

El Camino College – Office of the President
Facilities Steering Committee
June 4, 2007

Present: Rocky Bonura, Tom Brown, Susie Dever, Thomas Fallo, Bob Gann, Ann Garten, Bruce Hoerning, Jeff Marsee, Leo Middleton, Chad Miller, Jeanie Nishime, Barbara Perez, Angela Simon, and Arvid Spor.

Also present: Jim Rogers – Maas Companies.

- I. Minutes of March 12, 2007 were approved.
- II. Counselors Comments on Student Service Center Design - Five counselors and one person from the Special Resource Center had a furniture design meeting with the architect in Santa Monica. Counselors are against non private offices. The discussion was on office space – closed versus open. Cost of offices is a major concern. Someone questioned if user groups were getting their input to their managers. Barbara Perez noted that Natural Sciences had too much input into the design because they were not looking forward. There is concern about students lining up in the center. The first and second round of design drawings are alright – but some managers did not get the third round to their staff. Dr. Nishime needs the 11 x 17 of last drawing design.
- III. Humanities Building – A tour will be scheduled for this committee. President Fallo is optional for the tour. The building will be occupied for the spring 2008 semester.
- IV. Angela Simon Questions & Responses
 - a. In the Board of Trustees Agenda, there is a "Category Budgets and Balances" table. I believe a more accurate rendering of this table would include an "actual cost" column. For example, the "budget" for ACM is \$175 million plus, but the "actual cost" is, for the moment, \$250 million plus. I believe a column of this sort sends a more accurate picture of what is actually happening. As a benefit, it also conveys how current funding won't accommodate the various projects, supporting the "additional bond" position.

Response – The Category Budgets and Balances table expresses the Board of Trustees' approved project budget amounts and related expenditures. It is anticipated that a projected cost of the Facilities Master Plan will be presented to the Board of Trustees at the August 2007 meeting along with recommendations dealing with resolving the discrepancy between available funding and projected cost.

- b. At the last Facilities meeting, there was a discussion of changing categories or transferring money from category to category and what is legal, illegal, etc. There seemed to be different views regarding this. I have noticed that the overall budget for CSI has been decreased by \$4 million plus and that the budget for HSI has been increased by the same amount. So, this is legal. What is illegal?

Response – The intent of the law is to prevent shifting of voter approved funding from one project to a different purpose. The change in category amounts you noted does not do this. The Campus Safety Improvements (CSI) projects are still being

accomplished. As explained in the January 22, 2007 Board of Trustees' Agenda, Measure E - Item B budget amounts were consolidated in order to reduce the complexity and quantity of project accounting.

- c. In looking at the "projected project costs" in the Facilities material, there is confusion. For example, why is the Athletic Education and Fitness Complex now at a combined total of over \$50 million when in the January Board Agenda it was only slightly above \$15 million? Also, why are some of the "budget" columns blank?

Response – The figure contained in the January Board of Trustees' Agenda is the amount that is budgeted for the project. The "projected project costs" contained in the Facilities Steering Committee material are estimates of the future cost to complete the projects, considering the impact of higher than planned for construction inflation.

The Category Budgets and Balances table contained in the January 2007 Board of Trustees' Agenda contains one budget line, Master Planning, with a zero. This account is used when a purchase order is issued for an expenditure that benefits multiple projects. An example would be a survey of the entire campus. There is a software limitation on the number of account codes that can be associated with a purchase order. The expenditure is then apportioned to the correct account code through an expenditure transfer.

- d. Finally, a colleague told me about State recreation bonds that are in place. Do you know about these? Is it possible to use any of this State money for any of our projects?

Response – Neither the Community College System Office or I have any knowledge of recreation bond funding that is available to community colleges.

