



APPROVED 2.25.19

Facilities Committee Meeting
MINUTES
October 29, 2018
Student Services Building, Room 414, 3:30 PM

Title/Role	Name	Present
VPAS, Co-chair	Iris Ingram	X
Faculty Co-chair	Laura Peterson	X
Academic Senate	Cameron Iverson	X
Academic Senate	Parveneh Ghaforyard	X
Academic Senate	Todd Matosic	
AFT Classified Guild	Michael Tesfai	
AFT Classified Guild	Cristi Lizares	X
AFT Faculty Guild	Matthew Robertson	X
AFT Faculty Guild	Olga Shewfelt	
AFT Faculty Guild	Rudy Triviso (alternate)	
Plant Facilities Director	Kim Morera	X
ASO	Leticia Sanchez-Perez	
ASO	Shyann Cox (alternate)	
ASO	Juderay Almario (alternate)	
SEIU 721 Steward	Bruce Hicks	
Resource	Maria Teresa Carvajal	X
Resource	Carey Demas	X
Resource	J.C. Saunders-Keurjian	X
Resource	Doug Graham	X
Administration, President	James Limbaugh	
Administration, VPAA	Aracely Aguiar	
Administration, VPSS	Roberto Gonzalez	
Administration, President	James Limbaugh	X
Guest	Holly Bailey-Hofman	X
Guest	Kaleab Gorfu	X

1. Call to Order/Approval of Agenda

Iris Ingram, Committee Co-chair, called the meeting to order at 3:37 PM.

Agenda approved as amended*.

2. Approval of meeting minutes

A. September 17, 2018 minutes approved as written.

B. *Added– April 16, 2018 minutes approved as written.

3. Bond Program Reports:



A. Campus Construction Program Report (M. Carvajal)

Plant Facilities Center – Some disappointment here because they've been unable to get the contractor back to complete the project. There are five DSA approvals pending that might take longer than anticipated. The risk manager has sent cost impact reports to the contractor. Facilities may be able to move in by the end of month.

40J - Physical Security - They're currently in SC and CE and on target to complete the project by early next year, around March.

TLC - Plans approved by DSA on 8/30/18. Build LACCD gave notice to proceed on 10/25/18. The DSA pre-construction meeting is scheduled 11/13/18.

Watson Center Project - The contractor is on board and submitting plans. Construction is set to begin at the end of November. K. Morera and I. Ingram will send notifications to the campus regarding parking lot closures.

Energy Efficiency Project – Currently in design development, which is the second of three design phases. They're tentatively scheduled to go to DSA at the end of this year or the beginning of 2019. K. Morera and the mechanical engineer at the Project Management Office (PMO) are reviewing the drawings.

Master Planning – This is contingent upon the new HLRC. The amendment to remove the sound wall was approved and they're projecting early January for demolition.

Measure CC - HLRC Demo and Replacement – Met with the Building User's Group twice so far to discuss the District-mandated space analysis. Measure CC requires campuses to justify that FTES requires new buildings or increased square footage. The investigation initially showed an excess of 61K assignable square footage but that has been reduced to 17K.

Cost Update: We are on target and under budget.



4. Operational Reports

A. Status of Local Projects (K. Morera)

Tomorrow is the job walk for the LED project that will retrofit 80% of the light fixtures on campus. This project must be finished by the end of May. They've hired the engineers to put the AC in the gym and an architect to put the flooring in the PEC. The new roofs are on and the scope of work has been sent to the District project management team. They're working on traffic flow around B Street and Albert Vera and the Uber drop-off location. There are more power shutdowns planned for the week of December 17, 2018, which are non-instruction days. There are a couple more phases left on the high voltage infrastructure project though many were completed over the summer.

Over the winter, classes will need to be consolidated and offices temporarily relocated in order to shut down entire buildings to save on utilities. There are several projects and renovations planned around winter break including looking into the leaks in GC and MSA.

5. New Business

A. HLRC Building User Group Update– (J. Limbaugh)

The District requires us to present a rationale as to how we would address the 61K excess square footage. The Board won't consider a new building until they receive this explanation. The handout that circulated after the last B.U.G. meeting was a *conceptual* document. It showed that the campus as an institution had discussed the excess footage and had identified ways that we felt we could use it to improve student success. No space had been assigned and no premature agreements had been established as to which departments would go where.

I. Ingram, A. Aguiar, and various faculty members have worked with the space analysis team and reduced the excess square footage to 17K. Beginning with the Spring semester, faculty will discuss how to adjust scheduling to address under-utilized space and further reduce that number.

D. Graham elaborated on how the initial 61K sq. ft. was reduced to 16K sq. ft. The state has very specific rules about contact hours and space usage - about 27 hours per week for lab space



(including art, math, and science labs) and 48 hours per week for classroom space. Contact hours are considered Monday – Friday, 8:00 AM to 10:00 PM. The space utilization team recoded several rooms and repurposed certain buildings to reduce excess space, including Fine Arts, and potentially Aviation and the Physical Education building. They're also looking into leveraging spaces that can be used for multiple disciplines.

Stir Architects, the pre-programming architects, will work with the space utilization team to visualize the overall, general appearance of the campus once existing buildings are demolished and future buildings are constructed. They are not responsible for the exact placement of classrooms, labs and offices. Those discussions will happen with the programming architects during the next phase.

D. Graham explained the difference between assignable square footage (classrooms, offices etc.) and gross square footage that includes corridors, stairwells, elevators, etc. The HLRC replacement will be 39,600 assignable square feet, which is a bit smaller than the current building. The Board is not approving any growth projects due to declining enrollment, only replacement projects which are 5% smaller than the project they are replacing. The white paper is due to the Board of Trustees by December 7th, 2018. The expected completion date for the HLRC replacement is 2026.

B. Prioritized Facilities Projects (I. Ingram)

The highest prioritized facilities requests are in progress, including the CDC, the dance floor, and the baseball restrooms. The state cut West's funding in half this year so safety was the priority – repairing sidewalks, removing tree roots, etc. Some facilities requests have been subsumed by Measure CC projects. There are a few small projects in MSA - mainly renovating small classrooms into larger ones, which can be done relatively inexpensively. Most likely, there will not be any new computer labs – need to economize and use existing space.

6. Adjourn

Meeting adjourned at 4:30 PM.