Facilities Committee – SPECIAL MEETING
MINUTES
Monday, March 17, 2014
Student Services Building, Room 414 │ 3:15 PM

Present:
1. Kevin Considine, Faculty Co-chair, AFT rep
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. Olga Shewfelt, Chair, AFT Faculty Guild
7. Robert Sprague, VP, Academic Affairs
8. Ken Takeda, VP, Admin. Services, Co-chair
9. Jane Witucki, Academic Senate rep
10. Steve Sharr, CPM, Cumming/GKKWorks

Absent:
1. Nabil Abu-Ghazaleh, President
2. Aracely Aguiar, Dean, Academic Affairs/Teamsters rep
3. Karen Burzynski (alternate), AFT Staff Guild
4. Adrienne Foster, President, Academic Senate
5. Allan Hansen, Manager, Plant Facilities
6. Raymond McDaniel, President, ASO
7. Abel Rodriguez, SEIU rep/Plant Facilities

Guests:
1. Barry Sloan, Assoc. Dean, Academic Affairs

1. Call to Order/Approval of Agenda
The meeting was called to order at 3:24 PM by Ken Takeda without quorum. Changes were made to the agenda and was approved upon quorum.

2. Approval of the minutes of February 24, 2014
The minutes were approved as presented.

3. Bond Program Reports:

A. Risk Management (PMO)
Steve Sharr introduced Kathy Drake from the Program Management Office. Kathy gave a presentation on Risk Management Overview. The program began last July. Part of Kathy’s responsibilities are reviewing project for risks, assign dollar values to projects, create risk register, and determine contingency based on perceived risk. The main purpose of having a program risk management services is to prevent, minimize or eliminate risks in the forefront. According to Kathy based on the information she received from the CPM, West is in a good shape; however, keep in mind that it’s an on-going process. Risks are being reviewed on a monthly basis.

B. Campus Construction Program Report
Steve announced that the baseball team can use the field again. He referred to other project snapshots in his report.

Steve talked about project bundling to get the best value acquisition and highly qualified contractors. The Master Construction Schedule Program Execution Plan (PEP) showed how projects are being bundled in accordance to the master plan. The president needs to sign off on
the program execution plan and sends it to BuildLACCD; however, before signing, he wanted the plan be presented to the Facilities Committee. A 10% contingency has been set aside. Any leftover money will be put in the CE renovation pot. For the record, it was noted that if funding runs out, the project will be cut down from down to top.

C. **Issues for discussion with BuildLACCD (Terri Mestas) at April Meeting**
   Due to scheduling conflict, Terri Mestas, Construction Project Manager from AECOM (BuildLACCD), will not be able to attend Facilities Committee meeting in April. Ken Takeda is working on scheduling her visit. Steve explained the new CPM model that will be adopted by BuildLACCD. Ken asked for members to send him via email any topic that they would like to bring up to Terri at the meeting.

4. **Operational Reports:**

   A. **Facilities Self-Evaluation**
      Kevin Considine mentioned the revision to the Self-Evaluation report.

      **Motion (Witucki/Rodriguez): to approve the Facilities Committee self-evaluation as presented (Passed unanimously).**

   B. **Alteration and Improvement Request**
      Abel Rodriguez explained that Plant Facilities recently has been receiving requests for alteration and improvement (A&I) via emails rather than through the formal procedure. They are concerned because at least in one case the changes requested may have an impact on other stakeholders than just the requestors. Budget identification is also a crucial issue.

      A&I request issue was brought up at the PIE meeting in the context of prioritization and program review. It is too late for this year; but for next year, request for A&I should be included in program review.

      Plant Facilities requested that A&I request be presented to the Facilities Committee for its approval. There was a discussion on whether small request needs to follow this protocol and the issue of first-come-first-serve funding availability. The topic will be brought back at the next meeting.

   C. **Westside Extension**
      The topic is postponed to the next meeting.

5. **Adjourn:** The meeting was adjourned at 5:01 PM.