



Facilities Committee Draft Minutes

MINUTES

September 19, 2016

Student Services Building, Room 414, 3:15 PM

Present:

1. *Kevin Considine*, Faculty Co-chair, AFT rep
2. *Matthew Robertson*, WEC Chair
3. *Barry Sloan*, Teamsters
4. *Rudy Triviso*, AFT Faculty Guild Rep. (alternate)
5. *Kim Morera*, Acting Director Plant Facilities
6. *Olga Shewfelt*, AFT Faculty
7. *Jeff Lee*, Academic Senate
8. *Adrienne Foster*, Academic Senate
9. *Michael Goltermann*, VPSS (Interim)
10. *Bruce Hicks*, SEIU
11. *Jesus Reyes* (ASO)
12. *Sheila Jeter-Williams*. AFT Classified

Guest:

1. *Rebecca Tillberg*
2. *Casey Hunter*
3. *Laura Peterson*

Resource:

Subhi Murad, CPT
Diana Johnson, CPT
Deidre Margolias, CPT

1. Call to Order/Approval of Agenda

Meeting was called to order at **3:24** p.m. by Kevin Considine, Committee Co-chair. Agenda was modified to add 3 WEC concerns to the agenda under New Business per Matt Robertson's request:

- a. B5-103 (Adjunct ROOM)
- b. Securing office space for new full time instructors.
- c. Ability to deadbolt classroom doors.

Per Sheila Jeter-William's request Campus Training Labs for employees was also added to New Business.

Co-Chair Ingram was absent at this meeting.

2. Approval of May 16, 2016 meeting minutes

Minutes approved as written. Motion to approve minutes as written made by Laura Peterson, seconded by Matt Robertson.

3. Bond Program Reports:

A. Campus Construction Program report – D. Johnson, CPT

Diana Johnson provided cost overview on pending and future construction projects. As of September 1st the campus has a balanced construction budget. According to Diana, West will not receive the additional \$30,000 Measure 40J fund for campus IT improvement. When last year's security package was awarded, the campus was told an additional \$30,000 will be added to the campus IT Measure 40J funds for cameras. However, when the College followed up we were told that the funding will not be provided.

The Card Reader Package is too small to be expanded to include Cameras. Original scope of the 40J security project was to include Fire Alarm Phase monitoring upgrade, Fiber Optic upgrade and Card Readers. However, in order to avoid exceeding budget, the scope of this project may be reduced to just Fire Alarm, Fiber Optic, or Card Readers. In response to question from Matt Robertson as it relates to the functionality of cameras on campus, Kim Morera mentioned that currently all cameras on campus are functioning properly.

Diana reported that the Energy Efficiency Project is currently on hold due to studies being done to determine the feasibility of connecting the existing Central Plant. Cost estimate is being gathered for this project. The schedule for the TLC will be impacted by 1 month and was pulled from October BOT agenda by Program Management Office as a result of ongoing discussion about what to do with this project. The new design development drawings were completed for the Design Build Procurement and the best proposal is \$1.2M over. According to Diana, we can afford the building as it is designed but we cannot afford the additional "design" fee.

In response to Prof. Shewfelt's question about who made the decision to go with Design-Build, Diana Johnson responded that the decision was made by the District due to the advantages of Design Build such as cost. Construction documents and DSA approval will be needed in order to proceed with this project. The anticipated substantial completion of the Slope Stabilization project is 9/30/2016 and the hope is to have the Physical Education Dance floor replacement project completed by the 2nd week of October.

4. Operational Reports – (skipped)

5. New Business

A. B 5- 103 Adjunct Room (M. Robertson)

Matt Robertson reported that proposal for rotating the lockers were sent to VP Ingram. Prof. O. Shewfelt mentioned that an email was sent to VP Ingram asking for information on this issue. Prof. Shewfelt pointed out that this should be a WEC issue and not an issue discussed by the Facilities Committee.

B. Space allocation for employee training (S. Williams).

S. Williams requested space allocation on campus for employee trainings such as a computer room because there is SIS trainings scheduled for staff throughout the month of October and it has been difficult to find space for this training. K. Morera mentioned that HLRC 4D was initially set up for training and this space could be revisited for employee training. In order to address the urgent need for space pending a permanent resolution, it was suggested to consult with Academic Affairs regarding room availability in computer labs such as CE-104.

C. Welcome Center (C. Hunter)

Casey hunter mentioned that they are proposing that the staff lounge on the 1st floor be converted to a Welcome Center for new students and prospective visitors. According to Casey, this discussion started because the staff lounge in the Student Services Building was used last week as a Welcome Center. Prof. Shewfelt clarified that this cannot be decided by 1 or 2 people but noted that Classified Staff should have a space on campus. S. Williams mentioned that the AFT Classified is open to relocating but would like for this to go through the proper channels and process. The charge of a committee is to look at a proposal and not a space. Prof. Shewfelt Suggested that a proposal that includes numbers and estimates be presented to the Facilities Committee.

D. Café West Opening Date (Skipped)

6. Adjourn

Motion to extend meeting to allow Casey Hunter to speak regarding Welcome Center. Meeting adjourned at 4:43 p.m.