1. Co-chair Walter Bortman convened the meeting at 12:40 pm.

2. Review and Approve Minutes of the meeting of January 13, 2014. Upon motion by Deborah Paulsen, seconded by Jim Liko, the minutes of the meeting of January 13, 2014 were unanimously approved.

3. Report from Work Environment Committee.

Jolie Scheib attended the Facilities and Planning meeting as a follow up to various requests for completion. She asked about the no-smoking signs and Victor Renolds confirmed the signs would be up around the campus within the next two weeks. The signs do not have the civic code which means violators can be reminded they are in a no-smoking area.

The request for additional library security cannot be handled at this time.

Requests for catering in the CMS building will not be approved because there are not enough students purchasing food items in the area from the Culinary Arts instead the grab and go food store is working very well for the students.

Victor followed up with the computer lab technician regarding desk drawers in the IA 2009 room and he was informed that drawers in the desk were not necessary.

The WEC wanted it noted that a copy machine will eventually be needed in the CMs building.

Requests for purchasing blinds in various classrooms are approved, but funding is needed. The committee noted that yearly deferred maintenance for purchasing blinds will be noted.

A new request from the WEC is for the restrooms especially those in the CSB. Regular maintenance in the restrooms has not been adequate. Various things like toilet paper and the soap dispenser have been empty or completely taken from the wall.

4. Measure J Update.

Daniel Villanueva presented BuildLACCD’s recovery/priority plan approval list for LAMC. In the form the central energy plan was approved for construction. The LAMC administrators will be meeting soon to discuss the list and possible revisions they can make to it. The student services building, plant facilities building and the athletic complex have all been deferred. Danny would
also like to discuss the athletic fields with BuildLACCD to see if it there is an option to build them since the campus is lacking its own NCAA playing fields.

Daniel Villanueva also mentioned that he would like to parcel the land we own with SIBL property to possibly develop a field there, but that may not be possible until 2016.

5. **Approve Facilities Usage Forms.**
   Tara Ward informed the committee that the forms have been reviewed by the F&P committee and only modification would be to the approval date of the form. *Upon motion by Danny Villanueva, seconded by Joe Cascione, the Facilities Usage forms were unanimously approved.*

6. **Request to purchase additional tables.**
   Tara Ward determined that the estimated cost of the new tables would be around $2500. The committee determined that the cost of the tables was reasonable and to find various prices from vendors before ordering the tables.

7. **Rental Rates for Filming.**
   The committee agreed that the filming rates should run between $3000 for two or less filming locations to $4500 when three or more locations are used for filming.

8. The meeting was adjourned at 1:23 pm.