

El Camino College – Office of the President
Minutes of the Facilities Steering Committee June 12, 2017

Purpose Statement: The Facilities Steering Committee will provide input for Program Planning, review related documents, and make recommendations for the Facilities Master Plan; updated information will be distributed to constituents represented by committee members.

Strategic Initiative C – Collaboration: Advance an effective process of collaboration and collegial consultation conducted with integrity and respect to inform and strengthen decision-making.

Members Present: Tom Brown, Ann Garten, Jo Ann Higdon, Dena Maloney, Jeanie Nishime, Susan Pickens, Jean Shankweiler, Angela Simon, Luukia Smith, Claudia Striepe

Alternates and Support Staff Present: Bob Bradshaw, Irene Graff, Berkeley Price

1. The minutes of May 1, 2017 were approved as presented.
2. The complete agenda is posted [here](#).
3. The Facilities Master Plan Report for June 2017 was presented by Tom Brown.
 - a) Pool, Classrooms Complex – Currently working on swing space issues. Some ideas are putting a modular for Adaptive P.E. in the northeast corner of the baseball field and splitting the women’s locker room in half and use half for men.
 - b) Administration Building Demolition – The fences will go up in July/August timeframe and demolition will begin in September. There will be no parking in front of the MBA building. The remaining three of the red/reserved spaces will be moved around the corner.
 - c) Sand Volleyball Court Project – The concrete will be poured on June 13th. The construction end date has been extended to mid-July.
 - d) Student Services Building Project – The concrete is being poured this week.
 - e) Channel Parking Lot F Structure Improvement Project – There have been some improvements to aesthetics by painting numbers on columns and color coding them. Lighting has also been improved.
 - f) Lot C Parking Structure – The irrigation pipe installation is in progress and should be completed by the end of June. The landscaping will be complete by the end of July.

- g) Manhattan Beach Blvd. Traffic Signal Project – They are waiting for the switch gear to come in. Once the switch gear is here the poles can be changed out.
 - h) Gymnasium – The steel is being delivered.
 - i) Request for Proposal (RFP) attachments to Facilities Master Plan – These were attached as an informational item only. These documents were meant to start the dialog and are not all inclusive. Fine Arts faculty provided feedback to Dr. Price who compiled them into one document. This document was distributed at the meeting. Dr. Price will report back to faculty that this was not the final RFP.
4. It was reported that an employee asked what would be done with the mural in the Administration building. There has been no decision made in regards to this mural. It was noted that there are issues related to cost of dismantling and relocating the mural.
5. Five-Year Construction Plan – El Camino College’s Five-Year Construction Plan is being submitted to the Chancellor’s Office. The Plan covers the period of 2017-2022. The projects included are:
- a) 2017-2018
 - i. Student Services Center Replacement
 - ii. New Main Gym
 - iii. Lot F Seismic Upgrade
 - b) 2018-2019
 - i. Administration Building
 - ii. Pool, Classrooms Complex
 - c) 2019-2020
 - i. Music Building Replacement
 - d) 2020-2021
 - i. Music Building Replacement
 - ii. Art Building Replacement
6. Initial Project Proposal (IPP) for Music Building – We are going to submit this project to the State as a life/safety and support/facilities systems project. After we submit the IPP a final proposal will be submitted. The state match would be 50/50 (\$19 million).
7. Update on State Budget/Facilities Impact – The upcoming budget does have a large amount designated for scheduled maintenance and instructional equipment. We will not know if we will get those funds until 22 months after July 1st. Assemblyman Muratsuchi contacted us to inquire whether we had any priority projects for veterans and public safety. It appears there is some money set aside for El Camino College.
8. Regional Public Safety Training Center/Future Project – This project is in the “concept” stage. The Inglewood facility is too small to support the program and there is an opportunity to grow the program. Local fire and police agencies are looking for local training options. An advisory committee has been formed with representatives of the college and various agencies. The committee has met once and has another meeting scheduled. We are working with an organization in Washington DC to identify federal funding for this project. We would need to have a donation or

purchase of 10 acres of land. The funding to support this project will most likely come from various sources.

9. Communication – Last year we started discussing the goal of communication and the interest in making sure constituent groups are informed of the dialogue taking place in the Facilities Steering Committee. The information is getting out after the meetings. Some of the responses coming back are not under the purview of the committee. These items are more operational and should not be addressed in the Facilities Steering Committee. This committee is for facilities planning. Employees are to work through their division dean or manager to report operational issues. Each division has a point person that can submit work orders.
10. Future Meeting Dates (2:30 – 4:00 p.m.):
 - a) July 2017 – no meeting
 - b) August 7, 2017 (Library 202)
11. Other – Institutional Research is working with ITS to gather information to explore systems that would allow us to shift to electronic “forms” processing, or workflow, and document management, also known as an Enterprise Document Management System (EDMS). A campus email survey will be sent out to gather a comprehensive list of all forms to convert to electronic process.