

El Camino College - Administrative Services
Minutes of the Facilities Steering Committee – December 2, 2019

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: Iris Ingram, Jean Shankweiler, Jorge Gutierrez, Lissette Marquez, Ann O'Brien, Jaynie Ishikawa, Michael Pascual, Makayla Propst and Shobhana Warriar

Alternates/Guests and Support Staff Present: Berkeley Price and Dipte Patel

1. The [minutes](#) of October 7, 2019 was approved.
2. [Health & Safety](#):
These are the current top priority Health & Safety items:
 1. Roofs (PACE Bldg.) – roof is leaking of the old CDC building, which we are going to covert to Community Ed.; inspectors has detailed the issue.
 2. Baseball Field – DSA has approved and this is on hold because they would like to renovate the entire field. We are doing survey work and looking into cost of synthetic or natural turf. Once we have cost, we will do total budget and present it to Iris and President Maloney for their approval. When they approve, we will go out to Bid.
 3. Campus Exterior Lighting – received plans from Engineers. Project is out to bid for various area throughout the campus.
 4. Campus Police Backup Power – out to bid.
 5. Marsee –this will be the first project under CUPCCAA.
 - a. Michael mentioned that 90% of the pre-qualification list is complete and this will go live January 1, 2020.
 - b. There have been changes to the law; any project under \$200,000 can be done through CUPCCAA with no extensive bidding process.
 6. Communication Bldg. – railing to be designed and built for the area between the Communication Bldg. and new Student Services Building.
 7. Campus Clocks – Twenty clocks installed in Natural Sciences area and hundred are on order.
 8. Library – generator is not working, temporary generator hooked up and engineering firm hired to design a new larger generator.
 - Iris has a concern on the definition of Health & Safety, since some item on the list are not related.
 - It was also noted that there is a Safety & Health Committee that has a list of items that are not on FSC's listing. It was noted that both the committee's list should be same. The Safety and Health committee meets once a month and has representation from Academic, Facilities, Health & Safety Office and Campus Police.
 - Jaynie mentioned that the Accessibility report is considered under Health & Safety. Committee concurred.

3. Bond Project Status

1. Major projects:

- a) Admin Bldg. - is on schedule to be done by spring 2020.
- b) Art Complex – plans are at DSA for approval.
- c) Construction Tech – met with design committee for finalizing the plan with input from stakeholders. We expect the design completion by end of month and then submission to DSA soon after.
- d) Gym – open and in use. Basketball game last Wednesday.
- e) Pool Classroom Complex – is on schedule to be done by summer 2020.
- f) Bookstore Café Project – we expect the design completion by end of month and then submission to DSA soon after.
- g) Student Service Center – punch list items need to be completed by contractor by end of this month; otherwise, the district will bring in another contractor to complete the punch list.
- h) Behavioral & Social Sciences – plans are at DSA for approval.
- i) Demolition of Student Activities and Existing Student Services – demolition will begin mid-December for six months. Contractor is clearing things out.
 - i. Concern was brought up about the noise when the bridge is demolished. Jorge mentioned that portion of the work would be done on non-teaching days.
- j) Central Plan – construction has begun; had couple of meeting with the contractor.
- k) Student Activities Relocation – is completed, the remodel of the basement of the Communication Bldg. will go out to bid in late spring.

4. Work Order Status:

- Chemistry 130 noise – contracted with an engineering firm to get further analysis. In the meantime, we are putting in speaker system for the classroom.
- Dust Collector (Construction Tech.) – functioning issues, contracted with an engineering firm to get further analysis on the capacity and to see if we need to upgrade the system.
- Communication 109 – tested for mold and the results came back as clear. We have tested the whole room and awaiting results of those tests.
- HVAC work is completed for the Fire Academy.

5. Collegial Consultation 2020-23 Strategic Plan

Dr. Unda presented the Collegial Consultation process for 2020-23 Strategic Plan. The plan that sets the direction of the college within a long-range timeframe. The 2020-23 Strategic Plan is going through various committees, if you have any comments or recommendations; please send them to Dr. Unda. This is the last committee on the list. If this committee has no changes than it will be going to Board.

- There will be two five-year planning/operation cycle, which will feed into a ten-year Comprehensive Master Plan cycle.
- BP 1200, December 2014 included Mission, Vision, Values and Strategic Plan. In June 2019, this Board Policy was revised with the strategic plan section being removed and becoming a standalone document.
- We are also working on timing and date for the annual planning calendar.

6. FSC Self-Evaluation Survey Administration

The committee member were given time to complete the self-evaluation. The survey results will be sent to the chair, who then can share the results with committee.

7. Other

Berkeley mentioned that there has been large trucks parked in Lot K in the early mornings that are taking up 20 or 30 parking space. It would be appreciated if we knew how long this would going to go on.

8. Adjournment

Meeting adjourned at 2:58pm.