Facilities Committee
MINUTES
Monday, December 3, 2012
Student Services Building, Room 414  |  3:15 PM

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

Absent:
None

Guests:
1. Marcus Butler, Faculty, Computer Science
2. Anna Chiang, Chair, Computer Science
3. Jack Moy, Faculty, Aviation Technology
4. Manish Patel, Faculty, Computer Science
5. Laura Peterson, Faculty, MPTP
6. Rudy Triviso, Faculty, Aviation Technology

Resources:  Peter Mitsakos, West Edge Architect
Douglas Newby, West Edge Architect
Steve Sharr, CPM

1. **Call to Order/Approval of Agenda:** Ken Takeda called the meeting to order at 3:17 PM. Agenda is approved as presented.

2. **Review minutes from November 5th Meeting**
   
   M/S/P: The minutes were approved with one correction to item 3.A.i.

3. **Old Business**

   A. **Bus Turnaround/A Buildings demolition (K. Takeda)**
      
      i. **Project schedule**
      The demolition is long overdue since these buildings initially are intended to be temporary facilities when the college was opened, and they are now in such poor condition. The project will occur during the winter break and into the early spring semester. It was clarified that Building A9 will not be part of the demolition project. The vacant area will be repaved and turned into faculty/staff parking lot and/or equipment storage area for the MPTP and Aviation programs. Final decision is still to be made.
ii. Traffic/parking lot changes
The bus turnaround project will also begin during the winter break. The turnaround will enable the Culver City bus to go up Albert Vera, turn around on B Street and exit back to where it came from thus will resolve the access issue for the disabled students and also fulfill goal #4 of the 2003 Facilities Master Plan which is turning the campus into a pedestrian campus. A gate arm will be installed on B Street to make it accessible to few restricted vehicles.

B. Approval/recommendation of Baseline Needs Assessment (P. Mitsakos)
Olga Shewfelt reported on the AFT Faculty Guild members feedback on the Campus Analysis Needs Assessment report. (An updated report dated December 3, 2012, is provided in the Campus Construction Program packet.) Some of them believe that divisions were not asked to participate on the survey. They feel that this assessment only covers physical space and not the program’s current and future needs. (See attached for a copy of the comments.) The following suggestions to the report were given: 1) add timeline to table and page numbering, 2) remove the Conclusions from the report, and 3) put the source for March 2012 enrollment figures and break them down by division.

Fran Leonard spoke on behalf of the PIE committee to remind Facilities committee that division program review should be a part of their consideration.

Peter Mitsakos and staff are working to continually updating the report to ensure an accurate data reporting. The data has been compared with the Academic Affairs Office data. Peter also works with several division chairs, deans, and vice presidents in gathering the information. Plant Facilities staff member recorded the square footage and took photos of each room. The information will be analyzed and used as guidance in prioritizing the needs of the campus, so that the college can confidently move forward with its bond construction plan.

MOTION (Shewfelt/Foster): Moved to approve the space supply and current use as of March 2012 with changes to delete conclusions, photographs, and augment PE space. The Motion is to be presented to the College Council at its Thursday’s meeting. (APPROVED)

C. Review storm water project alternatives update (S. Sharr, A. Hansen)
The Stormwater Management System document showed the college’s options for the project. Allan Hansen presented the recommendation. Time frame of the project is 12 to 18 months, and will cost approximately to $1.8M. (This is a District funded project.)

MOTION (Foster/Burzynski): To accept and move forward on this [stormwater project]. (APPROVED)

4. New Business

A. Consideration of Space Needs Growth Assumptions and priorities (K. Takeda)
Ken Takeda requested that the meeting time be extended to 5:30 PM to allow presentation of the report, so that data can be brought to the constituencies and be discussed in the January
Enrollment and student contact hours are important factors in determining growth. The growth assumption was made based on rate of growth of 4% by year 2037. The document will be presented to the College Council at its meeting on Thursday.

B. Campus Construction Program Report (S. Sharr)
Documents were distributed. No discussion.

5. Items from the floor

A. Jeffrey Lee pointed out that clocks and bulletin boards are not yet installed in the General Classroom Building, and faculty do not have any key to the file cabinet. Allan responded that the clocks and bulletin boards have been purchased and will be installed.

The meeting was adjourned at 5:45 PM.

Next meeting: January 28, 2013, at 3:15 PM, Student Services Building, Room 414