



El Camino College
Facilities Steering Committee
November 6, 2017
2:30 pm – 4:00 pm
Library 202

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:

Rocky Bonura	Jane Miyashiro	Luukia Smith
Tom Brown	Ross Miyashiro	Ericka Solorzano
Brian Fahnestock	Rory Natividad	Claudia Striepe
Ann Garten	Susan Pickens	Shobhana Warrior
Alec Johnson	Jean Shankweiler	
Dena Maloney	Angela Simon	

Alternate Members/Support:

Irene Graff – Support	Berkeley Price – Alternate
Jaynie Ishikawa – Support	Rick Yatman - Support
Dipte Patel – Support	

Agenda:

- | | |
|--|------------|
| 1. Approval of Minutes from October 2, 2017 | All |
| 2. Facilities Master Plan Report (Handout) | Brown |
| 3. Current status of the ADA transition plan | Brown |
| 4. Goals of the committee | All |
| 5. Sustainability | Fahnestock |
| a. Recycling - current plan & long term plan | |
| b. Charging stations status | |
| c. IPM - Integrated Pest Management | |
| 6. Bathroom accessibility report | Brown |

- | | |
|--|------------|
| 7. Health & Safety issue (Handout) | Brown |
| 8. Facilities Steering Committee Evaluation | All |
| 9. 2017/18 Facilities Steering Committee Goal Development | All |
| 10. PROPOSED Future Meeting Dates (all meeting are in Library 202) | Fahnestock |
| a. December 4, 2017 | |
| b. January 8, 2018 | |
| c. February 5, 2018 | |
| d. March 5, 2018 | |
| e. April 2, 2018 | |
| f. May 7, 2018 | |
| g. June 4, 2018 | |
| h. August 6, 2018 | |
| i. September 10, 2018 | |
| j. October 1, 2018 | |
| k. November 5, 2018 | |
| l. December 3, 2018 | |
| 11. Other | |
| 12. Adjournment | |

2016/2017 Facilities Steering Committee Goals:

1. Strengthen the Facilities Steering Committee's understanding of facilities planning topics, and share information with constituent groups.
2. Set standards and expectations for new building projects before being presented to user groups for input.
3. Develop a process to understand and communicate with constituent groups the Facilities Master Plan implementation updates.

El Camino College – Office of the President
Minutes of the Facilities Steering Committee – October 2, 2017

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: Tom Brown, Brian Fahnestock, Ann Garten, Dena Maloney, Ross Miyashiro, Susan Pickens, Angela Simon, Luukia Smith, Jean Shankweiler, Claudia Striepe

Alternates/Guests and Support Staff Present: Irene Graff, Jaynie Ishikawa, Berkeley Price, David Reed

1. The minutes of September 11, 2017 were approved as amended. Item 4: “PARK” should be “PARC.”
 - a) Title IX/Restrooms – The men’s faculty restroom on the second floor in Humanities is a single-use restroom. It was reported that there is inconsistencies in restroom hours. There is a concern about leaving restrooms open after hours.
2. The complete agenda is posted [here](#).
3. Facilities Master Plan Report
 - a) Pool, Classrooms Complex: This project is in the bidding phase.
 - b) Student Service Center/Activities Demolition: The contract will be on the October 16, 2017 Board agenda.
 - c) Sand Volleyball Court Project: This project is completed, however there are some issues with the sand that need to be resolved.
 - d) Channel Parking Lot F Structure: The seismic deficiency repairs are complete.
 - e) Lot C Parking Structure: This project will be completed by the beginning of next year. The louvers that will be installed are more about privacy than sound. There needs to be discussion about speed control and signs. Chief Trevis is going to talk about asking people to slow down. Tom Brown will talk with the designers and see what they propose. 10 charging stations will be installed in the lot.
 - f) Gymnasium: This project is 3-4 months behind schedule.
4. Subcommittee on Physical Accessibility & Related Communications Update: The subcommittee met on September 25th. The committee purpose and goals were discussed and proposed policies and procedures were distributed. Committee members were given assignments and they identified parties and departments whose areas would be affected by the policies and procedures.

There was discussion about mobility device speed limits and if those were the same for cars and campus golf carts. It was noted that posted speed limits need to be consistent.

Another item of discussion was our intake system on who receives complaints for facilities issues. Rob Brobst explained how work orders are processed and how things are tagged in relation to ADA and safety issues. It was noted that there is a lack of communication as well as relevant parties involved in the process. It was reported that the end user puts in their work order and nothing happens.

