Facilities Committee
MINUTES
Monday, February 25, 2013
Student Services Building, Room 414 │ 3:15 PM

Present:
1. Ken Takeda, VP, Admin. Services, Co-chair
2. Kevin Considine, Faculty Co-chair, AFT rep
3. Nabil Abu-Ghazaleh, President
4. Aracely Aguilar, Dean, Academic Affairs/Teamsters rep
5. Karen Burzynski (alternate), AFT Staff Guild
6. Adrienne Foster, President, Academic Senate
7. Sheila Jeter-Williams, AFT Staff Guild
8. Jeffrey Lee, Academic Senate rep
9. Jack Ruebensaal, AFT Faculty Guild/ WEC Chair
10. Robert Sprague, VP, Academic Affairs
11. Jane Witucki, Academic Senate rep

Absent:
1. Gabriel Brown, President, ASO
2. Shalomon Duke, VP, Student Services (Acting)
3. Allan Hansen, Manager, Plant Facilities
4. Olga Shewfelt, Chair, AFT Faculty Guild
5. Abel Rodriguez, SEIU rep/Plant Facilities

Guests:
1. Jack Moy, Faculty, Aviation Technology
2. Lartee Harris, Chair, Business
3. Laura Peterson, Faculty, MPTP

Resources: Peter Mitsakos, West Edge Architect
Douglas Newby, West Edge Architect
Steve Sharr, CPM, Cumming/GKKWorks

1. Call to Order/Approval of Agenda: Ken Takeda called the meeting to order at 3:26 PM pending quorum. Once quorum was reached, the agenda was approved as presented.

2. Review minutes from January 28th Meeting
M/S/P: The minutes were approved as amended.

3. Old Business

A. Consideration of Space Needs Growth Assumptions (P. Mitsakos)
   Peter Mitsakos talked about the progress of the Space Needs Assessment Process to date. The report has been presented to the College Council, Academic Senate, and the AFT Faculty and Staff Guilds. The AFT Faculty Guild had voted to accept the report. In the interest of time, a special committee meeting to review the updated report is scheduled for March 11 at 3:15 PM.

   Motion: (Foster/Jeter) To adopt the recommended space and priority, and send to College Council, subject to ratification by AFT Staff Guild and Academic Senate. (PASSED)

   Doug Newby presented the Projected Space Needs Apportionment Academic Divisions Report (Feb. 25, 2013). Once accepted by shared governance, this report, the Space Analysis, and the Projected Growth reports will be used as a base for plans for the building program. The college will review the plans and select the one that best meets its needs and within the budget.
B. **Facilities Master Plan Revision (K. Takeda, S. Sharr)**

Steve Sharr presented the Facilities Construction Master Plan which shows parts of the integrated Construction, Facilities and updated CEQA documents. If the update to the building program resulted in significant changes to the environment and the current Facilities Master Plan (approved by the Board of Trustees in 2005 and updated in 2009), the college will need to go through the FSEIR process again to update the Facilities Master Plan. If no significant changes are brought about, an addendum will be sufficient.

4. **New Business**

A. **Bond-funded satellite projects: Airport Project (K. Takeda)**

Ken pointed out to a Board Resolution on Satellite and District Bond Contingency Fund passed by the Board of Trustees on January 30, 2013, which suspends development on almost all of District’s satellite projects which include West’s LAX site. The funding for the satellite projects will be transferred into the District bond contingency fund.

B. **Campus Construction Program Report (S. Sharr)**

Handout was distributed. No discussion.

C. **Security cameras; campus security improvements (J. Lee, K. Takeda)**

The need for security cameras at the parking structure was brought up. Recently, a faculty member’s car parked in the South Parking Structure was stolen. The existence of a security camera may have prevented it from happening or could have recorded the incident. Ken shared the District’s plan for a district-wide security improvement project that will include access control card readers, proximity card, and security cameras. Furthermore, the District IT has funded additional server and storage to colleges. He reminded everyone that Allan Hansen, Facilities Manager has provided the Committee with a report on camera locations. A discussion involving the Sheriff’s Office on upgrading the college’s security camera system is in the process. The plan includes designating a Sheriff staff to monitor the cameras. District and college funds will be used for the project.

Ken will request Allan to send the report again, and Steve Sharr will provide an update at the next meeting.

Ken suggested that a task force committee be formed to review and present recommendation to the whole Facilities Committee. A representative from the Sheriff’s Office will be invited to the next meeting.

D. **Scheduling of semi-monthly meetings (K. Takeda)**

The committee agreed to meet twice in March as follows: March 11th and March 18th at 3:15 PM in SSB-414.

E. **WEC Report (J. Ruebensaal)**

Jack Ruebensaal shared the outcome of his meeting with the president and Olga Shewfelt to discuss the faculty/staff parking. It was agreed that 50 parking spaces in the South Parking Structure will be designated as faculty/staff parking: 10 spaces on the ground/1st level, 20 spaces on 2nd level, and 10 spaces on each 3rd and 4th levels.
An in-depth presentation on the oil fracking issue was conducted at the last WEC meeting. The committee will submit their resolution to the president regarding this issue.

The new smoking designated areas have been selected and forwarded to the president for approval.

5. **Items from the floor**
   Kevin Considine brought up the idea of separating agenda items between college business and bond business so that guests who have interest in particular matter can arrange to be present at the appropriate time when the items are being discussed. A suggestion was made to putting action items up on the agenda.

   Aracely Aguiar spoke on behalf of Lartee Harris, chair of the Business division who had to leave the meeting, on his inquiry whether any improvement, temporary if need be, can be done to certain CE classrooms to resolve the student overcrowding issue. In addition, on behalf of the Aviation division, Aracely brought up the situation in parking Lot 2 which is used by the Aviation and the Motion Picture and TV Program to place their instruction equipment. They heard that there is a plan to convert the lot into parking area. Steve Sharr will discuss the parking lot issue with Aracely and the divisions.

   Karen Burzynski mentioned security and safety issues for leaving the back door of the MSA Building propped open.

The meeting was adjourned at 5:27 PM.

Next meetings: **March 11, 2013, at 3:15 PM, Student Services Building, Room 414**  
**March 18, 2013, at 3:15 PM, Student Services Building, Room 414**