Call to Order at: 12:36 pm by Wally Bortman.

Quorum present.

Items Discussed:
Motion to approve February 2013 minutes with addition of the absence of voting members Sandy Thomsen and John Klitsner. Approved unanimously.

1. Work Environment Committee: (Jolie Scheib)

a. Jolie Scheib (Chair WEC) reported the WEC meets the 4\textsuperscript{th} Thursday of the month at 2 pm.

   East Campus (CMS) issues:
   1) Faculty must share with students in restroom. George explained that the number of restrooms design is based on capacity of occupants.
   2) CMS: What is the status of the smoking regulation signs? Wally states they are a priority.
   3) Food availability. Zoila created a plan that requires refrigeration unit. Danny states the Health Department will need to approve the plan. This is already in the works. Mosty likely approval will come by the end of April.
   4) The thermostat is still in need of adjustment. Jim Liko states he changed it so that it can now be self-adjusted from 70 to 74 degrees in classrooms (this is part of the EMS system).
   5) Math Department needs more cabinets. Wally states they will check.
   6) Gomez office is very noisy because of air vent. Liko states that they made a modification that is satisfactory.

b. 1) Main campus issues. Library elevator still goes to 3\textsuperscript{rd} floor Library after 8 pm. Sandy requested security to lock down elevator after 8 pm to lock the Library. Wally states the Fire Dept deemed it necessary to have operator functioning to all levels at all times. Have to create a different solution to lock down the Library at 8 pm. Kerwin suggested a sliding gate be installed at the site of the elevator at the 3\textsuperscript{rd} floor. Wally
states that is a possibility. Liko stated that the fire doors on the 3rd floor automatically lock down in the event of a fire. Sherrie asked if police could be asked to make a pass through the Library at 8 pm until installation of the sliding gate. Sandy requests that the elevators on each floor be instructed to lock the elevator upon leaving the building. Victor stated that the stairwells are open at all times; so security for the Library is still at risk. Video surveillance is already installed. Stanchions or chains are also possibilities. 2) Parking structure exit lanes need a division from student and faculty exit areas. Wally states they are looking into for new safety measures. 3) The Title V Position location, has it been set yet? Joe responded that the two staff workers have been relocated to lower level of the library. 4) Bathroom odors have been removed.
5) ITV chair and desk adjustment? Wally is still checking. 6) Jose Maldonado’s office is it being moved? Danny stated no. 7) Parking structure on main campus has many old cars stored there. Victor states it is presently being used as storage for Plant Facilities because they have no enclosed storage now. 8) Can the area behind the IA be used for smoking, if so can it be a covered structure? Victor says too costly. 9) We need a dedicated space for Gallery walls in N. Atrium for protected art displays. We can move forward to dedicate a North Atrium as Gallery Walls and display space at this time. To add security, a proposal through Program Review is required. Work out a plan and submit at the next meeting. 10) The temporary Theater proposed use space will need theater person in charge to discuss needs at the next meeting.

2. Measure J Update:
CPM Report on Bond Projects

Report by George Johnson:

- The Media Arts Building has had the design and structural engineers identifying defects and created drawings and notes which have been submitted to DSA. The current contractor (Kemper) has a signed assurity agreement. Media Arts will be contructed ten months after approvals arrive from DSA (projected move-in Fall 2014). District will put all resources toward resolving the unfinished Media Arts building.
- Student Services and Central Plant building are waiting for the Media Arts Center concerns are resolved. George Johnson stated that the Student Services Center will need to carry higher contingencies. The delay may be as long as six months until other concessions are completed.
- The Mission College Power Plant funding is in renewable area of discussion. This project will pay back in five years. Funds are available to proceed with Performance Criteria component of project.
LAMC Program Highlights / Key Milestones

Pre-Design / Program Phase:

- **ADA Improvements (40J):** La Canada Design Group was chosen for the Design portion of the project and authorization of their contract was approved at the December BOT. No new report.

- **Central Energy Plant:** Preliminary budgeting and scheduling update has been modified to reflect January design Early Start date. Coordination of energy system continues with Southern California Gas Company. Work required for advance planning with LADWP is being coordinated through the Energy Program Manager at the District. No new report.

- **East Campus Utility Interconnect:** This Project is part of the LAMC Campus Energy Plan and has two distinct parts. An Amended task order is in process to further evaluate the feasibility of tying the two central plants together with new chilled water piping and distribution pumps. No new report.