The baseball accessibility issue was not discussed during the meeting. The accessibility issues are related to access to the field, nearby parking locations, seating in the spectator area, and restrooms. Our outside consultant, Glen Dee, is working on temporary and long-term measures. Facilities has ordered a wheelchair accessible portable restroom. This restroom will accommodate a wheelchair and an attendant.

It was reported that the ADA transition plan is in phase three. ADA issues that come up before the plan is completed should be referred to President Maloney and Brian Fahnestock.

5. 2017/18 Proposed Facilities Steering Committee Goals
 - a) Review Accessibility and PARC reports. (Prioritize and address issues.)
 - b) Set standards and expectations for new building projects before being presented to user groups for input.
 - c) Develop and design a sustainability plan. (Irene has a few plans. ASO may have some information to share.)
 - d) Participation by committee members. (Reach out to student.)
6. Facilities Steering Committee Chair – Brian Fahnestock, Vice President/Administrative Services, will take over the leadership of this committee.
7. Future Meeting dates were noted as follows:
 - November 6, 2017 (Library 202)
 - December 4, 2017 (Library 202)

EL CAMINO COLLEGE

Facilities Master Plan Report November 2017

PROJECTS IN DESIGN & PRE-DESIGN

Project Name	Total Budget	Project Schedule	
1. Student Service Center/ Activities Demolition	\$9,123,935	Design	10/17/17 – 4/17/18

Several firms were invited to a job walk on September 6, 2017 to bid on the civil engineering services for drawings regarding the demolition and site utilities of Student Service Center/Activities Buildings. JT Engineering was awarded the contract at the October 16, 2017 board meeting.

PROJECTS IN BIDDING PHASE

Project Name	Total Budget	Project Schedule	
2. Pool, Classrooms Complex	\$48,459,378	Design	09/14/15 – 09/14/16
		DSA Review	10/12/16 – 08/01/17
		Bidding	08/30/17 – 12/20/17
		Construction	02/05/18 – 02/28/20

The scope of this project is the construction of two pools and additional classrooms. Design: The project's architectural firm, HMC, was awarded the contract at the August 17, 2015 board meeting. This project has an estimated construction cost of \$39 million.

Project Name	Total Budget	Project Schedule	
3. Administration Building Replacement Project	\$18,274,208	Design	10/01/15 – 08/31/16
		DSA Review	09/20/16 – 08/31/17
		Bidding	09/12/17 – 01/17/18
		Construction	03/01/18 – 11/29/19

The scope of this project is the construction of a new building on the existing site. Design: The project's architectural firm, tBP Architecture, was awarded the contract at the July 20, 2015 board meeting.

PROJECTS IN CONSTRUCTION

Project Name	Total Budget	Project Schedule	
4. Administration Building Demolition Project	\$1,770,584	Design	10/01/15 – 11/31/16
		Bidding	01/25/17 – 07/17/17
		Demolition	09/05/17 – 03/30/18

The scope of this project is the destruction of the Administration Building at its existing site.

Contractor: Interior Demolition Earthwise Demo J V Design was awarded the contract at the June 19, 2017 board meeting. The bid amount was \$1,388,977.

Project Name	Total Budget	Project Schedule	
5. Sand Volleyball Court Project	\$728,726	Design	12/07/15 – 02/29/16
		DSA Review	03/01/16 – 03/03/16
		Bidding	08/16/16 – 11/21/16
		Construction	12/07/16 – 08/30/17

The scope of this project is the construction of a new sand volleyball court from the elimination of four tennis courts. The relocation is due to the construction of the future pool.

Design: LPA

Contractor: American Gardens, Inc. was awarded the contract at the November 21, 2016 board meeting. The bid amount was \$570,151. This project is completed.

Project Name	Total Budget	Project Schedule	
6. Student Services Building Project	\$35,049,185	Design	10/07/13 – 02/27/15
		DSA Review	04/13/15 – 08/29/16
		Bidding	08/24/16 – 11/21/16
		Construction	12/19/16 – 12/31/18

The scope of this project is the construction of a new building at the site of the existing Shops Building. This project will replace the existing Student Services Building.

Design: DLR Group

Contractor: Tobo Construction, Inc. was awarded the contract at the November 21, 2016 board meeting. The bid amount was \$24,735,000.

