Facilities Committee
Minutes
Monday, September 10, 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 rep
5. Gabriel Brown, President, ASO
6. Karen Burzynski (alternate), AFT Staff Guild
7. Kevin Considine, AFT Faculty Guild
8. Adrienne Foster, President, Academic Senate
9. Sheila Jeter-Williams, AFT Staff Guild
10. Jeffrey Lee, Academic Senate
11. Betsy Regalado, VP, Student Services
12. Jack Ruebensaal, AFT Faculty Guild/WEC Chair
13. Olga Shewfelt, Chair, AFT Faculty Guild
14. Robert Sprague, VP, Academic Affairs

Absent:
1. Allan Hansen, Manager, Plant Facilities
2. Abel Rodriguez, SEIU rep/Plant Facilities
3. Allan Hansen, Manager, Plant Facilities
4. Abel Rodriguez, SEIU rep/Plant Facilities

Guests:
Deputy Keith Johnson, Sheriff
Alice Taylor, Accreditation Chair
Kathy Walton, Dean, Academic Affairs

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

Jane Witucki called to order at 3:07 PM. The following change was made to the agenda: move item 4.a. Classroom security in GC Building to precede Old Business items.

1. Review minutes from August 14th Meeting
   M/S/P: The minutes were approved as presented.

2. Old Business
   A. Process for deciding space assignments (K. Takeda, All)

There was a discussion on whether WEC should take charge of the space assignment. Olga Shewfelt suggested that WEC develops the process on space allocation and present it to Facilities Committee in November or December. In this circumstance, a student representative can be invited to provide their feedback. Ken Takeda pointed out that WEC forwards its recommendation to the president rather than the College Council, so
Facilities Committee will be the more appropriate committee to take on the task. Gabriel Brown and Adrienne Foster supported this notion.

Peter Mitsakos mentioned that he is working with divisions and administrators on putting together a precise list of personnel that includes information such as working relationship and support requirement. The list will be completed by next month. He was asked to bring this document to the next meeting. Sheila Jeter-Williams requested that the plan account for a space for the AFT Staff Guild as required by the contract.

The president added that the college needs to be more efficient in utilizing spaces. The State wants to see that 2/3 of the rooms are being fully used before allowing any expansion plan. One member mentioned that having divisions move away from “ownership” attitude over classrooms may help enable the rooms being used more efficiently. The “effective cost” for one faculty office is estimated at $50K which account for bathrooms access, architect, project manager, etc.

B. Accreditation (K. Takeda, P. Mitsakos)

A work group of the Facilities Committee has been working on putting together a response to the accreditation recommendation for the implementation of measurable goals on the facilities master plan. The final draft will be ready by next week.

3. New Business

A. Traffic circulation changes resulting from bus (N. Abu-Ghazaleh, S. Sharr)

Peter went over diagram of the plan. Fences will be set up to give enough space and safety for pedestrians. Areas that will be affected by the constructions are as follows: parking area in front of PEC will be closed during construction, access to Lot A will be changed to Sophomore and F Street, and access to the loading dock will be cut off. Construction period is estimated from December to January.

The route was decided to avoid noise disturbance to the neighbors along Freshman and Stocker. There will be a control arm on B Street to limit traffic to buses, emergency vehicles and disabled access. Michelle Long-Coffee provided background on the many options run by Culver City Bus and the City, and this is the only option they would support.

B. Facilities usage survey (N. Abu-Ghazaleh, S. Sharr)

Steve went over the bar chart that lays out activities needed to complete space inventory and how it will proceed.

C. Bond Program Update (S. Sharr)

At the last meeting, Steve presented alternatives to the campus development plan. He updated the list with the estimated cost for each option. It will be discussed further next time in conjunction with the space utilization plan that is underway. The campus needs to decide which projects will move forward upon reviewing the information.
4. Items from the floor

A. Classroom security in GC Building (J. Lee)
   
   Concerns over chairs being removed from classrooms, doors found unlocked and responsibility of looking doors were brought up. Sheriff Deputy Keith Johnson stated that sheriff personnel will only open doors upon request and in the presence of an instructor. They verified requestor’s identification prior to unlocking the classroom.

   Olga Shewfelt quoted the contract language that states all faculty should be given a key or that provision should be made to accessing their classrooms. Aracely Aguiar said that Academic Affairs administrators have approved key requests for those faculty members who indicate the need for a key such as those who have an early class time. A reminder emphasizing classrooms security should be sent out to the faculty and the appropriate staff. AFT and Senate will help reminding faculty members of the importance of securing classroom doors. Jane asked for an update at the next meeting.

B. New co-chair (N. Abu-Ghazaleh)
   
   Jane announced that this is her last Facilities meeting as co-chair. Kevin Considine has been selected as the new co-chair.

C. Students concerns (G. Brown):
   
   a. Overland entrance bus drop off
      
      At the Overland entrance, the buses drop off people on the sidewalk where there is no crosswalk; and the police have been intercepting students. Steve will coordinate with Allan and the Sheriff to resolve this issue.

   b. Student Notice Board
      
      Students do not have a place to put notices at the new buildings. He has suggestions on where to put them. The president would like to discuss this further with the student representative to find the most effective places for the notice boards.

Next meeting: October 1, 2012, at 3:00 PM, Student Services Building, Room 414