

El Camino College - Administrative Services
Minutes of the Facilities Steering Committee – February 5, 2018

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: Jack Bay, Dena Maloney, Ann O'Brien, Jean Shankweiler, Claudia Striepe, Shobhana Warriar

Alternates/Guests and Support Staff Present: Irene Graff, Berkeley Price, Dipte Patel, Jaynie Ishikawa

1. The minutes of [December 4, 2017](#) was approved.
2. [Introduction of Jack Bay](#) - Jack introduced himself to the group. He is excited to be at ECC. He is getting to know his employees and getting to understand the improvement that needs to be made.
3. [Bond Project Update](#): If you take a look at the slides, it shows the map of the proposed path of travel during construction:
 - The first slide shows the campus as it is right now. All the slides show the different phases of construction with program cost and substantial completion dates. If you see by July 2018, the Student Services Building should be completed. The gymnasium is 3 to 4 months behind schedule. Pool & Classroom building fencing will be going up soon.
 - The walkway for graduation will be discussed with the graduation committee. It was mentioned that using Lot C for all access into and out of the stadium is viable. Discussion also occurred on putting advertisements up on the fencing so that the student and community know what their bond dollars are being used for. Ann mentioned that a vendor did walk the campus and will give us a proposal.
 - Need to find swing space for the Activities Center, since it is coming up for demolition within September 2019-Feb 2020. As we moved from September 2020 through February 2022, the core of the campus will be blocked off with a very tight schedule for construction.
 - These slides are a 5-year plan, the Music, Campus Theatre and Community theatre and Marsee Auditorium beyond the 5-year plan.
4. [Administration Bldg.](#) - Status – intend to award contract for the Administration building will be going to the February 26th board meeting. Need to schedule a ground breaking for the Administration Building. Possible groundbreaking ceremony before the March 26th board meeting (Ann can work with Randy to finalize). Send the Administration building fly through to this committee. At the February Board Trustees meeting, Brian and Jack will be doing a presentation on the bond projects.

5. [Health & Safety](#) - All items currently in process.
 - a. Campus lighting – we have fixed fifty-out of eighty lights. Planning to get a firm to come in and finish the work. In the near future, we will be automating the lights for better efficiency.
 - b. Coyote issue – we will be putting infrared system to deter them from the campus. We will be getting in touch with the surrounding communities.
 - c. President Maloney mentioned that there are areas with overgrown bushes that need to be trimmed back.
 - d. Rory needs an update on the volleyball sand testing result.
6. Future Meeting Dates (Monthly or Quarterly) - It was decided that this committee should meet every other month until December 2018.
7. Other
8. Adjournment