 2023-24

37. Committee meets the milestones and goals it sets at the beginning of the year.

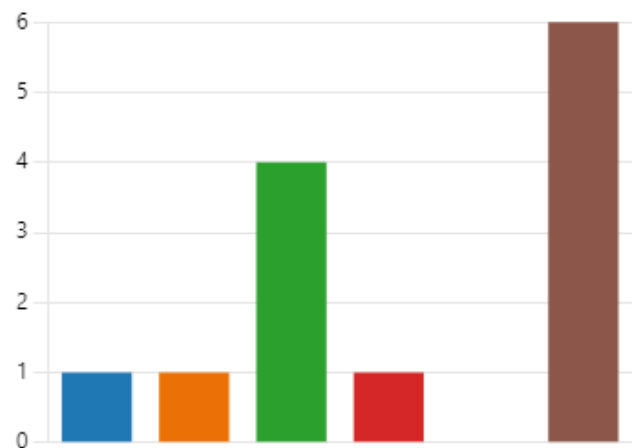
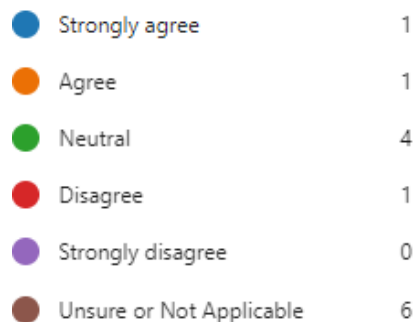


38. Comments regarding question #37. (optional)

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Responses

39. Committee issues a year-end report to the Chancellor with lessons learned, accomplishments, and recommendations for future topics to address.



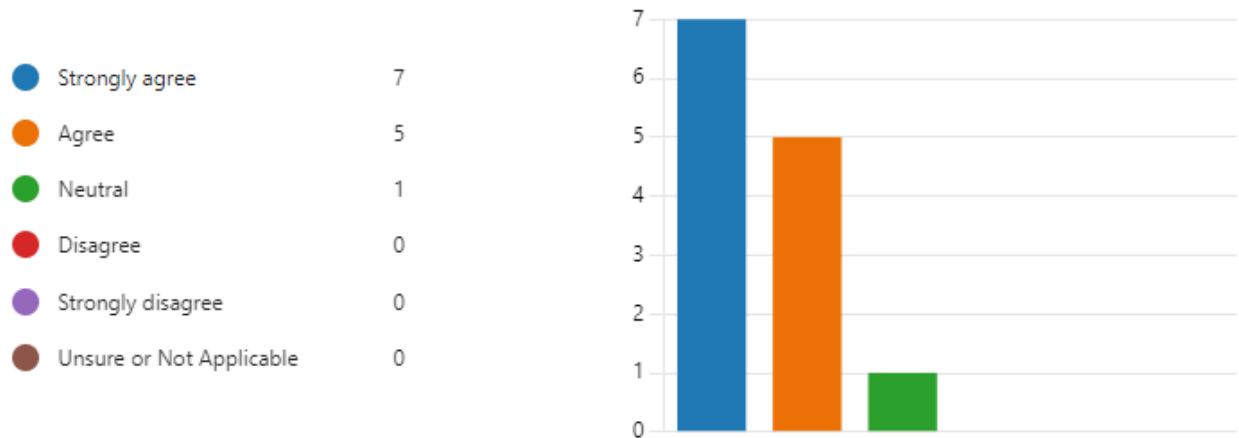
40. Comments regarding question #39. (optional)

I haven't been there long enough to know, but I assume so.

I don't think so, but we should.

