Facilities Committee
Minutes
Thursday, September 1, 2011
3:00 PM, Winlock Lounge

Present: Nabil Abu-Ghazaleh, Aracely Aguiar, Karen Burzynski (alternate), Adrienne Foster, Allan Hansen, Sheila Jeter-Williams, John Oester, Betsy Regalado, Jack Ruebensaal, Robert Sprague, Jane Witucki

Resources: Phillip Vogt, James Walker

Guests: Kevin Considine, Fran Leonard, Michelle Long-Coffee, Maureen O’Brien, Laura Peterson

John Oester called the meeting to order at 3:09 PM.

1. Review and Approval of minutes from July 6th Meeting

   M/S/P (A. Foster/J. Witucki): to approve the minutes from the meeting on July 25 with a correction to the guests attendance list.

2. Project Progress Chart: Jim Walker distributed and talked about the Program Schedule Update (as of July 1, 2011). A couple of programs—the Student Union and the remodeling of CE and B will not start construction until the current occupants move into the Teaching and Learning Center (TLC). The programming for these projects are done ahead of time, so the plans will be ready once the buildings are vacated.

   Sheila Jeter-Williams mentioned that previously an allocation for the AFT offices were in the plan. She wanted to make sure that they are being considered in future planning.

   Campus Entry Gateway is still being studied and has no definite timeframe yet.

   A. Digital Library timeframe: It is still in the study and pre-design phase.

   B. General Classroom and Student Services Building: A meeting with the administrators had been scheduled to discuss the move-in issues to ensure a smooth process.

   C. Teaching and Learning Center: The comments on the TLC drawings from DSA were received early this week. The comments included five significant structural comments. A meeting was held with the contractor to discuss the comments and the necessary corrections. The corrections will then need to be resubmitted to the DSA, and they will do an over-the-counter review. If everything goes well, work on the TLC can be resumed.
3. **Budget Summary:** Jim explained and answered questions regarding the budget figures on the Project Construction Forecast. He talked about the land acquisition, savings or credit generated from downscaling several projects, change orders, etc. BuildLACCD is carefully reviewing and comparing the budget report in their system with Turner’s report to ensure accuracy.

   A. **Upcoming Dashboard Report:** Soon the bond construction budget report will be made available to the public on the BuildLACCD Dashboard Report. The site will also give a description of each program and its progress.

4. **Project Update**

   A. **Nadel Property:** In response to the idea brought up at the last meeting of the possibility to use the property for the Motion Picture and Television Program (MPTP), Jim reported that a visit to the property has been conducted; and options will be developed after a discussion with the stakeholders and the appropriate administrators. An update will be given at the next meeting.

5. **Bus Route Update:** The option to create a turnaround where B and E Streets meet was chosen and forwarded to the Culver City for a review.

6. **State Controller’s Audit Report:** President Nabil Abu-Ghazaleh reported on the discussion on the State Controller’s Office (SCO) Audit Report that occurred at the Board of Trustees special meeting. The SCO recommendations were distributed. The Board has formed an ad hoc committee to do a study and make recommendations. Nabil talked about steps that may be taken by the Board of Trustees that could impact the progress of the construction projects.

7. **Board of Trustees Ad Hoc Committee:** See item 6.

8. **District-wide Bond Program Budget Report:** Nabil reported that a list of projects were distributed at the last District Citizens’ Oversight Committee (DCOC) meeting.

9. **Other Items [Added]:**

   A. **New Meeting Time:** Vicky Nlesia will look up possible dates for a new meeting time for the Facilities Committee.

   B. **Memorial Plaque:** Michelle Long-Coffee raised the issue of memorial plaque for deceased faculty and staff. It will be deferred to the next meeting.

   C. **College on MapQuest:** In order for the College to be recognized on MapQuest, there needs to be an address marking the two entrances. Phil Vogt will work with Michelle on this issue.

   D. **New Buildings Opening:** As the College is getting close to opening the General Classroom and Student Services Buildings, we should look into having an open house event inviting the surrounding community. The event will give an opportunity for the community to see the new West as well as build relationship. Options for the event, based on the available funding, will be explored.

The meeting was adjourned at 5:01 PM.