

El Camino College – Office of the President  
Minutes of the Facilities Steering Committee November 30, 2015

**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:** Linda Beam, Tom Brown, Thomas Fallo, Ann Garten, Jo Ann Higdon, Chris Jeffries, Tom Lew, Jeanie Nishime, Susan Pickens, Jean Shankweiler, Luukia Smith, Angela Simon.

**Guests Present:** Rory Natividad, Irene Graff.

1. The minutes of October 5, 2015 were approved as presented.
2. Facilities Master Plan Report - November 2015 was reviewed. (Complete report is posted [here](#).)
3. Administration Building swing space will be ready for move in by December 2016.
4. The drop-off section in front of the Administration building is causing traffic issues. There is a proposal to have two drop-off zones. The first zone will be in front of the Administration building and will have a larger turn around. The second will be by the Natural Sciences building. Another proposal is to have a left hand turn signal at the intersection coming onto campus off of Crenshaw Blvd. Facilities Steering Committee members will communicate with their constituents and request feedback on this issue.
5. The DSA review of the Student Services Building Project may extend to the end of December 2015.
6. Art & Behavioral Sciences Building – during utilization of classrooms meetings there has been some discussion about combining Social Sciences and re-purposing the current Social Science building for classrooms.
7. Facilities Steering Committee membership was finalized as follows:

**Facilities Steering Committee Membership**

<b>Name</b>	<b>Appointing Authority</b>	<b>Status</b>
Angela Simon	ECCFT	Faculty
Ann Garten	Superintendent/President	Administrator
Chris Jeffries	Academic Senate	Faculty
Claudia Striepe	Academic Senate	Faculty
Erika Solorzano	POA	Staff
Jean Shankweiler	Superintendent/President	Administrator
Jeanie Nishime	Superintendent/President	Administrator
Jo Ann Higdon	Superintendent/President	Administrator
Linda Beam	Superintendent/President	Administrator
Luukia Smith	ECCE	Staff
Rocky Bonura	Management - Administrative Services	Administrator
Student Member	ASO	Student
Susan Pickens	Confidential Employees	Staff
Thomas Fallo	Chair	Administrator
Tom Brown	Management - Facilities	Administrator
Tom Lew	Management - Academic	Administrator

8. Facilities Steering Committee Goals for 2016 are as follows:
  1. Apply sustainable practices to maintain and enhance the College's facilities and infrastructure including grounds, buildings and technology.
  2. Continue the implementation of the Facilities Master Plan.
  3. Review and update the Facilities Master Plan to ensure alignment with the new Educational Master Plan. Recommend revisions as necessary.
  4. Communicate current and anticipated facility changes with the greater ECC community.
  5. Develop a set of criteria for the review of facilities requests rising through the annual prioritization process.
9. User groups – there is concern about user groups claiming they have not been listened to. There was a request to ensure that user groups be involved until the end projects.
10. ULI Report – we will not move forward with this proposal as it has been determined it is not in the best interest of the College.

