Facilities Committee Meeting
MINUTES
Monday, July 21, 2014
Student Services Building, Room 414  |  3:15 PM

Present:
1. Nabil Abu-Ghazaleh, President
2. Aracely Aguiar, Dean, Academic Affairs
3. Kevin Considine, Faculty Co-chair, AFT rep
4. Allan Hansen, Manager, Plant Facilities
5. Sheila Jeter-Williams, AFT Staff Guild
6. Matthew Robertson, WEC Chair
7. Robert Sprague, VP, Academic Affairs
8. Ken Takeda, VP, Admin. Services, Co-chair

Absent:
1. Phyllis Braxton, VP, Student Services (Interim)
2. Adrienne Foster, President, Academic Senate
3. Jeffrey Lee, Academic Senate rep
4. Raymond McDaniel, President, ASO
5. Olga Shewfelt, Chair, AFT Faculty Guild
6. Jane Witucki, Academic Senate rep

Guests:
1. Laura Peterson, Faculty, MPTP
2. Barry Sloan, Assoc. Dean, Academic Affairs

Resource:  Steve Sharr, CPM, Cumming/GKKWorks

1. Call to Order/Approval of Agenda
The meeting was called to order at 2:26 PM. The agenda was approved as presented.

2. Approval of the minutes of May 19, 2014
The minutes were approved as presented.

3. Bond Program Reports:

   A. Strategic Execution Plan (SEP)
   President Nabil Abu-Ghazaleh and Jim O’Reilly, LACCD Chief Facilities Executive have signed off the Program Execution Plan (PEP) which contains the projects that have been discussed and listed on the Facilities Master Plan. Several projects are now already in contract and can be started soon. Several others are in the programming phase. Steve Sharr went over the WLAC Construction Program Execution Plan (PEP) (7/17/2014) listing all of the projects being arranged into project “bundles.” President Nabil thanked the committee members for their hard work and acknowledged the work of the college collectively in putting together the Facilities Master Plan.

   Steve went through the progress of some of the projects such as FMO, Lot 7, ADA pathways, PE Dance, Performing Arts Amphitheater, etc. The college is also applying for funding from the State to be used for maintenance projects such as fixing roads or replacing boiler which cannot be funded using the regular budget.

   It was reiterated that the CE Building renovation project is unfunded as of now. There is a commitment to save any balance left from other projects to fund the CE renovation and the demolition of A9. If the balance accrued at the end of other projects is insufficient to fund CE
renovation, then it will be used toward other improvements. Progress will be monitored on a monthly basis to ensure compliance with the budget.

B. **Campus construction program report**
   The WLAC Construction Configuration Control document focuses on cost saving measures to keep within the budget. Peter Mitsakos, WestEdge Architect, is tasked to work with the campus user groups to collect information in terms of spaces. The architect engineer needs to be in compliance with the guidance based on the space need information and the dollar amount allocation in working on the programming. Justification will be required if the plan does not match the guideline.

4. **Operational Reports:**

   A. **Announcement/request to create Business/Paralegal Office in CE 106B**
      Gerry Ludwig, Chair of Business Division, distributed and presented his proposal of converting Room CE 106B into an office for the Business and Paralegal programs. Currently, the Paralegal program and the business division faculty offices are scattered around campus. Converting the room will centralize the division and better serve the students and visitors who needs assistance or information. The room belongs to the Computer Science Division; however, Anna Chiang, Chair of Computer Science, has been consulted and agreed to allow the Business division to use the room. Cost of converting the room is expected to be minimal and can be done in-house. Sheila Jeter-Williams, AFT Staff Guild representative, expressed her concern of the division’s plan to supplant the work of a classified staff in the new office with a non-classified member and, therefore, is withholding her support.

      Allan Hansen confirmed that the work involved in the request can be covered by Plant Facilities.

   B. **Scheduled maintenance program proposed projects**
      The Scheduled Maintenance for 2014-2015 was distributed. The list includes projects that were submitted to the State for funding approval. They include maintenance or replacement for boilers, paint, ventilation, roofs, and elevators. The funding is to come from the energy proposition money (Prop 39).

   C. **Alteration and improvement request**
      Allan Hansen distributed the revised A&I form and guidelines that includes suggestions made at the last meeting. A discussion ensued on the process for A&I and the motion on the floor from the meeting on April 29. It was requested to add a line for A&I request funded by specially funded grants. It was agreed that A&I request funded by an SFP will be granted an exception from the process only if it’s specifically needed to meet the grant requirement.

      Noted 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. (Motion passed, 7/21/14. Yes-7, No-0, Abstain-0)

5. **Adjourn**: The meeting was adjourned at 4:03 PM.

   Next meeting: **September 15, 2014, at 3:15 PM in SSB 414**