



**El Camino College  
Facilities Steering Committee  
December 4, 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 Warriar
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 November 6, 2017                 | All        |
| 2. Facilities Master Plan Report (Handout)                   | Brown      |
| 3. ADA transition plan update                                | Fahnestock |
| 4. Goals of the committee                                    | All        |
| 5. Gender Neutral Bathrooms - map of campus                  | Brown      |
| 6. Health & Safety Update (Handout)                          | Brown      |
| 7. Facilities Steering Committee Evaluation review (Handout) | All        |
| 8. Car charging stations update                              | Fahnestock |

9. 2017/18 Facilities Steering Committee Goal Development

All

10. Other

11. 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 - Administrative Services  
Minutes of the Facilities Steering Committee – November 6, 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, Ross Miyashiro, Luukia Smith, Jean Shankweiler, Claudia Striepe, Shobhana Warriar

Alternates/Guests and Support Staff Present: Irene Graff, Jaynie Ishikawa, Berkeley Price, Dipte Patel

1. The minutes of October 2, 2017 were approved as amended.
  - a. Change item 1a to read “It was reported that there are inconsistencies...”
  - b. Change item 5d to read “Participation by committee members. (Reach out to students.)”.
  
2. Facilities Master Plan Report (Facilities Master Plan Report November 2017.pdf)
  - a. Student Service Center/Activities Demolition - Bid awarded to JT Engineering. Collecting geotechnical report to put into the demo package.
  - b. Pool, Classrooms Complex – Two bidders. Award will go to December board
  - c. Administration Building Replacement Project – Bid phases. Award will go to January Board.
  - d. Administration Building Demolition Project – Currently under way
  - e. Sand Volleyball Court Project – Waiting for notice of completion from contractor. There will be no new sand. We will have to do another project to replace the sand.
  - f. Student Service Building Project – Work is progressing on schedule.
  - g. Channel Parking Lot F Structure Improvement Project - Done by end of 2017. Fire alarms installed. Since restriping has caused the cars to be parked with their windshield facing the baseball field, there is potential for increase damages. Facilities will put up netting over the twelve feet fencing.
  - h. Lot C Parking Structure – Waiting for louvers to be installed on the third and fourth level on the north side of the structure. Putting in over a hundred signs per floor and putting in traffic control on the bottom level.
  - i. Manhattan Beach Blvd. Traffic Signal Project – waiting for notice of completion from contractor.
  - j. Gymnasium – steel is up, but project is behind schedule.
  - k. Fire Academy (Inglewood) – Need space to put fire classes. Currently project is on hold.
  - l. Permanent Space Needed - Currently on hold.

3. Current status of the ADA transition plan - The PARC committee needs participation from the Business Services area. PARC subcommittee met on October 20<sup>th</sup> and talked about the ADA transition plan. Plan is complete. Next step is to meet and come up with a priority list from the data that was collected. ADA has the following priority order 1-4:
  - a. Approach & entrance
  - b. Accessibility to food and services
  - c. Accessibility to public toilet
  - d. Accessibility to telephone and water fountain (there are lot of disabled students on the campus, no labeling for blind)
  
4. Goals of the committee - same as number 9 on the agenda.
  
5. Sustainability
  - a. Recycling - current plan & long-term plan – Facilities will be putting recycling bin at the entrance of each building in the next few weeks.
  - b. Charging stations status:
    - i. To get a rebate ECC will be installing five charging station, by the end of 2017 on the bottom floor of Lot C.
    - ii. Will need to change the verbiage in the class schedule.
    - iii. Coordinate installation with campus police.
    - iv. The company will be handling everything.
    - v. Payment is done through credit card.
    - vi. Anyone can park for a specified time period as long as they have a permit.
  - c. IPM - Integrated Pest Management – need to move away from spraying pesticide or chemicals outside.
  
6. Bathroom accessibility report:
  - a. There are forty single restrooms which were converted between staff and student. Twenty-five of the restrooms are accessible to the public on normal business hours.
    - a. This information needs to be incorporated into the new student and staff orientation packets.
  - b. For the next meeting a map of where the gender-neutral restrooms are located.
  - c. Student representative brought up the issue of the Activities Center men's bathroom having not stall doors. Facilities will remedy the issue.
  
