Facilities Committee – SPECIAL MEETING
MINUTES
Monday, April 21, 2014
Student Services Building, Room 414  |  3:15 PM

Present:
1. Aracely Aguiar, Dean, Academic Affairs/Teamsters rep
2. Phyllis Braxton, VP, Student Services (Interim)
3. Adrienne Foster, President, Academic Senate
4. Allan Hansen, Manager, Plant Facilities
5. Sheila Jeter-Williams, AFT Staff Guild
6. Jeffrey Lee, Academic Senate rep
7. Matthew Robertson, WEC Chair
8. Ken Takeda, VP, Admin. Services, Co-chair

Absent:
1. Kevin Considine, Faculty Co-chair, AFT rep
2. Nabil Abu-Ghazaleh, President
3. Raymond McDaniel, President, ASO
4. Olga Shewfelt, Chair, AFT Faculty Guild
5. Robert Sprague, VP, Academic Affairs
6. Jane Witucki, Academic Senate rep

Guests:
1. Barry Sloan, Assoc. Dean, Academic Affairs
2. Rudy Triviso, Faculty, Aviation Technology

Resource: Steve Sharr, CPM, Cumming/gkkworks

1. Call to Order/Approval of Agenda
   The meeting was called to order at 3:25 PM by Ken Takeda. The agenda was approved as presented.

2. Approval of the minutes of March 17, 2014
   The minutes were approved as presented.

3. Bond Program Reports:

   A. Campus Construction Program Report
   Two projects have now been completed – Storm water management system (April 2014) and College Blvd. slope stabilization (March 2014). Work on the fiber optic system upgrades (phase 1) on the corner of Albert Vera and B Street will begin after graduation day with the estimated completion of July 11, 2014. Minor disruptions and delay are expected to occur; however, efforts will be made to minimize impact on traffic flow disruption. The lower fire service road work is expected to be completed by the end of May 2014.

   Steve Sharr talked about the new approach taken by District and BuildLACCD in response to revisions in the State Contracting Code. They are moving toward bundling construction projects, and any project bundle that amounts to $2.5 million or over in value will be acquired as a lease lease back (LLB) contract which allows the contract to go to a pre-qualified contractor rather than the lowest bidder. Another change is the increase in DSA plan review period from six months to eight months.

   The construction master plan has been approved; however, there has been a delay in starting new projects due to clarification by the District on West Energy Management projects that were proposed to be funded using District-managed 40J money. Once this issue is resolved, the
District will approve the WLAC Budget Recovery Plan and release all of the projects for execution. For the present, the only projects approved to move forward are the FMO, PE/Dance, Watson 2 and the infrastructure projects.

4. **Operational Reports:**

   A. **Alteration and Improvement Request**
   Allan Hansen showed an older version of the Alteration and Improvement (A&I) Request form. Plant Facilities is in the process of revising the form, and the draft revised form will be brought back to the Facilities committee for feedback and approval.

   Discussion occurred on deciding the appropriate formal process for approving A&I requests. A suggestion was made that requests be brought to the Facilities Committee for approval. Another suggestion was to make A&I requests as part of the program review and the existing process.

   **Notice motion:** To take Facilities A&I requests through Program Review process and get referred by Planning and Institutional Effectiveness Committee (PIE) to Facilities Committee for review and prioritization, and back to PIE as informational item before going to College Council.

   Discussion: There was a concern that the process will result in delay and cause difficulty for requests deemed inconsequential to get approval. To prevent this, requests should be brought to Facilities Committee for approval rather than through Program Review. On the other hand, it was pointed out that following the already established process and have decisions made by the college governance body rather than a smaller group is crucial for accreditation. Grant funded items will not fall under the same process. This item will be discussed further at the next meeting.

   B. **Westside Extension**
   Barry Sloan distributed the Westside Extension Room Reservation Process (April 21, 2014) that explains the room reservation process followed by the Extension program. The guidelines were developed by the college over 15 years ago. Barry explained the differences between Extension classes and regular college credit classes. Even though the title may be perceived as a college-credit course type, the target population being served are different. For example, an algebra class held in the summer is not a college level math but rather it’s a math class for children.

   C. **Summer Meeting Schedule**
   The committee agreed to meet at 1 PM during the summer: June 16, July 21, and August 18. The schedule will return to 3:15 PM in the fall.

5. **Adjourn:** The meeting was adjourned at 5:04 PM.