

El Camino College - Administrative Services
Minutes of the Facilities Steering Committee – February 3, 2020

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, and Shobhana Warriar

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

- I. The [minutes](#) of December 2, 2019 was approved.
- II. RFQ – Construction Management
 - a. Going out for proposals for a new Construction Management company. The goal is to secure 2-3 management companies by April 2020 for the Bond funded projects. Lend Lease's contract ends May 2021.
- III. Handicap Accessibility Project – Phase 1
 - a. Submitted plans to Purchasing to solicit bids for Phase 1. Phase 2 and 3 will go to the board for the design plans. Implementing Phase 1 is based off the survey that was completed.
 - b. Dr. Maloney stated the area by the Communication Building facing the Student Services Center has unsightly trash cans that are not completely enclosed. Ann stated the trash has a bad odor and may be the waste water system (by the loading dock area). Jorge will follow up with Facilities team.
- IV. [Health & Safety](#)
 - a. Roofs (Child Development Center) – Consultant found outstanding items from 1992 and working with DSA to close the prior work
 - b. Baseball Field – Received DSA approval for the netting and the restrooms
 - c. CATS Building – DSA has approved the plans
 - d. Campus Exterior Lighting – securing quotes for the project
 - e. Campus Police Backup Power – securing quotes for the project – is there a map of where the exterior lighting is? There is a dark area by the Veterans entrance off of Manhattan Beach Blvd. facing west.
 - f. Marsee – the contract has been awarded and the work will be scheduled
 - g. Communication Bldg. – securing quotes for the project
 - h. Campus Clock System – 100 clocks installed in Life Sciences, Chemistry, Physics and other places across campus as of 1/27/2020
 - i. Library – MDC Engineers is designing a new larger generator

Iris stated that there needs to be a clear definition of Health & Safety because only a few items listed above are actually in that category.

V. Bond Project Status

- a. Admin Bldg. – Iris stated the doors need to be labeled for emergency purposes. Completion is Spring 2020. The moving plan is scheduled which will have packing instructions, the timeframe, and distribution of boxes. Dr. Maloney wanted an update on the budget for this project. We are on time and on budget – no change orders as of yet.
- b. Art Complex – DSA plan back check
- c. Construction Tech – will submit to DSA in two weeks
- d. Gym – grand opening was 2/21/2020
- e. Pool Classroom Complex – is on schedule to be done by summer 2020. Dr. Maloney wanted an update on the budget for this project as well. So far we are on time and on budget – no change orders as of yet.
- f. Bookstore Café Project – DSA has plans for review
- g. Student Service Center – taking care of punch list items
- h. Behavioral & Social Sciences – DSA approved the plans, will go out to bid Spring 2020
- i. Demolition of Student Activities and Existing Student Services – working on the interior abatement
- j. Central Plant – awarded the contract and will be adding a new Chiller to support the new buildings
- k. Student Activities Relocation – will be relocating to the Communications basement, plans are with DSA
- l. Solar Project – Company will be submitting a proposal for review
- m. Music Building – The design will cost 1.9 million and is set for 2021. Construction is 20 million and will begin 2022. Architecture services will go out to bid early.

VI. Lactation Accommodations

- a. Per Jaynie the bill came in to affect January 2, 2020.
- b. How is this verified? Jaynie’s office needs to be contacted and she suggests the SRC be contacted as well.
- c. Need to have an AP developed to address lactation. AP 5203 was attached and is for students but the language was changed to include staff. The verbiage didn’t change much, just added employees to the language.
- d. Dipte asked how to you identify the locations? Iris suggested updated the campus maps and make sure the new buildings have the designation on the doors (signage, locks, etc.)
- e. Dipte – in the SSC the area designated is not in a locked space and there is a refrigerator in there. People are putting their food in there instead of being used for breast milk.
- f. Per Iris the lock should show “occupied” not a key only entry. Also, we are not required to have a refrigerator in the room, it just needs to be located nearby. Jorge will look it this.
- g. Per Jorge the next two buildings will have lactation space as well. Jaynie – will let Ross know if the issues continue and will also discuss it in the Academic Senate
- h. Dr. Maloney will have more conversations about this moving forward and will figure out solutions that can be made in these rooms with appropriate labeling.

VII. Other

- a. Jorge announced Nailah Lee as the new Notetaker for the committee

Adjournment

Meeting adjourned at 3:01pm.