V. Facilities Master Plan Report – June 2007

PROJECTS IN DESIGN PHASE

- I. Student Services and Activities Center Replacement – This project will replace the existing Student Services and Student Activities Building.
 - A. Design Activities – WWCOT is proceeding with the design based upon the information provided at the 04/25/07 meeting with Cabinet and Area Managers.
 1. Schedule – WWCOT's design schedule places the completion of the schematic design in mid-July 2007 and the start of construction in January 2009.
 2. Cost Estimate – A new cost estimate will be prepared based upon the revised schematic design and construction start date. The prior cost estimate, based upon the 12/06/06 design and an October 2008 construction start date, is \$53,948,000.

- B. WWCOT's has submitted a request for a \$1,123,000 fee increase based primarily on the increased scope of the project and lengthy design review period. The request was reviewed and a counter proposal made.
 - C. Temporary Space – A detailed discussion of this issue and others impacting the Facilities Master Plan schedule is contained in section XIV of this report.
- II. Cafeteria Conversion to Administrative Offices – This project will upgrade the building infrastructure, provide accessibility, and convert a portion of the Cafeteria to house Fiscal Services, Business Services, Print & Copy Center, and other components of the Public Information Office. Also included is the renovation of the Bookstore Office areas.
- A. Design Activities – The design of the second floor now incorporates a larger dining area. The first floor design is being modified to include provisions for a coffee bar type lounge area that can be moved when required by Bookstore activities.
 - 1. Cabinet is scheduled to review the design documents on June 6, 2007.
 - B. Schedule – A current project schedule places the start of construction to occur in June 2008.
 - C. Budget – The January 2004 budget for this project is \$6,085,000. An updated cost estimate will be prepared based upon the results of the Cabinet's review of the design.
 - D. Building Name – The building name will be shortened to Bookstore after the renovation.
- III. Humanities Mall Landscaping – This is a project to provide hardscape, landscape, and a food service venue in the area bounded by the MCS Building on the north, the Library on the south, the new Humanities Building on the east, and the main north/south walkway on the west.
- A. Budget – The construction costs of this project is estimated to be \$2,700,000 with total project cost estimated to be \$3,350,000.
 - B. Schedule – The construction start date is estimated to be April 2008.
 - 1. Cabinet is scheduled to review the design documents on June 6, 2007.
- IV. Social Sciences Building Renovation – The system office is recommending funding for this project in the 2007-08 State Budget. *It will take three years to complete construction. Funding: \$ 5.6 million from State and \$5.6 million from the District.*
- A. Design – A recommendation of an architectural firm for this project is anticipated to be included in the July 2007 Board of Trustee's Agenda.
- V. Technical Arts Building Renovation – The Maas Company has prepared options for a final Project Proposal (FPP) to submit to the system office in July of this year.

1. Cabinet is scheduled to review the design documents on June 6, 2007.
The meeting with Ron Way and Dr. Arce did not occur.

**PROJECTS SUBMITTED TO
THE DIVISION OF THE STATE ARCHITECT (DSA)**

- VI. Lot H Parking Structure & Athletic Facilities – DSA review of this project continues. An appeal challenging the structural design criteria required by DSA’s Los Angeles Office was initiated in February of this year to the Sacramento headquarters of DSA. The review of the appeal is still being considered. Plans conforming to DSA’s criteria were submitted in March 2007. The initial review of these plans is scheduled to be completed by June 29, 2007. *We should break ground on this project in November 2007.*
- VII. Restroom Renovations – This project will improve the accessibility, functionality, and appearance of forty (40) restrooms in sixteen (16) buildings on campus. The results of DSA’s initial review have been received and responded to. A schedule and cost estimate will be prepared when DSA approves the plans.

PROJECTS IN THE ACQUISITION PHASE

- VIII. Temporary Food Service Modular Building – This building will be installed adjacent to the Manhattan Beach Blvd. modular classrooms and offices. The facility will be in operation for the start of the Fall 2007 semester.

