

El Camino College – Office of the President  
Minutes of the Facilities Steering Committee September 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:** Tom Brown, Ann Garten, Tom Lew, Dena Maloney, Jeanie Nishime, Susan Pickens, Jean Shankweiler, Angela Simon, Claudia Striepe

**Alternate Present:** Mike Trevis

**Guests Present:** Bob Bradshaw, Irene Graff, Chris Jeffries, Dipte Patel

1. The minutes of June 20, 2016 were approved as presented.
2. Administration Building drop-off zone – Tom Brown provided the following documents for review:
  - a) New Administration building site drop-off zone map (posted [here](#));
  - b) Current configuration of the Administration building drop-zone map (posted [here](#)).

It was noted that the drop-off zone area will be deeper and there will be an additional lane. The perimeter road will be blocked and there will no longer be a throughway north of the entrance at Crenshaw Blvd.

There are plans to modify the signal at the Crenshaw Blvd. entrance. The signal will be modified to include a left turn onto the campus and to have an additional modification to allow for pedestrian ONLY crossing. These modifications must be approved by the County.

3. The September 2016 Facilities Master Plan Report was reviewed. (Complete report is posted [here](#).)
  - a) Administration Building – The plan is to move occupants out of the building in December.
  - b) Student Services Building – This project is in the bidding phase now. The bid award will go to the Board on November 21, 2016.

- c) Athletic Education and Fitness Complex Project Phase 2 – The funding for this project is from the 2002 Bond.
  - d) Channel Parking Lot F Structure Improvement Project – The current work consists of deck coating and painting columns. They are working on the southern area. It is hoped that this project will be completed by mid-2017.
  - e) Lot C Parking Structure – This project is ahead of schedule and the traffic signal is now in bid.
  - f) Fire Academy – This project is on hold awaiting completion of seismic studies.
  - g) Architect selection for Social/Behavioral Science and the Art Building will occur in the next two months.
4. Parking Lot C – There had been inquiries from residents during the summer about Lot C. There have been two meetings with the residents and we have attended the Homeowners’ Association of El Camino Village. The homeowners are concerned that the height and size is larger than was originally planned. The residents have issues with privacy and traffic and have placed an item on the Board agenda. There is a meeting planned with the homeowners where some options will be presented. We will explore how we can mitigate impact. We want to be good neighbors and improve communication.
5. Campus Safety Measures
- a) Door Locks - Lock Bloks continue to be installed on doors that are not designated as fire-rated. Doors that are designated as fire-rated will have their locking mechanisms replaced. The Humanities and MBA building doors will be completed during off-hours and by an outside vendor. Information on how to operate the Lock Bloks will be sent out and posted on the website.
  - b) Campus Drills
    - i. The Great California Shake Out is October 20<sup>th</sup> at 10:20 a.m.
    - ii. A campus-wide emergency training drill is scheduled for November 9<sup>th</sup>. This will be a shelter-in-place drill and instructions will be broadcast through the CISCO phones and NIXLE alert system. Instructions will be sent out to the campus prior to the drill.
  - c) The Board of Governors approved 2017-18 system budget request for \$50 million for campus safety needs.
6. Facilities Implications of the Education Master Plan (posted [here](#)) and ECC Educational Master Plan Proposed Initiatives & Goals (posted [here](#)) were distributed by Irene Graff for Facilities Steering Committee review and feedback.

The facilities planning priorities are based on enrollment projections and the physical space will be developed by Deborah Shepley. It was noted that we will need to plan for innovation spaces in the future.

7. Facilities Steering Committee Evaluation will be sent out and the results will be reviewed at the next meeting.
8. Status on Website Update with Project Renderings – Tom Brown reported that many of these items are available electronically although not posted on the website. Ann Garten will take an inventory of what we have and what is missing. An update on this project will be given at the next Facilities Steering Committee meeting.

#### Facilities Steering Committee Meeting Schedule:

~~November 7, 2016, 2:30-4 p.m.~~ November 30, 2016, 2 p.m.  
March 6, 2017, 2:30-4 p.m.  
May 1, 2017, 2:30-4 p.m.

#### Future Agenda Items for November 7, 2016

1. Evaluation Results
2. 2017 Facilities Steering Committee Goals
3. Status on Website Update with Project Renderings
4. Title IX Restrooms
5. Facilities Master Plan Update (Deborah Shepley)

#### 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.