

El Camino College – Office of the President  
Minutes of the Facilities Steering Committee – September 11, 2017

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, Jo Ann Higdon, Alec Johnson, Rory Natividad, Jean Shankweiler, Claudia Striepe

Alternates/Guests and Support Staff Present: Jose Anaya, Cindy Constantino, Irene Graff, Jaynie Ishikawa, Berkeley Price

1. The minutes of August 7, 2017 were approved as presented.
2. The complete agenda is posted [here](#).
3. Facilities Master Plan Report
  - a) Pool, Classrooms Complex: Bidding now through the end of December. Job walk scheduled on Wednesday. Project is on schedule.
  - b) Administrative Building Replacement Project: Going out with RFP for architect to draw plans for the demolition.
  - c) Student Service Center/Activities Demolition: Firms will be bidding on civil engineering services for the demolition.
  - d) Administration Building Demolition Project: Behind schedule.
  - e) Sand Volleyball Court Project: Project is complete, but there is an issue regarding the sand. Mr. Tom Brown will follow up and report back at the next meeting.
  - f) Channel Parking Lot F Structure Improvement Project: Structure is being used by students. Project should be completed by the end of the year.
  - g) Lot C Parking Structure: Project has been completed. Due to some sound concerns, DSA has approved the installation of louvers on the north side of the structure. Installation should be completed by the end of this year.
  - h) Manhattan Beach Blvd. Traffic Signal Project: Completed. Waiting for County to sign off on it.

- i) Gymnasium: Project is currently behind schedule.
  - j) Fire Academy (Inglewood): Project is on hold until further direction.
  - k) Permanent Space Needs: Cabinet is working to find permanent space for the following ECC campus functions/operations:
    - ECCE Office
    - ECCFT Office
    - POA Office
    - Academic Senate Office
    - Food Pantry
    - Student Health Center
    - KEAS Center
    - RISE Center
    - Faculty/Staff Lounge
    - Faculty Innovation Center
    - Fire Academy (temporary)
    - American Sign Language (ASL)
    - Dining Areas (covered)
4. Subcommittee on Physical Accessibility & Related Communications (PARK)  
 Update: Ms. Jaynie Ishikawa  
 The PARC subcommittee met on August 25<sup>th</sup> to begin discussing its main objectives. The goal for the first month is for the committee to review recommended changes to proposed BPs/APs and provide feedback before finalizing the drafts. Once a draft is finalized, the proposed change will be taken through the consultation process for review in more detail. The committee will need to develop a process to systematically address issues and prioritize the various requests. A website redesign is underway to make the process clear and easy for all to understand. The committee will meet on a monthly basis and will report back after each meeting. The next PARK meeting is scheduled on September 25<sup>th</sup>.
5. Facilities Steering Committee Self-Evaluation coming October 9, 2017  
 Evaluation for 2016-17 will be disseminated to all constituent groups. The committee will begin discussing goals at the October 2<sup>nd</sup> meeting.
6. Proposed Future Meeting dates were noted as follows:
- October 2, 2017 (Library 202)
  - November 6, 2017 (Library 202)
  - December 4, 2017 (Library 202)

The conference room location may change due to the noise of the impending demolition of the Administration Building.

7. Other

Evaluation of Strategic Plan Initiative F (Modernization) – Ms. Irene Graff  
Committee provided the following feedback to include on the Strategic Initiative F Progress Feedback form:

**Objective 2:** *Continue implementation of the Facilities Master Plan to modernize campus facilities and infrastructure, revising as needed*

Overall progress on objective: Satisfactory Progress

Briefly describe what has been done to implement this objective since Fall 2015:

Add: Monthly reports are made to the President's Cabinet.

What is the status of these inputs? Are we on schedule? Yes

What were the outcomes that resulted from progress on or completion of the objective?

Since Fall 2015, the following projects have been completed:

- Stadium
- CAT building
- ITEC building
- Parking lots C, F
- Baseball Field
- Traffic Signal

Were any recommendations in TracDat directly associated with this objective? No

**Objective 3:** *Implement safety cameras and other technological aspects of campus safety plan*

Chief Mike Trevis, Officer Jan Caldwell and Mr. Art Leible recently approved safety equipment and improvement in the College plan. Additional improvements include

- Blue poles: adding speakers
- new equipment for police
- new safety equipment and training on campus two times/year; more CERT training
- police participation in joint training on hostile student in the classroom
- mobile surveillance in Lot B
- increased cameras
- telephones in classrooms
- safety locks on classroom doors
- shelter-in-place drill

Ms. Graff will present the above input to the Chief and Ms. Caldwell, and will bring back to the committee for final review.

8. Next meeting: October 2, 2017 (Library 202)

## 9. Other

Title IX – Ms. Jaynie Ishikawa:

Last year the committee discussed complying with AB 1732 which requires that all single-user public restrooms in schools and businesses be designated as “gender neutral” for everyone to use. Concerns have been expressed regarding the following restrooms:

- Men’s faculty restroom on the second floor in Humanities: Staff reports that this is not a single-user facility but it has become gender neutral. Mr. Brown will follow up and report back at the next meeting.
- Single-user restroom in the basement of the Communications building: No one has been able to use this restroom. Mr. Brown will follow up and report back at the next meeting.
- Exterior restroom in South Gym: Has never been locked. It was suggested that external restrooms be locked at 10:00 p.m. Open hours can be coordinated for weekend events. It is important to be consistent with the same hours for all external restrooms. Ms. Ishikawa will follow up and report back at the next meeting.