



**District
 Facilities, Planning and Operations Department
 Facility Committee Meeting
 Date: November 25, 2014
 Time: 9:00 am – 10:00 am**

Present:	Linda Owens, Alice Hawkins, Patricia Stoddard, Milton Harris, Andy Florimon
Absent:	Mandeda Uch
Guests:	
Next Meeting:	December 13, 2014 Facilities Office

	Standing Agenda Items:
1.	Introductions / Presentations
2.	Meeting Purpose
3.	Committee Make-up / Charter
4.	Facilities, Planning and Operations – Strategic Planning
5.	New Business
6.	

Review Meeting Minutes	No revisions.	ALL
Discussion / Decisions	Facilities, Maintenance and Operations/ Facilities Planning and Operations	
AGENDA	<ol style="list-style-type: none"> 1. Review Last Month Meeting Minutes 2. Review M&O 200K Site Improvement Project 3. Facilities Master Plan Update 4. Adjournment 	ALL
Linda Owens	Site Improvement for next fiscal year will be 200K. Preliminary proposals for site improvement will go to the Planning and Budget Committees.	LO

Linda Owens	<p>Leaks in the Math/Science Building have been repaired, painted, and new carpet installed. Carpet from the Student Lounge was placed in the Music Room.</p> <p>Locks in the music area have been switched out and replaced</p> <p>Y99 Music Room looks good but the piano room needs a touch-up. Y 82 door has been fixed. (Prof. Uch)</p> <p>The need for locker room signage is urgent. Ladies are using the men's locker room for use of restroom.</p> <p>The El Camino College Police Department has plans for signage campus-wide.</p>	LO
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Action Bin:	Responsible Person	Due Date
1.		
2.		
3.		
Next meeting December 13, 2014, Facilities Department		
Meeting adjourned 10.00am		
Meeting minutes by AH 11/25/14		