Facilities Committee
Minutes
Tuesday, July 17, 2012
Student Services Building, Room 414

Present:
1. Ken Takeda, VP, Admin. Services, Co-chair
2. Jane Witucki, Faculty Senate, Co-chair
3. Nabil Abu-Ghazaleh, President
4. Aracely Aguiar, Dean, Academic Affairs/Teamsters
5. Karen Burzynski (alternate), AFT Staff Guild
6. Kevin Considine, AFT Faculty Guild
7. Adrienne Foster, President, Academic Senate
8. Allan Hansen, Manager, Plant Facilities
9. Sheila Jeter-Williams, AFT Staff Guild
10. Jeffrey Lee, Academic Senate
11. Abel Rodriguez, SEIU
12. Robert Sprague, VP, Academic Affairs

Absent:
1. Gabriel Brown, President, ASO
2. Betsy Regalado, VP, Student Services
3. Jack Ruebensaal, AFT Faculty Guild/ WEC Chair
4. Olga Shewfelt, Chair, AFT Faculty Guild

Guests:
Fran Leonard, College Council Chair
Michelle Long-Coffee, Public Relations
Ray Shackelford, Faculty and Emergency Preparedness coordinator

Resources: Peter Mitsakos, West Edge Architect; Steve Sharr, CPM (Interim)

The meeting was called to order at 1:13 PM by Jane Witucki, faculty co-chair. Adrienne Foster requested that a clarification on the Watson II being a sound stage be added to the agenda. (See the discussion on item 2-Bond Program Update.)

1. Review minutes from June 18th Meeting

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

2. Bond Program Update; Bus Turnaround Status (S. Sharr)
Steve Sharr distributed the Capital Program Review packet (July 17, 2012) and went over the information on each tab.

In response to an earlier inquiry, it was clarified that the Watson II is being considered to be a combination of a facility and a sound stage for the Motion Picture and Television Program (MPTP). It is still a preliminary discussion to explore options that will be presented to the college shared governance in case of reduction to the budget. Kevin Considine, MPTP faculty is involved in the
discussion with Allan Hansen, Peter Mitsakos, and Steve Sharr and staff. They base the analysis on the originally approved plan.

The bus turnaround project went to a second bidding process yesterday. The bids received were higher than the estimate; so the project must follow a different bidding process, go to DSA and acquire LACCD Board of Trustees approval. Kevin expressed some safety concerns on the design of the bus turnaround.

Allan gave a background history on the District’s vision of a one-card system for all campus facilities that can also be used as a parking entrance key and can be loaded with money. Advantages of using a key-card system is that access can be conveniently be monitored and controlled. Cards can be deactivated easily if no longer used. Several campuses have installed the key-card system; however, few are not consistent with the District specifications. In an effort to standardize the system districtwide, District Office, through the Measure J bond, will provide each campus with a system software and equipment that will allow them to link their system with the District and other campuses. District surveyed all campuses to find out what will be required to update the system to the level wanted by the District.

Only few buildings at West are ready for a new security card system. West needs to inform District of its decision on the level of security and the amount of money that will be spent for the update. The system can be tailored according to the needs of each college. Allan will send electronically the cost estimate provided by District before the next meeting.

ACCJC recommendation 1 is “…the college must specify its goals on all its master plans and its annual plans in measureable terms…” Facilities Committee needs to respond to this recommendation by reviewing the Facilities Master Plan, that is the 2005 Final Environmental Impact Report (updated in the 2009 Facilities Master Plan Update), and identify the measureable goals. Discussion occurred on the possibility of updating the Facilities Master Plan.

ACTION: Forming a work group to work on measureable goals and outcomes by reviewing the EIR, SEIR, and other facilities needs specifically in response to the Commission’s recommendation 1. The work group reports as a standing agenda item to the Facilities Committee. Those who have volunteered to be in the work group are as follows: Nabil Abu-Ghazaleh, Kevin Considine, Allan Hansen, Peter Mitsakos, Steve Sharr, and Ken Takeda.

5. Campus Facilities (A. Hansen)

A. Old construction cameras
The sheriff division is reviewing the camera locations and will give their recommendations. Allan will do a follow-up report at the next meeting.

B. Outside lighting
Allan sent out an electronic copy of the campus lighting map for members’ feedback. The committee recommended that lights be kept on until after 11 PM to accommodate students
or faculty who leave late. Other matters brought up were the need for lighting for other locations and the energy light usage standard. Allan will report on how to address the issues that were brought up for more feedback.

6. **WEC Report**

   A. **Employee parking:**
      Two campus maps were distributed indicating 1) the current number of parking spaces and 2) the recommendation for the new designated employee parking. WEC, upon consultation with the president, came up with the recommendation of parking lot 8A as the designated employee parking area. It was clarified that faculty/staff can still park in the South Parking structure.

      Kevin Considine, on behalf of MPTP, requested Facilities to consider not designating Lot B as a parking lot since it may become a location for MPTP trailers parking once the bus turnaround project commences.

   B. **Campus safety:**
      Ray Shackelford, coordinator for the Emergency Preparedness team, gave a brief update on the campus safety plan. He suggested conducting a segment on campus safety for faculty during the Flex Day. The suggestion will be taken to the Academic Senate Executive Committee by Fran Leonard.

   C. **Maintenance of new buildings:**
      West Maintenance Staffing Levels document was distributed. The District did a survey of all the nine colleges and determined the standard of maintenance level. West is doing quite well despite of shortage of staff. Currently, West staffing level is at 10 compared to the recommended 12. Allan would bring more information to the next meeting.

      The Plant Facilities staff was recognized by the Accreditation site visit team for their ability to maintain a clean campus despite of the budget situation and vacant positions.

   Jane Witucki announced her resignation as co-chair; however, she will continue in the position until the new co-chair is selected. The committee thanked Jane for her work and effectiveness. The meeting was adjourned at 3:28 PM.

Next meeting: **August 14, 2012, at 1:00 PM, Student Services Building, Room 414**