

El Camino College - Administrative Services  
Minutes of the Facilities Steering Committee – August 5, 2019

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: Dena Maloney, Iris Ingram, Jean Shankweiler, Jorge Gutierrez, Lissette Marquez, Ann O'Brien and Shobhana Warriar

Alternates/Guests and Support Staff Present: Berkeley Price, Jane Miyashiro, and Dipte Patel

1. The [minutes](#) of April 1, 2019 was approved.

2. [Introduction of Iris Ingram, Vice President, Administrative Services](#)

We welcome Iris Ingram as the new Vice President of Administrative Services. She was at the Los Angeles County Community College District – West Los Angeles College for four years as their VP of Administrative Services and prior to that, she was at Ventura County Community College District as their Vice President and Business Services at Moorpark College. She has over ten years in the Community College system as a Vice President for multidistrict college. El Camino will be her first single district campus. All members of the committee introduced themselves.

3. [Health & Safety:](#)

These are the current top priority Health & Safety items:

1. Central Plant – this project is complete.
2. Roofs (ITECH & PACE) – need to find funding to complete work.
3. Baseball Field – plan submitted to DSA and received modifications that are being corrected. Will resubmit to DSA with modifications for approval.
4. CATS Bldg. - safety-netting plan submitted to DSA and waiting to get approval.
5. Campus Exterior Lighting – contractor is working on the plan and specification for these four areas: Lot J, East side of Chemistry, Westside walkway of sand volleyball court and center of quad near music Art Deli and Library.
6. Campus Police Backup Power – waiting for approval from AQMD, since the generator emits fuel into the atmosphere.
7. Marsee – stage lift is broken and the cost to repair will be \$60,000. We are in the process of securing the funds to complete this project.
8. Fire Academy – repair of the burn room will be completed on Thursday.
9. Communication Bldg. – Lend Lease is working with contractor on the ramp to have it designed and installed.
10. Campus Clock System – funding secured and fifty clocks have been ordered.

4. [Bond Project Status](#)

1. Major projects:

1. Administration Building – 43% complete in construction phase. Project completion March 2020.
2. Gymnasium – 94% complete in construction phase. Project completion August 2019. Major challenges in completion, water leaked into the volleyball court. The wood flooring

- has been removed and it being dried and tested for mold. The new floor has been ordered and will be here in two weeks. The Gym will be opened except for the volleyball court.
3. Behavioral Sciences – design phase completed. 39% into DSA plan check phase. Project completion by June 2022.
  4. Pool project is on schedule.
  5. Art Complex – Plans should be submitted to DSA in October.
  6. Central Plant – project is out to bid for adding another chiller to service new building.
2. [Bond Project Presentation](#)
- I. Student Services move is currently in Phase I with three areas moved in already. Phase II is the second floor, which will start August 6<sup>th</sup> – August 9<sup>th</sup> with six or more areas moving in. Finally, Phase III is the first floor, which will start August 12<sup>th</sup> – August 16 with the remaining offices moving in. The exterior of the new Student Services Building is still being worked on. A big thank you to ITS for doing such a good job in getting computers setup.
  - II. Construction fencing for demolition of the Student Services Building and Activities Center will begin in middle of November through May 2020. The path of travel for students and construction vehicles are outlined [here](#). The same construction fencing will be there for the construction of the two buildings until 2022.
    - a. Suggestion was made to have this document sent to the consultant that comes to do orientation for Special Resource Center before the Fall semester.
    - b. Training on cart driving will be done soon and at the sessions it should be mentioned that the carts (Facilities, ITS and Campus Police) should not be allowed to travel the same pathway as students to decrease traffic in walkways.
    - c. Communication to the campus is being done with presentations at committee meetings. Message needs to go out to the campus on the impact it will have to students, community and employees.
    - d. We will have branded communication, with reimagining the campus and show the practical side of the closure.
    - e. We will be sending the message out two weeks before the fencing goes up. It was noted that Spring registration will begin sometime in November, and to let students know the path of travel will take longer to get from one side of the campus to the other and to schedule their classes accordingly. It was also suggested that we need to put this information in the class schedule.
    - f. We will also be taking this message to the commencement committee and student clubs that hold their events on the Library Lawn.
    - g. We will have communication through social media and we need to be ahead with our communication, since we do not know how it will affect enrollment.
    - h. We will be updating the map with real time information on Campus Bird.
    - i. ITS will be launching the My ECC Go app.
    - j. We are in the process of developing our FAQ's for the construction site.
  - III. Café Camino project – renovation of the Manhattan café area with 1600 sq. ft. and seating for twenty-seven. In the future, we will modify the outside of the Bookstore area with removal of the locker and bringing in more light. Currently the project only has budget for the Manhattan café renovation and does not have a budget for the outside renovation. Students will be naming the new café.
  - IV. Construction Technology – the design concept is for four bays under a large barn like structure. This structure will have light, water and electricity for students to construct even in the evening. Architectural plan and specifications are going to DSA.
5. [Capital Expenditure – Bond Program](#)  
This presentation was given at the Board of Trustees planning workshop:

