

El Camino College – Office of the President
Minutes of the Facilities Steering Committee March 9, 2015

Present: Francisco Arce, Linda Beam, Bob Bradshaw, Tom Brown, Thomas Fallo, Ann Garten, Irene Graff, Jo Ann Higdon, Chris Jeffries, Rory Natividad, Jeanie Nishime, Dipte Patel, Susan Pickens, Angela Simon, Luukia Smith, Erika Solorzano, Rick Yatman.

1. The minutes of November 3, 2014 were approved as presented.
2. The March 2015 Facilities Master Plan report was presented by Tom Brown.
3. Urban Land Institute (ULI) Technical Assistance Panel was enlisted to identify opportunities for ECC to generate income by developing Lot L. ULI submitted a draft report on January 16, 2015. Jo Ann reviewed the report with President Fallo. There were factual errors in the report that need to be corrected. Jo Ann will schedule a follow-up meeting with them. It was noted that ground lease is one of the options available. A ground lease would allow ECC to retain ownership of the land. A ground lease usually has a term of 50 years.
4. Requests for Proposals (RFPs) will go out for architectural services for several buildings/projects. Each building will have representatives that will sit on the selection committee along with a facilities person.

RFPs will also go out for Master Plan Services. Jo Ann needs a few volunteers from the Facilities Steering Committee to participate in the selection committee.

5. The Draft Purpose Statement is as follows: “To provide program planning input, review and make recommendations for the facilities plans, and disseminate information to constituents represented by the members.” It was determined that Ann Garten would make the necessary revisions.
6. Making Decisions at El Camino College was presented by Jeanie Nishime. This document outlines the collegial consultation process and sets out criteria for collegial consultation committees. The Facilities Steering Committee is a collegial consultation body. It was noted that the Facilities Steering Committee needs to evaluate itself on an annual basis.