Building Program Management Committee Meeting
MEETING SUMMARY
Thursday, January 7, 2010
3:00 p.m., Winlock Lounge

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

Guests: Steve Aggers, Aracely Aguiar, Karen Burzynski, Nick Dang, Lisa Kamibayashi, Ellie Kim, Roma Nandial, Sam Ramirez, James Turner, Lynn Winter-Gross

1. Welcome: The meeting was called to order at 3:10 p.m. Due to the MSA move-in, there will be no BPMC meeting on February 4, 2010. The next meeting will be held on March 4, 2010.

2. Your Items:
   - Completion Schedule and Move for MSA: A meeting with the MSA Building residents was held earlier today to discuss the move schedule and concerns. Work in some areas of the pedestrian mall has been completed, and the memorial tree and plaque have been reinstalled in the mall area. Everyone went to the HLRC 2nd Floor landing area to get a look of the exterior of the building while R. Miller gave his updates on the work progress.

   Upon the move, Turner will put a “hot” board on location to document any building issues and track down their work progress. The contractor’s contract stated that the building cannot be handed over until every issue had been resolved.

   - Building and improvement issues: A list of concern items, based on faculty input, was distributed. Academic Affairs will work with S. Jacobson and Plant Facilities to resolve the concerns.

   Task: S. Jacobson and A. Hansen are to report the solutions and progress at the next meeting.

   - Classroom Computers Update: Every classroom in the new building will have a new computer. The new Voice over IP (VoIP) phone system will be installed. The system eventually will be installed campus wide. The new technology in the MSA Building will allow for faster internet connection, etc.

   - Classroom Inventory: A. Hansen went over the Classroom Occupant Report. Room cap is based on the uniform building code (UBC) formula; however, other issues such as the
furniture size, etc. may change the actual capacity in the room.

**Task:** A. Hansen will add more information to the report and present it at the next meeting.

- **Signage Advertising Proposal:** A handout on the proposed partnering with AdCamp for display and directional panels was distributed as informational item. The issue will be brought up to the Enrollment Management Committee. Revenue from the partnership will be used to assist with the advertisement efforts and college sponsored events.

- **Naming progress** (added to the agenda): No steps have been made on the naming process, and no decisions will be made in the coming months.

3. **Odds/Ends**

- **EIR/MOU Update:** The draft supplemental EIR will be released in the first week of February 2010, followed by a 45-day comment period. There will be two open hearings where people can give their comments. The SEIR will be presented to the Board of Trustees in June. M. Rocha encouraged campus personnel and students, and any of their friends, who live in the surrounding community to be present and to show their support at the BOT meeting when the SEIR is presented. The BOT should hear about the positive outcomes for the campus and the surrounding community once the construction is finished.

- **Alliance to Save Energy:** ASE has complied with all BPMC’s requests: giving a presentation to the faculty senate, AFT, ASO and the College Council and creating projects summary and cost information. O. Shewfelt moved that BPMC proceeds with its recommendation for ASE to the College Council. AFT Staff Guild expressed its concern on how the projects proposed by ASE may affect the staff workload.

  **Action:** BPMC made its recommendation, with a reservation from the AFT Staff Guild, to the College Council for ASE to move forward with its projects and that BPMC will be its advisory group. ASE will need to give a periodic progress report to the advisory committee.

ASE may start its work now pending the College Council’s approval. If the College Council decides not to give its approval, all work will be stopped. E. Kim said that they will start with preparation of work and getting feedback.

- **SSB Food Court Update:** District Legal Counsel is assisting the College preparing for the RFP. Three responses were received from the RFI meeting. T. Michelman will continue looking at the different vendors in the surrounding areas.

4. **Campus Projects Team Update** (L. Hickman): L. Hickman went over the updates on the **BuildLACCD Immediate Benefit Project Update (January 6, 2010)** handout.

  **Task:** In regards to Hollywood CPR move-in, A. Aguiar was asked to provide a list of names, phone numbers, and responsibilities for the people who are part of the program.
5. **Move Management Report**: A. Randall reported that she is working with the sciences division chairs on room number and plate. Any questions regarding room identification have been referred to R. Sprague.

6. **Progress report**: Work on the new road is almost complete. The completion of the road is a mandatory requirement for the MSA Building opening.

   District Office has been informed by DSA that it would not be able to adhere to its MOU with the District due to the current state budget situation which means that completion schedule for new buildings project may get delayed. Fortunately, almost all of West’s projects are already in DSA.

7. **Spring parking and Traffic Flow Report**: No changes to the parking plan will be done during the first two weeks of the semester. No significant problems are anticipated for the spring since there was enough parking in the fall. Enrollment number for spring is estimated to be more less the same as the fall. A detailed parking and traffic flow plan will be given at the next meeting.

8. **Other Items**: None.

The meeting was adjourned at 4:53 p.m.