Facilities Committee
Minutes
Tuesday, August 14, 2012
Student Services Building, Room 414

Approved 9/10/12

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

Absent:
1. Aracely Aguiar, Dean, Academic Affairs/Teamsters rep
2. Gabriel Brown, President, ASO
3. Jeffrey Lee, Academic Senate
4. Olga Shewfelt, Chair, AFT Faculty Guild

Guests:
Eric Ichon, Dean, Distance Learning
Vanita Nicholas, Faculty/Director, Paralegal Program
Larry Packham, Enterprise Manager
Ray Shackelford, Faculty and Emergency Preparedness coordinator
Rebecca Tillberg, Dean, Academic Affairs

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

The meeting was called to order at 1:09 PM by Jane Witucki, faculty co-chair. Adrienne Foster requested that Approval of Agenda be added to the agenda effective today. The following changes were made to the agenda:

- AFT office location – added as item 8.

1. Review minutes from July 17th Meeting

M/S/P: The minutes were approved as presented.

2. Bond Program Update (S. Sharr)
Steve Sharr distributed binders containing updates on the program summary – cost & schedule, activities, active projects, and funding report.
The bus turnaround has been delayed because the actual bid is higher than originally estimated and needed to go through the formal bidding process. The target completion time is before the beginning of the spring 2013 semester.

The A bungalows demolition timeline will be coordinated according to the academic calendar.

GCB rooftop patio listed on the *Construction Program-Active Projects (8/14/12)* is still only a concept at this point. The intention is to solicit money from future private donors to fund the project. It will be a naming opportunity.

ADA upgrades are needed to meet new codes and regulations on ADA accommodation.

Moratorium update: $59M is needed to finish the building program; however, with the District-wide program reserve, the campus will end up with an insufficient balance. The president tasked Steve to come up with several alternatives anticipating the outcome of the moratorium. Several *Considerations* (p. 5) on Facilities Space Program and Facilities Construction Program were put forth.

District Contingency: The *Program Reserve Allocation* report showed that West’s bond funding is 8.6% of the total district-wide bond allocation; however, West has the highest contingency amount at 16.5% ($13.5M). Furthermore, West has fewer projects in progress and in moratorium compare to several other colleges. The District has hired a risk assessment team to analyze the appropriate percentage of contingency needed. If the team declares that the regular standard 10% is sufficient, the college will retain the difference.

*Education Space Program* graph showed FTES and space allocation – with TLC and Watson 2 or without TLC – for years 2011-2035 measured according to the Board of Governors of the CA Community Colleges (BGCCC) Utilization Standards. West has enough classrooms space to accommodate student growth until 2027 without TLC. With TLC, West can handle growth until 2034. The special educational programs are also included in the graph.

*Construction Program Option Analysis*: Members are asked to review the document and to give their feedback at the next meeting.

3. **Campus Facilities (A. Hansen)** - To be discussed at the next meeting.

   A. Maintenance of Athletic Field

   B. Campus lighting update

4. **Accreditation**

   Report from the work group meeting was distributed.

5. **Ground Lease Agreements:**

   A. **Rental of parking spaces (L. Packham)**: The college was approached for leasing 100 parking spaces, out of the 120 available, in Lot 7. Given the adequate number of spaces available campus wide, the contract will not cause any parking shortage. The contract will generate
approximately $84K annually in revenue to the college. See recommendation in 5.B below. Larry Packham was requested to update the committee in December about any impact from the contract to the parking situation.

B. **Brandman University lease agreement (E. Ichon):** Bidding process for a facility lease agreement for Brandman University will be put through for Board approval. It is a 2.5-year contract for Brandman University, a non-profit institution and part of the Chapman University system, to lease one classrooms to offer classes and two office rooms as an on-site workspace.

Concerns were brought up about ensuring that West’s programs being properly housed before leasing facilities to external organizations. Bob Sprague responded that during the planning, the needs of the college’s special programs and faculty/staff are always the highest priorities. The rooms identified for Brandman are unutilized rooms; and should the need for these rooms arise in the future, the college has the flexibility to change the room assignment or do an early termination of the contract without consequences. The contract will generate revenue for the college.

Adrienne Foster requested that a schematic showing space allocation be provided to the committee. Allan Hansen said that the work on creating the document is in progress.

Eric agreed to Adrienne’s request to attend the next Senate meeting to present this information.

**Recommendation:** *To move forward with the [Ground Lease Agreements] bid process under the condition that the contract[s] can be changed should the leased spaces are needed for a college business.*

6. **New location for the Paralegal Program (V. Nicholas):** Paralegal program’s *Notice of Intent* document was distributed. Paralegal program will undergo an ABA site visit from September 19 to 21 in which they will need to address facility issues, such as the need for an adequate space to accommodate record storage and space allocation. Changes to the building program, the moratorium and the bond fund shortage have given rise to uncertainty as to where the program will end up should the Technology and Learning Center (TLC) is not built as planned or as originally designed.

The response to the Paralegal program’s inquiry is that the Facilities Committee has not made any decision on whether to terminate or change the plan for TLC.

7. **Process for deciding space assignments (K. Takeda):** Currently, the process for deciding space assignment has not been determined. One question is how to determine space assignment for programs that are not considered faculty/staff space. The scope of work for the Work Environment Committee (WEC) in accordance with the AFT contract covers work condition for faculty but not programs. (Jack Ruebensaal, chair of WEC, will review the contract to confirm this.) It was mentioned that space assignment for instructional program should be handled by the Academic Affairs office. The discussion will be continued at the next meeting.
8. **AFT office location** – not discussed.

**Other item:**
Ray Shackleford announced that two training sessions for faculty on campus security and emergency preparedness have been scheduled for August 21 at 9:30-11 AM (HLRC 4E) and 1-2:30 PM (HLRC 4E). Members of the Sheriff division, Ray and facilities staff will be able to answer questions at the training.

The meeting was adjourned at 3:49 PM.

Next meeting: **September 10, 2012, at 3:00 PM, Student Services Building, Room 414**