

El Camino College – Office of the President
Minutes of the Facilities Steering Committee – October 2, 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, Brian Fahnestock, Ann Garten, Dena Maloney, Ross Miyashiro, Susan Pickens, Angela Simon, Luukia Smith, Jean Shankweiler, Claudia Striepe

Alternates/Guests and Support Staff Present: Irene Graff, Jaynie Ishikawa, Berkeley Price, David Reed

1. The minutes of September 11, 2017 were approved as amended. Item 4: “PARK” should be “PARC.”
 - a) Title IX/Restrooms – The men’s faculty restroom on the second floor in Humanities is a single-use restroom. It was reported that there are inconsistencies in restroom hours. There is a concern about leaving restrooms open after hours.
2. The complete agenda is posted [here](#).
3. Facilities Master Plan Report
 - a) Pool, Classrooms Complex: This project is in the bidding phase.
 - b) Student Service Center/Activities Demolition: The contract will be on the October 16, 2017 Board agenda.
 - c) Sand Volleyball Court Project: This project is completed, however there are some issues with the sand that need to be resolved.
 - d) Channel Parking Lot F Structure: The seismic deficiency repairs are complete.
 - e) Lot C Parking Structure: This project will be completed by the beginning of next year. The louvers that will be installed are more about privacy than sound. There needs to be discussion about speed control and signs. Chief Trevis is going to talk about asking people to slow down. Tom Brown will talk with the designers and see what they propose. 10 charging stations will be installed in the lot.
 - f) Gymnasium: This project is 3-4 months behind schedule.
4. Subcommittee on Physical Accessibility & Related Communications Update: The subcommittee met on September 25th. The committee purpose and goals were discussed and proposed policies and procedures were distributed. Committee members were given assignments and they identified parties and departments whose areas would be affected by the policies and procedures.

There was discussion about mobility device speed limits and if those were the same for cars and campus golf carts. It was noted that posted speed limits need to be consistent.

Another item of discussion was our intake system on who receives complaints for facilities issues. Rob Brobst explained how work orders are processed and how things are tagged in relation to ADA and safety issues. It was noted that there is a lack of communication as well as relevant parties involved in the process. It was reported that the end user puts in their work order and nothing happens.

The baseball accessibility issue was not discussed during the meeting. The accessibility issues are related to access to the field, nearby parking locations, seating in the spectator area, and restrooms. Our outside consultant, Glen Dee, is working on temporary and long-term measures. Facilities has ordered a wheelchair accessible portable restroom. This restroom will accommodate a wheelchair and an attendant.

It was reported that the ADA transition plan is in phase three. ADA issues that come up before the plan is completed should be referred to President Maloney and Brian Fahnestock.

5. 2017/18 Proposed Facilities Steering Committee Goals
 - a) Review Accessibility and PARC reports. (Prioritize and address issues.)
 - b) Set standards and expectations for new building projects before being presented to user groups for input.
 - c) Develop and design a sustainability plan. (Irene has a few plans. ASO may have some information to share.)
 - d) Participation by committee members. (Reach out to students.)
6. Facilities Steering Committee Chair – Brian Fahnestock, Vice President/Administrative Services, will take over the leadership of this committee.
7. Future Meeting dates were noted as follows:
 - November 6, 2017 (Library 202)
 - December 4, 2017 (Library 202)