Facilities Committee
MINUTES
Monday, July 15, 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. Karen Burzynski (alternate), AFT Staff Guild
5. Adrienne Foster, President, Academic Senate
6. Allan Hansen, Manager, Plant Facilities
7. Sheila Jeter-Williams, AFT Staff Guild
8. Jeffrey Lee, Academic Senate rep
9. Abel Rodriguez, SEIU rep/Plant Facilities
10. Olga Shewfelt, Chair, AFT Faculty Guild
11. Ken Takeda, VP, Admin. Services, Co-chair
12. Jane Witucki, Academic Senate rep

Absent:
1. Phyllis Braxton, VP, Student Services (Interim)
2. Gabriel Brown, President, ASO
3. Jack Ruebensaal, AFT Faculty Guild/WEC Chair
4. Robert Sprague, VP, Academic Affairs

Guests:
1. Bucher William, Faculty, Mathematics
2. Judy Chow, Division Chair, Library & Learning Center
3. Barry Sloan, Associate Dean, Academic Affairs

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

1. Call to Order/Approval of Agenda
   A quorum was reached and Ken Takeda called the meeting to order at 3:26 PM. The agenda was reviewed and Item 4.B. was changed to “defer” item. The agenda was approved as revised.

2. Review/approve minutes
   The minutes of meetings on April 29, May 20, and June 17 were reviewed. Olga Shewfelt asked for the minutes to reflect whether a quorum was reached for voting purpose.

   April 29, 2013 Meeting: Item 2 in the minutes were revised and presented back for committee’s consideration. Another revision was made. M/S/P (Foster/Witucki): Approve the minutes of April 29 meeting as revised.

   May 20, 2013 Meeting: The minutes were not available at the June 17 meeting for committee’s review. M/S/P (Witucki/Foster): Approve the minutes of May 20 meeting as presented.

   June 17, 2013 Meeting: M/S/P (Witucki/Foster): Approve the minutes of June 17 meeting as presented. It was clarified that a quorum was reached when the committee passed a motion to approve action item 4.A.
3. **Old Business**

A. **Further consideration of Campus Space Study**

Peter Mitsakos mentioned that input from various individuals, stakeholders and administrators, have shaped and refined the proposed campus construction plan to meet as many needs that have been identified in the needs assessment; and at the same time the plan is kept within the budget. The primary strategy is to limit new construction and renovate spaces that are underutilized or in poor condition. By doing so, the campus will end up with well utilized spaces and in a better standing for possible future state funding. Peter presented the Proposed Campus Construction Plan (July 10, 2013) that is divided into part 1 and 2. The following projects are among those in the Part 1 of the proposed plan (refer to the document for more details on the proposed projects):

- **TLC:** One advantage to having TLC in Lot 5 is that a bridge can be created on the building’s 3rd level to provide access to B Street. On the other hand, building the TLC at its current planned site by the President’s Lane will require a construction of a sizeable retaining wall that can be costly. Moving the building away from the hillside to avoid the retaining wall requirement will result in smaller footprint and tighter distance to the President’s Lane. Utilizing the site as an outdoor amphitheater may be a better use for the campus and the community.

- **Olga requested a written report from the architects on why they recommend relocating TLC to Lot 5 as well as other planning issues that come up during today’s discussion and from the CPM on the change in the project cost estimate which was last reported at $54M but now shown at $48M. She asked that the report be presented at the next meeting.**

- **Watson 2 in Lot 2:** This location is within close proximity to the ATA Building which will enable the Motion Picture Program (MPTP) to continue utilizing the classrooms and computer lab located in ATA as they are currently doing. An accessible connection between the ATA and the Lot will be built. MPTP equipment trailers will also be relocated to the new location as well as several airplanes belonging to the Aviation division. Even though parking spaces in Lot 2 will be reduced as a result of this arrangement, the college will still meet the EIR minimum parking requirement.

- **HLRC Renovation:** Renovation will be done on levels 1, 2 and 4 of the building. Two new elevators will replace the existing ones on the north side of the building to improve accessibility. Olga is concerned that the renovation to the east and west sides of the roof terrace on the 4th floor to add offices of the president and Academic Affairs will reduce the patio area and prevent it from being used for a campus event. The president clarified that the remaining patio area will be a common gathering area and will not belong to any particular office. The roof area of the General Classroom Building could also potentially be converted to a gathering area and for campus event.

- **CE Renovation:** The start of this renovation project depends on other projects because of the need to relocate occupants out of the building. No swing space will be required. Second floor of the CE Building will be transformed to be the new multipurpose room replacing the one on HLRC 4th floor.

The CE renovation is contingent on the money still available after all of the other projects. $13M
of West’s bond money went into the District-wide contingency. At this point, it is uncertain whether any amount, if any, will be returned back to the campus; therefore, it is not accounted for toward the proposed plan budget.

Proposed Plan Part 2: Part 2 shows additional projects that are required to meet the need assessment to year 2036. More underutilized spaces will be converted. The plans will not require people being moved multiple times or the need to rent temporary spaces.

Ken inquired whether an action to accept the plans and move forward with the next step can be taken today and to be presented at the College Council next meeting.

Olga is concerned that motions were made and voted during the summer session without adequate faculty representation. During the intersession, faculty are not required to come for meetings. Without vetting the issue with her constituents, she will abstain her vote on any action item. She opposed any action to be taken today since the plans have not been presented to the constituents for their feedback.

Steve Sharr went over the timeline for all the work that is required. Part of the step is to submit the plans to the District Capital Construction Committee that will further examine the plan, and this will take some time. The goal is to present the revised facilities master plan to the Board of Trustees in December for approval. A delay to one step will consequently delay everything else.

Adrienne Foster recommended bringing back the item to the August 19 meeting and incorporate feedback into a document that can be presented on Faculty Flex Day on August 22. The committee can then take action at the September 16 meeting. The idea for a more frequent meeting was entertained. It was decided for Peter to do a brief presentation of the plan at the College Council Super meeting on Thursday, July 18.

B. Campus security project
   Item is deferred until the next meeting.

4. New Business

A. Condition of Plant Facilities Buildings
   Abel Rodriguez made a presentation on behalf of his staff in Plant Facilities. The current offices of several Facilities staff are inadequate and in poor condition. The committee assured him that these concerns will be addressed in programming for the new FMO spaces.

B. Facilities leasing process
   Item is deferred until the next meeting.

C. Campus Construction program report
   Item was not covered.

5. Adjourn: The meeting was adjourned at 5:53 PM.