Building Program Management Committee Meeting
MEETING SUMMARY
Thursday, June 10, 2010
3:00 p.m., Winlock Lounge

Present: Aundria Armstrong, Michael Berman, Steven Jacobson, Sheila Jeter-Williams, Jeffrey Lee, Tina Macica, Bernie Morrissey, John Oester, Nigel Paluch, Betsy Regalado, Mark Rocha, Abel Rodriguez, Olga Shewfelt, Robert Sprague

Guests: Aracely Aguiar, Karen Burzynski, Kevin Considine, Nick Dang, Carmen Dones, Ellie Kim, Mary Jane McMaster, Kunal Shah, Ginny Williams

1. Welcome: The meeting was called to order at 3:10 p.m.

2. Your Items:
   - **Update on the PE/Athletic/Allied Health Building**: S. Jacobson has been working on the issue with J. Witucki.
   - **Classroom Inventory**: The updated Classroom Inventory report was distributed.
   - **Request for Construction Deadlines Master Summary Report**: The report was distributed and discussed under item 4 - Construction Progress report.
   - **Green Campus**: E. Kim distributed the Green Campus newsletters and gave an update on the various activities. West interns received the California Community College Best Practice Award in the Student Energy Efficiency category. Other projects done by the intern team are as follows: Earth Day, Thermal Imaging, and Night Time Lighting Assessment Project. The team will start a landscaping project for the summer, and they have been working with Plant Facilities on identifying the areas. S. Jacobson will also assist with providing information on areas that will be affected by the construction projects.

   **Action**: Green Campus team will be reporting and giving updates to the BPMC through the trimonthly newsletters and by attending one meeting per semester.

3. Odds/Ends
   - **Move into MSB and Opening of College Boulevard**: Construction work on MSB and College Boulevard is complete; however, the opening is still waiting on the necessary legal documents filing. A more definite timeline on the road opening and building occupancy will be given after a meeting with LA County next Wednesday, June 16. Partial move-in for the labs and offices is scheduled for early July. Computers and phone lines will be set up and ready by the end of the
week. A concern regarding keeping a clearer communication between Turner and the college regarding the move schedule was brought up.

- **SEIR/MOU Update**: Negotiations process with Culver City is going well, and we are on agreement with most of the issues. The public hearing on the final SEIR is to be held at the Board meeting on July 14. M. Rocha encouraged people to get on the speaker’s list to speak in support, or vice versa, of the college and the SEIR, so that the Board can hear both the positive and the negative comments from all community representatives.

- **SSB Food Court Update**: At the Board meeting on May 26, the food court document was presented and was discussed during the Closed Session meeting. District General Counsel Office has been working directly with USC on putting together a contract. The contract is expected to be finalized sometime in early August. Once the contract is completed, Tom Jeffries from Turner will be working with USC to work out the details.

- **Traffic/Parking Plan-New Road**: S. Jacobson went over the traffic plan. Because College Boulevard is a part of LA County property, the college has to work with them in finalizing the control signals to prevent people from using Freshman Drive as a cut-through route to Overland Avenue. College Boulevard will be gated and closed at night.

- **Jefferson Entrance Arch**: Based on the positive feedback at the last meeting, the Jefferson Entrance Arch project will move forward; however, work will not start until the SEIR is approved. The design will be redone to make it look more conventional per BPMC’s request. S. Jacobson will bring the new rendering to the next meeting.

- **WEC Recommendation**: At the last meeting, WEC presented its recommendation on hiring additional custodial staff to fill vacancies and to anticipate additional work resulting from the new buildings. In accordance with the shared governance process, the recommendation had been presented to the Budget Committee and the College Council and then forwarded to the president for his approval. The president will make a decision upon consultation with the senior staff.

- **CPM Evaluation**: The Board of Trustees required colleges to perform and document an evaluation of the CPM. The evaluation was due on May 28; and to make the deadline, M. Rocha filled out the form on behalf of BPMC. A copy was distributed to members and additional feedback, if any, to the evaluation was requested and will be sent as a supplement.

