Facilities Committee
Minutes
Thursday, January 19, 2012
Winlock Lounge


Resources: Michelle Long-Coffee, Peter Mitsakos, Steve Sharr, Phillip Vogt

Guests: James Conway, Fran Leonard

The meeting was called to order at 1:08 pm.

1. Approval of minutes from December 5, 2011

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

2. Introduction of the Interim CPM

Nabil Abu-Ghazaleh announced that Turner is with us through the end of January and then will be available by phone for a limited period. The District assigned an interim CPM but was only on board briefly due to contract problems, and a new interim CPM was selected. The company selected is Cummings which subcontracts to GKKWorks. Cummings is among the applicants vying to be the new permanent CPM.

Steve Sharr, the new interim CPM, was introduced. He recapped his professional background. His immediate goal is to get General Classroom (GC) and Student Services (SS) buildings up and operating.

Regarding MSA/MSB, preparation has been made to prevent flooding during the storm expected this weekend which includes unclogging drains, installing pumps, etc. Additionally, there will be staff assigned all day and night each day to monitor the building.

Nabil announced that “DSA has signed,” meaning that for GC there are no fire/life/safety issues to prevent occupancy of the building. The occupancy of GCB has been approved for January 23. The next step is to obtain a final DOI form.

There were questions on whether problems such as the paint on the fire escape and punch list completion have been resolved. They are in the process of being resolved and have been made top priorities. The pending items on the punch list will not prevent occupancy.
The Academic Affairs Office has put together a plan to notify students of classrooms change following occupancy including notification via email, signage at doors, etc.

The president would like to have a discussion with BuildLACCD prior to giving his final notice on occupying the GC building.

The college’s issues with the buildings have been documented so that the contractor cannot blame anything on the punch list upon occupancy of the building. Soon after the opening of the buildings, a small ribbon-cutting event will be held. A grander event will be held in May or June. With classes being moved to the GCB, the D Village and the costs associate with it can be terminated.

3. The Permanent CPM Selection Process

The process of selecting the new CPM will be open, clear and clean. Nabil stated that the majority of the selection committee participants will be from the college and no more than 3 BuildLACCD representatives. He requested that the Facilities Committee recommend 6 to 7 college representatives. He suggested the following names for the committee’s consideration: Allan Hansen (Director of Facilities), Ken Takeda (VP of Administrative Services), Jane Witucki (Facilities Committee co-chair), Abel Rodriguez (for his experience and role in Facilities), and faculty members.

120 firms have applied for the CPM contract. BuildLACCD will narrow the list of applicants to 5 which will be passed on to the selection committee for a review. The committee will then make its recommendation to the Board of Trustees.

**ACTION NEEDED:** Continue the discussion of the selection committee at the next meeting agenda.

Olga pointed out that there was one firm representative in the room and suggested that the committee halted the discussion on the selection process as to avoid putting the other firms in disadvantageous situation. She stressed the importance of the shared governance’s role in the process. She asked that the selection process as shared previously be documented.

Several members expressed their concerned about part of the process in which BuildLACCD will whittle the 120 applicants down to 5. The college should be involved in the process even at this stage to prevent any “stacking of the deck” in favor of certain candidates over the others to avoid a situation in past to reoccur.

The president reminded the group that Facilities Committee is part of the shared governance and thus an appropriate place to recommend representatives for the selection committee.

The process by which District and the college will select the new CPM was agreed by the committee. The process will be documented, and a copy will be provided to the committee.
4. **Review of the Campus Space Report**

Peter Mitsakos explained the significance of Assignable Square Feet (ASF).

The State tracks the amount of building area of every campus by category and publishes an annual report. They do this with the assistance of each campus. In the case of LACCD, a District consultant also assists.

The report is a factor the District will use in determining what can and cannot come off the construction moratorium list, including the TLC project.

The “Summary of Annual ASF Change and Effect on Capacity Load Ratio” was distributed. It shows the college with excess capacity; however, the numbers do not explain how the inadequate, dilapidated facilities are traded for larger, modern and specialized classrooms. It is important to communicate and justify how these spaces are going to be used and the necessity for the projects on hold be completed. The satellite projects, LAX for West, may go away.

The moratorium does not necessarily mean that the college will lose the funds. Furthermore, the District can still sell bonds. On the other hand, there are charges the District has incurred, such as insurance, that have not yet been charged to the colleges. The bill for West might be around $2.7 million. It is not yet confirmed if it has already been budgeted.

The president recommended that a college task force, composed of lay users, be formed to examine the college post-construction capacity and justify the expanded square footage (room by room, examine scheduling, specialty rooms, etc.) to address the moratorium questions. Having a smaller task force group will make it easier in doing an intense study of the data and reasons.

Bob Sprague distributed the Classroom Count and Projected Classroom Analysis reports. He noted that with the completion of TLC and demolition of other buildings as planned, the college will end up with one less room.

The issue will be discussed further at the next meeting and have all the data necessary to be ready for the committee review.

**ACTION NEEDED:**

- Allan was requested to compare the Academic Affairs room inventory to the State report to ensure proper coding and calculation.
- Allan was requested to analyze, project, and contrast the cost of heating, cooling, maintenance, and custodial of existing buildings with the TLC, the General Classrooms, and the Student Services buildings.

5. **Review of the Move Plan**

Peter presented a slide describing who will be moving and to where. He will email everyone the table. He will add the sequence of when people move to the table.
6. **Status Report on the District Bond Program Moratorium**  
   (Covered in previous discussions.)

   The college requested the District to release TLC and the bus turnaround projects from the moratorium. Nabil suggested that a task force be formed to review the details of the data provided on moratorium.

7. **The New District Budget Allocation Proposal**

   The District is considering a new funding formula for the colleges which will rely heavily in a college’s ASF factor, allot a certain amount for key administrators, and reduce the impact of FTES. On the upside, if the new formula is adopted, it will benefit the smaller colleges.

8. **Preliminary Discussion on Campus Signage**

   The importance of having an attractive, noticeable signage at the college entrance was noted. A budget for an entrance signage is allocated in the $21M bond budget.

   **MOTION (R. Sprague/A. Aguiar):** Have someone start working on the design of the entrance signage and to get the project out of moratorium. (10 Yes 0 No) PASSED.

9. **Review of the Facilities Master Plan (A. Foster)**

   **MOTION (A. Foster):** To reaffirm that the EIR is accepted as the college Master Plan. (9 Yes 0 No 1 Abstain) PASSED.

10. **Updates On:**
   - Math & Science Building (Dry Out And Prevention): (See previous discussion.)
   - TLC: (See previous discussion.)
   - GC/SS Building: (See previous discussion.)

**ADDITIONAL ITEMS:**

11. In response to a question about inadequate lighting on campus at the previous meeting, Allan distributed a handout to facilitate discussion on this matter.

   **ACTION NEEDED:** Allan requested that this item be included on the next meeting agenda.

The meeting participants thanked John Oester for his good service to the group and the college and wished him the best in his retirement.

The meeting was adjourned at 3:27 pm.

**Next meeting FEBRUARY 6, 2012, at 3:00pm**