Facilities Committee Meeting
MINUTES
Monday, November 18, 2013
Student Services Building, Room 414  |  3:15 PM

Present:
1. Kevin Considine, Faculty Co-chair, AFT rep
2. Ken Takeda, VP, Admin. Services, Co-chair
3. Nabil Abu-Ghazaleh, President
4. Aracely Aguilar, Dean, Academic Affairs/Teamsters rep
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. Jane Witucki, Academic Senate rep

Absent:
1. Adrienne Foster, President, Academic Senate
2. Phyllis Braxton, VP, Student Services (Interim)
3. Sheila Jeter-Williams, AFT Staff Guild
4. Raymond McDaniel, President, ASO
5. Robert Sprague, VP, Academic Affairs

Guests:
6. Rudy Triviso, Faculty, Aviation
7. Larry Packham, Enterprise Manager

Resources:  Phil Vogt, Cumming/GKKWorks

1. Call to Order/Approval of Agenda
Quorum was reached and the meeting was called to order at 3:26 PM by Ken Takeda. The agenda is adopted as presented.

2. Approval of the minutes of October 21, 2013: MSP (O. Shewfelt/A. Rodriguez): to approve the minutes as amended.

3. Bond Program Reports:

   A. Update on Report to Board FP&OC
   President Abu-Ghazaleh shared his experience in preparing for the construction master plan presentation to the Board Facilities Planning and Oversight Subcommittee. He’s gotten some useful feedback for improvement. The plan is to have the plan presented to the Board on December 11 along with an addendum to the CEQA document conveying that no negative impact will be brought on by the changes in the construction plan. The master plan and the CEQA document have been brought up to Culver City for their review. At this point, they have been well accepted by the City and the HOA. Everyone is encouraged to attend the Board subcommittee meeting on November 20 where the plan will be presented.

   B. Campus Construction Program Report
   Phil Vogt presented the Construction Program Report on behalf of Steve Sharr. He highlighted and went over several projects such as the parking lot, the installation of bollards on B Street
north of the bus turnaround, the stormwater project, and the Math and Science Building exhaust problem. Questions were asked regarding the Math and Science Building exhaust door issue, CE renovation, Business Office counter window, and the doors in General Classroom Building.

In response to a question, it was clarified that the negative balance shown on the WLAC Facilities Construction Bond Expenditure Summary, labeled State and SMP funding, is scheduled maintenance fund that is normally provided by the State; however, they haven’t been able to do so in the recent years.

Phil will provide more information regarding the Land Acquisition project at a later time in response to Olga Shewfelt’s question.

Update on the MSA renovation for the mathematics division and entrance road signage will be provided at the next meeting.

4. Operational Reports:

   A. Facilities leasing process
      This item was raised by Adrienne Foster who was not in attendance, so the item will be postponed one more time to the next meeting. Larry Packham has been requested to return and attend the next meeting as a resource on this issue.

      Discussion continued on the designated person who assesses the risk management for the bond program. Olga requested the president or Ken Takeda to please provide the information.

      The president and Kevin Considine spoke about BuildLACCD’s plan to rebid the CPM contract and downsize the number of CPM staff as cost-saving measures.

   B. Facilities Self-Evaluation
      Olga drew everyone’s attention to the Motion made on May 20, item 2 that stressed the importance of a clear process that involves all college constituencies. She reminded everyone that the Math division did not support the approved construction master plan, and they should be able to raise their concerns again. Ken noted the notion.

      A discussion occurred in regards to the structure of the agenda for bond program and campus operational reports. A suggestion was made to assign a time limit for each section. Discussion on the structure of the agenda and consideration of the Self-Evaluation report will be continued at the next meeting.

   C. Safety and Security
      Ken made a presentation on the Campus-Wide Security Project. The project goes not only covers building related and security features but also includes emergency response and law enforcement factors. District initiated a one-card access control system which will be funded through the Prop J money. The card will also act as an employee ID. Olga shared an experience that made her recognized the importance of having an employee ID as a form of identification.

Operations Plan Committee (EOC) is in the middle of updating West’s Emergency Plan. Olga requested that faculty and the leadership are asked for input on the plan. The president responded that the rigid nature of an emergency plan limits the degree and time available for feedback. Discussion with faculty, of course, will occur in the planning stage. The plan will be presented at the next Work Environment Committee (WEC) meeting.

5. **Adjourn**: The meeting was adjourned at 5:38 PM.