- **LAMC Renewable Energy PV (40J):** This Project is part of the LAMC Campus Energy Plan. The District has recommended the College reduce the scope of new PV to 360kW. The scheduling and execution of this Project will run concurrently with the other projects in the LAMC Campus Energy Program. No new report.

- **Pedestrian Access & Street Improvements (40J):** Currently, the CPM is developing a traffic mitigation plan that will determine which portion of the scope of this project will proceed given the current budget restrictions. No new report.

- **Storm Water Mitigation (40J):** The college has participated in the selection of a Design Team to plan storm water and site improvements. Approval for this contract was approved at the November BOT agenda. A portion of the funding will be from District 40J funds. No new report.

**Design**

- **Campus Modernization Phase II Campus Building Improvements:** Both the remodel of the existing Food Nutrition Lab into classrooms and office space and a portion of the former existing bookstore into a new Health Services Clinic have 95% Construction Drawings that are currently with the contractor to incorporate CPM comments before submitting to DSA. No new report.

- **Student Services Center:** Construction Document drawings have been reviewed by DSA and comments were sent to the AOR for corrections. The District is finalizing a new contract with the AOR, NBBJ to enter into a separate contract for DSA Stamp-Out Design Services. No changes.

**DSA Review Phase**

No new report.

- **Campus Modernization Phase I Campus Center Improvements:** The project implementation is pending review and approval of 100% Construction Documents that have been submitted to DSA.

- **Campus Modernization Phase I Campus-wide Accessible Improvements:** This project is to correct the deficiencies as identified in the Los Angeles Mission College ADA Transition Plan for the campus site as well as the campus buildings, excluding the restrooms.

  - **Campus-wide Accessible Improvements:** GSE in continuing with developing design criteria to minimize and de-scope a section of Component 6 (Six) from Masters Contracting scope of work. Preliminary scope of criteria has been presented to College Campus Staff for review and approval.
- **Inter-campus Fire Access Road Improvements**: Additional scope was added to the original contract via change order to produce design documents for realignment of the fire access road at north-east corner of the Main Campus. 95% Construction Documents were submitted by Masters Contracting and are currently being reviewed by CPM for completion and potential scope impact with future Central Energy Plant design before being submitted to DSA.

- **Campus Modernization Phase I Campus-wide Infrastructure Smart Classrooms**: 100% Construction Documents have been completed and submitted to DSA for review and approval.

- **Campus Modernization Phase I Campus-wide Restrooms Remodel**: 100% Construction Documents have been completed and submitted to DSA for review and approval.

- **Learning Assistance Center (Library Renovation)**: The new contract for Steven-Fader, the AOR of this project has been finalized. The Construction Documents are being finalized for submission to DSA for review and approval. Bid and Award Phase.

- **Roadway Improvement: Design**: An informal bid package has been sent to (5) Contractors for proposals. Proposals were received. They exceeded the Informal Contract threshold. A revised scope is being prepared for Formal Contract Proposal Bid.

### Construction Phase

- **Campus Demand Side Management**: Johnson Controls (JC) is continuing with the piping enclosure fabrication campus-wide at the Campus Center, Instruction and Administration and Library Resource Center. **Campus Modernization Phase II Hot & Chilled Water Loop**: Construction will begin on Phase IV (final connection of chilled and hot water loop to the Central Energy Plant) once the Central Energy Plant project is substantially complete. No new report.

- **East Campus Complex**: This project is 99% Complete.

- **Media Arts Center**: New report: All construction will take priority of resources in district to complete. Assurity agreement has been signed.

- **Student Services - Admin. Swing Space**: All current scope of contract work with the Contractor has been completed. Review and negotiation of outstanding change order proposals reducing the scope is in progress. Gensler Architecture amendment to their contract for additional design and approval of an A-Permit. CPM is also currently working with both Gensler and the City of Los Angeles in expediting the plan review and approval for the B-Permit Close-out / Commissioning Services. New report: On hold pending resolution of higher contingencies and concerns are completed.

### List of any action taken:

1) Motion to allow Fine Art to acquire use of walls for displays in North Atrium of Instructional building. Motion passed unanimously.

2) Motion to invite head of Theater program to next FPC meeting to discuss theater needs prior to completion of Media Arts Building. Approved unanimously.

### Future Action Items:

Discussion on temporary solutions to Art Gallery and Theater prior to Media Arts Building completion.

### Next Meeting Date:

April 8, 2013. 12:30 pm. Room: CC4

### Adjournment:

1:40 pm