Building Program Management Committee Meeting
MEETING SUMMARY
Thursday, March 4, 2010
3:00 p.m., Winlock Lounge

Present: Allan Hansen, Leighton Hickman, Steve Jacobson, Sheila Jeter-Williams, Jeffrey Lee, Tina Macica, Tony Michelman, Michael Berman (for R. Miller), John Oester, Rod Patterson, Angela Randall, Betsy Regalado, Mark Rocha, Abel Rodriguez, Jack Ruebensaal, Olga Shewfelt, Robert Sprague, Alice Taylor

Guests: Steve Aggers, Karen Burzynski, Lisa Kamibayashi, Vanita Nicholas

1. Welcome: The meeting was called to order at 3:15 p.m.

2. Your Items:

   • Clarification on Building Completion Process: Request for clarification on building completion process was requested by A. Taylor. The process involves two stages: 1) substantial completion stage in which building is ready for occupation and 2) full commissioning stage which is the final approval process. Issues on the “punch list” would have to be resolved and checked by an inspector prior to the move-in. Any smaller issues afterward will be resolved after the move-in.

   • Update on the PE/Athletic/Allied Health Building: Item was raised by J. Witucki who was not present. The item was tabled to the next meeting.

   • Student Services Building-Kitchen Area: S. Jeter-Williams requested an accommodation for a designated staff and faculty break and lunch area in the new SSB Food Court. She mentioned that the staff/faculty break room, which was included in the original building design, was not accounted in the new design even though the request had been brought up. Because the Food Court will be operated by a contracted vendor, the accommodation will not feasible at this time. The College master plan that had been approved by the Board also limits changes to the building design. One concept behind the Food Court idea was to provide a venue that will encourage people to interact and socialize. Another alternative would be to convert a room into a break room once the building has been approved and turned over to the College. The concern on this is that any incurred costs will have to come out of general fund rather than the bond money.

   ACTION: The VPSS believes she can provide a space to resolve this issue.

   • Building and Improvement Issues Update: In the past several meetings, Academic Affairs submitted a list of concern items surrounding the campus improvements and building
construction. S. Jacobson and A. Hansen reported that most of the items have been resolved.

- **Classroom Inventory**: A. Hansen distributed a revised report. It will be updated by eliminating buildings from the list that are not classrooms, such as A13 and Aviation lab and adding the MSA Building. It was suggested to leave the non-classrooms on the list and identify their function.

  TASK: A. Hansen will bring the updated report at the next meeting.

- **Marketing: Approval of Ad Spaces**: M. Long-Coffee submitted a memo to the BPMC regarding the placement of ad spaces on campus.

  TAS: BPMC was requested to review the memo and it will be discussed at the next meeting.

3. **Odds/Ends**

- **Move into MSB**: The move-in process is on schedule. The building is at the substantial completion stage. Divisions will be able to move in at either before or after spring break depending on what will be the most convenient for them. Some of the classes that were originally scheduled in MSA may move in and some may stay in their current location. Discussion is anticipated to continue surrounding any move-in issues upon occupancy.

- **SEIR/MOU Update**: The SEIR process already started. On Monday, the draft SEIR will be released to the public through announcement on the newspaper and a link on the West web page. The impacts, mitigations and master plan showing the final design of the buildings will be available through the website. Two public outreach meetings have been scheduled: March 16 at 2 p.m. and April 8 at 4 p.m., where people can come to get information and submit their comment. Schedule for a hearing at the Board meeting will take place in June or July. The campus community are encouraged to attend the Board meeting and get on the speakers’ list to give positive feedbacks on the impact of the construction projects for the campus and the surrounding community.

- **SSB Food Court Update**: The search for vendor process continues. A number of vendors that had shown an interest are Panera Bread, Corner Bakery Café and the USC Hospitality program. A survey will be sent out to the campus community for their feedback and preference on the type of service to be provided. Agreement(s) should be forthcoming in a month or two.

- **Traffic/Parking Plan-New Road**: The new road is close to completion and will be operational by spring break. S. Jacobson distributed and went over the campus map handout showing the deconstruction schedule and the proposed traffic plan based on recommendations by the traffic consultant. The proposed changes discussed were as follows: closure of F Street and part of the PE Building, opening of Freshman Drive to connect Overland Avenue and College Boulevard, and relocation of bus stop from Lot 5 to Lot 7.
TASK: M. Rocha will meet with R. Miller, S. Jacobson, A. Hansen, Deputy Inana and J. Oester to discuss the traffic flow plan and try to have it finalized before spring break.

L. Kamibayashi would like to know what would happen to the equipment in the current dental hygiene lab upon the move to MSA and the status on the allied health move. A. Randall explained that the equipment can be offered to other district campuses, and then the remainder can be sold through the District Surplus process or go to donation or recycled. No decision has been made on allied health’s new location. A. Hansen and A. Randall were working on the new location for allied health and the AFT Office (from A9).

M. Rocha asked that moving issues be first discussed with Turner and then reported to BPMC for approval.

4. **Campus Projects Team Update** (L. Hickman): L. Hickman went over the updates on the *BuildLACCD Immediate Benefit Project Update (February 24, 2010)* handout.

5. **Move Management Report**: See item 3 - Move into MSB and Traffic/Parking Plan-New Road.

6. **Progress report**: M. Berman gave the report on behalf of R. Miller. A handout *WLAC Program Schedule (Forecasted) Design and Construction* was distributed. Grandstand project is progressing well, and it is pending DSA approval and will be ready for installation next month. The new North Parking Structure with capacity of 1,458 cars will be coming out of DSA. MSA’s completion notice will come out at the end of February. Upon occupancy, ADA and punch list will be worked out by Turner and Plant Facilities. Watson Center is still in DSA, and the project cannot be started until the completion of SSB. Pedestrian Mall is in Design (Phase 2) right now, but the last segment will have to wait until the North Parking has been completed. McCarthy will take on the North Parking, facility maintenance office and allied health. Ground breaking for the Technology and Learning Center (TLC) will occur in the next few weeks.

7. **Spring parking and Traffic Flow Report**: See item 3 - Traffic/Parking Plan-New Road.

8. **Other Items**: V. Nesia distributed the *Green Campus-WLAC Project Progress Report (3-3-2010)* from the Alliance to Save Energy for BPMC to review.

The meeting was adjourned at 5:05 p.m.