Facilities Committee
Minutes
Monday, May 14, 2012
Student Services Building, Room 414

Present: Nabil Abu-Ghazaleh, Aracely Aguiar, Karen Burzynski (alternate), Kevin Considine, Allan Hansen, Sheila Jeter-Williams, Jeffrey Lee, Abel Rodriguez, Robert Sprague, Ken Takeda, Jane Witucki

Resource: Steve Sharr

Guests: James Conway, Laura Peterson

The meeting was called to order at 1:16 PM by Jane Witucki, Co-chair.

1. Review minutes from March 5th Meeting

M/S/P: The minutes were approved as presented.

2. Moratorium/Facilities Master Plan/Town Hall (President/S. Sharr, CPM)

Most of West’s projects are still on moratorium. Two projects have been released from the moratorium: the new college entrance signage and the CE remodeling; however, the latter will not be able to commence without other related projects being completed, such as the TLC.

West’s bond fund balance, and other district colleges, is deeply affected by the charging of $16M for deferred insurance cost and contingency reserve at the District level. (What remains from the contingency reserve will be returned to the college nearing the conclusion of the building program.) The aforementioned reductions to West’s bond funds will not allow the current plan, approved by the Facilities Committee in 2011, to move forward. President Nabil Abu-Ghazaleh pointed out that the college can use the delay to carefully re-plan and re-prioritize the remaining projects.

Nabil and Jim O’Reilly, the new District Executive Director of Facilities Planning and Development, discussed the LAX satellite, the Jefferson property, and whether West will be allowed access to the some of the funds tied to the Jefferson property in order to continue its building program.

The bus turnaround project is going into the design phase and to be followed with the construction period.

The storm water mitigation project will begin in a couple of months.

Town Hall – The president announced that a town hall meeting will be held to share information about the building program. The date will be announced.
In response to the co-chair’s request, Steve Sharr, Interim CPM, distributed the LACCD Administrative Regulation B-30-Bond Program Cost Principles that provides guidance on the bond project activities.

Steve also distributed the WLAC Facilities Construction Bond Expenditure Summary, Active Projects (5/14/12), and WLAC Construction Program Budget Worksheet (5/14/12). He updated the committee on the Central Plant project and the possibility of utilizing part of the Measure 40J funds for energy that is controlled at the District level.

College Blvd. – The County has allowed the college to do another stability test, and depending on the result, a retaining wall may no longer be a requirement.

In response to Vice President Bob Sprague’s inquiry on the digital library, Jane will look up the information and confirm whether it is included in phase I or II. It may need to be discussed again in the summer when the committee is reviewing the programming.

3. **WEC Report (J. Ruebensaal, WEC Chair):** In the absence of Jack Ruebensaal, Chair of WEC, President Nabil and Ken Takeda, VPAS, gave a brief update on some of the items. They will be discussed again at the next meeting.

   A. **No-smoking areas:** The committee chair has been in consultation with the president and will be forwarding recommendations from WEC about the issue. The president will present the recommendations to the College Council.

   B. **Employee parking:** The issue is still in progress. More information on campus parking spaces availability is needed to ensure that there are adequate spaces for all employees.

   C. **Campus safety:** Bob reiterated the concerns he heard from faculty members about campus safety and lighting.

   School bus stop – There was a concern about an appropriate bus stop for school buses that bring students to a school function or sport games. It will be discussed outside of the committee meeting.

   D. **Maintenance of new buildings:** In an effort to help protect the new facilities, WEC talked about being proactive in conveying to the campus community of what assets the facilities are to the campus community.

   The president announced the plan to shut down buildings during the summer session as a cost-saving measure. Similar plan was implemented last summer and generated approximately $35K-$40K in savings. Employees will be requested to modify their work schedule in the summer on voluntary basis. Those who are affected with the building closure will temporarily be accommodated at another building. It was clarified that even though the air conditioning will not run, the buildings will not be locked down.
4. **CPM Selection (President)**
(Note: Steve Sharr, Interim CPM, was not present during the discussion of this item.)
Tom Hall from the District Facilities Planning and Development briefly explained about the process. The RFP was advertised last year; however, due to issues with the process, it was re-advertised again. The pool was narrowed to six qualified firms by the prequalifying committee of District and BuildLACCD representatives. One of the six firms had withdrawn from the pool. Today, the selection committee, consisting of representatives from the campus, District and BuildLACCD, will have its first meeting. It will be followed by a second meeting and the interview.

5. **Memorial Plaques (A. Hansen)**

Allan Hansen, Director of Plant Facilities, showed the original memorial plaques that used to be in the pedestrian mall. He and a subgroup consisting of Eloise Crippens and Michael Arata discussed ways to restore the plaques. Their recommendation is to keep the plaques as before which will allow new names to be added in the future and identify a new location for them. One possible location mentioned is the Fountain Garden (between the SC and CE Buildings). The subgroup will discuss other possible locations and report again to the Facilities Committee. The cost of each plaque is approximately $100.

The meeting was adjourned at 3:05 PM.

Next meeting: **June 18, 2012, at 3:00 PM, Student Services Building, Room 414**