FACILITIES PLANNING COMMITTEE
MEETING SUMMARY
NOVEMBER 20, 2007

PRESENT: Roger Ernest
Karen Welliver
Linda Kaufman
Tim Kyllingstad
Robert Riffle
Connie Mayfield
Randy Peebles

ABSENT: Jo Ann Higdon
Dan Smith
Craig Breit
Lisha Valles

Guest(s): Dr. Bryan Reece (11:40)

1. CALL TO ORDER
Mr. Riffle called the meeting to order at 11:08 a.m.

2. APPROVAL OF THE OCTOBER 16, 2007 MEETING SUMMARY
The October 16, 2007 meeting summary was approved as presented. Mr. Kyllingstad abstained.

Mr. Riffle welcomed Mr. Kyllingstad to the Facilities Planning Committee. He is replacing Les Bell as the CSEA representative.

3. CONSTRUCTION STATUS REPORT
Auto Technology – New Building: Mr. Riffle reported that the Auto Technology New Building is currently awaiting a check from Accounting made payable to DSA so the plans can be submitted to DSA prior to December 31, 2007.

Auto Technology Center – Renovation: Mr. Riffle reported that the user group for the Auto Technology-Addition is in design development mode and the plans expected to be to DSA by December 31, 2007.

Classroom/Lab/Office Building: The Classroom/Lab/Office User Group is finalizing user group specifics and design development. The College is on-line to get the plans to DSA in January, 2008.

Gym – Seismic: Mr. Riffle reported that the first two user group meetings have been scheduled. The preliminary plans need to be back to the State by April, 2008.

Infrastructure Project: The infrastructure project continues to move forward. The bidding portion of Phase II is currently being done.

Pool: The pool project is currently at DSA. Mr. Riffle reported that he and the architects will be meeting soon with DSA to clarify any questions DSA has with regard to the project; this is referred to as the “back check” phase of a project.

Campus-Wide Boiler Replacement Project: Mr. Riffle reported that bids have been received. It is anticipated to go to the December 12, 2007 Board meeting with the name of the contractor.
Soccer Field: Mr. Riffle reported that the sod is installed at the soccer field. The irrigation is completed and we are working toward installing the windscreen/scoreboard and overshoot nets. The sod needs to be in place approximately 90 days before these items can be installed.

LRC Carpet: Mr. Riffle reported that the LRC carpet is going to be replaced and this project would be funded out of scheduled maintenance. He noted that the LRC is a highly trafficked area and the existing carpet is damaged and in some areas posses a tripping hazard. This project should be completed by February/March, 2008. The contractor will work closely with John McGinnis to ensure a smooth process with little disruption to students and staff as possible.

Facilities Building: Mr. Riffle reported that an architect name will be going forward to the December 12, 2007 Board meeting. Once the Board has approved, contract negotiations will begin.

Ms. Welliver inquired if any decisions had been made with regard to the tennis courts, soccer field and central plant fence. Mr. Riffle responded that those items are a Campus Transformation Committee discussion topic.

4. NEXT MEETING -
The next meeting for the Facilities Planning Committee is scheduled for December 18, 2007.

5. OTHER ITEMS FROM THE FLOOR
Dr. Peebles shared that as a committee member of both the Facilities Planning Committee and Campus Transformation Committee it is a challenge to have a sense of the scope, timeline and on-going changes of the Master Plan. He indicated that at previous Campus Transformation Committee meetings there have been strong recommendations by committee members that staff provide some kind of access to Master Plan information. Dr. Vela had previously indicated that a web-site would be established in order to provide updated construction information, but as of this date, no website has been established. Dr. Peebles added that it is challenging as a committee member to present to staff all the information presented at the meetings without something in hand to back up the information. The faculty in the Business Education and Technology Divisions have requested that he bring this concern to the Facilities Planning Committee and again make a strong recommendation that some kind of documentation be provided to the public and staff of Cerritos College on what is going with the transformation of the College and information regarding each time a significant change is being made. Dr. Peebles added that it has already been requested and denied a number of times from top administration to allow any documentation or handouts regarding the plan or timeline to be made available to staff. Dr. Peebles would like this committee make a recommendation to the Campus Transformation Committee to underscore the importance of providing some level of information to the Cerritos College staff.