Project Name	Total Budget	Project Schedule	
7. Channel Parking Lot F Structure Improvement Project	\$28,000,000	Design	07/30/12 – 07/31/13
		DSA Review	08/01/13– 10/22/14
		Bidding	05/12/15 – 08/19/15
		Construction	09/14/15 – 08/29/17

The scope of this project is to repair all deficiencies identified in the conditions assessment report and upgrade the structure to meet current code requirements including seismic upgrade.

Design: IDS Group

Contractor: AMG & Associates was awarded the contract at the August 17, 2015 board meeting. The bid amount was \$21,169,350. Completion is expected by the end of December.

Project Name	Total Budget	Project Schedule	
8. Lot C Parking Structure	\$24,537,491	Design	02/03/14 – 01/15/15
		DSA Review	01/20/15 – 10/31/15
		Bidding	12/01/15 – 02/16/16
		Construction	03/07/16 – 09/29/17

The scope of this project is the construction of a new four-level parking structure consisting of 1,443 additional parking spaces.

Design: International Parking Design

Contractor: Bomel Construction Co., Inc. was awarded the contract at the February 17, 2016 board meeting. The bid amount was \$17,989,000. The louvers have been DSA approved. Production should run for 14-15 weeks. Installation of the louvers is estimated at four to six weeks.

Project Name	Total Budget	Project Schedule	
9. Manhattan Beach Blvd. Traffic Signal Project	\$367,932	Design	10/07/13 - 10/29/14
		L.A. County	
		Review	07/2015
		Bidding	08/02/16 – 11/21/16
		Construction	12/05/16 – 06/30/17

The scope of this project is the revised signalization at the intersection of Lemoli and Manhattan Beach Blvd.

Contractor: Comet Electric was awarded the contract at the October 17, 2016 meeting. This project is complete.

Project Name	Total Budget	Project Schedule	
10. Gymnasium	\$22,488,207	Design	02/19/14 – 12/31/14
		DSA Review	01/16/15 – 12/30/15
		Bidding	05/03/16 – 07/18/16
		Construction	08/11/16 – 08/31/18

The scope of this project is the construction of a new gym building centralizing basketball, volleyball, and other indoor sports.

Design: HMC Architects

Contractor: AMG & Associates was awarded the contract at the July 18, 2016 board meeting. The bid amount was \$19,363,000. Currently this project is behind schedule.

OTHER ISSUES

Future Projects:

Project Name	Total Budget	Project Schedule
11. Fire Academy (Inglewood)	N/A	N/A

The scope of this project is to replace the existing facilities. The new complex would include the Administration/Classroom Building, apparatus storage, a training tower, and the Burn Building. HMC was selected as the architect on October 9, 2015. The current construction estimate is \$8.1 million, with a total project cost of \$13.4 million. This project is on hold until further direction.

Fire Academy (Lot L)

The cost of creating two classrooms and a restroom on the northwest corner of Lot L would be approximately \$400,000 for the underground utilities and \$200,000 for two classrooms and one restroom.

Project Name	Total Budget	Project Schedule
12. Permanent Space Needed:	Pending	Pending direction from Cabinet on square footage and location needed.
a. ECCE Office		
b. ECCFT Office		
c. POA Office		
d. Academic Senate Office		
e. Food Pantry		
f. Student Health Center		
g. KEAS Center		

- h. RISE Center
- i. Faculty/Staff Lounge
- j. Faculty Innovation Center
- k. Fire Academy (temporary)
- l. American Sign Language (ASL)
- m. Dining Areas (covered)

Request for RFQ

Project Name	Total Budget	Project Schedule
13. Social/Behavioral Science	\$25,575,713	N/A

Project Name	Total Budget	Project Schedule
14. Art Building	\$38,616,470	N/A

Health & Safety Issues (Top Priority)

- Gender Neutral Restrooms
 - 14 completed / 19 in-progress
- Lib 20 Innovation Lab abatement
 - Work begins today with completion by 1st week in Nov?
- HazMat bunker abatement
 - Work begins today with completion by December 15th?
- Admissions Files
 - Obtaining estimate for cleaning 5 boxes of files from ServPro. (Due today)
 - \$1600 for 5 boxes and \$14,000 for all boxes
- Institutional Research
 - Rework of office begins 10/16.
- Termites at Health Center
 - Jobsite walk scheduled for this Friday
- MBAH Elevator
 - Transportation of HazMat materials
 - Receive and close out billing
- Bird Droppings (Stadium, Central Plant, Bookstore and parking lot cameras)
 - Bookstore 50% complete
 - Working with Bird-Be-Gone to develop a scope of work. 2018 project?
- Restroom at Baseball
 - Freedom 3 delivered (Project closed)
- Eye Wash Stations
 - New product ordered and installed (project closed)

Facilities Steering Committee Collegial Consultation Survey

N=9

2016-2017

1. I have the opportunity

a. Participate in a process to review the committee's purpose.