CLPCCD IPBM Survey 2023-24

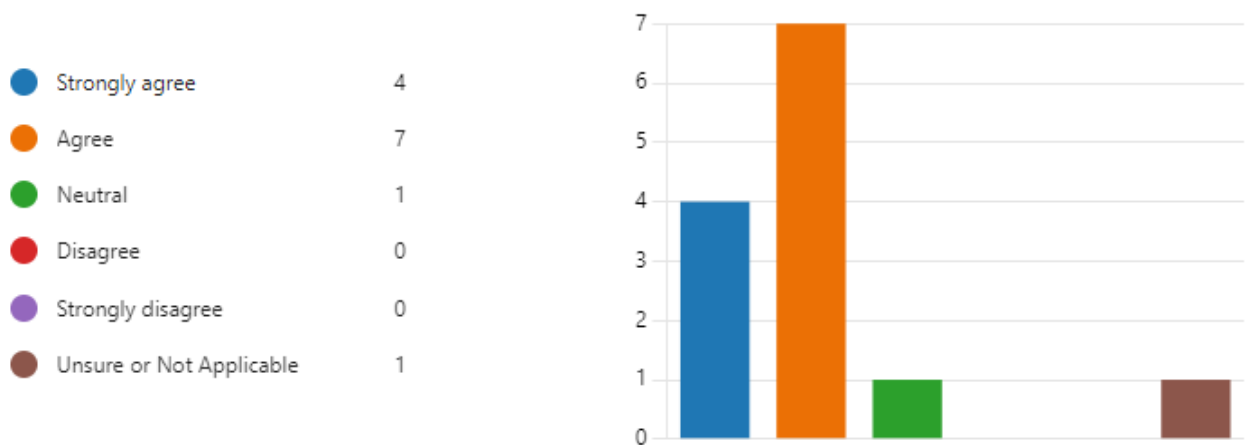
41. Committee meeting reminders are emailed prior to meetings.



42. Comments regarding question #41. (optional)

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Responses

43. There is a clear flow of communication from chair to members and between members.

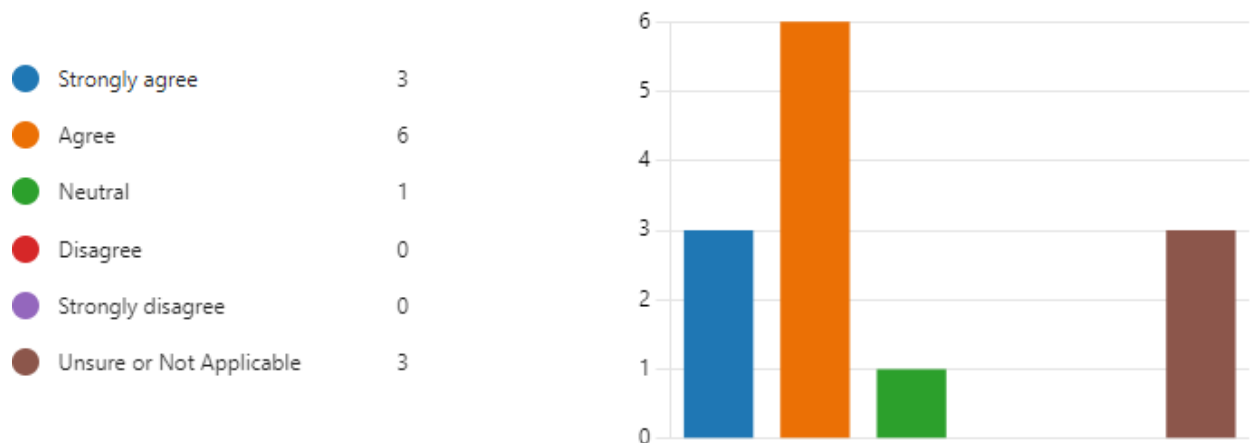


44. Comments regarding question #43. (optional)

Again, in person meetings would improve communication.

CLPCCD IPBM Survey 2023-24

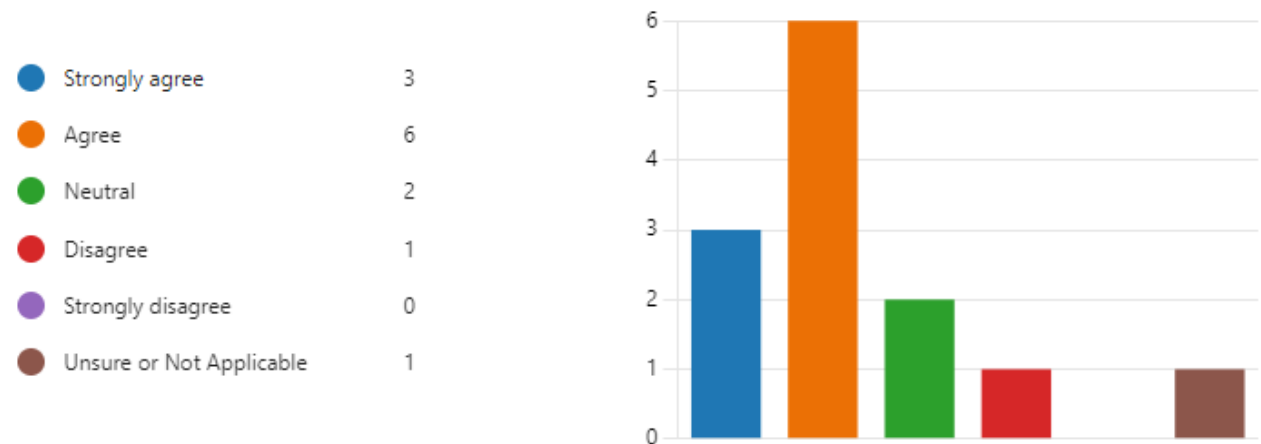
45. Committee members report out to their constituency groups.



