

El Camino College - Administrative Services
Minutes of the Facilities Steering Committee – December 7, 2020

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: Dr. Maloney, Jean Shankweiler, Jorge Gutierrez, Lissette Marquez, Jaynie Ishikawa, Michael Pascual, Ann O'Brien, Shobhana Warriar, Dipte Patel, Jane Miyashiro, and Viviana Unda

Alternates/Guests and Support Staff Present: Berkeley Price, and Nailah Lee

- I. The minutes from the October 2020
 - a. Motion by: Dr. Maloney
 - b. Second by: Iris Ingram
- II. Health and Safety
 - a. Pace Building – Roof
 - i. Received a quote from a Roofing Contractor.
 - b. Baseball Field Project (Restroom, Netting and ADA)
 - i. Secured a Construction Management company. We will be going out to bid soon. Coordinate with the Purchasing Department on the bidding process.
 - c. CATS Building (Safety Netting)
 - d. Campus Exterior Lighting
 - i. Contract has been awarded to install the new lighting.
 - e. Campus Police (Generator)
 - i. Submitted a requisition to purchase the generator and will solicit bids for the generator installation
 - f. Marsee Auditorium-stage lift
 - i. Job is complete.
 - g. Communications Building – (Installation of the Ramp Rail)
 - i. Job is complete
 - h. Library Building (Generator)
 - i. Awarded a contract to an engineer to design a new generator
 - i. Stairwell Lighting
 - i. The library and ITECH building are the locations to address stairwell lighting concerns.
 - j. MBAH Sliding Doors
 - i. There are some challenges with the sliding doors. We will seek quotes to install new doors.

1. Dr. Maloney stated that one evening when leaving, she noticed the doors wide open at the MBAH building. She called Campus PD and they informed her that they wouldn't close but they would have extra patrols. She noted this is a high priority due to the items in the building. Jorge agreed and confirmed it is a high priority.

III. Bond Projects

- a. Administration Building
 - i. Project is 100% complete
- b. Arts Complex
 - i. Awarded a contract to ACC Contractors and secured a construction management company, Lundgren Management. This is a two-year project. Construction will begin in 30 days. It is moving forward.
- c. Behavior & Social Science
 - i. Awarded a contract to ACC Contractors and secured a construction management company, Lundgren Management. This is a two-year project. Construction will start in 30 days. It is moving forward.
- d. Construction Tech
 - i. Received good news, the project is 98% complete and the Department of State Architect (DSA) has requested minor corrections. Once they are corrected, DSA will stamp it for approval.
- e. Pool Classroom
 - i. Project is complete. Currently in the punch list stage. Over \$1 million in retention is being held until the work is fully completed. The furniture has been installed. Staff moving boxes have been relocated to the building. Working with ITS on the wireless access points. The lack of drainage on pool deck has been addressed.
- f. Camino Café
 - i. Going out to bid and coordinate with Cordoba, construction management company.
- g. Demolition of the Student Services (old building) and Student Activities
 - i. Project is complete
- h. Central Plant Upgrade
 - i. The project is 96% complete. The goal is to complete the project by January 2021 and file the Notice of Completion.
- i. Student Activities
 - i. Received DSA approval of the plans. Working with Cordoba and Purchasing Department to go out to bid.

IV. Status – Fire Academy, Inglewood site

- a. Hired an architect to prepare plans for the installation of three modular buildings, (administration, classroom and restrooms). We are waiting for DSA approval of the plans. Next step is to go out to bid.
- b. We are seeking DSA approval to use the fire tower. Contacted the City of Inglewood to obtain the plans of the tower. The plans were prepared 1960's. We did receive

plans but did not include structural drawings. The City is still looking for complete set of drawings.

- i. *Dr. Maloney What do we do in the event they can't find the plans?*
 1. Jorge will go back to the City for assistance to meet with the Director of Planning and look into their archives. Also, we are trying to locate the original architect on record.
- ii. *Iris – some plans can be found in the County. Occasionally they are filed in the State depending on the work that was done. She recommends we check with the County. Any road work done in that area the county should have something because of the easements that go back and forth.*
 - a. Jorge will check with the County and State Agencies

