

El Camino College - Administrative Services  
Minutes of the Facilities Steering Committee – April 1, 2019

**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:** Dena Maloney, Jim Buysse, Jean Shankweiler, Jaynie Ishikawa, Jorge Gutierrez, Claudia Striepe, Rory Natividad, Luukia Smith, Michael Pascual and Shobhana Warriar

**Alternates/Guests and Support Staff Present:** Berkeley Price, Dipte Patel and Chris Egnozzi

1. The [minutes](#) of February 4, 2019 was approved.

President Maloney introduced James (Jim) Buysse to the group. He is the new interim VP, Administrative Services. Dr. Buysse has an extensive background in community college administration, including 20 years of service as Vice Chancellor of Administration and Finance at the Riverside Community College District. He has also served as Chief Administrative Officer at De Anza College, Interim Chancellor of the Riverside Community College District, Interim Vice Chancellor of Administrative Services for the South Orange Community College District, and Interim President of Saddleback College.

2. [Health & Safety](#):

These are the current top priority Health & Safety items:

- a. Roofs - contractors has been hired to do all of the work.
  - a. Question was raised as to why we are not doing this work in house and contracting out.
    - (1) The magnitude of the project and (2) the safety harness not on all building.
- b. Elevators – Lot H elevator has been repaired and is functional. The service of these elevators are bad and we are looking at replacing the whole system.
- c. MBAH – classroom computer desks units. In negotiations with the vendor to get, the furniture replaced at no cost. We are going to do manual switches since the remote control is the one that is failing for these desks.
- d. Baseball field – installing safety netting to prevent baseballs flying into the auto repair yard. Construction documents are being prepared to be submitted to Division of State Architect (DSA) in mid-May 2019.
- e. Campus Exterior lighting – proposal received and will be submitted to the April board for approval. Some of the areas for additional lighting includes Lot J, East side of Chemistry, Westside walkway of sand volleyball courts and center quad nearest Music Art deli and library. This consultant as part of their contract will also be doing the upgrade to the Campus Police backup generator.
- f. Women’s shower locker room – will be installing non-skid flooring materials in April.
- g. Library – parts are on order and set to install in April, the sliding door access for ADA compliance for student use of the patio.
- h. MBBM Trailer – 50% of work completed for rain gutter installation.
- i. Marsee – stage lift is operational but conduits are broken and getting repair estimates.
- j. Campus walkways – new grinding machine purchased and will be used to fix the trip hazards reported around the campus.

k. Pool Bldg. – acid pump and column pump failed. Parts are ordered. Pool operations will not be impacted.

### 3. Bond Project Status

- a. Administration Building – 32% complete in construction phase. Project completion March 2020.
- b. Arts Complex – 65% completed in design phase; project completion June 2022.
- c. Construction Technology – 7% completed in design phase. Had their second meeting with the group for a conceptual design and location. The structure will be large and tall enough to have students construct homes. This area will have lightning so classes can be conducted in the evening. The area will have water, electrical and have expanded capacity built in for future expansion.
- d. Gymnasium – 91% complete in construction phase. Project completion June 2019. Basketball floors installed and will be installing the volleyball court. Concrete has been poured in between the gym and the pool project leading to the stadium.
- e. Pool Classroom Complex – 31% complete in construction phase
- f. Bookstore Café Project – 7% complete in design phase. Submission to DSA will be later part of this year.
- g. Student Services Center – 85% complete in construction phase. Working with contractor to get project completed by June 2019.
- h. Behavioral Sciences – 90% complete in the construction document phase (includes the electrical, plumbing etc. drawings). Project completion June 2022.
- i. Demolition of Student Activities & Student Services – 85% complete in design phase. Demolition will begin October 2019.
- j. Central Plant Upgrade – DSA has closed the previous project. Now we can submit this project for DSA approval.

Question: will the user group for the Art & Behavioral projects be able to see the architectural plan before they are submitted to DSA. It was noted that the standard approach was to have the needs of the users be looked at as well as the capacity, budget and square footage. It is a dynamic process with room for process improvement. Communication is key with the groups.

Question: Do we do post occupancy review (yes) and subsequent one year progress on what worked and what did not work review (yes).

### 4. Public Safety Training Center

Architect firm has been board approved at the March meeting. Design committee will be selected from the campus and individuals from the partner site. This will be a collaborate process, in which we use the partners site for lab classes and they use our classroom for their instruction. Once everything is ironed out, there will be a MOU. Currently, we are looking at the far side Lot L for classroom structure.

Question on Child Development Center (CDC) why not use CDC building for the classroom. Currently that space is being leased out to the PACE program through LA County. We are not renewing their contract and it will expire June 30, 2019. Community Education was originally moving into the Student Services building, but they are no longer going there, they will be moving into the CDC building.

Question on the Inglewood site (currently used by the Fire Academy) - ECC does own the site. Eventually, we will either sell or lease the site, but for now, we will be using the site until the center is up and running.

5. Update on Campus Lighting

Two proposals were submitted and Artic Engineers was approved for this work.

6. Other

a. Sustainability Plan

The campus began developing the sustainability plan in summer 2018 with identifying the current activity and developing strategic goals that could be measured for better resource efficiency. Three things are essential for the sustainability plan to be successful.

- a. Stakeholder engagement
- b. Baseline development and benchmarking
- c. Education and outreach

Using these tools the plan was created to be an active and living document as a roadmap for students, staff and faculty to be referenced continuously to attain resource efficiency and a more resilient campus with decreasing the cost of energy use, decreasing the pollution from transportation, increase use of recycled water and optimizing waste management.

b. Updates

- Campus signage project – we will be installing four marques throughout the campus. Working on design and location. We are also in the process of upgrading the campus maps with electronic maps.
- Stadium sign – contractor will be putting the signs on the bottom portion of the scoreboard.
- Baseball field netting/bathroom project – hired contractor and they are working on design.

7. Adjournment

Meeting adjourned at 3:20 pm.