



Facilities, Planning and Operations Department
Facility Committee Meeting
Date: October 27, 2015
Time: 12:00pm-1:20pm

Present:	Linda Owens, Alice Hawkins, Andy Florimon, Mandeda Uch, Eric Mendoza, Charles Hobbs
Absent:	Patricia Stoddard, Milton Harris, and Destyni Carter (Student Representative)
Guests:	Dr. Keith Curry
Next Meeting:	Nov,24 2015, Facilities Office Conference Room@ 12:00pm

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

Review Meeting Minutes		
Discussion / Decisions	Facilities Planning and Operations	
AGENDA	<ol style="list-style-type: none"> 1. Member Schedules 2. REVIEW 3. Scheduled Maintenance 4. Site Improvement 5. New Business 6. Adjournment 	ALL
Linda Owens	<p>1. Member Schedules (Repeat) It was decided that our meeting days will be on the fourth Tuesday of each month at 12:00pm. A reminder will be forwarded at least 3 or 4 days in advance. The next meeting dates are: May 26; Jun 23; Jul 28; Aug, 25 2015; Sept. 22; Oct. 27; Nov. 24; and Dec. 15 (optional; week 3). {Not sure if we will meet in the</p>	LO

<p>Dr. Keith Curry</p>	<p style="text-align: center;">Summer}</p> <p>The purpose of Dr. Curry’s visit was to provide direction to the committee which involves first: Scheduled Maintenance and Facilities Request. All Facilities Request should be prioritize in order to determine which project will be started first. These projects includes Facilities Upgrades with the Scheduled Maintenance. Ms. Owens had provided to all Division Heads, a form to utilize (see attached) and should have been returned to her by October 30, 2015.</p> <p>Second</p> <p>The Facilities Master Plan. Dr. Curry wants the Facilities Committee to work with Ms. Owens and Mr. Lopez on the projects. The Little Theater is the first one because he wants it opened by next Fall 2016.</p> <p>The second one is Instructional <i>Building One</i>. This Summer we will have modulars in place the Swing Space, because we will demolish 6 structures: MI, M, G Row, half of F, two thirds of E, and this committee will discussed this in greater length. The Swing Space will be on the site of the old library and in the fields near Lot A. This committee will decide how this is to be done along with what goes into the modular.</p> <p>We will put Cosmetology on Campus which will be inside one of the modulars for at least 2 years until an Annex Building is built at the Vocational Technical Building and will become a permanent home is Dr. Curry’s recommendation, but he will wait until the Facilities Committee discusses this idea.</p> <p>The Vocational Technical Building and the Math Science Building will be an issue discussed by the committee regarding renovation for these buildings, depending on the completion of Instructional Building Two, which would put them on a “fast-track” for renovation. By hiring an Architect within next year to begin a working program with the departments and would begin renovation 2019/2020. The funds would be supplied by Measure CC Bond Dollars, not Measure C Bond Dollars. This committee will discuss and input your ideas or recommendations. This committee will review the Scheduled Maintenance Request before it goes to the Budget Committee and the site locations for the Swing Space, the departments that will be in the Swing Space.</p> <p>Financial Aid, DSPS, SRC, and EOP&S, can be moved from their current location into modular, providing space for the Athletics Department Coaches, Faculty Offices inside the Vocational Technical, and for different programs. It will also allow Financial Aid’s row location to be used for classrooms,</p>	
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	<p>however most importantly, these departments can be closer together so that the services can be in one general location. The site to be used for the Campus Police will be the vacant Delta Building area which is located at the south entrance to the campus.</p> <p>DSPS, CalWORKs, and EOP&S will be in modular until a Student Services Building is built. The area to be used is at the old library.</p> <p>This committee will discuss and provide feedback for these recommendations.</p> <p>Recap:</p> <ol style="list-style-type: none"> 1. Demolish the old library building 2. Set-up the Modulares (swing space) 3. Demolish some of the row buildings (6 structures) 4. Move EOP&S, DSPS, SRC into that area 5. Need space for Student Equity and Student Success Support Program with a beginning budget of 1 million dollars to 1.2 million dollars and an increase of staffing will be available in that department 6. Annex Building to Voc Tec (Southwest corner) 7. A Performing Arts Program with Dr. Dre and the city of Compton don't know if the campus will be involved because it will require extra staffing however if the campus and utilize it the campus will not be out of the extra funds. The Little Theater is a go! <p>Until a Student Services Building is created. The time line is about 5 to 7 years.</p>	
Linda Owens	<p>Dr. Curry has provided us with his recommendations. He wants the Scheduled Maintenance projects completed first; please review your handout talking about Scheduled Maintenance and what is on its way down the pipeline. Please view the memo to the Division Heads that is due Friday, October 30, 2015. The funds have been allocated for this fiscal year; looking at the memo spreadsheet, you will see the projects for 2016. One of the projects was flooring, which included tile and carpet and we will complete those over the Holiday Season. Once we get the Facilities Request, we will meet and discuss it and do an overall prioritization for submitting. It will also include cost information. We also need from Dr. Curry some sort of scope of renovation amount depending on his vision of what he wants for the buildings.</p>	

