Facilities Committee
MINUTES
Monday, September 16, 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. 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. Matthew Robertson, WEC Chair
10. Abel Rodriguez, SEIU rep/Plant Facilities
11. Olga Shewfelt, Chair, AFT Faculty Guild
12. Ken Takeda, VP, Admin. Services, Co-chair
13. Jane Witucki, Academic Senate rep

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

Absent:
1. Karen Burzynski (alternate), AFT Staff Guild
2. Raymond McDaniel, President, ASO
3. Robert Sprague, VP, Academic Affairs

Guests:
1. Yervant Boghos, Faculty, Allied Health
2. Judy Chow, Librarian
3. Sue deBord, Learning Center
4. Fran Leonard, Chair, College Council
5. Ken Lin, Librarian
6. Francisco Monzon, Library
7. Laura Peterson, Faculty, MPTP
8. Barry Sloan, Associate Dean, Academic Affairs
9. Rebecca Tillberg, Dean, Research & Planning
10. Susan Trujillo, Librarian
11. Kathy Walton, Dean, Academic Affairs

1. Call to Order/Approval of Agenda
Quorum was reached and the meeting was called to order at 3:23 PM. The agenda was reviewed and adopted as presented.

2. Review/approve minutes
M/S/P (Witucki/Rodriguez): Approve the minutes of meeting of August 19 as corrected.

3. Old Business

A. Further consideration of Campus Space Study
Peter Mitsakos went over the Construction Master Plan Process Summary & Recommendations (September 16, 2013) that includes narratives on the Needs Assessment and Campus Planning discussions and processes that lead to the recommendations on construction plan. He and his team had met with deans, vice presidents, division chairs, stakeholders and others to get a full understanding of the campus needs and ensure data correctness. In addition to Facilities Committee, the information also has been presented to the Academic Senate, the AFT Faculty and Staff Guilds, the Division Chairs meeting, and the College Council.

To recap, the Space Inventory and Needs Assessment are generated based on assessment on existing assignable square footage for instructional programs, projected program growth to year
2026, and Build-out program checklist.

Peter talked about the different sites being considered for TLC, the pros and cons, and the criteria being used to evaluate the proposed sites.

Discussion ensued about being consistent in referring to the plans. Peter explained the reason behind the change to referring them now as “funded” or “not funded.”

Olga Shewfelt requested Steve Sharr to provide the budget information at the AFT Faculty Guild meeting on Thursday. She asked that Peter use the term “proposal” rather than “recommendation.”

Adrienne Foster asked Peter to respond to questions received at the faculty Senate meeting from the Math and Library divisions. Library’s concerns are whether decision has already been made on the changes to the library because they have not approved the plan. One of the Math division concerns is that they estimated “50% growth” and want to know how the student can be accommodated if MSA 109 is going to be converted into a facility for the Allied Health. Peter pointed out that the campus growth projection that has been reviewed and approved by the campus shared governance process shows a lesser growth rate for Math.

President Nabil Abu-Ghazaleh responded to the issue brought up by the Math division. He stated that the District and BuildLACCD have deemed West’s spaces to be underutilized, and additional projects will not be approved unless West can prove that the college is building more effectively. The issue raised by the Math division is viewed as scheduling issue. He recognized that the issue of scheduling is a challenge that needs to be addressed.

Ken Takeda asked the committee to vote on the construction plan. Adrienne pointed out that the Senate cannot cast their vote now because the constituent will not vote until their next meeting on September 24. Olga also will have to abstain because the AFT Faculty Guild will not vote on the plan until their next meeting on September 19. She proposed that Facilities Committee conduct a special meeting on September 30 with the sole purpose of voting on the construction plan, and the motion can then be presented at the College Council meeting on October 3. The president voiced his reservation on having all constituents’ approvals come to Facilities rather than College Council as the main body in the shared governance process where all constituents are to give their input rather than Facilities Committee.

After some discussion, the committee decided to hold a special meeting on September 30 at 3:15 PM. Ken Takeda stressed the importance of attendance at the special meeting for quorum. Ten voting members who were present confirmed their attendance.

B. Campus security project

Steve Sharr will bring a detailed plan of the campus security project to the next meeting. He briefly went over the projects that are already underway: fencing around Lot 5 and A as well as putting lights in Lot 2. The issue of theft is being addressed, and the implementation of plans to prevent it from reoccurring is a priority.

C. Facilities leasing process - Deferred
The issue will be discussed at the October meeting.

4. **New Business**

   A. **Facilities master plan**  
      The *WLAC Update/Amend Facilities Master Plan/CEQA Docs (9/16/13)* was presented. The document outlines the steps required in the adoption of an updated Master Plan. It has to be reviewed and approved by the surrounding Home Owner Associations and the city of Culver City before it can go to the LACCD Board of Trustees for approval. Different timeline scenarios are reflected on the schedule.

   B. **Campus Construction program report**  
      The construction budget sheet was presented and reviewed.

5. **Adjourn**: The meeting was adjourned at 5:24 PM.