

El Camino College - Administrative Services  
Minutes of the Facilities Steering Committee – November 6, 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, Ross Miyashiro, Luukia Smith, Jean Shankweiler, Claudia Striepe, Shobhana Warriar

**Alternates/Guests and Support Staff Present:** Irene Graff, Jaynie Ishikawa, Berkeley Price, Dipte Patel

1. The minutes of October 2, 2017 were approved as amended.
  - a. Change item 1a to read “It was reported that there are inconsistencies....”
  - b. Change item 5d to read “Participation by committee members. (Reach out to students.)”.
  
2. Facilities Master Plan Report ([Facilities Master Plan Report November 2017.pdf](#))
  - a. Student Service Center/Activities Demolition - Bid awarded to JT Engineering. Collecting geotechnical report to put into the demo package.
  - b. Pool, Classrooms Complex – Two bidders. Award will go to December board
  - c. Administration Building Replacement Project – Bid phases. Award will go to January Board.
  - d. Administration Building Demolition Project – Currently under way
  - e. Sand Volleyball Court Project – Waiting for notice of completion from contractor. There will be no new sand. We will have to do another project to replace the sand.
  - f. Student Service Building Project – Work is progressing on schedule.
  - g. Channel Parking Lot F Structure Improvement Project - Done by end of 2017. Fire alarms installed. Since restriping has caused the cars to be parked with their windshield facing the baseball field, there is potential for increase damages. Facilities will put up netting over the twelve feet fencing.
  - h. Lot C Parking Structure – Waiting for louvers to be installed on the third and fourth level on the north side of the structure. Putting in over a hundred signs per floor and putting in traffic control on the bottom level.
  - i. Manhattan Beach Blvd. Traffic Signal Project – waiting for notice of completion from contractor.
  - j. Gymnasium – steel is up, but project is behind schedule.
  - k. Fire Academy (Inglewood) – Need space to put fire classes. Currently project is on hold.
  - l. Permanent Space Needed - Currently on hold.

3. Current status of the ADA transition plan - The PARC committee needs participation from the Business Services area. PARC subcommittee met on October 20<sup>th</sup> and talked about the ADA transition plan. Plan is complete. Next step is to meet and come up with a priority list from the data that was collected. ADA has the following priority order 1-4:
  - a. Approach & entrance
  - b. Accessibility to food and services
  - c. Accessibility to public toilet
  - d. Accessibility to telephone and water fountain (there are lot of disabled students on the campus, no labeling for blind)
4. Goals of the committee - same as number 9 on the agenda.
5. Sustainability
  - a. Recycling - current plan & long-term plan – Facilities will be putting recycling bin at the entrance of each building in the next few weeks.
  - b. Charging stations status:
    - i. To get a rebate ECC will be installing five charging station, by the end of 2017 on the bottom floor of Lot C.
    - ii. Will need to change the verbiage in the class schedule.
    - iii. Coordinate installation with campus police.
    - iv. The company will be handling everything.
    - v. Payment is done through credit card.
    - vi. Anyone can park for a specified time period as long as they have a permit.
  - c. IPM - Integrated Pest Management – need to move away from spraying pesticide or chemicals outside.
6. Bathroom accessibility report:
  - a. There are forty single restrooms which were converted between staff and student. Twenty-five of the restrooms are accessible to the public on normal business hours.
    - a. This information needs to be incorporated into the new student and staff orientation packets.
  - b. For the next meeting a map of where the gender-neutral restrooms are located.
  - c. Student representative brought up the issue of the Activities Center men's bathroom having not stall doors. Facilities will remedy the issue.
7. Health & Safety ([..\AS Staff Meeting\2017\Health & Safety Issues Work in Progress.pdf](#)) - All items currently in process. Question asked about the Lib 20, innovation lab abatement: removal of asbestos is done; carpet installed on Friday; and furniture put back today.
8. Facilities Steering Committee Evaluation – nine participants took survey.
9. 2017-18 Facilities Steering Committee Goals Development ([FSC Collegial Consultation Survey 2016-17.pdf](#))
  - a. Goal #1 – Strengthen the Facilities Steering Committee understands of Facilities planning topic, and share information with constituent groups.

- b. Goal #2 – Set standards and expectations for new building projects before being presented to user groups for input.
- c. Goal #3 – moved to next meeting

10. Future Meeting dates 2018 are as follows:

- a) December 4, 2017
- b) January 8, 2018
- c) February 5, 2018
- d) March 5, 2018
- e) April 2, 2018
- f) May 7, 2018
- g) June 4, 2018
- h) August 6, 2018
- i) September 10, 2018
- j) October 1, 2018
- k) November 5, 2018
- l) December 3, 2018

11. Other

12. Adjournment