46. Comments regarding question #45. (optional)

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Responses

47. There is a clear pathway for communication between the district committee and the applicable college committees.



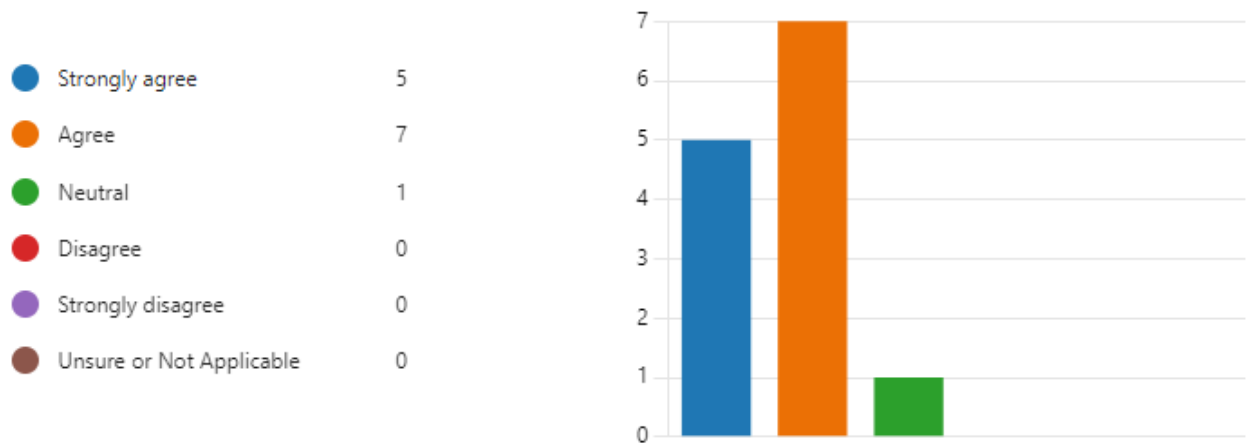
48. Comments regarding question #47. (optional)

CTO attends all three meetings.

This is less clear in some areas than in others.

CLPCCD IPBM Survey 2023-24

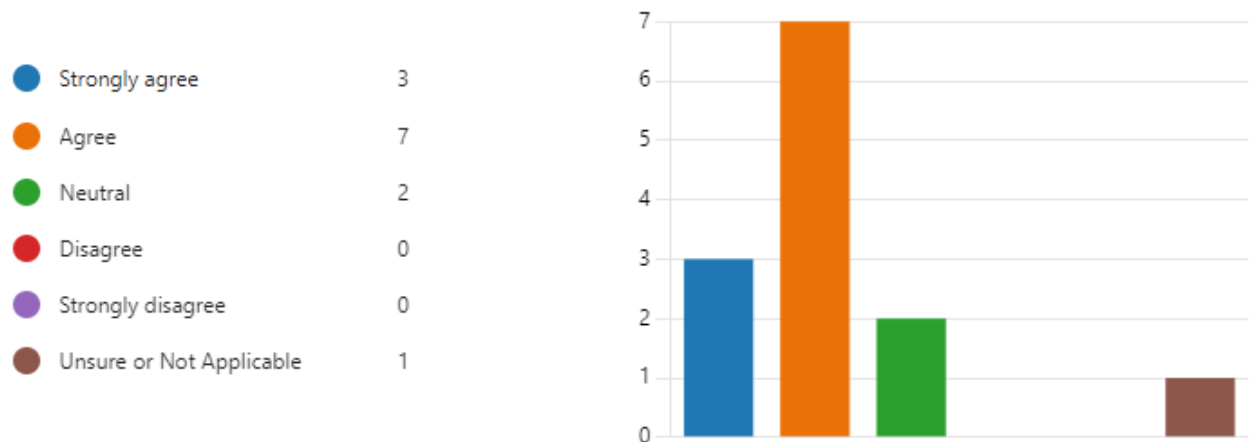
49. All decisions are documented and communicated.



