

El Camino College – Office of the President  
Minutes of the Facilities Steering Committee June 20, 2016

**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, Ann Garten, Jo Ann Higdon, President Maloney, Jeanie Nishime Susan Pickens, Angela Simon, Luukia Smith, Erika Solorzano

**Guests Present:** Rory Natividad, Irene Graff, Dipte Patel, Deborah Shepley.

1. The minutes of November 30, 2015 were approved as presented.
2. Facilities Master Plan Report – June 2016 was reviewed. (Complete report is posted [here](#).)
  - a) Student Services Building Project was pulled from the bidding process. A couple of items need to be modified before it is submitted to DSA.
  - b) The public fitness walking path will go back to its original location outside of the stadium and will now be a complete loop.
  - c) Athletic Education and Fitness Complex Project Phase 2 Project is almost completed. There is concrete being poured for the fire road and one elevator is being inspected.
  - d) Lot C Parking Structure Project is ahead of schedule.
3. Fine Arts Precinct Plan PowerPoint was presented by Deborah Shepley. (The PowerPoint presentation is posted [here](#).)
  - a) The following comments and concerns were expressed during the precinct plan presentation. It was noted that these areas of campus were not part of the precinct plan.
    - i. There is a need for a centrally located outside staging area for student and commencement activities.
    - ii. Campus food locations have not yet been identified.
    - iii. The Sign Language program does not have a permanent home. They need three classrooms and a lab.
    - iv. The location for the Health Center has not been identified.
    - v. There is a need to continue to have the “quad area” in front of the Library available for club rushes and other outside activities.

4. Educational Master Plan Report (EMP) – Irene Graff reported that the four focus areas are in development this summer. The EMP will be joined by a number of supporting plans (including the Facilities Master Plan) to make up the Comprehensive Master Plan this fall. At this time the faculty are only working on the EMP. Once the EMP report is completed it will be brought back to the Facilities Steering Committee.
5. President Maloney suggested an interest in developing a Facilities Planning Guide for User Groups. Luukia Smith and Angela Simon indicated they were interested in working on this.
6. Facilities Steering Committee Annual Evaluation – Irene Graff provided the “Annual Review for Collegial Consultation Committees” guidelines and the “Collegial Consultation Committee Annual Evaluation” templates for review. It was determined that the template will be used for the Facilities Steering Committee evaluation this fall.
7. Other
  - a) The next Facilities Steering Committee will be in September 2016.
  - b) The updated Administrative Building drop-off zone diagram will be brought to the next Facilities Steering Committee.

#### 2016 Facilities Steering Committee Goals

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.