PROJECTS IN CONSTRUCTION

- IX. Humanities Building – All structural work is complete and interior work is progressing satisfactorily.
 - A. Schedule – construction is scheduled to be completed in October 2007
 - B. Project Budget – The project budget of \$29,364,244, detailed in the May 15 Board of Trustees meeting agenda is unchanged.
 - C. Disruption of Vehicular and Pedestrian Traffic – Beginning in June, work activities will require a number of closures of road and walkways. Most significantly will be the closure of a portion of the perimeter road adjacent to the Administration Building. A drawing showing the closures and time periods is attached.
- X. Learning Resource Center (LRC) – The building’s concrete foundation and slab is complete. Structural steel and masonry walls will be erected beginning this month.
 - A. Schedule – The current completion date is scheduled to be March 14, 2008. *It will be open for Summer of 2008.*
 - B. Project Budget – The project budget is \$13,703,000. State funding of \$8,615,000 is committed to the project, the balance of funding is being provided by Measure E.

- XI. Central Plant – Masonry walls are being erected and underground utilities installed.
 - A. Scheduled completion Date – October 1, 2007.
 - B. Project Budget – The project budget of \$15,485,000 is unchanged.

- XII. Infrastructure Phase 1 – Installation of underground piping is continuing.
 - A. Scheduled Completion Date – February 15, 2008.

- XIII. Primary Electrical System Replacement Phase 1 – This project constructs a new electrical substation and will provide electrical power to the new Humanities Building and new Lot H parking structure. Future phases will complete the changeover of the entire campus’ electrical system to the new substation. There are no unresolved issues at this time.
 - A. Schedule – The construction work is completed. Changing over to the new system will require a shutdown of 12 hours. The shutdown is tentatively planned for June 17, 2007.
 - B. The project budget is \$5,282,000.

- XIV. Revision to the Facilities master Plan Implementation – Since its development in 2002, the Facilities Master Plan has been changed a number of times warranted by changing circumstances. At this stage additional changes needed to be considered. Construction costs continue to increase, extended DSA review periods have become the norm, temporary space is limited in relation to the need and dictates of State funding requirements all contribute to the need of the plan to evolve.

The interplay of above issues and their influence on the plan is illustrated by the following example.

The current Facilities Master Plan (FMP) schedule adopted in July 2005 places the Student Services and Activities Center project next in line for use of the swing space modular buildings after the completion of the Humanities Building. Due to the size of the programs that will need to be relocated it is also necessary to use the Communications Building and a portion of the Administration Building; specifically the area occupied by the Fiscal and Business Services Divisions. It is planned to place the Admissions and Records (A&R) program in this area.

Unfortunately, due to changing design requirements, the Cafeteria/Bookstore will not be ready for the Fiscal Services and Business Divisions to be relocated prior to the need for the space by the A & R program.

Also since the development of the current schedule, the state has committed \$5.6 million to fund fifty percent of the cost to renovate the Social Sciences Building. Beginning in July 2007 the district will have four years to design and renovate this building. To do so would require the use of some of the swing space during the same period as the SSC Programs, a physical

impossibility. *Social Sciences Building renovation will increase classrooms and office space, extend walls, new lights and HVAC. This will go to the Board at the August 20th Board meeting.*

In order to overcome these space conflicts it may be desirable to delay the construction of the SSC until after the Social Sciences Renovation is complete and the space in the Administration Building is available. The existing swing space is primarily configured as classroom and office space, which will allow occupancy without the need to perform extensive modifications, as will be needed if the space is used by the SSC Programs.

If this was the chosen course, programs from an additional project, the Business Building, would also be able to occupy the swing space, since not all the swing space would be required by the Social Sciences Programs. The entire space needs of the programs from both buildings would be accommodated in the existing swing space.

At this point it may be advantageous to consider an additional refinement of the FMP. That would be to increase the size of the proposed Business Building sufficiently to house additional instructional programs.

To address the above issue and others, the architectural firm of tBP will be conducting a review of the plan and developing recommendations. It is anticipated those recommendations will be ready to review with the Facilities Steering Committee in early August 2007.

Facilities Steering Committee Meeting Schedule:

Wednesday, July 25, 2007 at 1:00 p.m.

Wednesday, August 15, 2007 at 1:00 p.m.