50. Comments regarding question #49. (optional)

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Responses

51. Information and decisions are shared districtwide.

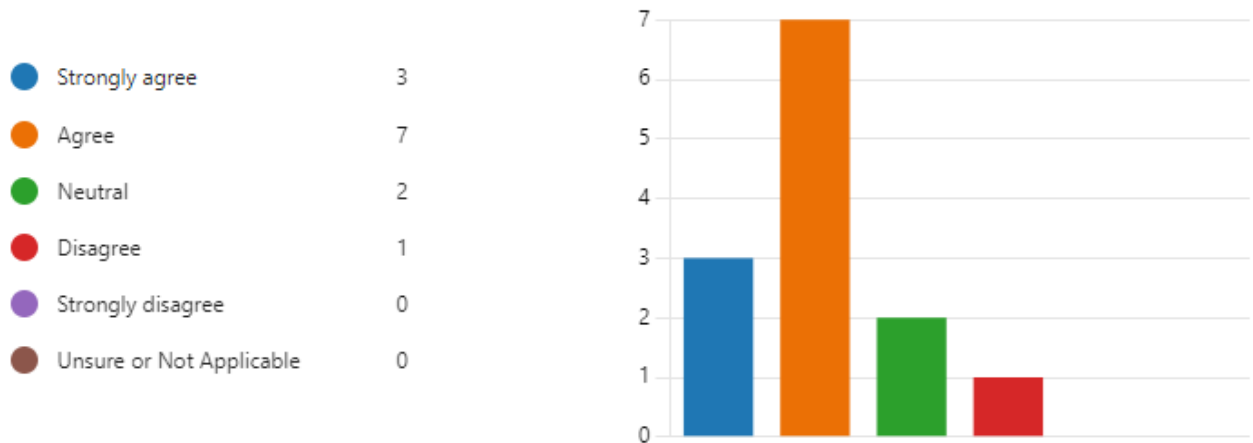


52. Comments regarding question #51. (optional)

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Responses

CLPCCD IPBM Survey 2023-24

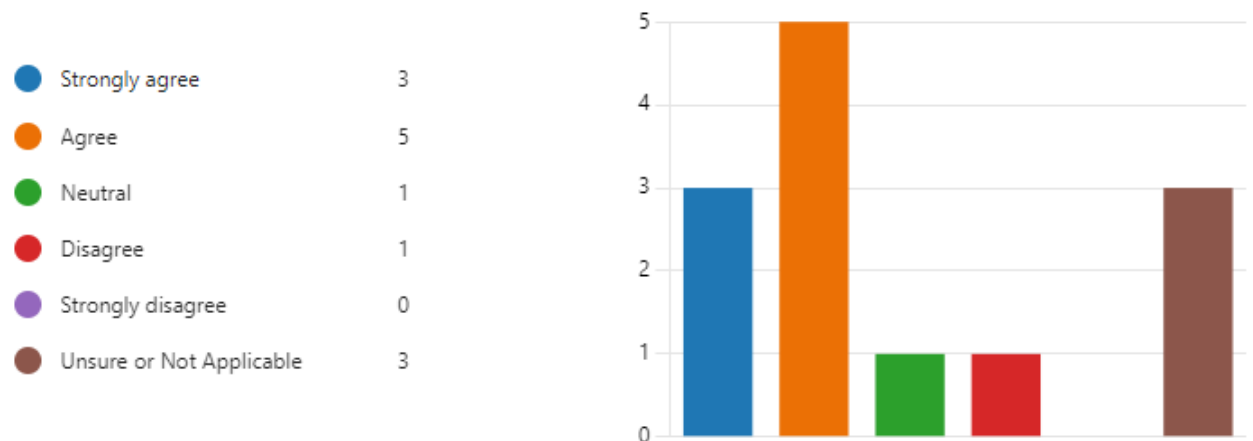
53. Overall, college and district educational missions are the foundation of decisions made within the IPBM structure.



54. Comments regarding question #53. (optional)

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Responses

55. Overall, college educational master plans and/or the district-wide strategic plan are the foundation for recommendations made by IPBM committees, as applicable.