7. Health & Safety (..\AS Staff Meeting\2017\Health & Safety Issues Work in Progress.pdf) - All items currently in process. Question asked about the Lib 20, innovation lab abatement: removal of asbestos is done; carpet installed on Friday; and furniture put back today.
  
8. Facilities Steering Committee Evaluation – nine participants took survey.
  
9. 2017-18 Facilities Steering Committee Goals Development (FSC Collegial Consultation Survey 2016-17.pdf)
  - a. Goal #1 – Strengthen the Facilities Steering Committee understands of Facilities planning topic, and share information with constituent groups.

- b. Goal #2 – Set standards and expectations for new building projects before being presented to user groups for input.
- c. Goal #3 – moved to next meeting

10. Future Meeting dates 2018 are as follows:

- 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

# EL CAMINO COLLEGE

## Facilities Master Plan Report December 2017

### PROJECTS IN DESIGN & PRE-DESIGN

<b>Project Name</b>	<b>Total Budget</b>	<b>Project Schedule</b>	
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

<b>Project Name</b>	<b>Total Budget</b>	<b>Project Schedule</b>	
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.

<b>Project Name</b>	<b>Total Budget</b>	<b>Project Schedule</b>	
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**

<b>Project Name</b>	<b>Total Budget</b>	<b>Project Schedule</b>	
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.

<b>Project Name</b>	<b>Total Budget</b>	<b>Project Schedule</b>	
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.

<b>Project Name</b>	<b>Total Budget</b>	<b>Project Schedule</b>	
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.

<b>Project Name</b>	<b>Total Budget</b>	<b>Project Schedule</b>	
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.

<b>Project Name</b>	<b>Total Budget</b>	<b>Project Schedule</b>	
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.

<b>Project Name</b>	<b>Total Budget</b>	<b>Project Schedule</b>	
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.



<b>Project Name</b>	<b>Total Budget</b>	<b>Project Schedule</b>	
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:**

<b>Project Name</b>	<b>Total Budget</b>	<b>Project Schedule</b>
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.

<b>Project Name</b>	<b>Total Budget</b>	<b>Project Schedule</b>
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**

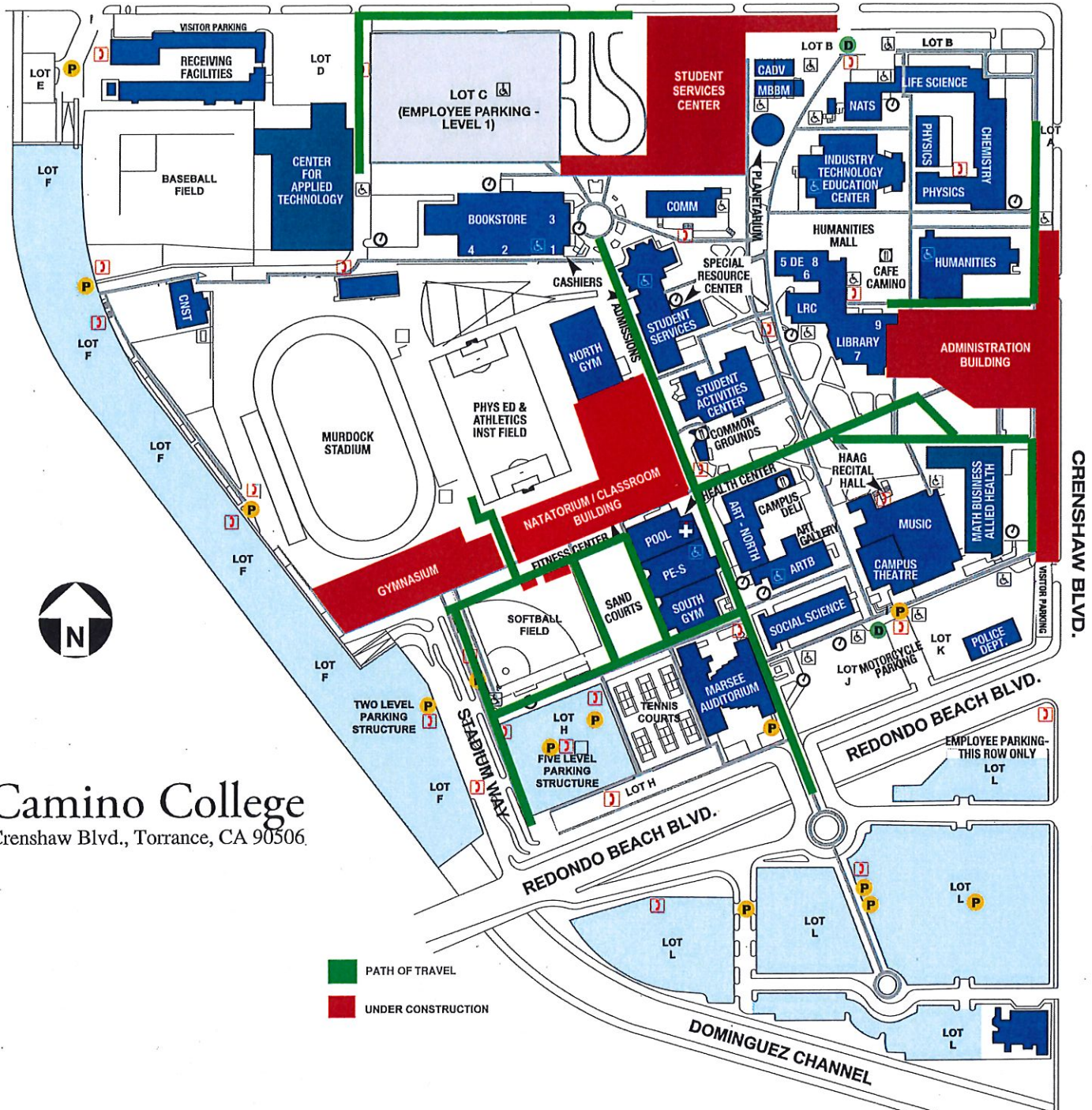
<b>Project Name</b>	<b>Total Budget</b>	<b>Project Schedule</b>
13. Social/Behavioral Science	\$25,575,713	N/A

