

El Camino College - Administrative Services
Minutes of the Facilities Steering Committee – December 4, 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, Dena Maloney, Heather Parnock, Alec Johnson, Angela Simon, Luukia Smith, Jean Shankweiler, Claudia Striepe, Shobhana Warriar

Alternates/Guests and Support Staff Present: Irene Graff, Jeffrey Hinshaw, Berkeley Price, Dipte Patel

1. The minutes of November 6, 2017 was approved.
2. Facilities Master Plan Report - the report has not changed much from the last meeting. The only change is the delay in awarding the pool/classroom/swing space project. The award will be on the January board agenda. Bidders have been notified of the delay. We will be leasing modular buildings to relocate the classroom in the pool project. Modular will be placed near the softball field. It should be noted the group voted unanimously to keep the “pool/classroom” name instead of “natatorium”.

If you look at this link, <http://www.elcamino.edu/administration/campus-committees/facilities-steering-committee/2017/Pathways-through-Current-Construction-Projects.pdf>, is the progression of construction with the dollar amount for each of the projects for the next six months. The map also shows the path of travel around the construction area. These are the accessible route for ADA.

Question was raised as to where the student activities center will be moved? Student activities will be moved to where the communications building sits now.

If you look at the map <http://www.elcamino.edu/administration/campus-committees/facilities-steering-committee/2017/Pathways-through-Current-Construction-Projects.pdf>, it shows the Student Services building will be substantially completed by June 2018. It will not be ready for full occupancy, but some of the programs can be moved into the building so that the impact to all users is a minimum.

3. ADA transition plan update – Jaynie did not have anything new to discuss for today’s meeting. We hired a consultant (Glen Dea), who went through the whole campus and put a list together. The next step is to meet with Glen Dea and come up with a systemic approach to correct the problems that have been identified. After this is done, then we will bring together the PARC committee to show them the plan. This item will be brought back to this committee when there is more information to report.

4. Goals of the committee – same as #8
5. Gender Neutral Bathroom– not on the website. Discussion occurred as to where on the ECC website it was to be located.
6. Health & Safety - All items currently in process. There are many more work orders that facilities is working on, but these are the top priority ones.
 - a. Student representative brought up the issue of the Activities Center men’s bathroom having no stall doors. Facilities will retrofit the stalls from the material salvaged from the Administration Bldg., because within eight months the Student Activities center will be going under construction.
 - b. Question was asked regarding the boxes with records that had rat droppings: these boxes had scanned records. Before they were sent to be destroyed a sampling of 10% needed to be taken to see if the files were scanned properly. Once the boxes were opened, they found mold and rat droppings. Subsequently, the documents had to be cleaned by an outside firm before the sampling could be done.
7. Car charging stations update - We got a grant to install the charging station from the state. Charging stations are installed in Lot C.
 - a. We have 10 slots allocated for charging.
 - b. We are in the process of writing policies.
 - c. We are working through all the issues of what to do once a car is finished charging but still parked, do we ticket a car or not.
 - d. Public Relations will be sending out notice to students. It was noted, that students only use the web page for getting into MyECC and nothing else, but all student use ECC Instagram. Maybe we need to advertise there.
 - e. We have started receiving payment for the charging stations.
8. 2017-18 Facilities Steering Committee Goals Development - The main goal of this group is to communicate the information from this meeting to the constituents that each committee member represents. The goals for 2018-19 are below:
 - 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 – Develop process to understand and communicate with constituent groups the Facilities Master Plan Implementation updates.If you want to add any more goals, please send them to Brian and we will put it on the next meeting agenda
9. Other
ASO is doing a sustainable garden near the Campus Theatre.
10. Adjournment