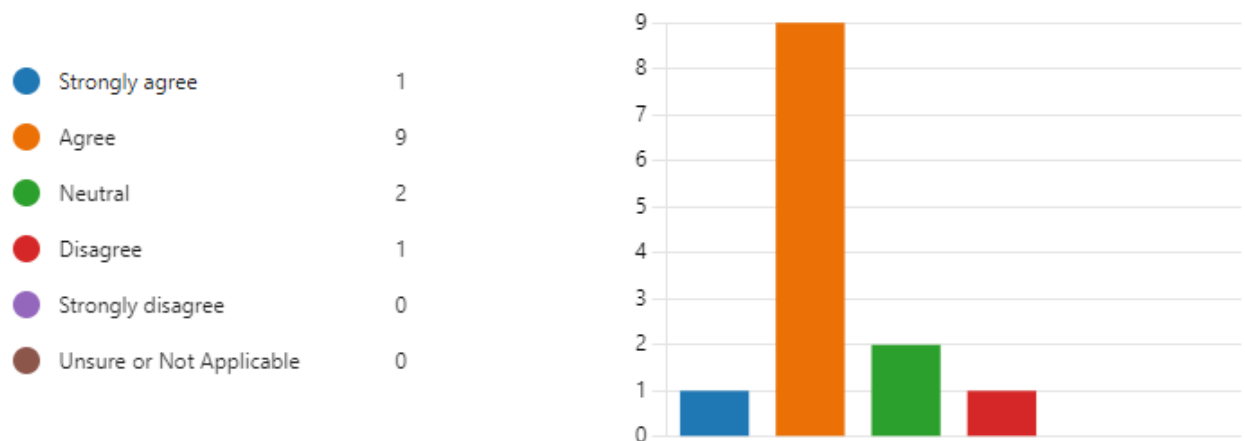


56. Comments regarding question #55. (optional)

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Responses

CLPCCD IPBM Survey 2023-24

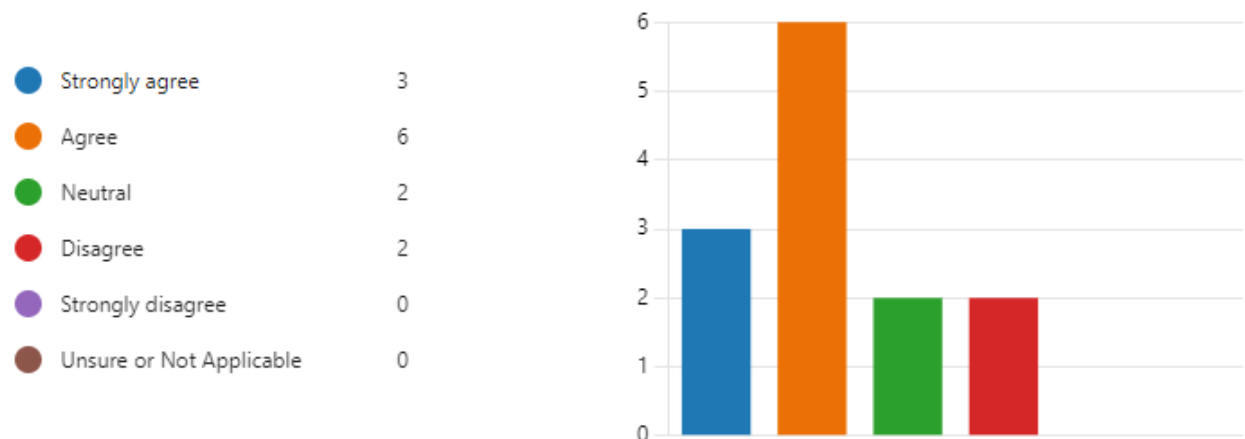
57. Overall, the IPBM process is easy to understand.



58. Comments regarding question #57. (optional)

To questions 58 and 59, I think additional clarity is needed with regard to the role of the Chancellor's Council and the IPBM, specifically, PBC.

59. Overall, the IPBM process provides an adequate forum for shared participation in the decision-making process.



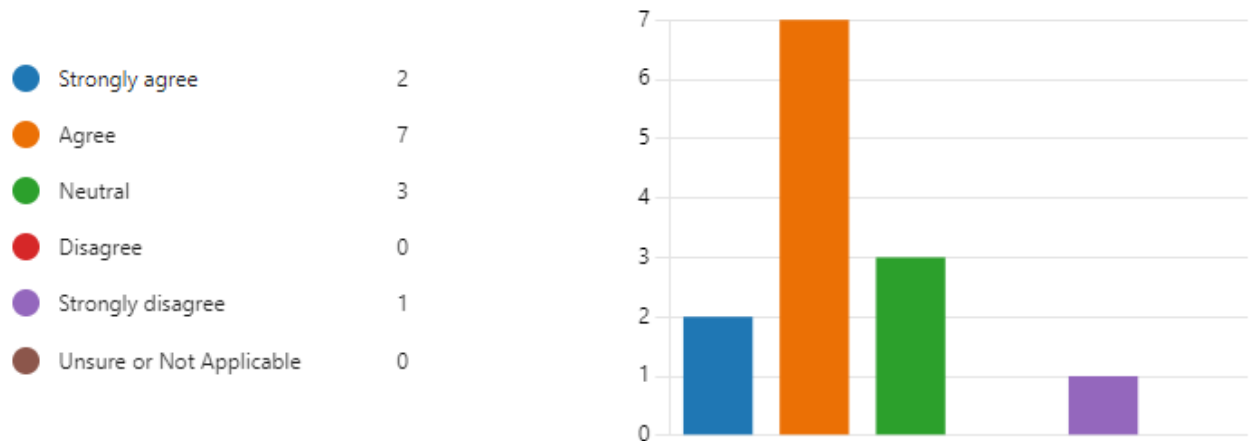
60. Comments regarding question #59. (optional)