Dr. Peebles made a proposal that the Facilities Planning Committee recommend to the Campus Transformation Committee that a web-site be established ASAP, with summary information and changes regarding the transformation of Cerritos College. Mr. Riffle responded that both the College’s CA/OR (Bovis) and the College are currently working on a detailed web-page. Ms. Welliver added that if the Master Plan information is shared in a public Board meeting, and every Board member is given the information, why the divisions/departments of Cerritos College aren’t given the same information.
Mr. Riffle responded that the Campus Transformation Committee is the best forum for this discussion.

Mr. Kyllingstad inquired what the mission of the Facilities Planning Committee is. This began a brief discussion of the purpose of the Facilities Planning Committee. It was recommended that the Facilities Planning shared governance document be agendized for discussion at the next Facilities Planning Committee meeting.

Dr. Peebles made a motion to make the recommendation to the Campus Transformation Committee that all due haste be made to complete the web-site that will provide the level of information to the College staff as to the status and changes on campus transformation projects. This will include all project sequencing and cost. Motion M/S/P. The motion passed unanimously.

Ms. Welliver made a motion to make the recommendation to the Campus Transformation Committee that a copy of the Facilities Master Plan report that includes the Master Plan, sequencing of projects and the corresponding budget be made available to all departments and divisions on campus. Motion M/S/P. The motion passed unanimously.

Mr. Ernest asked the committee to consider, in tandem with the responsibilities of the Facilities Planning Committee, a thorough review of the Campus Standards Handbook. Mr. Riffle briefly described for the committee the contents of the Campus Standards Handbook. He further explained that a portion of the Campus Standards Handbook is dedicated items that need to be consistent, such as toilets, partitions, faucets, etc. Other portions of the handbook are dedicated to teaching instruments. Mr. Ernest brought up the subject of classroom desks and Mr. Riffle noted that the topic of classroom desks had been brought up in a recent User Group meeting. Dr. Reece [as a guest of the committee] noted that he is pleased that faculty are reviewing the furniture needs, as furniture has a direct impact on pedagogy. He added that faculty uses a variety of methods to teach and furniture has a direct impact on pedagogy. Mr. Riffle closed the discussion by indicating that any committee member is welcome to come to his office and review the manual.

Dr. Reece read aloud a memo from the Faculty Senate Leadership addressed to the Campus Transformation Committee and Facilities Planning Committee dated November 20, 2007. The subject of the memo was Decision-Making. The memo read:

The Senate has received many complaints related to facilities and Campus Transformation planning. These complaints have come from a cross-section of constituencies at the College (deans, faculty and staff) and have come from an array of projects across campus (HPEA, Automotive, Fine Arts and Communications, Business Division, and others). There may be others we are not aware of, but the growing list of complaints point to a consistent set of concerns:

- Major decisions are often being made without adequate stakeholder input.
- When stakeholders are “involved,” they often feel as though they are being informed about decisions that have already been made, and later feel their “involvement” is mischaracterized as shared governance input.
• Major decisions are often made in a closed and opaque manner with limited records to document the process.
• Once decisions are made, they are often not sufficiently shared with the campus community.

To date, the Senate has been very thorough about investigating specific claims made by HPEA faculty. The Senate has concluded that the current development plan for HPEA has helped improve some areas in the Division; however, there are emerging elements that actually hurt other HPEA programs according to the faculty in the Division. We believe that the main reason HPEA is in this situation is that HPEA faculty have not been adequately included in the decision-making process with regard to the Campus Transformation Plan. The Senate believes this is contrary to Board policy which requires the District to rely primarily on the faculty for all educational program development planning.

We would like the Facilities Committee to support the following:

The Campus Transformation Committee should start holding meetings more regularly (e.g., two times per month). Minutes from the committee should be distributed and posted to a CTC Web site. Changes to the Campus Transformation Plan must be submitted to appropriate advisory groups and the CTC prior to adoption of the changes. The Master Plan (including sequencing and budget related documents) should be available to the public. CTC should work to include more decision making input.

Mr. Riffle stated that the minutes show that the Facilities Planning Committee has received this document from Dr. Reece. It was explained to Dr. Reece that prior to his arrival at the meeting, the Facilities Planning Committee had passed motions that relate to his memo, and that those motions would be brought forward to the Campus Transformation Committee.

Ms. Welliver made a motion to accept the Faculty Senate memo in its entirety and move it forward to the Campus Transformation Committee. Motion M/S/P. The motion passed unanimously.

6. **ADJOURNMENT**
The meeting was adjourned at 12:15 p.m.