Call to Order by: Walter Bortman

October Minutes Approved with minor corrections, motion by John Klitsner and seconded by Richard Rains.

Items Discussed:

1. Work Environment Committee (Richard Rains)

   Air quality continues to be an issue in the Instructional Administrative (IA) Building Annex. Victor will research and turn in the air quality report.

   There has been no action on the campus wide window blind problem; no company has been selected and there is no budget for a job that will probably cost $150,000. Victor Renolds and Josh Cardenas are putting in a PRD. Various solutions, such as a double rolled blinds were discussed.

   As a temporary remedy, Plant Facilities will cover the windows that need the coverings for instructional purposes. Alma Johnson-Hawkins will send an e-mail to Department Chairs instructing them to contact faculty who may need their windows covered. Faculty will report back to their Chairs who will submit a work order request. All faculty will be asked, via the Chairs not to remove the window coverings provided by Plant Facilities.

2. Measure J Updates: (Bill Corneli)
a. **Fiber Loop** to Information Technology (IT) has been installed.

b. **Chilled Water Loop Project** will begin shortly, it is at Department State Architect (DSA). Some walkways will need to close during the project.

c. **Central Plant**, Design Build Competition is on hold for at least 30 days due to Chancellor’s Bond spending moratorium. This is a high priority project for LAMC.

d. **Instructional Administrative (IA) Building Annex**, walkways inside buildings may need to be closed to correct DSA code requirements, which include installing fire doors in front of the windows and transaction counters in Admissions and Records.

e. **Gateway Bungalows** are out of compliance with DSA. Two trailers are too close to the IA Building and must move closer to Eldridge Ave. within 90 days (by the end of November). A number of repercussions could take place if buildings are not moved, such as the closing of IA and loss of authorization code to do the work in IA as stated above.

f. **Library Plans** are ready for submission to DSA. Funding needs to be identified for the project. Plans cannot be submitted without funding and it may need to go to the board for review.

g. **Student Services Center** is coming out of DSA. Construction may start January 2012.

h. **East Campus** is 75% complete and on schedule for completion in May. Users could possibly move in for this Fall 2012. FF&E (Furniture, Fixtures and Equipment) lists need to be complied. In regards to “Value Engineering” GSE needs directions moving toward procurement. They know the award budget, but Academic Affairs needs to give instructions for faculty to only order things they need on the first day for instruction. Equipment quotes need to put in now. Final FF&E equipment, decisions need to made soon.

i. **Neighborhood Traffic Mitigation** is planning a public meeting to discuss a traffic plan for the neighborhoods round us, including campus parking circulation issues. GSE is developing base date to gauge the public and illicit ideas as required by Environment Impact Report.

3. **East Campus Task Force** – (Wally Bortman)

   Must meet soon to determine the naming of the new building East Campus and unification of the surrounding areas; including fencing, landscaping, interconnecting utilities, virtual electrical plan, security, signage, educational garden, MTA, parking, lighting, sidewalk along the golf course and road frontages. A landscape architect has planned it out, but the task force will help make the final decisions.
A list of members for the task force is being developed which will include; Rolf Schleicher or VP of Administrative Services, Building User Group Members (BUG), Wally Bortman, representatives from HFAC, Alma Johnson-Hawkins and Nadine Cano as a resource. The recommendations this committee makes will be vetted by the Facilities Planning Committee then go back to College Council, which would forward their recommendation to the college President.

4. **Instructional Administrative (IA) Building**: Rooms 1006 and 1007 renovations will start soon. Alma Johnson-Hawkins will need to sign off on the interior finishes.

5. **CSB Restrooms**: an in-house estimate was provided by Gateway to add faculty and student restrooms to the second floor. Total Projected cost is $358,000 with $219,000 as construction costs as previously presented. The actual cost may be lower. The college needs to consider the loss of a classroom, balanced with the fact that the Math/Science Building will open soon. Use of the building may decrease. Discussion took place regarding long-term planning considerations for the college, such as custodians and maintenance.

**Motion by Victor Renolds and seconded by Richard Rains:**

Facilities Planning Committee recommends the College Council accept the cost of $358,000 for converting a classroom on the second floor of the CSB into faculty and student restrooms.

Vote: Five in Favor “Yes” and Four Opposed “No”

6. **Athletic Complex**: meetings continue between the College and the County for upgrading El Cariso park fields. An MOU from the College was presented to the County for signature. When signed off by both parties designs and planning could proceed regarding joint use of the fields.

7. **Additional Space for ASO**: As Instructional Building Rooms 1006 and 1007 are filled by programs the some space in the lower space of Campus Center will become available. A task force should be formed to look at the space, including utilization and costs.

8. **Facilities Master Plan**: a discussion took place involving the process for updating the Facilities Master Plan; including integration into our educational and facilities planning, faculty access to the plan, revision, and how does it inform our current planning decisions?
9. **Free Speech Area**: A request was made from faculty at Academic Senate to soundproof the Quad or find a new Free Speech area. Clarification was presented that the area in question is for “Events” and sound from occurring events will need to be controlled by the user.

10. **Library (LRC)**: Sandy Thomsen reports that there were leaks during the last rain on second floor facing the quad, it was supposed to be repaired previously, but it is still a problem.

11. **Elevator in Campus Center**: There is an old telephone booth blocking the button access for the elevator, for students in wheelchairs. It is an ADA (American Disabilities Act) issue and the box may need to be removed.

12. **Campus Lighting** was discussed. Poorly lighted areas need corrections.

13. **Traffic Mitigation** concerns and pedestrian safety near parking structure exit was discussed.

**List of any action taken**: Facilities Planning Committee recommends the College Council accept the cost of $358,000 for converting a classroom on the second floor of the CSB into faculty and student restrooms.

**Future Action Items**: Form a task force to study use of future available space on the lower level of Campus Center.

**Next Meeting Date**: November 9, 12:30 – 2:00

**Adjournment**: 2:30pm

**Minutes taken by**: Deborah Paulsen