Committees are too silo'd. Perhaps a plenary meeting once per year could be held.

To questions 58 and 59, I think additional clarity is needed with regard to the role of the Chancellor's Council and the IPBM, specifically, PBC.

CLPCCD IPBM Survey 2023-24

61. Budget decisions made through the IPBM process reflect student needs and intent to improve student learning and achievement.

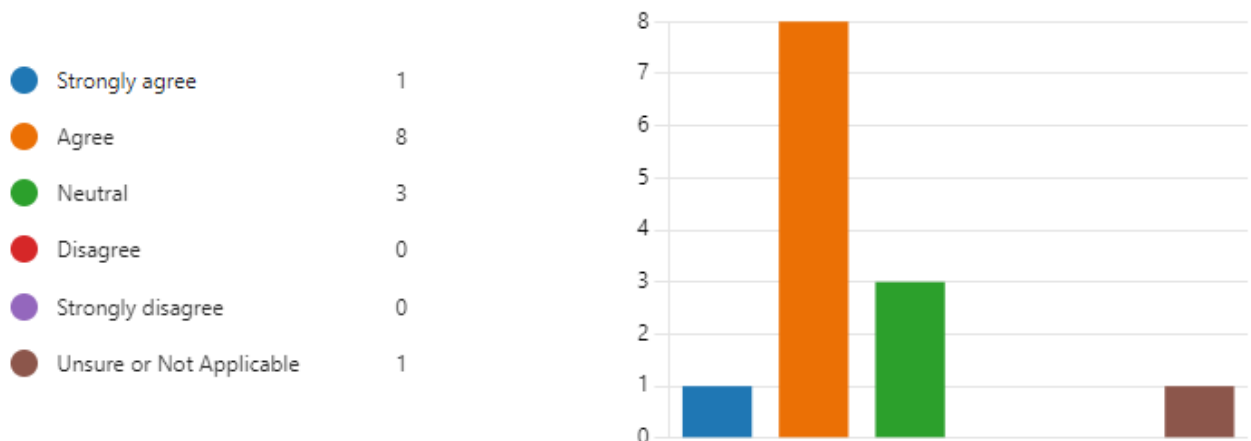


62. Comments regarding question #61. (optional)

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Responses

63. Decisions made via the IPBM process are transparent and communicated broadly throughout the district.



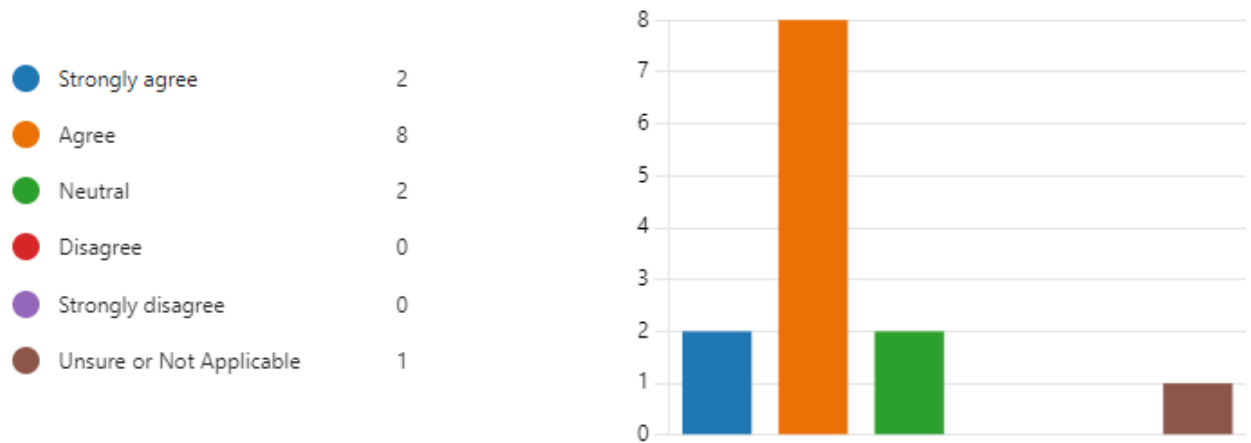
64. Comments regarding question #63. (optional)