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

## CAMPUS RESTROOM

BUILDING	DOOR#	NEW ROOM TYPE
ART & BEHAVIORAL SCIENCE	312	PUBLIC
ART & BEHAVIORAL SCIENCE	310B	PUBLIC
ART SOUTH		PUBLIC
AUDITORIUM		PUBLIC
AUDITORIUM		PUBLIC
COMMUNICATIONS	114	PUBLIC
COMMUNICATIONS	113	PUBLIC
COMMUNICATIONS	200Y	PUBLIC
COMMUNICATIONS	200Z	PUBLIC
COMMUNICATIONS	300Y	PUBLIC
COMMUNICATIONS	300Z	PUBLIC
CONSTRUCTION TECHNOLOGY	502-A	PUBLIC
CONSTRUCTION TECHNOLOGY	502B	PUBLIC
LRC 1ST FLOOR	168E	PUBLIC
LRC 1ST FLOOR	168F	PUBLIC
LRC DISTANCE ED		PUBLIC
MBAH 2ND FLOOR	226	PUBLIC
MBAH 3RD FLOOR	326	PUBLIC
MBAH 4TH FLOOR	426	PUBLIC
NATURAL SCIENCE	102	PUBLIC
NATURAL SCIENCE	70-J	PUBLIC
NATURAL SCIENCE	2	PUBLIC
NATURAL SCIENCE	4	PUBLIC
NATURAL SCIENCE		PUBLIC
NATURAL SCIENCE		PUBLIC
PHYSICAL EDUCATION SOUTH	201	PUBLIC
PHYSICAL EDUCATION SOUTH	1	PUBLIC
POOL & HEALTH CENTER	62	PUBLIC
SOCIAL SCIENCE	214D	PUBLIC
ACTIVITIES CENTER	157C	STAFF
ART SOUTH		STAFF
HUMANITIES	221R	STAFF
LIBRARY 1ST EAST WING	111	STAFF
LIBRARY 1ST EAST WING	113	STAFF
LIBRARY 1ST NORTHWEST	138C	STAFF
LIBRARY 2ND FLOOR EAST	211	STAFF
LIFE SCIENCE	104	STAFF
MBAH 1ST FLOOR	131A	STAFF
MBAH 1ST FLOOR	131C	STAFF
MBAH 2ND FLOOR	232	STAFF
MBAH 3RD FLOOR	332	STAFF
MBAH 4TH FLOOR	432	STAFF
MUSIC		STAFF
NATURAL SCIENCE	121A	STAFF
NATURAL SCIENCE	121C	STAFF
PHYSICS	103	STAFF
POOL & HEALTH CENTER	59	STAFF
SOCIAL SCIENCE	100	STAFF

MANHATTAN BEACH BLVD.



