Facilities Committee
Minutes
Monday, June 18, 2012
Student Services Building, Room 414

Present:
1. Ken Takeda, VP Admin. Services, Co-chair
2. Jane Witucki, Faculty Senate, Co-chair
3. Nabil Abu-Ghazaleh, President
4. Karen Burzynski (alternate), AFT Staff Guild
5. Kevin Considine, AFT Faculty Guild
6. Adrienne Foster, President, Academic Senate
7. Judith-Ann Friedman (for Robert Sprague, VPAA)
8. Allan Hansen, Manager, Plant Facilities
9. Sheila Jeter-Williams, AFT Staff Guild
10. Betsy Regalado, VP, Student Services
11. Abel Rodriguez, SEIU
12. Jack Ruebensaal, AFT Faculty Guild/ WEC Chair
13. Olga Shewfelt, Chair, AFT Faculty Guild
14. Barry Sloan (for Aracely Aguiar, Dean, Academic Affairs/Teamsters

Absent:
1. Gabriel Brown, President, ASO
2. Jeffrey Lee, Academic Senate

Resources: Peter Mitsakos, West Edge Architect; Steve Sharr, CPM (Interim)

The meeting was called to order at 3:10 PM by Jane Witucki, Faculty Co-chair. Adrienne Foster requested that the following item be added to the agenda: Time for Facilities meeting during the summer. The request was approved.

1. **Review minutes from May 14th Meeting**

   M/S/P: The minutes were approved as presented.

2. **Moratorium Update (N. Abu-Ghazaleh, S. Sharr)**

   There is no new update on the Moratorium.

   Steve Sharr distributed a packet of information on the building program (*Program & Project Activities Next 45 days, Current Activities Projects Report, Master Program Summary – Cost & Schedule, Project Cost Estimates at Completion (EACs), and Summary of Project Funding by Source*) and walked through the status information on each project. He offered to attend and update the College Council on the building program at the Council’s next meeting.

3. **M&O funding/staffing (K. Takeda, A. Hansen):**

   A copy of the *District Budget Committee Recommendation for Budget Allocation Mechanism*
Changes presentation (BOT-Finance and Audit Meeting, May 9, 2012) was distributed. The current District budget allocation is based on the SB 361 funding formula which distributes allocation based on the college size and FTES. The new proposed budget allocation model will account on central functions such as personnel salaries, square footage, and enrollment. The new model was approved by the Board and will be reflected in the FY 2012-13 budget. Under the new allocation model, West will receive more allocation compared to the SB 361 formula. It was clarified, however, that the budget does not necessarily have to be spent on maintenance only. The District prescribes that colleges be between tiers 2 and 3 maintenance level (with level 2 being the better maintained). West is currently at the lower end of tier 2. Discussion will be continued at the next meeting, and Allan will show the maintenance staffing formula.

4. **CPM selection (N. Abu-Ghazaleh)**
The selection process is in progress. Inquiry on the selection of interview committee members was brought up. The president clarified that he did not make the selection. He offered to meet separately for consultation and to answer questions.

The College Council’s request for a regular report from the Facilities committee, preferably at its Executive Committee meeting on July 12, was mentioned. Facilities Committee has been and will continue to send its formal recommendations to the College Council.

5. **Plan for updating the Facilities Master Plan (A. Hansen for Fran Leonard, Chair of College Council)**
One of the recommendations of the Accreditation visiting team is that the college needs to have measurable goals in all of its master plans. This requires a review of the Facilities Master Plan. College Facilities Master Plan requires an EIR, a document that supports the goals and objectives of the content of the Facilities Master Plan. Any change to the Facilities Master Plan, although may not trigger a change on the EIR, will definitely require a review.

Because the EIR contains information on the college building program, it was considered the Facilities Master Plan. Allan Hansen explained that updating the 2005 Facilities Master Plan/EIR will involve complex and rigorous efforts, will require the approval of the Board of Trustees and will impact the construction projects; therefore, a supplemental was completed in the 2009 Facilities Master Plan Update. The question, however, is when the 2005 Facilities Master Plan was officially adopted by the College Council. Allan was tasked to find out when the 2005 Facilities Master Plan/EIR and the 2009 Facilities Master Plan Update were approved by the College Council.

**ACTION:** Need to review the 2005 Facilities Master Plan and 2009 Update to determine whether changes are necessary.

6. **Campus Facilities (A. Hansen)**

A. **Old construction cameras**
Currently, there are 36 cameras on campus with half of them are no longer in operation. Rather than replacing all of the broken ones, only those that are located in areas that are deemed unsafe will be replaced. A map indicating the locations of the cameras will be sent electronically for committee members to review and give feedback. An update will be given at
the next meeting.

B. **Outside lighting**
   At one of the previous meetings, Allan distributed the campus map marked by the current lighting spots. A map indicating the locations of the lights will be sent electronically for committee members to review and give feedback. An update will be given an update at the next meeting.

7. **WEC Report**

   A. **No-smoking areas**: District requested campuses to designate four to six smoking areas, and WEC made a recommendation for four designated smoking areas to the president. Because the Board wanted students’ input in determining the areas, the recommendation will be brought to the College Council whose membership includes a student representative. The need for more signage was also discussed.

   B. **Employee parking**: President’s decision on this recommendation is pending information from Plant Facilities on the total parking capacity. The target is to have everything ready for fall 2012 semester.

   C. **Campus safety**: Ray Shackelford will be invited to the next meeting to give an update on this topic.

   D. **Maintenance of new buildings**: There has been some discussion with the Facilities Manager on the facilities staff’s ability to maintain the new buildings.

8. **Facilities Summer Meeting Time**
   The Facilities Committee meeting time during the summer will be from 1 to 3 PM. The next meeting will be held on July 17 (August meeting date is to be determined.).

The meeting was adjourned at 5:06 PM.

Next meeting: **July 17, 2012, at 1:00 PM, Student Services Building, Room 414**