Response	Frequency	Percent	Mean: 3.00
Yes	9	100.00	<div style="width: 100%; height: 10px; background-color: black;"></div>
Mostly	0	0.00	<div style="width: 0%; height: 10px; background-color: black;"></div>
No	0	0.00	<div style="width: 0%; height: 10px; background-color: black;"></div>
<i>Not sure or N/A</i> 0			

b. Review the Making Decisions at El Camino College document during a committee meeting.

Response	Frequency	Percent	Mean: 2.67
Yes	7	77.78	<div style="width: 77.78%; height: 10px; background-color: black;"></div>
Mostly	1	11.11	<div style="width: 11.11%; height: 10px; background-color: black;"></div>
No	1	11.11	<div style="width: 11.11%; height: 10px; background-color: black;"></div>
<i>Not sure or N/A</i> 0			

c. Participate in goal-setting for the committee.

Response	Frequency	Percent	Mean: 3.00
Yes	9	100.00	<div style="width: 100%; height: 10px; background-color: black;"></div>
Mostly	0	0.00	<div style="width: 0%; height: 10px; background-color: black;"></div>
No	0	0.00	<div style="width: 0%; height: 10px; background-color: black;"></div>
<i>Not sure or N/A</i> 0			

d. Review progress on the committee's annual goals.

Response	Frequency	Percent	Mean: 3.00
Yes	9	100.00	<div style="width: 100%; height: 10px; background-color: black;"></div>
Mostly	0	0.00	<div style="width: 0%; height: 10px; background-color: black;"></div>
No	0	0.00	<div style="width: 0%; height: 10px; background-color: black;"></div>
<i>Not sure or N/A</i> 0			

a. Have a good understanding of the committee's purpose and responsibilities.

Response	Frequency	Percent	Mean: 3.00
Yes	9	100.00	<div style="width: 100%; height: 10px; background-color: black;"></div>
Mostly	0	0.00	<div style="width: 0%; height: 10px; background-color: black;"></div>
No	0	0.00	<div style="width: 0%; height: 10px; background-color: black;"></div>
<i>Not sure or N/A</i> 0			

b. Have a good understanding of my role on the committee.

Response	Frequency	Percent	Mean: 3.00
Yes	9	100.00	<div style="width: 100%; height: 10px; background-color: black;"></div>
Mostly	0	0.00	<div style="width: 0%; height: 10px; background-color: black;"></div>
No	0	0.00	<div style="width: 0%; height: 10px; background-color: black;"></div>
<i>Not sure or N/A</i> 0			

c. Received a copy of meeting agendas sufficiently in advance to review (and consult, where applicable).

Response	Frequency	Percent	Mean: 2.89
Yes	8	88.89	<div style="width: 88.89%; height: 10px; background-color: black;"></div>
Mostly	1	11.11	<div style="width: 11.11%; height: 10px; background-color: black;"></div>
No	0	0.00	<div style="width: 0%; height: 10px; background-color: black;"></div>
<i>Not sure or N/A</i> 0			

d. Received supporting materials in advance to review (and consult, where applicable).

Response	Frequency	Percent	Mean: 2.88
Yes	7	77.78	<div style="width: 77.78%; height: 10px; background-color: black;"></div>
Mostly	1	11.11	<div style="width: 11.11%; height: 10px; background-color: black;"></div>
No	0	0.00	<div style="width: 0%; height: 10px; background-color: black;"></div>
<i>Not sure or N/A</i> 0			
Invalid	1	11.11	<div style="width: 11.11%; height: 10px; background-color: black;"></div>

e. Have a regular practice of communicating with the constituents whom I represent.