	<p>Now I must know when we will meet again. November 24, have been scheduled so I will plan for that day. Alice Hawkins and Charles Hobbs will be on vacation but they say they will be here for the meeting.</p> <p>We have November 24, and December 15 scheduled.</p>	
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Action Bin:		Responsible Person	Due Date
1.	Need a meeting schedule for next year	All	11/24/15
2.			
3.			
4.			
Next meeting Tuesday, Nov, 24, 2015 Facilities Department			12:00 pm
Meeting adjourned			
Meeting minutes by AH			



OFFICE OF FACILITIES PLANNING AND OPERATIONS

To: El Camino College Compton Center Division Heads
From: Linda Owens, Director of Facilities, Planning and Operations
Date: October 2, 2015
Subject: 2015-2016 Facilities Requests

In order to compile a complete list of 2015-2016 facilities requests from each Division (Student Services, Academic Affairs, Administrative Services, and Human Resources), **by Friday, October 30, 2015**, each Division will be responsible for providing me with a prioritized list of their 2015-2016 facilities requests for possible scheduled maintenance, site improvement or other funding.

The Scheduled Maintenance Program is a one-time addition to the current year budget. The state provides funding to districts for non-recurring repair and maintenance of facilities and to correct and avoid health and safety hazards, maintain an environment conducive to learning, and improve long-term cost effectiveness of facility operations.

The site improvement funds are allocated annually by the District. These funds are used for various types of facilities related projects.

Facilities requests must clearly be linked to your program reviews/plans and prioritized both short-term and long-range for funding improvements. Request forms that are incomplete and/or don't clearly link to your program review/plan will not be evaluated for possible funding.

Thank you.

Attachment / Facilities Request Form

Cc: Felipe Lopez, CBO
Dr. Keith Curry, Provost/CEO
Directors/Managers
file

SCHEDULED MAINTENANCE 2015

Contractor	Description	PO	Roof	Utilities	Mechanical	Exterior	Other	Total	Comments
Southland Industries	MIS EMS tie-in	810708	\$ 195,610.00	\$ 14,617.00	\$ 154,700.00	\$ 43,000.00	\$ 92,924.00	\$ 500,851.00	
Kool Running Air Conditioning	Replace HVAC - G1 on G-row	801594			\$ 10,714.00				Complete
Southland Industries	HVAC repair	810708			\$ 5,800.00				Complete
Weatherproofing Technologies	Roof repair at C, G and Y bldg	810730	\$ 7,840.00		\$ 6,582.00				Complete
Door Tech	Repair doors on campus	810625					\$ 14,104.00		Complete
Vanguard Flooring	Carpet install for Financial Aid	810738					\$ 5,966.00		Complete
Southland Industries	HVAC chiller repair	801385			\$ 29,147.00				Complete
Herzog	Electrical work at Stadium	802325		\$ 2,890.00					Complete
KYA Services	Carpet purchase	801637					\$ 8,854.00		Complete
Herzog	Electrical print shop, kitchen			\$ 8,653.00					complete
Climatec	EMS upgrade				\$ 13,625.00				complete
Herzog	electrical repair		\$ 187,770.00	\$ 3,074.00					complete
Chapman Coast Roof Co.	roofing - campuswide								ongoing
Prime Painting	Paint J Bldg and Barn					\$ 19,500.00			Scheduled
Kool Running Air Conditioning	Replace HVAC - D row				\$ 14,900.00				complete
Airemasters	repair Gym forced air heaters				\$ 13,023.00				complete
Airemasters	repair Weld Shop exhaust fan				\$ 14,332.00				Complete
KYA Services	campus wide carpet						\$ 44,976.00		Scheduled
Southland Industries	repair pumps				\$ 8,648.00				complete
Bainbridge	airclearing monitoring in J bldg					\$ 17,784.00			Complete
ACE	air/cleaning for Painting J Bldg					\$ 4,135.00			complete
Door Tech	repair doors						\$ 7,644.00		complete
Remaining Balances			\$ -	\$ -	\$ 37,929.00	\$ 1,581.00	\$ 11,380.00	\$ 50,890.00	

Compton Community College District
 2015-2016 Budget Augmentation/Enhancement
 Facilities Request Form

Program/ Department Name	Is this request in Track/Plan/ Builder (Y/N)	Emergency Replacement (Y/N)	Which El Camino College Strategic Initiative(s) is this funding request link to?	Program/ Department Priority #	Is this a Budget Augmentation or Enhancement?	Budget Amount Requested	Justification
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