

El Camino College - Administrative Services
Minutes of the Facilities Steering Committee – December 3, 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: Dena Maloney, Jean Shankweiler, Jaynie Ishikawa, Brian Fahnestock, Angel Simon, Jorge Gutierrez, Claudia Striepe, Rory Natividad, Marc Stevens, Ann O'Brien, and Shobhana Warriar

Alternates/Guests and Support Staff Present: Berkeley Price

1. The [minutes](#) of October 1, 2018 was approved.

2. [Health & Safety](#):

These are the current top priority Health & Safety items.

1. Lot H – elevator is out. Problem with getting the repair consultant on campus in a timely manner. We are looking at options on how best to handle this situation.
2. Baseball field – is in design phase for netting and restroom remodel (existing).
3. Bookstore locker – we are trying to get an appropriate location with the café design.
4. Exterior lights – 80% completed. We are scheduled to do a walk-through of the campus after the December 17th board meeting. If you notice any lights out, email Jorge.
5. Library patio area – lower level outside.
6. Water issue in PE South – boiler leak; students moved to stadium area for the interim.
7. Add – pulley for the flag pole.

3. Project Update

- a. Gym – CBOC went on a tour last week. Should be completed by March 2019.
- b. Administration Building – Wall going up. Project moving well. Color board will be delivered to President's Office.
- c. Pool Classroom Building – installation of wall. Project moving well.
- d. Swing Space for Student Activities – met with staff on the layout floor plan. Will be testing the soil in concrete.
- e. Bookstore Coffee Shop – had couple of meeting with architect; scope of project is to make it a large enough area to include campus dining/café.
- f. Construction Technology – met with the group last week; concept is to have a concrete floor, tall roof with open area with lights (barn type) with water and sewer lines. In the process of layout of site plan and developing a budget.
- g. Arts Complex - design phase, working on budget to stay within allocation; finalize floor plan and do construction cost estimates.
- h. Behavioral Science Building – floor plan and schematic design; completion by 2022 (6 months design; one year DSA and 18 months for construction).
- i. LED Lighting retro-fits – they will be working in the evening, so students are not impacted in the library. (Suggestion was to have the contractor wear name badges for identification).
- j. Outdoor Lighting Repairs – 80% completed.
- k. Dance Floor Installation – purchase order issued for the installation of floor.

4. Administrative Procedure -
[AP 8888 Notifications – Advance Notice of Potential Physical Barriers to Campus Accessible Routes, Parking and Other Features](#) – New - This is a preliminary discussion on the Administrative Procedure (AP), which was written by the attorney’s in regards to the OCR complaint. This AP is not part of CCLC template. We would like input from Marketing & Communications and Facilities. These are the areas that will have most of the work to update the maps on campus. Ann mentioned that in looking at the lead times on this AP, the new software Campus Bird will be useful for updating the layers of maps on this campus. This AP is a starting point and we will have to bring it back with the input from the different departments that are effected. Please make the necessary changes or comments and email it back to Jaynie.

5. Other
 - a. Question was raised as to when the south or north gym might be torn down – currently they are not in the plans for the near future.
 - b. Student Services Bldg. – contractor is struggling with cash issues to pay sub-contractors. We are meeting with them regularly to get their production schedule.
 - c. Update on the Murdock Stadium signage – there was dollars secured for signage, Marketing has signed off on the art. Where are we in the process?
 - d. Angela mentioned to keep in mind that the Veterans Office would like to have a memorial area on campus (garden?). Contact person is Nina Bailey. Dr. Maloney mentioned that on the December 17th Board Agenda there will be a new position for Assistant Director of Veteran’s program and maybe this person can be in charge of developing the memorial.

6. Future meeting Item
 - a. Demo of Campus Bird software.

7. Adjournment
Meeting adjourned at 3:20pm.