Los Angeles Mission College
Facilities Planning Committee
Monday, December 8, 2014 – 12:30 pm
CAI Conference Room

Meeting Minutes

Present: Joe Cascione, Deborah Paulsen, Hoss Nabaii, Victor Renolds, Walter Bortman, Jolie Scheib, Denise Marrin, Hy Tang (for Jim Liko), and Joe Ramirez.

Guests: None

Absent: Michael Allen, Jose Maldonado, Daniel Salgado Valdez, Sherrie Loper, and Daniel Villanueva

1. Walter Bortman convened the meeting at 12:40 p.m.

2. Review and approve minutes from the November 10, 2014 meeting.
   • Change #1: First bullet of item 6 (Lab Renovation Request for Rooms INST-2014, 2015, and 2016) was changed from “Four unused classrooms and/or labs in the I-A Building to be used for Certified Nursing Program” was changed to read “Three unused classrooms and/or labs in the I-A Building to be used for Certified Nursing Program.”
   • Change #2: Second bullet of item 6 (Lab Renovation Request for Rooms INST-2014, 2015, and 2016) was changed from “INST-2013/2014 to be used as classroom” was changed to “INST-2014 to be used as a classroom.”
   • Upon motion by Jolie Scheib, seconded by Joe Cascione, the minutes were unanimously approved.

3. Report from Work Environment Committee
   • WEC thanked Facilities for steam cleaning the area north of the I-A Building.
   • WEC requested status for the window shades for the Smart Classrooms. The project has been funded and the estimated completion date will be Spring 2015.
   • WEC requested status of the copy machine for student use at the CMS Building. Status will need to be requested from Daniel Villanueva.

4. Measure J Update
   • Introduction of Hoss Nabaii, the new Project Manager
   • Media Arts Building: Structural correction work is 60% complete and the correction work is scheduled to be completed in mid-2015.
   • Campus Modernization I: Restroom renovations and doors in progress.
   • Campus Modernization II and Campus Demand Side Management: DSA approval pending before work can continue
   • Roadway Improvements: Trench drain work is to be completed in 2015.
   • Central Energy Plant: Procurement and construction to begin in April 2015
   • Campus Master Plan: In final stages, waiting for information to complete by February 2015.
5. Stickers on Doors of I-A Building
   • The stickers cannot be moved until the final inspection. Facilities will follow up with the contractor.

6. Remaining Rooms at the CAI
   • At the last Academic Senate meeting, the name changes of the rooms and Board Rules were discussed. Proposal and justification will be required for the name changes. The matter wasn’t voted on or approved because more information is needed.

7. Renovation of Unused Labs and/or Classrooms for Certified Nursing Program
   • The renovations were approved by College Council.

8. Display of Art On-Campus
   • Barbara Kerwin was looking for areas on campus to display art.
   • The curved wall in the Student Dining Room was determined to be an area unfit for displaying art. The wall in the Instructional Building’s North Atrium is not ADA compliant.
   • Preventing theft is still a concern.

9. Updating Faculty on Campus Renovations and Bond Construction Progress
   • During the President’s Focus Group, Faculty expressed concerns about not knowing about when and where renovation and construction projects are taking place on campus.
   • There is a concern that confusion could be caused because some construction and renovation projects to not go as planned or follow the time frame that was in place due to unforeseen circumstances that may cause delays.
   • A suggestion was made to use a map to indicate where projects will be taking place.
   • A second suggestion was made to list the projects in the Weekly Mission.
   • The committee agreed that an action item should be submitted to College Council to add a listing of renovations and constructions projects that are currently or will be taking place.

10. Work Request Follow-ups
    • Faculty feels that their work requests need to be responded to faster and when they place an order with I.T., they immediately get e-mail.
    • There may be an issue to address. The work order system sends five automatic e-mails for the following:
      i. When a work request is created in CMMS.
      ii. When a work request has been approved in CMMS.
      iii. When a work order has been assigned to a technician in CMMS
      iv. When a work order has been completed in CMMS
    • A discussion group may be needed to clarify and resolve the issue.

11. The meeting was adjourned at 1:30 p.m.