Building Program Management Committee
Minutes
Thursday, June 2, 2011
3:00 p.m., Winlock Lounge

Present: Karen Burzynski, Adrienne Foster, Sheila Jeter-Williams, Allan Hansen, Rose Marie Joyce, Jeffrey Lee, John Oester, Betsy Regalado, Abel Rodriguez, Olga Shewfelt, Robert Sprague, Jane Witucki

Resources: Peter Mitsakos, James Walker

Guests: Fran Leonard, Laura Peterson

J. Witucki called the meeting to order at 3:15 PM.

1. Review and Approval of minutes from May 5th Meeting

   M/S/P (J. Oester/S. Jeter-Williams): to approve the Minutes from May 5th meeting with one correction in the attendance list.

2. Programming Kick-off Meeting: Kick-off meetings with stakeholders have been held. HNTB architects will return with a document and move the process quickly.

3. Bus Routes: M. Long-Coffee went over the Culver City Bus Update. The spring 2011 bus schedule was a pilot that was up for review this summer. The City Council will make a decision on the summer and fall 2011 bus schedule at their next meeting on June 13 when the proposed summer and fall schedule would be presented. For the summer the bus schedule is reduced to every 40 minutes, Monday through Thursday between 9 AM to 3 PM and no service on Friday, Saturday and Sunday. The spring schedule will resume in fall 2011.

   The City administrators preferred that the college build a turnaround on B Street between E and F Streets rather than restoring the bus route to the pre-bond pathway. There is a difference of opinion between the City and the college on the diameter of the turnaround. The cost to build a turnaround is roughly estimated at $140K; and unfortunately, the college does not have enough funds for it. The City may decide to help with the cost if a turnaround is going to be built. This issue would be further evaluated and would not be brought up at the City Council meeting. J. Walker will give an estimate at the College Council Executive Committee meeting scheduled for June 22.
4. **General Classroom and Student Services Buildings:**
   Conducting a jobwalk with the president of Sinanian, the contractor responsible for GCB and SSB, and getting his commitment helped tremendously with the continuation of the projects. GCB is estimated to complete by end of June and SSB in July. The next process will be the commissioning process to ensure things such as the fire alarm, plumbing, lighting, and HVAC are working properly. The commissioning process is to be followed by the turn-over process to Plant Facilities. The building cannot be occupied until all processes are completed. The buildings will be LEED Silver buildings.

5. **Storm Water Mitigation:** Three of the total six projects presented for the Storm Water Mitigation funds were approved. The remaining projects are on hold pending further information to be provided by the college. The cost saving generated through the funding would be put into the college’s contingencies funds.

6. **Teaching and Learning Center:** DSA has put reviewing TLC as a priority. Permit issuance was expected around June. At the last meeting, the committee briefly discussed an outdoor patio-like area on level two of the building. The area will be reduced by 15 feet and will result in a cost saving of roughly $200K.

7. **Bleachers:** Documents were being reviewed for final approval from DSA. The bleachers will be ready for graduation.

8. **Tree Removal at Central Plant:** 15 Blue Gum Eucalyptus trees located behind the MSA and Central Plant buildings would be removed. In addition to being infected by disease, the trees caused a problem when they fall in the cooling towers. A new landscape, on more than a one-to-one ratio, will be put in to replace the trees. A. Rodriguez asked about the possibility of removing other dead trees near that area. It was suggested that the suggestion be analyzed and possibly added to the list of Phase II projects.

9. **Board of Trustee Meeting [Added to the agenda]:** J. Walker alerted the committee members that Turner is scheduled to present to the BOT their findings on budget issues and outstanding claims on MSA/B. The presentation is scheduled for July. District’s independent auditor was auditing all of the work in preparation for the presentation. It is important to show the BOT that the college has done its work in a participatory manner.

10. **Committee Report Document:** The BPMC Summary of June 2010-June 2011 Activities (Draft) was created in response to the committee’s motion at the last meeting to create a summary report of its activities for the past year. Members were asked to review the document and to give their feedback at the next meeting.

**Summer and Fall meeting dates:**
- **July 6** (9 AM – 10:30 AM), Winlock Lounge
- **July 25** (8 AM – 9 AM), Winlock Lounge
- August (to be determined if necessary) | **September 1** (3 PM, Winlock Lounge) | **October 6** (3 PM, Winlock Lounge) | **November 3** (3 PM, Winlock Lounge) | **December 1** (3 PM, Winlock Lounge)

The meeting was adjourned at 4:25 PM.