Feedback and suggestions to the evaluation that were discussed are as follows:

i. **Improve communication and mutual respect relationship with the college**. It had happened in the past that a particular item on the punch list was not completed. It was brought up numerous times to Turner, but nothing was done. Facilities ended up finishing up the work. Turner needs to make sure that all the necessary jobs or items on the punch list had been completed before leaving the college upon the completion of the construction projects.
ii. **Take in the college’s input to make sure equipment in the new buildings meet the campus standard, so the college will not incur any additional costs in the future.** Example given was the decision on selecting locks. The college had given Turner information on the standard locks being used but a different system was selected, and as a result Facilities had to adjust to the new system and purchase new hardware. M. Berman from Turner explained that they have to follow the Public Contract Code and make the opportunity to bid be opened to all; therefore, they cannot just go with a specific vendor. Turner will work with the college to make sure that items are in accordance with the campus standard or comparable.

iii. **Turner was requested to do a Customer Satisfaction Survey upon a completion of a project to obtain input from people who are involved in the project.**

Items i and ii will be added to the number 4 of the **Overall Performance of the CPM Team** section on the evaluation. M. Rocha mentioned that having Turner on the campus site may be helpful in terms of improving communication.

**TASK:** Academic Affairs requested Turner to create a list of staff contact information and areas of responsibilities to be used as a reference.

4. **Construction Progress report:** The *WLAC Propositions A/AA, Measure J Project Status Report* was distributed by Turner. The report gave details of each project such as description, contractor information, contract value, and project status, etc. It also included the WLAC Program Summary Schedule that showed the forecasted timeline for all projects.

O. Shewfelt thanked Turner for the report. On behalf of the College Council, she requested Turner to create a budget report on Measure J projects that showed the amount of money spent and the remaining balance.

**TASK:** The committee requested Turner to produce a budget report on Measure J projects (Teaching and Learning Center, Watson Center, Allied Health/Wellness Center, and North Parking Structure) to be presented at the next meeting in August.

Regarding the Student Union Building, S. Jacobson will be in contact with B. Regalado for a discussion. It was requested that the ASO Building be added to Turner timeline summary. The cost of the ASO Building is estimated at $8 million (12,000 sq. ft.).

M. Rocha pointed out that the Measure A/AA projects under his leadership are all scheduled to be completed soon. He recommended that the college finds solutions for the budget shortfall issue and complete the rest of the projects as planned. The budget shortfall is currently estimated at $75 million due to the following reasons: $35 million from property purchase to meet the legal requirement for the new road construction, $15 million from unexpected legal expenses to take over the property, etc. He had discussed the budget issue with Larry Eisenberg and Lloyd Silberstein for possibly getting the fund restored to the college. One way to deal with the budget shortfall is by utilizing some of $40 million that have been allotted for the LAX Project. It is crucial that the college stays on course because any changes would result in significant delay (using the Student Services Building as an example).
Other discussions: CE Building will not be renovated; PV Farm project is still pending for consideration.

5. Other Items:

- **Transportation Update** (Added): The West shuttle bus was a service funded through the District bond money to mitigate for lost parking during the South Parking Structure construction, and the shuttles had operated for three semesters. The District bond fund has been exhausted; and if the service is to be continued, the college will have to pay for the cost that is approximately $500,000 per semester. M. Rocha made a decision to discontinue the service.

  Furthermore, Culver City and the college had mutually agreed to discontinue the on-campus bus stops for bus lines 3 and 4. The decision was made in consideration of the campus safety issues and to be in compliance with the MOU with Culver City. The college received many complaints from the neighbors due to the bus noise.

  The decision on whether to continue the golf cart tram is still pending. The service costs approximately $45,000 per semester. The college is exploring the option of buying a wheelchair loadable cart (approximately $12,000).

  Special accommodation for transportation will be available for the disabled students through the DSPS Office.

The meeting was adjourned at 4:54 p.m.