

**FACILITIES PLANNING SUBCOMMITTEE MEETING
MINUTES
WEDNESDAY, AUGUST 31, 2005, AT 11AM
JACOBS PACIFICA CONFERENCE ROOM**

<p>PRESENT: David Beaulieu Lisa Deutsch Richard Guy Robert Isomoto Renee Martinez</p>	<p>Richard Moyer Alexis Navarro Leonor Perez Katherine Pfeiffer Chris Turk</p>
<p>ABSENT: Selina Chi Lurelean Gaines Gonzalo Mendoza</p>	<p>Larry Powell Olita Tulifua</p>
<p>GUESTS: Gary Johnston Kathie Kingett</p>	

Call to Order

R. Isomoto called the meeting to order at 11:10AM

The meeting commenced with a fly-through presentation of E1, G1 and entry plaza by E7 Studio Group. This presentation was the work of students whose majors include architecture, computer science, engineering, website development and computer animation. A project manager oversees the work and the students get a) cooperative education credit, b) salary, 20 hours a week, and c) credit toward their license. To apply, a student must submit an application, with resume and a letter of intent as well as some portfolio work, at least 1 years' worth. Presently the number of students involved in this project is 15, three of whom are ELAC students: 1 engineering major, 1 architecture and one animation. The E7 Studio Group needs better representation from computer programming majors, in order to further enrich fly-through presentations.

After viewing the fly-through, the committee members agreed to have it shown during the break out session and also during the Q and A session with the President on Opening Day. One representative from E7 Studio Group will be in attendance to set it up. A. Navarro will also be there.

1. Review of the 08/18/05 minutes.

M/S/P C. Turk, R. Guy with the following correction, under Agenda item 6: Items from the floor, b) second line: change ...which *will* be shown several times... to ...which *could* be shown several times ...

2. Facilities Update – G. Johnston

G. Johnston apologized for not having the Performing and Fine Arts presentation by the architect, and promised it would be ready next meeting.

Bond Highlights are as follows:-

Construction

- K building has been demolished. A fence will be erected today, and the area will be used as a construction lay-down area.
- Friday, September 2, 2005, 5PM-4AM, a 12- ton crane will lift chillers onto G and K buildings. This specific time and day chosen was chosen for least disruption.
- Stadium Bleachers and covers: this is ongoing.
- Site Prep package: work ongoing in the temporary parking lot area; ADA ramps being installed this week and should be ready for parking when school opens.
- Northwest parking: completed.
- R. Isomoto explained that the decisions to: a) adjudicate the pool parking lot exclusively for handicap, and b) assign the number of handicap parking spaces that have been assigned, were made in compliance with Code regulations.

1. Transit Center – L. Perez

- As had previously been introduced to the committee, there was a discussion on moving the transit off the original planned site because of parking, stage and swing space challenges. These plans are moving ahead. L. Perez participated in a meeting with City of Monterey Park last week wherein the City of Monterey Park proposed to take over the project (the District currently oversees the project and ELAC is working in coordination with the City of Monterey Park.). However, the underlying concern is to expend the money allocated within the year otherwise it will be lost. Also, who is going to manage the transit center. The project has been on put on hold as a result of this unexpected proposal from the City of Monterey Park.
- The transit center will eventually be on the Master Plan and so it should be considered a part of it now. R. Martinez relayed information from the recent Presidents' meeting, that the issue will be brought before the Board of Trustees. L. Perez will verify this information.
- D. Beaulieu said that he thought the President's desire (at least as of July) was to get out of this project. R. Isomoto recalled the history behind the transit center project: the original proposal was to have a partnership with the city and ELAC and the architectural firm coordinating it. This was done with the intention of

applying for an MTA grant. However, it did not work out, so the same proposal was retained and later used. Had the president known that we might have the transit center off our grounds further down the road, he might have reconsidered ELAC's involvement. (The project was approved based on ELAC's involvement and it is difficult to pull out at this point.) Originally, the objective was to improve street and entrance to the future Performing and Fine Arts center, then the campus moved to get the buses out of the way, and that is how things stand now.

