

Student Services Area Council Meeting  
Tuesday, September 10, 2019, 2:00pm-3:00pm  
SSVC 245

Attendees: Ariel Alexander, April Bernabeo, Breeanna Bond, Brian Krauss, Ross Miyashiro, Lucy Nelson, Toni Newman, Nina Wong

Guests: Jorge Gutierrez and Ann O'Brien

The meeting began at 2:08 p.m.

Review June 11, 2019 Meeting Minutes

The minutes were approved with no changes.

Demolition and Construction – Jorge Gutierrez

1. Two and one-half year demolition and construction project will take place in the center of campus. The six-month demolition project of the old Student Services Center and Activities Center is currently out for bid and scheduled to take place December 2019 - June 2020. Demolition will change culture of campus pathways.
2. Fencing during the project: northern fence along the Communications Building, west fence next to new Pool and Classroom Complex, south fence along Fine Arts Building and east fence in front of the Library lawn area.
3. Reviewed various options for construction vehicles' access to the center of campus. The access with least impact will be through an entrance off Manhattan Beach Blvd., crossing the walkway east of the Communication Building. Safety personnel will be at the walkway crossing. There will be no access along the western fence next to the North Gym, but there will be construction canopy access for safe entrance into and exit from the North Gym. The walkway between the Communication Building and old Student Services Building will be demolished.
4. The Pool and Classroom Complex scheduled completion date by summer 2020 and Administration Building scheduled completion date in spring 2020.
5. Second phase of project – two-year construction of the Behavioral & Social Science and Arts Complex project scheduled August 2020 - August 2022.
6. Small parking lot north of the Student Services Center is waiting for asphalt to cure and paved for staff and handicapped parking.
  - a. Suggestion: Use this lot for visitor/handicapped parking. Bring recommendation to the parking and traffic committee in October and discuss in Cabinet.

Communications Plan – Ann O'Brien

1. Presented construction plans to 20 different campus councils and committees, student groups, stakeholders, and Board of Trustees. There will be ongoing communication about paths of travel, milestones and project vision.

2. Will develop tools on the website for the vision and hearing impaired and information to address handicap accessibility. Not all students with mobility issues identify with the Special Resource Center.
3. Suggestions:
  - a. Ask students with mobility issues the type of help they might need.
  - b. Utilize website so information is easy to find.
  - c. SRC can blast emails to their students encouraging them to connect with their mobility instructors.
  - d. Identify access drop-off points located at various locations on campus.
4. Will over-communicate project paths using ECC website (with a dedicated landing page), social media, and banners placed along fences. Want to create a less invasive experience for students during demolition/construction projects. Need to determine where to hold events on campus when the Library Lawn is no longer available.
5. Will use branded materials for a *Reimagined Campus* communications campaign (developed with staff and student input) and will include safety/wayfinding notifications. Will develop a website campus map showing changes in paths of travel and inaccessible areas during construction, day-to-day updated construction information with photos, and post video time-lapsed photography and printed materials and fact sheets on the construction projects. Story telling of project milestones. Will develop a 'comments' email/and possible phone number for comments. Campus Police will identify Uber and Lyft pick-up/drop-off points.
6. Discussed the danger of students walking in the road and planters in the circle drop-off area between Lot C and the Student Services Center.
7. Construction pathways may create more calls for campus shuttles. When ready, Ross will report on Cart Committee plans for carts to Area Council.
8. Jorge will verify if there will be drop-off/pick-up access in front of the Administration Building.
9. Suggestions:
  - a. Present the construction pathway information to all students and not just ASO. Present the information at a Student Town Hall meeting with a question and answer session.
  - b. Use the college-owned, public access television station located in the Southside of the Library basement. The equipment needs to be updated.

#### Student Services Center Open House Ideas

1. Open House scheduled on November 13, 2019 from 2:00pm-4:00pm – same day as College Night.
2. Recommended format for the open house to be same as the Student Expo, except have department info/welcome tables located in front of offices and conduct tours of offices if applicable. No tours conducted inside the Financial Aid office, but maybe in the Financial Aid lab.

3. The Foundation Office will bring potential donors and offer them naming rights/opportunities for rooms, the building and the South Plaza. Two donors recognized so far: Honda Computer Lab (second floor) and Lindquist Conference Room (Room 287). Donations will go to the South Bay Promise.
4. Suggestion: Develop a program with information from all the Student Services Center departments to hand out as visitors enter the building. Each department can use the same flyer template (information, fonts, etc.) and include a building map. Idania Reyes's division graphic designers can create the template or use the EOPS 50<sup>th</sup> anniversary flyer as a template.

#### Miscellaneous Topics

1. Warrior Wednesday – promote and encourage student participation in Warrior Wednesday. Asked offices to donate ECC shirts for students who do not have funds to purchase ECC clothing. Health Sciences & Athletics donated 50 ECC athletic shirts. Donate ECC clothing to the Warrior Closet to give away. Would like funding come from college funding, not just Student Services funding. Cannot purchase shirts with most restricted funds. Discussed providing 'Future Warrior' clothing for children.
2. Looking for a new location to hold the CalWORKs/CARE's Christmas program (previously held in the Student Activities Center). Need a kid-friendly location without having to pay for carpet cleaning. Does not have to be indoor. Attended by approximately 70 children/100 families with Child Development Club providing activities, toys and Santa. Gardena Police sets up a sleigh.
  - a. Suggestions: Contact Marketing & Communication or use South Plaza but will need tents.

Meeting ended 3:06 p.m.