**El Camino College**  
16007 Crenshaw Blvd., Torrance, CA 90506.

■ PATH OF TRAVEL  
■ UNDER CONSTRUCTION

El Camino Construction Projects	\$105,000,000.00 Substantial Completion	Cash Flow Estimate					
		Oct-17	Nov-17	Dec-18	Jan-18	Feb-18	Mar-18
Student Services Center	6/22/2018	\$1,300,000.00	\$1,300,000.00	\$1,300,000.00	\$1,300,000.00	\$1,300,000.00	\$1,300,000.00
Gymnasium	4/11/2018	\$1,300,000.00	\$1,300,000.00	\$1,300,000.00	\$1,300,000.00	\$1,300,000.00	\$1,300,000.00
Pool Natatorium	6/30/2020	\$30,000.00	\$30,000.00	\$30,000.00	\$30,000.00	\$30,000.00	\$30,000.00
New Administration Bldg	11/20/2019	\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00	\$225,000.00
Administration Bldg Demo	2/14/2018	\$225,000.00	\$225,000.00	\$225,000.00	\$225,000.00	\$225,000.00	\$0.00
Lot C Parking Structure	2/28/2018	\$0.00	\$0.00	\$0.00	\$400,000.00	\$400,000.00	\$0.00
Lot F & E Parking Structure	5/30/2017	\$1,500,000.00	\$1,500,000.00	\$1,000,000.00	\$500,000.00	\$500,000.00	\$0.00
<b>Totals</b>		<b>\$4,380,000.00</b>	<b>\$4,380,000.00</b>	<b>\$3,880,000.00</b>	<b>\$3,780,000.00</b>	<b>\$3,780,000.00</b>	<b>\$2,855,000.00</b>
<b>Cash Flow Estimate Balance</b>		<b>\$100,620,000.00</b>	<b>\$96,240,000.00</b>	<b>\$92,360,000.00</b>	<b>\$88,580,000.00</b>	<b>\$84,800,000.00</b>	<b>\$81,945,000.00</b>

# 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	
Mostly	0	0.00	
No	0	0.00	
Not sure or N/A	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	
Mostly	1	11.11	
No	1	11.11	
Not sure or N/A	0		

c. Participate in goal-setting for the committee.

Response	Frequency	Percent	Mean: 3.00
Yes	9	100.00	
Mostly	0	0.00	
No	0	0.00	
Not sure or N/A	0		

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

Response	Frequency	Percent	Mean: 3.00
Yes	9	100.00	
Mostly	0	0.00	
No	0	0.00	
Not sure or N/A	0		

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

Response	Frequency	Percent	Mean: 3.00
Yes	9	100.00	
Mostly	0	0.00	
No	0	0.00	
Not sure or N/A	0		

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

Response	Frequency	Percent	Mean: 3.00
Yes	9	100.00	
Mostly	0	0.00	
No	0	0.00	
Not sure or N/A	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	
Mostly	1	11.11	
No	0	0.00	
Not sure or N/A	0		

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

Response	Frequency	Percent	Mean: 2.88
Yes	7	77.78	
Mostly	1	11.11	
No	0	0.00	
Not sure or N/A	0		
Invalid	1	11.11	

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

Response	Frequency	Percent	Mean: 3.00
Yes	6	85.71	
Mostly	0	0.00	
No	0	0.00	
Not sure or N/A	2		
Invalid	1	14.29	

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	
Mostly	0	0.00	
No	0	0.00	
Not sure or N/A	1		
Invalid	1	12.50	

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	

# 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.


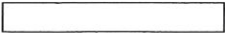
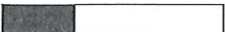
Question: 11. If you marked somewhat or not very well, please share your concerns, being specific as possible.

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.

**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	