There are no immediate plans for the northeast parking structure, due to lack of funds.

4. Communication process between architects and end-users – A. Navarro.

L. Perez clarified the protocol: when campus users/communities are planning to have a meeting with the architects they contact her to ensure that the appropriate people attend.. Also, if we need to get in touch with an architect, L. Perez will interact with the project managers who will then interact with the architects to get them on campus. Interfacing with G. Johnston, or whoever the project manager is. As far as participation in user meetings, she will contact chairs of departments and they will in turn contact their faculty. The supervising dean will be present at the users' meeting.

Danny Telles is now working directly with L. Perez. A routing sheet has been developed to ensure no one is excluded from meetings and also as a means of tracking all communication.

D. Beaulieu said concern was expressed on the lack of communication between architects and end users. L. Perez responded that the biggest breakdown in communication occurred during her 6 months' absence from the committee. She went on to say that there is a limit on the number of times/meetings that can be held with the architects. K. Pfeiffer said the Art Department has been trying to get a meeting with the architects for the past 7 months and objected to L. Perez's claim that the process was smooth save for the 6 months that she (L. Perez) was absent. It has never smooth, according to K. Pfeiffer and C. Turk. D. Beaulieu said one cannot tell whether the problem was caused by the turnover in project managers or by a breakdown in communication.

L. Perez said J. Uyekawa has given T. da Silva a list of the items that need to be addressed by the architect. The architect in turn is poring through the notes of previous architects to see if the items requested are indeed in the program. Therefore, they should be given adequate time to complete this before any meeting can take place. However, K. Pfeiffer said that the requests being made to the architect are not complex and in exasperation, suggested that Jacobs be billed for all the mistakes made thus far.

B. Isomoto suggested K. Pfeiffer and L. Perez discuss this further after the meeting. D. Beaulieu suggested inquiring with Pierce, Harbor and Valley colleges to see how they have handled their shared governance facilities structure processes, which are relative to ours.

L. Perez said as soon as school opens a meeting will be arranged with the architect.

5. FPSC Membership

L. Perez had previously distributed a list of FPSC membership. The official membership according to L. Perez is 6 administrative 6 faculty and 2 nonvoting chairs. The non voting chairs were structured in line with EBPAC's make-up. R. Moyer said that chairs do not vote unless there is a tie in the vote. C. Turk and A. Navarro are the Senate representatives. L. Perez asked for more clarification on what committee/bodies each member represented. This matter was tabled to be discussed further at next meeting.

6. Items from the floor

K. Pfeiffer suggested making copies of the bond highlight update, for all members as it is easier to follow the facilities update presentation.

D. Beaulieu informed members that at the last EBPAC meeting, the president had expressed absolute surprise that the committee had taken exception with the façade of the parking lot. He felt it was not "healthy" that the President is not apprised of what the committee members are thinking and vice versa. Discussion and decisions had been made regarding re-designing the façade approximately 6 months ago.

A. Navarro said that the committee had previously decided that the form liner for the façade will be reconsidered and redesigned and that WWCOT be involved in the design of the façade. G. Johnston said he has received a proposal from WWCOT, which is being considered.

C. Turk expressed appreciation to Facilities Department for installing air conditioning in F6 and F7 buildings.

Facilities breakout on Opening Day will provide a general overview to the faculty of current construction projects, what the Master Plan looks like, etc, without disclosing specific details. D. Beaulieu added that it is a joint breakout session with WEC.

A. Navarro informed members that ELAC's website on Facilities Update is outdated. The website was originally set up by D. Telles, however it is now updated by Tuan in Information Technology. R. Martinez pointed out that Tuan only inputs information given to him. R. Isomoto announced that a

website designer position is will be opening up. K. Pfeiffer requested to be on that interview panel as she is a website designer.

7. Adjournment

The meeting adjourned at 3:20PM.

NEXT MEETING: THURSDAY, SEPTEMBER 15, 2005, AT 2PM,
JACOBS PACIFICA CONFERENCE ROOM