Facilities Committee – SPECIAL MEETING
MINUTES
Monday, October 21, 2013
Student Services Building, Room 414 | 3:15 PM

Present:
1. Kevin Considine, Faculty Co-chair, AFT rep
2. Nabil Abu-Ghazaleh, President
3. Aracely Aguiar, Dean, Academic Affairs/Teamsters rep
4. Phyllis Braxton, VP, Student Services (Interim)
5. Karen Burzynski (alternate), AFT Staff Guild
6. Allan Hansen, Manager, Plant Facilities
7. Jeffrey Lee, Academic Senate rep
8. Matthew Robertson, WEC Chair
9. Abel Rodriguez, SEIU rep/Plant Facilities
10. Olga Shewfelt, Chair, AFT Faculty Guild
11. Robert Sprague, VP, Academic Affairs
12. Ken Takeda, VP, Admin. Services, Co-chair
13. Jane Witucki, Academic Senate rep

Absent:
1. Adrienne Foster, President, Academic Senate
2. Sheila Jeter-Williams, AFT Staff Guild
3. Raymond McDaniel, President, ASO

Guests:
4. Barry Sloan, Assoc. Dean, Academic Affairs
5. Larry Packham, Enterprise Manager

Resources: Peter Mitsakos, West Edge Architect
Steve Sharr, CPM, Cumming/GKKWorks

1. Call to Order/Approval of Agenda
Quorum was reached and the meeting was called to order at 3:30 PM by Ken Takeda.

Discussion topic of safety in general and classroom was added to the agenda. The agenda is adopted as amended.

2. Approval of the minutes of Sep 16, 2013, and special meeting of Sep 30, 2013
Minutes of September 16, 2013: MSP (K. Considine/A. Aguiar): to approve the minutes as amended. (1 abstention)

Minutes of special meeting September 30, 2013: MSP (O. Shewfelt/A. Rodriguez): to approve the minutes as presented.

3. Bond Program Reports:

A. Report to Board FP&OC
President Nabil Abu-Ghazaleh had accepted the College Council’s recommendation of the construction master plan. The plan will be presented to the Board of Trustees’ Facilities Master Planning and Oversight Committee at its meeting on October 23. FMP&OC will review the plan but a recommendation to accept the plan will not be made until the Environmental Impact
Report (EIR) update is complete. The plan will also be presented to the City of Culver City.

B. **Campus Construction Program Report**
Steve Sharr went over the Provisional WLAC Constr Program Budget/Schedule Worksheet 10/21/2013 and pointed out the balanced budget status. He mentioned that one cost-saving strategy being taken by the District and BuildLACCD is to lower the overhead and staffing costs by having all projects be completed no later than December 31, 2016, and to bundle the projects. This new deadline will present a challenge because things will need to be expedited.

Barry Sloan inquired about the swing space for the Extension program. Steve assured him that it is being discussed, and efforts will be made to minimize disruption due to the relocation.

The availability of fund from the Jefferson property that was purchased using the college bond money was raised. Steve was given a verbal information that the money from selling the property will be given to the college. Steve will try to obtain a written form of the information in response to a request from Olga Shewfelt.

4. **Operational Reports:**

   A. **Facilities leasing process**
   Ken Takeda gave the background information on this issue. He did a presentation to the College Council on the different aspects of facilities leases and use permits. A presentation to the Facilities Committee on the proposed College Process will be postponed to the next meeting. The proposed process will be brought back to the College Council for approval in December. A summary of income, maintenance cost and net income was requested for the next meeting.

   B. **SAFETY IN CLASSROOM**
   Olga Shewfelt announced that the classroom safety issue will be discussed at the upcoming Work Environment Committee meeting this Friday, and members of the Facilities Committee are invited to attend. The number of classroom conflicts have increased recently. Facilities security procedure is a critical component in addition to understanding the discipline process and how to deal with the conflict. A question on escort service from classroom to the parking lot was brought up. Incidents involving students of the Motion Picture and TV Production program were mentioned.

   Ken pointed out that the college crime report (Clery Act Report) indicate that West is a relatively safe campus. The report will be presented at the next meeting. A sheriff representative will be invited to the next meeting. Ken added that a telephone will be installed in classrooms. There is also a future plan to install proxy ID card system for certain rooms and building entrances.

   Bob Sprague inquired on how facilities issues that are non-bond related can be added to the agenda. He was asked to send the item(s) to the co-chairs Ken Takeda and Kevin Considine and copy the notice to Vicky Nesia.

5. **Adjourn:** The meeting was adjourned at 5:04 PM.