Building Program Management Committee Meeting

MEETING SUMMARY
Thursday, December 3, 2009
3:00 p.m., Winlock Lounge

Present: Allan Hansen, Leighton Hickman, Sheila Jeter-Williams, Jeffrey Lee, Tony Michelman, Bob Miller, John Oester, Rod Patterson, Angela Randall, Betsy Regalado, Mark Rocha, Jack Ruebensaal, Olga Shewfelt, Robert Sprague, Alice Taylor, Jane Witucki

Absent: Abel Rodriguez, Brandy Ruiz

Guests: Steve Aggers, Aracely Aguiar, Karen Burzynski, Kevin Considine, Lisa Kamibayashi, Fran Leonard, Laura Peterson

1. Welcome: The meeting was called to order at 3:06 p.m.

2. Your Items:

   • **Building and improvement issues** (Academic Affairs): Staff met with S. Jacobson to discuss the items of concern. **More updates will be given at the next meeting.**

   • **Classroom Computers Update:** In response to the reported slow classroom computer at the last meeting, I.T. did an investigation and reported that fixing or updating the computers will not be cost effective.

     Tasks: I.T. is working with A. Randall to purchase new computers for the classrooms. The replacement model would be similar to the one in the smart classroom.

     I.T. needs to update software in the laptops made available for faculty usage through Leo Calderon, so that faculty can open files in the newer software format sent by their students.

     I.T. should come up with a list of standard software and to make sure that they are installed in all of the new computers.

   • **Classroom Inventory:** The classrooms space inventory report showing the room size and capacity should be updated annually and posted in each room. This also will be useful for Academic Affairs in doing class schedule.

     Task: A. Hansen will provide the report at the next meeting.

     J. Lee inquired about the double light switch feature for the new classrooms.
Task: Discuss the possibility of getting the feature installed with S. Jacobson.

3. Odds/Ends

- **EIR/MOU – Citizen’s Oversight:** T. Macica reported that the Notice of Preparation will be published and sent out this Friday to the agencies, the government offices and the surrounding communities informing them that we are in the process of updating the EIR. The draft supplemental EIR will be ready in February 2010. The NOP will be posted in the Academic Affairs Office and HLRC.

- **Alliance to Save Energy:** E. Kim had presented the project to the Faculty Senate, ASO and College Council. The decision to support the program and to form an advisory committee will be postponed until after the next College Council meeting. There are concerns about the cost in running the program, the source of funding, and the effects on the college and staff workload.

It was clarified that the source of funding for Alliance projects comes from the money that has been allocated to the District for the various projects such as the green and the sustainability projects, and the money will fund work being done in the campuses. E. Kim gave an example of a project being done at Southwest in collaboration with the I.T. department.

**Tasks:** BPMC requested E. Kim to provide a summary of the proposed projects, timeline, what will be done, who will be involved, and the amount of funding required. The list will be reviewed and discussed at the next BPMC meeting on January 7, 2010, so that the committee, upon approval from the College Council, can make its decision on the formation of the advisory group. No opposition was made with the idea of BPMC taking the role as the advisory group. College Council Executive session can be called in January, if necessary, to review the summary.

O. Shewfelt asked Alliance to do a presentation and bring the list to the next AFT meeting.

On the concern about the student intern assignment’s approval by District, M. Rocha will discuss it with their supervisor L. Eisenberg.

- **SSB Food Court Update:** Request for Information (RFI) meeting was held on November 17, attended by six vendors. No responses and information were received after the meeting. District Legal Counsel is ready to issue the Request for Proposal (RFP) for the food court with deadline to respond at the end of February ‘10.

T. Michealman mentioned that a company is interested in working with the College and would like to set up a meeting; however, there is a legal concern for having a meeting outside of the RFI process.

**Action:** To proceed with the RFP.
Task: M. Rocha will discuss with A. Diga from District Legal Counsel regarding the possibility of having a meeting with the company.

4. Campus Projects Team Update (L. Hickman): L. Hickman went over the updates on the BuildLACCD Immediate Benefit Project Update (Dec 1, 2009) handout.

Anyone who would like a tour to the new learning studio can contact L. Hickman or B. Bolton.

Axcess TV will be installed on the HLRC, 1st floor and will show CNN, campus events, canceled classes, club announcements, etc. Hopefully, it will be available soon in other areas of the campus.

5. Move Management Report: A. Randall reported that moving preparation activities are in progress and on schedule. Dates of occupation are as follows: MSA-B on January 25, and MSA-A on February 2. Classrooms will be opened for viewing for faculty on February 2. Science lab equipment is scheduled to arrive on January 4.

The computer refresh program has started. Handout was distributed giving more information about the process, the form to be filled out, equipment specifications, and FAQs. Every regular, full-time faculty, staff and administrator is eligible for the program. Faculty can decide if they want their new computer now or to wait until they move into their new building. Request form needs to be submitted to the supervising dean. Any special requests will need VPAA’s approval.

Actions:

- Policy on the standardizing and granting any special request for software has been referred to the Technology Review Committee.

- Invite deans and faculty members from Allied Health, Sciences, and Mathematics who will be affected by the move to the BPMC meeting on January 7; so they can get answers and clarifications about the relocation process.

Hollywood CPR will be moving to the campus in the winter. Plant Facilities, Aviation Division and Turner are involved in the coordination for the move. Issues due to the move such as parking, student’s safety, etc. will need to be considered.

Task: A. Aguilar needs to coordinate with J. Oester, Turner and others who are involved in the move to come up with recommendations on things that need to be done. Report the progress to M. Rocha before the holiday, if possible. Update and recommendations are to be presented at the next BPMC meeting.

A concern was brought up regarding the availability of the lab facility needed by the Pharmacy Technician program once they are relocated to the swing space. A. Randall responded that a revision will be made to the D swing space plan to accommodate the program.
Action: M. Rocha resolved that everyone in the A area, except ASO and Workforce, will not move until their permanent location is ready.

6. Progress report: B. Miller went over the Turner Executive Summary (November 30, 2009). Any construction related problems have been taken care of properly.

   The work on pedestrian mall is being halt to accommodate the work that needed to be done around the MSA Building.

   A question was raised regarding the possibility of getting a copier and mailroom access in the swing space area. With the current focus on finishing the work in MSA and swing space, discussion on this issue has been tabled until after the spring ’10 semester. For the mean time, copier and mailroom access will be available only in the current B1 location. Another alternative is to utilize the electronic storage feature and encourage students to download files which will alleviate the need for making copies.

7. Winter and spring parking and routing plan report: J. Oester will present the parking plan at the next BPMC meeting.

   - LAX Update: The facility may be used to host classes.

9. Other Items: None.

The meeting was adjourned at 5:01 p.m.