Facilities Committee – SPECIAL MEETING
MINUTES
Monday, May 19, 2014
Student Services Building, Room 414  │  3:15 PM

Present:
1. Nabil Abu-Ghazaleh, President
2. Aracely Aguiar, Dean, Academic Affairs
   (for R. Sprague)
3. Kevin Considine, Faculty Co-chair, AFT rep
4. Adrienne Foster, President, Academic Senate
5. Allan Hansen, Manager, Plant Facilities
6. Sheila Jeter-Williams, AFT Staff Guild
7. Jeffrey Lee, Academic Senate rep
8. Matthew Robertson, WEC Chair
9. Barry Sloan, Assoc. Dean, Academic Affairs
   (for A. Aguiar)
10. Ken Takeda, VP, Admin. Services, Co-chair
11. Jane Witucki, Academic Senate rep

Absent:
1. Phyllis Braxton, VP, Student Services (Interim)
2. Raymond McDaniel, President, ASO
3. Olga Shewfelt, Chair, AFT Faculty Guild
4. Robert Sprague, VP, Academic Affairs

Guests:
1. 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 3:30 PM with eight members in attendance. The agenda was approved as presented.

Summer Meeting Time (added on the floor): At the last meeting, the group discussed starting the summer meetings at 1:00 PM. To accommodate those with summer teaching schedule, Ken Takeda recommended that the summer meetings be changed to start at 2:15 PM. The group agreed. This will apply for meetings on June 16, July 21, and August 18.

2. Approval of the minutes of April 21, 2014
The minutes were approved as presented.

3. Bond Program Reports:

   A. Campus Construction Program Report

   Slope stabilization is essentially done. On April 30, the County closed the conditional use permit granted to the College for College Blvd. The College saved about $1 million from no longer be required to build a concrete wall. The landscaping, now in progress, costs approximately $750,000, and was paid for with college funds. Plants will fill the landscaped hill in about 60 days.
**B Street and Albert Vera.** Low voltage, high fiber-optic manholes are being connected to create a true fiber optic loop. The work will occur between June 11 – July 11. It was agreed that this period will be the least disruptive to normal college operation.

Traffic control measures will include stationing a person at Albert Vera and B Street to direct traffic (morning through about 3:00 PM on the week days) and rerouting buses to C Street and usage of an interim bus stop near Lot 7. A shuttle will be provided for those who need to reach the interior of campus.

**Lower Fire Service Road** has been paved and sealed and a cart road has been added. A few things are awaiting DSA approval. The County had granted a permit to put gates at the Fire Service Road and Lot 5 to facilitate full lock-down if/when needed.

The college faces its last hurdle regarding the Demand Side Energy Central Plant at a cost of approximately $4.6 million. BuildLACCD requested a justification from the College on the usage of the 40J funds. The president and Steve Sharr made a presentation to the District Energy Oversight Committee and District/BuildLACCD. A decision is hoped to be made this week.

A question on equipment maintenance contracts such as computer warranty, etc., was raised. The topic is currently also being discussed by district colleges. Discussion ensued on how users can help preserving equipment life, for example by not leaving projector on after each use to conserve its light bulb.

Programming for Facilities Maintenance and PE/Dance have been completed. Contingent to the release of 40J energy funds, user group meetings for other projects will begin in June.

S. Sharr inquired on how the committee would like to handle activities during the summer months when most faculty are away. Everyone agreed that Facilities Committee will meet through summer and interested groups/chairs are committed and interested in working on building program as needed in the summer.

S. Sharr presented a detailed 6-week action plan. One architect and one contractor have been selected for seven of the projects. Having this arrangement will enable some ease in coordination, costs control, and reduction of interruptions.

4. **Operational Reports:**

   A. **Alteration and Improvement Request**

   **Noticed motion (Meeting on April 29, 2014):** 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: Allan Hansen distributed a revised Alteration & Improvement (A&I) Request form. At the last meeting, it was suggested that A&I requests go through PIE and Program Review processes, but the group acknowledged that this would not fit all situations.
It was clarified that the proposed form is not for work-order type of requests (e.g. fix door, paint wall, etc.). It is for major changes (e.g. convert from classroom to office, cut in window, etc.).

Feedback and comments on the proposed form were mentioned: dollar threshold, frequency of PIE meeting schedule, line of approval to alert the supervising administrator of work being requested, a requirement of cost estimate from Plant Facilities prior to submission to PIE Committee. Concerns were raised over process and staff time that will be spent for cost estimate.

A. Hansen will send the electronic version of the proposed form for suggestions and bring it back for discussion at the next Facilities Committee meeting. Definition of A&I vs. work order will also be provided. Facilities Committee is to consider the appropriate process in terms of program review, the timing for cost estimate, and determining dollar threshold that requires Facilities Committee review.

5. Adjourn:

**College Shuttle:** Prior to adjournment, A. Hansen raised the issue of College Shuttle. A suggestion to revert back to having shuttle stops rather than the current call system was raised. The problem with the current on-call system is that people tend to treat the shuttle like a private vehicle and often ask for it to wait for their arrival at certain location. Unfortunately, riders often become unpleasant when the shuttle does not arrive as expected. Another concern is the difficulty in determining “disabled” status since the shuttle driver cannot ask for a person’s disability. Denying a seat to a rider can create confrontations.

The suggested route will be run every 15 minutes and will include stops at Facilities, near the South Parking Structure, MSA, E Street, near the PE lot and Lot 5, and at the college bus stop. Additional shuttle will also greatly help the student.

A. Hansen will send the proposed route and stops to the Facilities Committee to be considered at the next meeting.

**Senate recommendation for veterans’ service:** Adrienne Foster announced a senate recommendation for a dedicated service for veterans and previously incarcerated persons. Vets, particularly those facing PTSD, need a “supportive, quiet, safe” space. The person who initiated the motion at the senate will be invited to the next meeting. It was proposed to also add psychological services to the request. President Abu-Ghazaleh acknowledged the importance of the issue and the need for an integrated services.

The meeting was adjourned at 5:04 PM.