

EL CAMINO COLLEGE Planning & Budgeting Committee
Minutes Date: September 19, 2019

	Jose Anaya - Community Advancement	Y	Ruben Sagastume - ASO, Student Rep
Y	Amy Grant - Academic Affairs		Gary Robertson - Campus Police
Y	Jeffrey Hinshaw - Administrative Services	Y	Jackie Sims - Management/Supervisors
	Iris Ingram – Chair (non-voting)	Y	Greg Toya - Student Services
	Ken Key – ECCFT	Y	Josh Troesh – Academic Senate
Y	David Mussaw – ECCE	Y	Jim Buysse - Chair (non-voting)

Alternate Members: S. Porter, C. Jessop-Vakil

Support: J. Shankweiler, A. Leible, J. Miyashiro, R. Miyashiro, B. Atane, A. O'Brien

Other Attendees: V. Unda, D. Maloney, J. Gutierrez

The meeting was called to order at 1:05p.m.

1. Approval of [Minutes](#) – August 21, 2019
 Minutes approved with minor change September to August in the sentence “*The budget workshop will be on Monday, ~~September~~ August 26, 2019....*”

2. [Enrollment Management Plan](#) (full report)
 Dr. Shankweiler provided a comprehensive overview of the Enrollment Management Plan that is currently in draft form. She did a brief [presentation](#) and provided [handout of the goals](#) for student getting into ECC through completion of their courses.

Question was asked about the Adult Education program, if it was the similar to K-12 program.
 Answer: our Adult Ed is a shortened/compressed calendar for adults who want to complete their credits for degrees. We are in the process of creating course packages for working adults.

3. [Construction Update and Communication Plan](#)
 - Demolition project for the Student Services Building and Student Activities Center. We had over thirty vendors at the pre-construction bid meeting.
 - If you look at the [Demo map 1](#), you will notice that all area from the Communication building- Library-Art Patio-North Gym will be closed off for the demo project.
 - If you look at the [construction map 2](#), you will notice the only change that has occurred is the path of travel in front of the north gym and pool classroom building is open for through traffic.
 - Several concern were brought up in our previous presentation throughout the campus and they were regarding asbestos abatement, noise factor and dust. All of these concerns are addressed in the bid packages.
 - Safety measure are all in place for all construction projects, but if you see anything or have any concerns please notify Facilities.
 - We have relocated everyone from the portable classroom into the Communication building.
 - Submitted the renovation paperwork to DSA for the first floor of the Communication building. *Note: Currently the Federation office is going to be located in the first floor of the Communication building with the ASO office. It was suggested that maybe they would like to move to the second or third floor so there would be less noise. We will hold meetings with the stakeholder.*
 - Construction of Behavioral Sciences and Art Complex is August 2020 – 2022. Both plans are currently at DSA.

- Pool completion, June 2020
- Administration Building, Spring 2020
- Gymnasium, November 2019
- Communication Plan timeline is from August 2019 through 2022.
 - Some of the tactics used for communicating the forthcoming demo and construction of Behavioral Science and Art Complex project changes are:
 - Presentations to stakeholders
 - Branded materials for “A Reimagined Campus” campaign
 - Branded materials for safety/wayfinding notifications
 - Develop tools to address handicap accessibility
 - Website homepage, dedicated landing pages, [interactive campus map](#) - we have campus bird software, where we can do real time changes on to the map.
 - Construction wayfinding/fencing banners (*suggestion was made as to having different directional footprint on the ground directing student to different area of the campus. Also having the maps color-coded*).
 - *We will also have a dedicated email address for any suggestions.*
 - *The cart committee will be coming up with a design for the pathway of travel for carts*).
 - Ongoing social media, email, video, media relations and printed communication
 - Story telling of project milestones.
- Concern regarding construction and the impact it will have on the student time between classes, currently it is only 5 minutes. Enrollment is looking into building a better schedule.
- The landscape plan for the Administration Building has open area and benches. We will post the plan on the website.

4. Infamous Others

5. Adjournment

The meeting adjourned at 1:50 p.m.