Present: Karen Burzynski, Adrienne Foster, Allan Hansen, Sheila Jeter-Williams, Rose Marie Joyce, Jeffrey Lee, Ahmed Mohsin, Abel Rodriguez, Olga Shewfelt, Robert Sprague, Alice Taylor, Jane Witucki

Resources: Steven Jacobson, Peter Mitsakos, James Walker

Guests: Steve Aggers, Celena Alcala, Judy Chow, Kevin Considine, Rachelly Escobar, Betty Jacobs, Fran Leonard, Michelle Long-Coffee, Maureen O’Brien, Larry Packham, Laura Peterson, Scott Stamler, Rebecca Tillberg

1. Welcome: J. Witucki called the meeting to order at 10:06 AM. Members were informed that they will be receiving the electronic copy of the handouts. Everyone was requested to hold off any questions until the designated time as indicated on the agenda.

2. Budget Report: J. Walker presented the regular budget update as previously promised (see Attachment A). Risk items were identified to show how secure the $21M is. The most serious risk items on the list are General Classroom (GCB) and Student Services (SSB) buildings because they are still in the construction phase, and it is difficult to foresee what could occur.

3. Review Current Construction Status: J. Walker went over the status of the current construction projects. The opening of College Boulevard is still pending Southern CA Edison (SCE) sign-off. Negotiations are still ongoing but with difficulties. LA County has been cooperative and will sign off when SCE signs off. The college will seek assistance from the LA County Supervisor Ridley-Thomas’ Office on this issue.

4. Space Planning: J. Walker and P. Mitsakos made a presentation on space planning (see Attachment B). The goal of the plan is to ensure that bungalows be removed, and programs are assigned to permanent location when the project is finished. The plan will be implemented in two phases: Phase I-$21M, Phase II-future money. Implementation process, just as any construction project, will take time; some of the projects planned cannot begin until certain projects are finished. The Space Planning matrix was reviewed.

5. Questions and Answers for Campus Planning and Projects Budgets:

   - Bus drop – It will be completed in phase I and stays on B Street.
   - Administration Offices in TLC – They will remain in TLC as originally planned. No significant savings will result in relocating these offices out of TLC.
• D Village – It will remain until the grants office and can be relocated.
• Training Center/Digital Library – The recommendation was to make it part of phase II. This needs to be clarified because some assumed it was part of phase I.
• Watson II and Aviation Building – The construction of Watson II will not interfere with federal regulations related to the Aviation program. There is a concern whether the area will be sufficient if shared by the two programs-Aviation and MPTP. Discussion will be continued at the next meeting.
• District’s Role – Turner works closely with Build-LACCD (Build) and the District, and Turner uses their resources such as legal assistance in negotiation with SCE for College Blvd., in resolving problems with contractor for GCB and SSB, etc. CPM and staff also meet regularly with District and Build and communicate often over the phone. O. Shewfelt requested J. Walker to email her this explanation and to include the extent that Build helps monitor the budget.
• Phase I and II – P. Mitsakos worked closely with stakeholders and the vice presidents on identifying the program space needs for the college. Phase II will be considered as money becomes available.
• HLRC Elevator – J. Walker made a note to include it in phase II.
• Watson II – For accreditation Standard IV work, it should be noted that Watson Center has been downsized as a result of the budget overrun and is now referred to as Watson II.
• Grants program relocation in phase II – Cost has been included in the ASO/CE Building renovation project.
• Sheriff Office – It will remain in Lot 5.
• Number of classroom – It needs further discussion.

The committee broke for a 30-minute Lunch break. Dr. Joyce announced Mr. Michael Finnigan’s, (LA Times journalist) attendance at the meeting. Mr. Finnigan left the meeting after he was requested to leave and was informed that the meeting is not a public meeting. O. Shewfelt requested information on how to handle media inquiry. Dr. Joyce explained that inquiry should be referred to her, and she will forward it to Coby King from MWW who is public relations representative for LACCD. She will get back to the committee with more information.

6. Teaching and Learning Center (TLC) DSA Update: We are currently waiting for DSA approval on the foundation permit before work can be continued. This is a priority for Build and the District. This is another example of District, Build and Turner collaboration.

7. Progress Report on FF&E for General Classroom and Student Services Buildings: (Discussion was followed by questions and answer.) B. Regalado shared that Student Services faculty and staff have met with Turner staff on FF&E. Everyone was made aware that expenditure needs to stay within budget. R. Sprague shared that Language Arts and BHSS will begin the FF&E process in early February.

[J. Lee] On the advice of Dr. Joyce and Adrienne Foster, Jeff Lee raised the issue of FF&E for the GCB. He stated the BHSS chairperson sent a memo saying that instructors could choose either a file cabinet or a bookcase for their offices. He would like both. Betty Jacobs said she did not receive instructions to that effect for the Language Arts Division. Bob Sprague said the question would be reviewed in February at the BHSS meeting with Turner, when the office options were displayed. Mr. Lee would like to know what the Build-LACCD policy is on office furniture.
8. **USC Food Service Update:** J. Oester read an email he received from Jim Orloff and Anne Diga, District General Counsel, who is assigned to work on the West-USC food service agreement. District is waiting for USC to review and respond on the updated agreement that incorporates adjustments to the floor plan in order to meet USC’s needs. USC plans to do another campus survey in February.

9. **IT Project Update:** N. Dang went over the campus IT projects. He is working closely with Jorge Mata, District CIO on the projects. His goal is to complete the projects this year. The items listed on the handout are to be funded through the $2.5M set aside for IT and equipment allocation from GCB/SSB. The bond money set aside at the District level is controlled by the District and used for district-wide projects that also benefit the campuses, e.g. the new SIS.

10. **Proposed meeting dates:** The proposed meeting dates were approved. Location to be announced.
    - February 3, 2011 1:00 PM
    - February 17, 2011 3:00 PM
    - March 3, 2011 1:00 PM

11. **Move Questions and Answers:**

    - DSA approval for TLC – DSA allowed excavation to begin; however, delay was due to some issues with the foundation brought up by DSA and needed to be resolved.
    - R. Joyce will task P. Mitsakos and J. Walker to relook at what is proposed for phase I.
    - Jefferson properties – The recent appraisal of the land came out lower than the estimated $40M. More appraisals are being solicited. R. Joyce will share information as it becomes available.
    - The request to invite L. Eisenberg and L. Silberstein to attend the February 17 meeting was reaffirmed.

The meeting was adjourned at 1:20 p.m. Next meeting: **Thursday, February 3, 2011, at 1:00 PM.**