Facilities Committee Meeting
MINUTES
Monday, January 27, 2014
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. 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. Abel Rodriguez, SEIU rep/Plant Facilities
8. Jane Witucki, Academic Senate rep

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

Absent:
1. Nabil Abu-Ghazaleh, President
2. Phyllis Braxton, VP, Student Services (Interim)
3. Sheila Jeter-Williams, AFT Staff Guild
4. Jeffrey Lee, Academic Senate rep
5. Matthew Robertson, WEC Chair
6. Raymond McDaniel, President, ASO
7. Olga Shewfelt, Chair, AFT Faculty Guild
8. Robert Sprague, VP, Academic Affairs

Guests:
1. Laura Peterson, Faculty, MPTP

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

2. Approval of the minutes of November 18, 2013: to approve the minutes as presented. There was a discussion on clarifying a statement made by Olga Shewfelt regarding “the designated person who assesses the risk management for the bond program.” Ken Takeda will try to get clarification from Olga prior to the next meeting and determine whether the issue needs to be included in the next meeting agenda.

3. Bond Program Reports:
   A. BOT Action on Construction Master Plan Update and EIR Addendum
      West’s Construction Master Plan Update and EIR Addendum were passed by the Board of Trustees at its January 15th meeting (with one abstention and one no votes). One board member stated that the data presented and the growth projection overestimated the College’s true needs. Interestingly, scrutiny on growth projection and data were not an issue that has been brought up by any member of the Board in previous master plan or CEQA review presented by other colleges.

      The College can now begin the implementation stage based on the updated Construction Master Plan. Currently, user groups are being formed for the programming phase. The programming architects will conduct meetings with the user groups which will include division chairs, faculty, administrators and staff. It is important to have all work involved in the
programming phase be conducted in effective and efficient manners in order to meet the 17-week timeline. Without the completion of the programming phase, the process cannot proceed to the designing phase. The estimated overall timeline for all of the projects is 1 year and 9 months (from programming to end of construction).

Adrienne Foster requested that minutes be taken at the meetings with the user groups to provide clarification if needed. In addition, she also requested that Facilities committee be able to review items that are going to District for Board approval, so that members are aware of the project status. In order not to hold up the process, Karen Burzynski suggested that the committee also use email communication in reviewing and giving feedback.

B. Campus Construction Program Report.
Steve Sharr went over some documents in the Construction Program Report. FMO and PE & Dance projects can proceed immediately because they already have an existing program. The Amphitheater project can also begin since the process only involves civil engineering rather than architect. Fine Arts (FA) 104 will be converted to a Black Box Theater, which currently located in HLRC/Library Building, once the yoga studio is complete.

Discussion on project priority followed. The committee wants to make sure money is being spent as effective as possible; therefore, project prioritization is critical to the process. With that in mind, discussion on the priority and status of the Amphitheater as an unfunded project was raised. Peter Mitsakos responded that the Amphitheater project needs to be done. The project will convert the empty dirt area formerly the site of TLC into a useable area. He explained that because the start date for some projects depend on others, they need to consider the most efficient flow that minimizes the need for people to move multiple times.

Adrienne Foster asked for a report from the Weekly Construction group be added to the Facilities Committee agenda.

4. Operational Reports:

A. Facilities leasing process
Ken Takeda referred to the Property Lease presentation and flow chart to describe the process and the different types of campus facility usage. Revenue from rental gets folded into the College budget and used to fund program review items. Ken requested everyone to review the document and let him know if there is any question.

Westside Extension’s use of the gym as an ongoing class was discussed. Extension program pays the College some administrative fees that covers maintenance fee. It was suggested that wear and tear cost be an additional fee to the administrative fee. The committee requested the Westside Extension to submit their process of facility usage in writing.

B. Facilities Self-Evaluation
The topic is deferred to the next meeting.

5. Adjourn: The meeting was adjourned at 4:49 PM.