Los Angeles Mission College  
Facilities Planning Committee  
Monday, February 9, 2015  
CAI Conference Room  

Meeting Minutes  


Guests: Tara Ward-Thompson and Hoss Nabaii  

Absent: Joe Ramirez, Joe Cascione, and Sherrie Loper  

1. Co-chair Walter Bortman convened the meeting at 12:35 p.m.  

2. Report from Work Environment Committee  
   • Copy Machine at CMS will be installed in March. Per Daniel Villanueva, the Board of Trustees (BOT) issued a moratorium on printer and copy purchases for the entire district. A master contract is being considered to leverage our purchasing power.  
   • The college is waiting for all bids to be submitted for the replacement of the window shades in the Smart Classrooms. The contract must be approved by the BOT before work begins. The goal is to complete this project before the end of the semester.  
   • Mari Rettke reported that the new baseboards installed around the windows in I-A 2006 and I-A 2007 appear to be unfinished. Victor Renolds will look into this.  
   • A white board was not installed in I-A 2006 and I-A 2007. The installation was approved by Facilities, but the boards were not installed because the department needs to order them.  
   • A request was made to repair the window casings in I-A 1015. This has been completed by Facilities.  

3. Measure J Update  
   • Media Arts Building: A water leak was found at the fire line in construction site. A DSA issue is preventing the start of the base work.  
   • IA-Building: College is waiting for pricing to repair to address mold issue. Demolition has begun to replace the studs in the North Atrium bathrooms with studs that meet current building codes.  
   • LRC: Tiling is complete and the installation of fixtures and counters is almost finished in the bathrooms.  
   • CSB: Doors need to be replaced. College is waiting on confirmation from DSA that the replacement doors meet fire regulations.  
   • Campus Center: Two restrooms are waiting for completion. Wall partitions in Campus Center Main are pending DSA approval.  
   • Campus Modernization 2: The design has not been completed.  
   • Roadway Improvements: Waiting for schedule from contractor.  
   • Central Plant: Plans are in place for contract to be awarded in April 2015.
4. Sharing Information Regarding Upcoming Construction Projects with Faculty and Staff
   • A simplified report can be typed up each month and put in the Weekly Mission.

5. Academic Affairs Representative at Facilities Planning Meetings
   • Cathy Brinkman will represent Michael Allen in Academic Affairs due to scheduling conflict. Denise Marrin will add Cathy to Facilities Planning Website and e-mail Distribution List.

6. Motion to Change Meeting Start Time of Facilities Planning Committee from 12:30 p.m. to 1 p.m.
   • Motion by Daniel Villanueva to change meeting time was seconded by Walter Bortman.

7. Purchase of Tables for Campus Events
   • Per Tara Ward, committee approved the ordering of tables for events. At the time of the approval, there was no budget available for the purchase. The college has 22 tables left. An additional 10-15 tables is desperately needed. People often complain about our tables.
   • New tables will not be put outside.
   • Motion was made by Daniel Villanueva to request $3,000 from the Foundation and $3,000 from the Facilities Trust for the purchase of the tables. Motion was seconded by Victor Renolds.

8. Scheduled Maintenance Projects
   • Repairs were performed on a blocked and crushed sewage line in the HFAC. The repair to the sewage line is finished, but the flooring that was removed to repair the sewage line will be repaired once concrete has cured. On Friday, February 13, flooring work will begin at the CMS Building.
   • The portion of the roof over the vestibule area of the LRC was repaired last week and the project will be finished this week.
   • Waterproofing of the North Tower of the I-A Building has been completed. The glass was recoated and tiles were repaired on the roof.

9. Athletics Update
   • The college plans to work with the County of Los Angeles to improve the baseball fields. Discussions have taken place to move electrical outlets and push the fields back to improve the dugouts. The County will perform most of the labor, but the LAMC will furnish the materials.
   • Walking, golf, and swimming classes may be offered in the future.
   • The owner of the El Cariso Golf Course is working on upgrades to make the grounds and the clubhouse more appealing. The owner would like to partner with Culinary Arts to provide food, but hasn’t contacted Culinary Arts at this time.
   • Golf classes may begin as early the Fall 2015 semester.

10. The meeting was adjourned at 1:23 p.m.