



**Chabot-Las Positas Community College District  
Chancellor's Council**

Tuesday, January 24, 2017

3:00-4:30 pm

District Office, Conference Room 1

cccConfer available

**A**

1. Update regarding CLPCCD process in preparing accreditation Follow-Up Reports and team visit.

**G**

- a. Total Cost of Ownership Plan Presentation: (Part of the District's response to the accreditation recommendations from fall 2015.)

2. Other

**E**

**N**

**D**

Next Meeting: February 14, 2017 from 3:00-4:30pm  
District Office, Conference Room 1

**A**

Future Agenda Items:

# CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

## CHANCELLOR'S COUNCIL

### MINUTES

Meeting of January 24, 2017

**Attendance Members:** Jannett Jackson  
Roanna Bennie  
Walter Blevins  
Laurie Dockter  
Wyman Fong  
Doug Horner  
Krista Johns  
Melissa Korber  
Lorenzo Legaspi  
Charlotte Lofft  
Jeannine Methe  
Guisselle Nunez  
Eric Pineda  
Rachel Ugale

Teleconference:  
Noelle Adams  
Bill Eddy  
Susan Sperling  
David Truelove  
Heidi Ulrech  
Yvonne Wu Craig

**Handouts:** 1) Agenda;  
2) Total Cost of Ownership Plan PowerPoint.

1. **Update Regarding CLPCCD Process in Preparing Accreditation Follow-Up Reports and Team Visit**

Chancellor Jackson reported that this Special Meeting is to discuss the Accreditation Follow-Up Reports, which are due by March 1, 2017. She noted that in the past the reports have been due by March 15. It will be presented to the Board just once on February 21, 2017. She noted that the Total Cost of Ownership Plan is part of the District's Response to the Accreditation Recommendation from fall 2015.

Vice Chancellor Johns reported that the Colleges' Accreditation Follow-up Reports will also be discussed at the February 14, 2017 Chancellor's Council Meeting. She provided an introduction to the background of the Accreditation Follow-up Report Process. She reported that the Accreditation Team identified areas where the Colleges and District did not meet the Accreditation Standard and these were put into recommendations (compliance). The team also provided recommendations to improve practices (not about non-compliance); and these do not require a response by the Colleges/District. She reviewed the Teams' recommendations. She reported that Chabot College had one compliance

recommendation and included a District recommendation; Las Positas College had four recommendations and a District recommendation.

Chancellor Jackson reported that she is confident the Follow-up Reports will be accepted by the Commission at its meeting in June. It was reported that the Colleges will continue on the old Accreditation cycle of six years, and then after the Colleges are evaluated once under the new standards, the Colleges will be on the new Accreditation cycle of seven years.

Chancellor Jackson also reported that taskforces have been set up for CEOs to look at short-term and long-term changes to the accreditation process.

a. Total Cost of Ownership (TCO) Plan Presentation:

Vice Chancellor Johns reviewed the District's Accreditation Team's recommendation: "Long-range capital plans support institutional improvement goals and reflect projections of the total cost of ownership of new facilities and equipment. (Standard III.B.4).

Vice Chancellor Johns reported that the District needs to formalize its process of building total cost of ownership.

Vice Chancellor Horner provided additional detailed information regarding Total Cost of Ownership through a PowerPoint Presentation. He reviewed the Action Plan which is included in the TCO Plan.

<http://www.clpccd.org/business/documents/TCOFacilitiesandITSPBCCCommittee2-3-17.pdf>

Vice Chancellor Horner reported that the definition of the total cost of a building from start to end includes:

- Planning, Design and Construction;
- Annual Operations Cost;
  - Custodial; Maintenance; Grounds; Utilities;
- Renovation, Repurpose, Demolition.

Vice Chancellor Horner reported that he would also present this plan at the Colleges' Facilities Committees; IPBM; and PBC by early February. The Plan will then be submitted to the Board of Trustees at its February 21 Board Meeting. He reported that a lot of research and effort has gone into this plan; reviewing what other Districts were doing, i.e. Los Angeles Community College District.

Vice Chancellor Fong questioned if the TCO includes other areas affected by facilities, such as the need to hire additional staff to maintain the facilities. Vice Chancellor Horner reported that ACCJC is not asking us to include that piece because it is covered under other standards.

Chancellor Jackson questioned if on-going training would be part of the M&O updated Work Order System. Mr. Walter Blevins reported that training will be provided prior to the implementation of the system; and tutorials and webinars would be available.

Ms. Melissa Korber questioned if the funding for the Plan would require a change to the Budget Allocation Model, to which Mr. Horner responded discussed the option of a two year and one year scheduling system. She also reported that the Plan will be phased in.

Ms. Korber questioned if additional custodians are hired under the Plan, will the Colleges continue to charge fees for facility usage on evenings and weekends. Mr. Horner reported that if custodians are scheduled to work on the weekends, then the fee may not be required. Chancellor Jackson reported that in Senior Leadership Meetings, the issue of offering evening and weekend classes has been discussed.

Ms. Methe reviewed that Total Cost of Ownership Information Technology piece of the TCO Plan, which is included in the above PowerPoint Presentation link.

In response to a question raised by Ms. Roanna Bennie, a discussion followed regarding the Budget costs for IT Staff.

Mr. David Truelove questioned security and access for students, i.e. Wi-Fi. In response, Ms. Methe reported that security is included in on-going costs. In addition, the District will update and expand wireless at the campuses; and landline desk tops could be made available.

Mr. Bill Eddy questioned if instructional equipment is ordered, who pays for the TCO costs, i.e. service. Mr. Horner reported that the Colleges in the prioritization for Measure A will receive instructional equipment funds; and maintenance costs will be built in. After that, it will be a general budget cost. Mr. Horner stressed the importance of getting robust maintenance agreements on our equipment.

**2. Other**

No other agenda items were discussed.

**3. Adjournment**

Vice Chancellor Johns adjourned the Council meeting.

**4. Next Meeting**

February 14, 2017, 3:00-4:30 p.m., District Office, Conference Room 1.

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