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Responses

CLPCCD IPBM Survey 2023-24

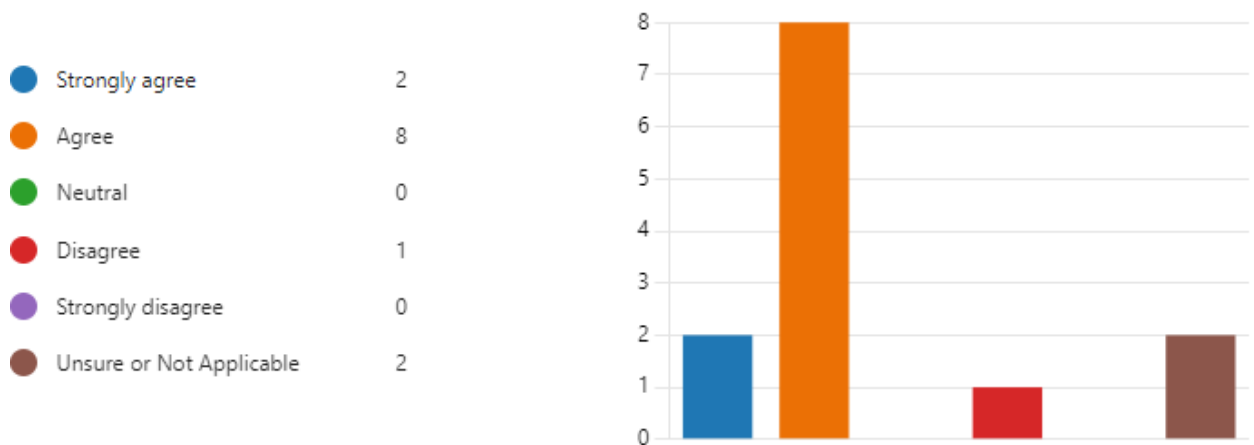
65. The IPBM process allows for autonomous decision making at the college level.



66. Comments regarding question #65. (optional)

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Responses

67. The IPBM process provides a clear path from recommendation to consideration in the decision-making cycle.



68. Comments regarding question #67. (optional)

Clarity around role of PBC and Chancellor's Council would be helpful.

CLPCCD Facilities Committee

Open meeting and core representatives use a consensus decision-making process informed by the Guiding Principles of the IPBM process. Keeps and posts minutes on the web. This committee will meet monthly initially and then as appropriate.

Charge:

1. Make recommendations to the CLPCCD Planning and Budget Committee for district-wide support for facilities initiatives at the Colleges and the allocation of resources beyond those outlined in the Budget Allocation Model (BAM).
 - a. Understand the District's Climate Action Plan and recommend funding of initiatives in support of district-wide sustainability goals.
2. Facilitates the coordination, alignment, and integration of colleges' facility planning with district-wide facility planning and resource allocation.
 - a. Review facilities planning, maintenance and custodial operations for alignment with district and college educational missions, goals and community expectations as described in college educational and facilities master plans in support of student learning programs and services.
 - b. Coordinate and integrate college educational planning with district-wide facilities planning and resource allocation.
 - c. Review the District's updated five year capital plan as approved by the CLPCCD Board of Trustees and submitted to the State Chancellor's Office for local and state funding.
 - d. Recommend maintenance and operations/custodial level of effort for funding to the District Planning and Budget Committee.
 - e. Review the District's updated scheduled maintenance plan as approved by the CLPCCD Board of Trustees and submitted to the State Chancellor's Office for local and state funding.
 - f. Review the Capital Projects Progress Report for scope, schedule, budget and progress and the success and efficacy of projects recently completed.
 - g. Assess the use, efficacy and functionality of the maintenance work order system.
 - h. Understand the facilities inventory/capacity load and condition assessment submitted to the State Chancellor's Office.
 - i. Based upon the five year capital plan, recommend sources of new funding.
 - j. Review college prioritized requests for capital projects funding (i.e., for new or renovated buildings and infrastructure).
 - k. Discuss and make recommendations pertaining to the District's sustainability goals as it relates to District's buildings, infrastructure, and maintenance.
3. Coordinate compliance to accreditation standards related to facilities.
4. Regularly assess committee processes and use assessment results for continuous improvement.