V. Status - Public Safety Training Center

- a. New project will be located on a 3-acre site in the City of Torrance. It will be adjacent to the proposed Transit Center that is under construction. We have selected an architect and will continue meeting with stakeholders. There is an upcoming meeting with Dr. Maloney regarding the design. Also, we are working with the City of Torrance regarding the infrastructure and the point of connections for the water and sewer lines. Alma Strategies is working with the District to submit a Grant application to the State to secure funds to recover the costs of the fire damaged building at the Inglewood site. These grant funds will be used at the project site in the City of Torrance. This grant is similar to the one we received for the Music building. You can't start the design process to replace the building until you receive approval of the grant.
- b. 1st phase – design for the main campus
- c. 2nd phase – to add the center once approved by the State
 - i. *Dr. Maloney added that Sherman Wong has received the lease agreement back from the city and she told him that unless there is something on there that is a deal breaker, she wants it on the December 2020 board. It was supposed to be on the November 2020 board but there were delays and Sherman is reviewing it now.*
 - ii. *Iris added that we are working with Alma Strategies on the space utilization report and their findings and next steps. Another project they are working on is an application to the state for building a new complex but also seeking potential center status for that site. She asked about the 1000 FTES requirement. Alma indicated she is correct. There are out-clauses that they are exploring so they will meet with us regarding this to make a presentation. The items they are working on now and the work to be done in the future.*
 1. *Dr. Maloney stated she looks forward to the upcoming meeting. Her history in working with centers was when you had to get C-pack approval in or to support the establishment of a center. In the past, you had to have significant distance from the main campus and you didn't get operating money unless you had the 1000 FTES. All services must be available at the center. If there are other ways to achieve this, then she is interested in finding out.*

VI. Music Building

- a. There have been several design meetings with stakeholders. We are almost complete with floor plans. Faculty has submitted outstanding input in respect to their program needs. We are making sure we comply with the State Grant requirements, program needs as well as the funding issues. We are moving forward and the goal is to submit 1st phase of documents to the State in February 2021. Jorge's goal is to present California Environmental Quality Act (CEQA) documents at the December 2020 Board meeting for approval.

VII. Comprehensive Strategic Planning – presented by Viviana Unda

- a. Viviana Unda presented the PowerPoint presentation for the 2024-2034 Comprehensive Planning Strategic Planning Processes.
- b. The data will show how we are doing in the terms of our current comprehensive plan and our strategic plan.
- c. The outcome of the Comprehensive Planning process is to have a comprehensive master plan and this would be a brief document that intensifies and describes the long term strategic themes and goals for the next 10 years. The four key areas are Education, Staffing, Technology, and Facilities. This will take a holistic internal and external scan into these areas.
- d. Timeline:
 - i. August 2021 – Getting Organized
 - ii. Sep/Oct/Nov 2021 – Data Gathering and Engagement
 - iii. Dec 2021 and Jan/Feb 2022 – Plan Creation
 - iv. Mar/Apr 2022 – Collegial Consultation
 - v. May/June 2022 – Board of Trustees Approval
 - vi. July 2022 – Getting Organized
 - vii. Aug/Sep/Oct 2022 – Sense Making
 - viii. Nov-Dec 2022 and Jan/Feb 2023 – Plan Creation
 - ix. Mar/Apr 2023 – Collegial Consultation
 - x. May/June 2023 – Board of Trustees Approval
 - xi. July/Oct 2023 – Plan for the Annual Planning
 - xii. 2024-2029 – Strategic Plan
 1. Education Mater Plan
 2. Staffing Plan
 3. Technology Plan
 4. Facilities Plan
- e. *Dr. Maloney, the data being gathered for Space Utilization from Alma Strategies will be helpful because it can be feed into the Master Plan and make the projections more accurate.*
- f. *Iris wants to start planning for the development and process on updating the long-term Facilities Master Plan Spring 2021. That's why there is a push for Alma to get their data complete so we can see the gaps and leave no areas of ambiguity.*
 - i. Viviana asked if the FPS master plan the current plan?
 1. Iris, we are required to have a long-range Facilities Master Plan but one from scratch is expensive. Most schools have an underlying

baseline master plan based upon the educational master plan while making periodic updates. ECC is due for an update. We have had a lot of activity, bond measures, buildings built and it needs to be updated. Also, with issues of enrollment and Covid-19 a lot has changed.

- a. Viviana, so these updates you want to start in Spring would serve as a basis for what we're doing a little further in time?
- b. Iris – the way the concept works is the Strategic Master Plan serves as the base. It supports the Facilities Master Plan, the Technology Plan, and all the other plans. The missing piece is we haven't updated the Facilities Master Plan in a number of years. If we have another local bond measure we need to have an updated Facilities Master Plan.

VIII. Meeting adjourned at 3:15pm