

El Camino College - Administrative Services  
Minutes of the Facilities Steering Committee – October 7, 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, Iris Ingram, Jean Shankweiler, Jorge Gutierrez, Lissette Marquez, Ann O'Brien, Jaynie Ishikawa, Michael Pascual, Makayla Propst, Angela Simon and Shobhana Warriar

Alternates/Guests and Support Staff Present: Berkeley Price, Jane Miyashiro, Crystal Martin and Dipte Patel

1. The [minutes](#) of August 5, 2019 was approved.
2. [Health & Safety](#):  
These are the current top priority Health & Safety items:
  1. Roofs (PACE Bldg.) – roof of the modular structure, which housed the Community Education Office. Pricing is being procured.
  2. Baseball Field – documents (plans) are at DSA for review and approval.
  3. CATS Bldg. – construction documents are at DSA for the installation of netting.
  4. Campus Exterior Lighting – received plans from Engineers. Project is out to bid for various area throughout the campus.
  5. Campus Police Backup Power – Plans for the new generator are 75% complete.
  6. Marsee – currently the liquid is being drained from the pit to determine the cause of damage.
  7. Fire Academy – awarded contract to replace HVAC units.
  8. Business Training Center – awarded contract to replace HVAC units.
  9. Communication Bldg. – railing to be designed and built for the area between the Communication Bldg. and new Student Services Building.
  10. Life Science Bldg. – the specimen fridge is not working and the contract has been awarded to LA Air Conditioning to perform the necessary repairs.
3. [Bond Project Status](#)
  1. Major projects:
    - a) Admin Bldg. is on schedule to be done by Spring 2020.
    - b) Art Complex - all inputs from stakeholders have been received and is being finalized to be send to DSA.
    - c) Construction Technology – meeting with stakeholder have been very productive. Design work is 35% completed.
    - d) Gymnasium – we have developed plan of action to have it completed by November. We have two courts in the Bldg.:
      - i. Basketball, which is completed.
      - ii. Volleyball, currently they are striping the new replaced floor.
    - e) Pool Classroom Complex is on schedule to be done by June 2020.
    - f) Bookstore Café Project – Architect are doing the final plan and next step is DSA approval.
    - g) Student Services Building – currently working on the punch list. We are working with

staff regarding the counter height in Financial Aid and ergonomic issues. Tentative completion date is November.

- h) Behavioral & Social Science – is at DSA for approval. Award bid in Spring. Move in by August 2022.
  - i) Demolition of Student Activities and Existing Student Services – currently out to bid. Award bid in November. Demolition will begin in mid-December until June 2020.
  - j) Central Plan Upgrade – we interviewed three firms and one is being recommended.
  - k) Student Activities Relocation – currently meeting with staff on the relocation. Move in by November 1<sup>st</sup>. Temporary move to the modular classroom off Manhattan Beach Bldg. where Community Education was located. *At the next meeting, Jorge will be bringing in the floor plan.*
    - Question was asked on the update for the Community Education final location.
    - Answer – Final location will be the old CDC building off Crenshaw, but prior projects that were not closed out at DSA needs to be closed out before a new project number is opened.
4. [Draft AP 8888 Notifications](#) – Advance Notice of Potential Physical Barriers to Campus Accessible Routes, Parking, and Other Features
- This Administrative Procedure (AP) is brought back to this committee for their review of the changes that was made from the December 2018 meeting discussion.
    - Background: This AP was written by third party in regards to the OCR complaint.
    - Purpose: to set forth processes for assuring that the District provides advance notice to the District community of known potential barriers to accessible routes, parking, and other features created by construction, moving, or other events that may significantly impact physical access.
    - Accessibility: the District will create and maintain online map. Marketing and Communication will update the online map and Facilities will provide the information for updating. We have worked with Michael to add AP 8888 information into contracts for the District and into contracts for the Civic Center.
    - Exec. Director of Facilities needs to obtain information 30 days prior to construction related closures.
    - At least ten (10) days prior to any planned construction-related closure to campus buildings or transportation facilities, the online accessibility map shall be updated by Marketing & Communications to reflect Work Zone-related changes and posted online.
    - Email notification needs to be sent out to the campus (staff, faculty and students).
    - All physical campus maps and directories shall include instructions on how to access the online accessibility map and webpage. College community members may request physical copies of the online accessibility map by calling or visiting Campus Police.
      - We will have an accessibility consultant coming this week to look at the ADA path of travel for the demolition of the Student Activities and the campus map will be updated and published. This item will be an agenda item for the Town Hall.
  - It was noted that with minor changes that will be made, this AP 8888 has been approved to be moved forward to College Council. President Maloney mentioned that this can be brought to the October 25<sup>th</sup> Policy and Procedure meeting with College Council then be moved to the Board Meeting.
5. [Construction Update and Communication Plan](#) (demo map [1](#) & [2](#))

1. If you look at the demo map 1, you will notice that all area from the Communication building-Library-Art Patio-North Gym will be closed off for the demo project. Vehicles will be coming into the campus from Manhattan. We will have safety personal stationed at the entrance into the campus and internal cross on campus.
2. If you look at the demo map 2, you will notice the only change that has occurred is the path of travel in front of the north gym and pool classroom building is open for through traffic. By June 2020, the Pool project will be completed and we will have another path of travel.
3. Several concern were brought up in our previous presentation throughout the campus and they were regarding asbestos abatement, noise factor and dust. All of these concerns are addressed in the bid packages.
4. Safety measure are all in place for all construction projects.
5. We are talking with the groups that have events taking place on the Library Lawn, since construction is taking place they will have to relocate their events.
6. Communication Plan timeline is from August 2019 through 2022. Some of the tactics used for communicating the forthcoming demo and construction of Behavioral Science and Art Complex project changes are:
  - Presentations to stakeholders
  - Branded materials for “A Reimagined Campus” campaign
  - Branded materials for safety/wayfinding notifications
  - Develop tools to address handicap accessibility
  - Website homepage, dedicated landing pages, interactive campus map - we have campus bird software, where we can do real time changes on to the map.
  - Construction wayfinding/fencing banners
  - We will also have a dedicated email address for any suggestions.
  - Ongoing social media, email, video, media relations and printed communication
  - Story telling of project milestones. We are also planning to do a time-lapse photography
  - President Maloney mentioned that PBC had concern on pass period of 10 minutes between classes. Counselors will have to work with student to getting the class schedule in close proximity. What will be needed? The suggestion was to make it known on the schedule of classes that construction is happening in the center of campus, put it on MyECC, and add links to the map on schedule of classes. Ann mentioned they will be presenting to ASO, and this will be discussed with them.
6. [Admin – Color Renderings of West Landscape](#)  
New Administration Building landscape plan was presented. This area will have garden like atmosphere. The [plants](#) that are planned for this area are all drought resistant.
7. [Other Discussion](#)
  - Music building has been approved for State funds of \$20 million. Application is now with the Governor to be added to the State budget. We will know more in January. Thanks to Debra Shepley from Gensler, she is the one who submitted our application for State Funds.
8. [Adjournment](#)  
Meeting adjourned at 3:35pm.