Chairs (3): The Committee shall be chaired by one Administrator, one Faculty and one Classified representative. Co-chairs will be elected at the first meeting of the committee, with attention given to the equal representation at all sites. The district co-chair is a facilitator and a non-voting member, unless there is a tie, and serves as a liaison to other district-wide committees.

Core Representatives:

Administration (6):	Appointed by President, Administrator, Chabot (2) Appointed by President, Administrator, Las Positas (2) Appointed by the Chancellor, Administrator, At Large (2)
Shared Governance Committee or designee (4):	Appointed by President, Chabot (2) Appointed by President, Las Positas (2)
Faculty (2):	Appointed by the Academic Senates.
Faculty Association (2):	Appointed by the Faculty Association.
Classified Staff (3):	Appointed by the Classified Senates.
Classified Union (1):	Appointed by the Classified Union, SEIU Local 1021.
Students (2):	Appointed by the Associated Students.

Key Performance Indicators:

- **Health and Safety** — The District/College physical space is safe and provides a healthy and comfortable environment for students, staff and the community.
- **Access** — Campuses are in compliance with state and federal laws for accessibility to persons with physical disabilities.
- **Program Capacity** — Program spaces are planned to provide sufficient size and space to serve existing and projected students and meet state guidelines.
- **Program Functionality** — Program spaces are built to appropriate specifications, and contain critical technological infrastructure required to serve the physical and pedagogic needs of the program(s).
- **Flexibility** — Facilities can be used for multiple purposes, or can be repurposed in future years, if needed.
- **Condition of Built Environment** — Appearance, type and condition of buildings and infrastructure are conducive to attracting and retaining students and staff.
- **Sustainability** — In accordance with Board policy, facilities are built to achieve LEED certification where possible and facilities are ecologically friendly and maintenance and managerial procedures align with these goals.
- **Security** — College environment is safe and secure for students, staff and the community.
- **Quality** — Facilities are designed, constructed and maintained with a higher education institutional level of quality and comply with all applicable state and local codes.
- **Procedural Effectiveness** — College and district-level procedures for project development, design and construction management meet the needs of the users.

- **Satisfaction of Completed Work** — Construction and renovation projects are performed in a manner that meets established programming and design criteria as well as user needs.

Regularly Reviewed Information Items:

- Five Year Capital Plan
- Annual Space Inventory and Capacity Load Report
- Facilities Condition Assessments
- Schedule Maintenance Plan
- Capital Project Progress Report
- Work Order History Report
- Scope of Project Funding Available
- High Priority Construction & Renovation Needs
- Maintenance Services and Priorities

Reporting/Recommending Responsibilities:

Primary – CLPCCD Planning and Budget Committee (PBC)

Other –

- Chancellor
- Board of Trustees

Committee Membership

Area Represented	Member	Campus
Co-Chairs (3) (non-voting)		
Administrator	Owen Letcher	DO
Faculty	Bob Buell	Chabot
Classified	Open	DO
Administration (6)		
Appointed by President, Chabot (2)	Dale Wagoner	Chabot
	Matthew Kritscher	Chabot
Appointed by President (Las Positas) (2)	Sean Brooks	Las Positas
	Nan Ho	Las Positas
Appointed by Chancellor, Administrator at Large (2)	Owen Letcher	DO
	John Seybert	DO
Shared Governance Committee or designee (4)		
Appointed by President, Chabot (2)	Liz Oteyza	Chabot
	Mark Stephens	Chabot
Appointed by President (Las Positas) (2)	Vacant	Las Positas
	Vacant	Las Positas
Faculty (2)		
Appointed by the Academic Senates	Wanda Wong	Chabot

Committee Membership

Area Represented	Member	Campus
	Andrew Cumbo	Las Positas
Faculty Association (2)		
Appointed by the Faculty Association	Jeff Drouin	Chabot
	Heike Gecox	Las Positas
Classified Senate (3)		
Appointed by the Classified Senates	Christina Davis	Chabot
	Aubrie Ross	Las Positas
	Betty Castano	DO
Classified Union (1)		
Appointed by the Classified Union, SEIU Local 1021	Steven McGervey	DO
Students (2)		
Appointed by the Associated Students	Salimah Shabazz	Chabot
	Vacant	Las Positas