Memorandum

Date: January 28, 2013

Project: West Los Angeles College Building Program

Project Number: 1026

Regarding: Needs Assessment Process

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Process to Date

1. The inventory and description of all existing spaces on campus was verified
   A. Size and configuration of existing facilities were surveyed and documented
   B. Uses of all existing spaces were confirmed through site surveys and consultation with college deans and vice presidents
   C. Building plans and data bases were updated
      a. Room areas re corrected
      b. Room uses were brought into alignment with the California State Community College Board of Governors categorization scheme (FUSION)
   D. Updated data was provided to District consultant to align FUSION reports with current usage

2. Current utilization rates for all instructional spaces were confirmed
   A. Current enrollment data was utilized (Spring 2012 & Fall 2012) to assess utilization of available instructional spaces
   B. Independent studies by WLAC Academic Affairs Division and outside consultant concurred on enrollment figures for study periods
   C. Comparison of WLAC utilization rates, for the study periods, with California State Community College Board of Governors standards was completed and reported
   D. Review, discussion and approval by campus shared governance representatives (Facilities Committee) was completed December 5, 2012

3. Documentation and assessment of existing instructional support space functionality was completed
   A. Interviews with deans, division heads and staff representatives were conducted and documented
   B. Location and configuration of all support functions were observed and documented
   C. Analysis assessing current functional and space challenges were completed and reported, including:
      a. Adequacy of space allocation for existing, required functions
      b. Quality of space configurations to accommodate required functions
      c. Integrity of functional operations within allotted spaces (or not)
Current Process

1. Develop consensus regarding overall average growth rate of the college to the approved maximum on-campus population (as documented in approved Supplemental Environmental Impact Report). Discussions were held with all academic division heads, deans and vice presidents to consider the following:
   a. Projections for available operational funding
   b. Demand for program offerings and administratively imposed limitations (if any)
   c. Relative contributions to growth of full time vs. part time students
   d. Relative contributions to growth of on-campus vs. on-line students

2. Determination of growth potential of each academic division
   a. Identification of growth drivers and limiters for each division, e.g.:
      i. Industry demand
      ii. Support of other programs
      iii. Removal of current limiters (e.g.: lack of facilities or funding)
      iv. Administrative or policy limitations
   b. Assessment of division growth potential as: equal to, above or below average rate for the campus
   c. Alignment with mission and strategic goals outlined in College Educational Master Plan

3. Confirmation or amendment of all previous program instructional and support function requirements in response to:
   a. New input brought forward during current meetings in regard to growth
   b. Comments and corrections to previously distributed reports

4. Review, discussion, amendment and approval by College shared governance representatives (Facilities Committee)

5. Confirm documentation and assessment of all current support space functionality
   a. Interviews with deans, division heads and staff representatives
   b. Location and configuration of all support functions observed and documented
   c. Analysis assessing current functional and space challenges reported, including:
      i. Adequacy of space allocation for existing, required functions
      ii. Quality of space configurations to accommodate required functions
      iii. Integrity of functional operations within allotted spaces (or not)
      iv. Quality of functional relationships with other departments and/or access by students
      v. Complete absence of spaces for required but currently non-existent functions
D. Review, discussion and approval by campus shared governance representatives (Facilities Committee) of findings

6. Once shared governance of the College approves the growth projections for instructional programs on campus, the following tasks will be undertaken:
   A. Establishment of administrative and support function requirements necessary to support projected growth, including:
      a. Administrative Functions
      b. Student Services
      c. Faculty and staff resources
      d. Campus Facilities, Maintenance and Operations
      e. Campus infrastructure
      f. Space for student organizations and activities.

   B. Conversion of verified program needs into an outline space program
   C. Incorporation of functional requirements developed as part of:
      a. Previous programming efforts for building projects
      b. Recent Needs Assessment and utilization studies

D. Incorporation of agreed upon current deficiencies and projected growth

7. Develop alternatives to meet current deficits and projected growth for review by the College, including:
   A. Identification of expansion opportunities within existing facilities
   B. Proposals of alternative programming for previously identified building projects
   C. Assessment of probable construction costs for all components of proposed alternatives
   D. Phasing of expenditures for currently available and future funds

8. Review, discussion and amendment by College shared governance representatives (Facilities Committee)

9. Presentation of final, refined Construction Plan for approval by College shared governance representatives
   Plan will identify:
   A. All proposed new and renovated construction projects to meet verified needs and projected growth
      a. New and renovated Instructional spaces
         i. Specialized and highly specialized labs
         ii. Lecture Spaces
      b. New and renovated administrative and support spaces

   B. All infrastructure and support projects necessary to facilitate current and projected campus activities
      a. Paving and parking
      b. Storage
      c. Security and Lighting
      d. Utilities
      e. Data and telecommunications
C. Campus functionality
   a. Vehicular access, circulation and parking
      i. General
      ii. Emergency
      iii. Service
   b. Pedestrian and disabled access
   c. Campus open space, landscape and paving
   d. Phasing to allow expeditious construction and accommodate campus operations

10. Update of Campus EIR to account for modifications in campus plan, e.g.:
    A. Overall building area and massing
    B. Projected campus population
    C. Modifications to automobile traffic and on campus car counts
    D. Overall construction schedule
    E. Location and nature of specific construction operations