## Highlights:

### ○ Bond Program

#### ➤ Facilities Master Plan

- Maximize functional space by renovating facilities, decreasing the number of temporary buildings/modular and replacing aging facilities. Limiting the number of moves and minimizing need for swing space. Make the building more efficient and consolidate related programs.

#### ➤ Projects in the Near Term

- Current – 5 years (2019-2024) – Student Services, Gym, Pool, etc.
- Small projects –
  - Crenshaw light signalization, we are working with the county
  - ADA (4 phases)
  - Conversion of CDC to Community Education, we will need to make modification before they move in.

- *Side Note: Student Activities and Student Development will move into the Communication basement, which will need to be remodeled once Institutional Research moves into the Administration Building. Once Community Education moves into the Communication Bldg. (VPSS Office), Student Activities & Student Development will move into the Manhattan modular.*

#### ➤ Future Projects

- Projects – 6 to 10 years (2025-2029) – Music Building (we have done a FPP for State funds, we will know more in January).

#### ➤ Facilities Master Plan (FMP) Revisiting

- 2012 FMP was an upgrade to the 2007 FMP. We have a new Educational Master Plan 2017 and we have changed our mission, so we do need to redo our FMP.

#### ➤ Financing

- We have two-bond measure 2002 and 2012; the 2002 we have spent all but \$2 million. With the 2012, we have had two bond authorizations, one for \$100 million in December 2015 and another for \$50 million in August 2018. We have over \$200 million left to authorize. In the coming years we will have issuance constraints because of the promise made to the taxpayers that we will not exceed \$24 in assessed value.
- There are many options; the board will revisit the options in their February 2020 meeting.

#### ➤ Managing Capital Expenditure

- Ownership/Stewardship – the cost that is associated in maintaining the new building sq. ft. vs the old building it replaced.
- Construction delivery methods of using multi-prime contracts
- CUPCCAA, in April it was approved by the board. We are getting a pool of qualified bidders.
- Equipment replacement schedule – for the long term, we need to maintain the facilities and technology to move forward.

## 6. Infamous Other

- Question: Do we have a plan as to what is going into the Communication building once Administration offices vacate. We are considering option: a job placement, housing liaison with the county or strong workforce.
- Question: what is happening to PE South (dance class), Pool and Student Health Center – Dance class will stay in PE South. In regards to the Student Health Center, they were going

into the Student Activities Building (when it is built). In regards to Pool (old), we need to figure out what to do.

- Custodial Services for the Student Services Building will begin this week.
- Jorge will provide the detailed information to Ann and Dipte on who is moving when into Student Services.
- At the end of the week, is there anyone left in the Student Services bldg. (old) – Jorge mentioned the Foster Care would be left. In Foster Care (it was mentioned that this was Foster Youth), two part-time instructors are associated with teaching classes in Community Education. We will have to find office in the Communication Bldg. Since Community Education will move into VP Student Services office in the Communication Building once, they move into the Student Services Building. Community Ed will move into Communication Bldg. at the end of August after their summer classes are completed.
- Once everyone is moved out, the old Student Services building will be locked and power turned off.
- Question: Board Policy for Service Animals was brought to this committee, have not heard anything. It was noted that the BP was board approved, please check website.

7. Adjournment

Meeting adjourned at 3:45pm.