Facilities Committee
MINUTES
Monday, October 1, 2012
Student Services Building, Room 414 | 3:00 PM

Present:
1. Ken Takeda, VP, Admin. Services, Co-chair
2. Kevin Considine, Faculty Co-chair, AFT rep
3. Nabil Abu-Ghazaleh, President
4. Aracely Aguiar, Dean, Academic Affairs/Teamsters rep
5. Gabriel Brown, President, ASO
6. Karen Burzynski (alternate), AFT Staff Guild
7. Adrienne Foster, President, Academic Senate
8. Allan Hansen, Manager, Plant Facilities
9. Sheila Jeter-Williams, AFT Staff Guild
10. Betsy Regalado, VP, Student Services
11. Jack Ruebensaal, AFT Faculty Guild/ WEC Chair
12. Olga Shewfelt, Chair, AFT Faculty Guild
13. Robert Sprague, VP, Academic Affairs
14. Jane Witucki, Academic Senate rep

Absent:
1. Abel Rodriguez, SEIU rep/Plant Facilities
2. Jeffrey Lee, Academic Senate rep

Guests:
Anna Chiang, Division Chair, Computer Science Division
Judith-Ann Friedman, Dean, Academic Affairs
Deputy Keith Johnson, Sheriff Office
Fran Leonard, Chair, College Council
Michelle Long-Coffee, PR Director
Alice Taylor, Accreditation Chair
Kathy Walton, Dean, Academic Affairs

Resources: Peter Mitsakos, West Edge Architect
Steve Sharr, CPM (Interim)

Kevin Considine called the meeting to order at 3:12 PM. The following changes were made to the agenda:
- Add to Items from the floor:
  - 4.B. Start time and future meeting and voting membership
  - 4.A. WEC: i. staff parking.

1. Review minutes from September 10th Meeting
   M/S/P: The minutes were approved as presented.

2. Old Business
   A. Lease agreement: Brandman University (E. Ichon)

   Floor plans for the B-1, 4, and 5 Bungalows showing location of the two offices and one classroom in B-1 that are going to be leased to Brandman University were distributed. Bob Sprague and Eric Ichon gave background on the lease development. The lease will also bring in revenue in parking and utilities fees which is estimated between $55K to $126K for the lease period.
Olga Shewfelt expressed her concern about the college’s lack of process in vetting lease requests from an outside entity. The lease should first be reviewed and discussed by the Senate to ensure that the contract does not cause any negative impacts to the college programs. From there, it should go to other committees that can examine the contract from different angles. The need to generate revenue is recognized; however, it should be done with cautious. She suggested that WEC can be charged in reviewing lease agreement and its impacts to the college as a whole.

Ken Takeda ensured that only spaces that are considered excess would be considered available for facility lease agreement.

Discussion turned to whether TLC can be built due to the bond money shortage; and if it is not going to be built, what will be done to the programs/divisions that are supposed to move there. The excess spaces may be needed for programs that are impacted by the reprogramming of TLC.

Eric reminded that the agreement’s termination clause will allow the college to terminate it at any time, without any penalty, should the college decides that the spaces are needed for its program use.

The president clarified that no decision on TLC has been made. He is waiting for the space usage study to be completed before making any decision on TLC.

MOTION #1 (O. Shewfelt/J. Ruebensaal): moved that the committee will send the request for lease and permit to College Council to develop a process on space allocation. (9 Yes, PASSED)

MOTION #2 (A. Foster/A. Aguiar): move forward with lease for Brandman University. (8 Yes, 2 Abstain, 0 No. PASSED)

--Discussion: Olga stated that she abstained from voting on the lease with Brandman due to its non-unionized employees and wage structures; however, she is willing to support the committee’s decision to move forward with the motion under the condition that another motion be made to create a process for lease, permit and space allocation.

Fran Leonard will add the Brandman lease issue and the Facilities Committee motions to the upcoming College Council meeting agenda.

B. Accreditation (K. Takeda, P. Mitsakos)

Draft Facilities Master Plan (SEIR) 2010 was distributed. The work group found goals in the SEIR; however, they are not measureable the way that the Commission would like to see. Everyone was asked to review the document and to send any feedback to Peter Mitsakos. Ken mentioned that the format of the Facilities document differs from that of the Technology master plan version, and he asked for clarification whether there is a standard to follow. Alice Taylor responded that since this is going to be Facilities first response, the current format is preferred, in which connections to the Educational Master Plan are shown. The draft of the report needs to be completed by November 16; however, any effort of improvement can be continued after the
C. Bus turnaround traffic/logistics plan (S. Sharr, A. Hansen)

To minimize impact on instruction and to staff, the bus turnaround project will begin December 17, 2012 to February 4, 2013. Steve Sharr showed the construction plan map showing changes to the traffic flow and impact to several surrounding areas. Any changes that will affect the neighboring community should be communicated promptly.

Peter and Steve were cautioned and reminded that any construction work that may impact academic division facility must be discussed with not only the division faculty members but also with the supervising administrators.

D. Sheriff update on lights and security camera (A. Hansen, Deputy K. Johnson)

Allan made a reference to the document he sent out following the August and September meetings showing locations of lighting and security camera on campus. He highlighted areas of concerns and the possible solutions based on the input he received from several campus personnel and the Sheriff. Areas of concerns are as follows: parking area behind the PE Building, the track, and areas around the A and B Buildings.

Security camera – Feedback received from several campus personnel and the Sheriff is to keep all of the 30+ cameras on campus; however, it will require a substantial amount of funding. Deputy Johnson urged the committee to also consider placing cameras in the parking structure.

It was mentioned that in selecting the appropriate system, ensuring the safety of the campus personnel and the students should be more of the determining factor rather than the concern for keeping the cost low.

3. New Business

A. Review storm water project alternatives (S. Sharr, A. Hansen) – to be discussed at the next meeting.

B. Data Center #2 alternatives (S. Sharr, A. Hansen) – to be discussed at the next meeting.

C. TLC site stabilization (S. Sharr) – to be discussed at the next meeting.

D. HOA/City semiannual meeting (N. Abu-Ghazaleh) – to be discussed at the next meeting.
   i. Noise monitoring (S. Sharr) – to be discussed at the next meeting.

E. Bond Steering Committee (N. Abu-Ghazaleh)

President Nabil announced that the moratorium has ended; however, West’s projects are not yet released to move forward pending the college’s review and justification.

Aracely Aguiar spoke on behalf of chairpersons Lartee Harris and Anna Chiang who had to leave the meeting early. They would like to inquire on the status of TLC. The president responded that projects re-evaluation is taking place and options are being considered. The need of every personnel and program is being accounted for. If a decision is made not to build the TLC as designed, then everyone will go back and be consulted again at the programming level.
Timeline of the space allocation study was requested; however, no commitment was made. Committee members agreed to conduct a special meeting to discuss the space allocation study once it is completed. A request was made to make the report be available to members in advance, so it can be reviewed.

4. Items from the floor
   A. WEC Report (J. Ruebensaal) – to be discussed at the next meeting.
   B. Start time and future meeting and voting membership (A. Foster) – to be discussed at the next meeting.

Due to time limit, agenda items that have not been discussed will be brought back to the next meeting under Old Business and Items from the floor. The meeting was adjourned at 5:44 PM.

Next meeting: November 5, 2012, at 3:00 PM, Student Services Building, Room 414