Response	Frequency	Percent	Mean: 3.00
Yes	6	85.71	<div style="width: 85.71%; height: 10px; background-color: black;"></div>
Mostly	0	0.00	<div style="width: 0%; height: 10px; background-color: black;"></div>
No	0	0.00	<div style="width: 0%; height: 10px; background-color: black;"></div>
<i>Not sure or N/A</i> 2			
Invalid	1	14.29	<div style="width: 14.29%; height: 10px; background-color: black;"></div>

f. Received an orientation to this committee when I began my term of membership (e.g., meeting or correspondence with committee chair or other member).

Response	Frequency	Percent	Mean: 3.00
Yes	7	87.50	<div style="width: 87.50%; height: 10px; background-color: black;"></div>
Mostly	0	0.00	<div style="width: 0%; height: 10px; background-color: black;"></div>
No	0	0.00	<div style="width: 0%; height: 10px; background-color: black;"></div>
<i>Not sure or N/A</i> 1			
Invalid	1	12.50	<div style="width: 12.50%; height: 10px; background-color: black;"></div>

4. To what degree did this committee fulfill its purpose:

Response	Frequency	Percent	Mean: 2.63
Very well	5	62.50	
Somewhat well	3	37.50	
Not very well	0	0.00	
Not sure	1		

7. Goal #2: Set standards and expectations for new building projects before being presented to user groups for input.

Response	Frequency	Percent	Mean: 2.38
Completed	1	12.50	
Mostly completed	4	50.00	
Partially completed	0	0.00	
Not started	3	37.50	
Not sure	1		

To what degree does the committee fulfill:

a. This committee's purpose statement incorporates the spirit of Strategic Initiative C.

Response	Frequency	Percent	Mean: 2.38
Very well	3	37.50	
Somewhat well	5	62.50	
Not very well	0	0.00	
Not sure	1		

12. In terms of how well it 1) fulfills its purpose, 2) functions effectively, and 3) works actively toward its goals, what grade would you assign this committee?

Response	Frequency	Percent	Mean: 3.25
A Excellent	2	22.22	
B Good	6	66.67	
C Average	0	0.00	
D Poor	0	0.00	
F Fail	0	0.00	
Invalid	1	11.11	

How did the committee accomplish the following:

6. Goal #1: Strengthen the Facilities Steering Committee's understanding of facilities planning topics, and share information with constituent groups.

Response	Frequency	Percent	Mean: 3.75
Completed	6	75.00	
Mostly completed	2	25.00	
Partially completed	0	0.00	
Not started	0	0.00	
Not sure	1		

8. Goal #3: Develop process to understand and communicate with constituent groups the Facilities Master Plan implementation updates.

Response	Frequency	Percent	Mean: 3.25
Completed	4	50.00	
Mostly completed	2	25.00	
Partially completed	2	25.00	
Not started	0	0.00	
Not sure	1		




b. This committee actualizes Strategic Initiative C.

Response	Frequency	Percent	Mean: 2.38
Very well	3	37.50	
Somewhat well	5	62.50	
Not very well	0	0.00	
Not sure	1		




13. Please indicate the consultation committee you evaluated in this survey?

Response	Frequency	Percent	Mean: 4.00
Academic Senate	0	0.00	
Calendar Committee	0	0.00	
College Council	0	0.00	
Facilities Steering	9	100.00	
Planning and Budgeting	0	0.00	
Technology Committee	0	0.00	

14. Your length of time as a member:

Response	Frequency	Percent	Mean: 1.67
0-2 years	6	66.67	
3-5 years	0	0.00	
More than 5 years	3	33.33	

15. Your role on this committee:

Response	Frequency	Percent	Mean: 1.22
I represent a constituent group faculty staff students managers	7	77.78	
I serve as chair or in a supporting role	2	22.22	
Other e.g. guest presenter spectator	0	0.00	

Facilities Steering Committee Collegial Consultation Survey

2016-2017

Question: 3. Comments on effective committee functioning.

Response

A helpful, informative and interactive meeting.

Question: 5. If you marked somewhat or not very well for the committee purpose, please share your concerns, being as specific as possible.

Response

I am not sure if information is distributed to all constituents.

Question: 11. If you marked somewhat or not very well, please share your concerns, being specific as possible.

Response

The meetings are often reports, not collaborative consultations - that seems to be done prior to the meetings.

The Committee should insist on staff whose area will be impacted by a current project being on the Committee for that period. Member ship would thus change yearly or even by semester, but input and communication would be more meaningful.