



**EL CAMINO COLLEGE**  
**Office of the Vice President - Administrative Services**

**MINUTES OF THE**  
**CITIZENS' BOND OVERSIGHT COMMITTEE MEETING OF**  
**November 17, 2021**

The Citizens' Bond Oversight Committee met at 3:35 p.m. on Wednesday, November 17, 2021 via teleconference Call.

The following Oversight Committee Members were present, Lou Bahar, Laurie McCarthy, Karina Ramirez, Gino DiGregorio, Chris Taylor and Dr. Don Brann.

Also present was Dr. Brenda Thames, Dr. Ann Tomlinson, Jorge Gutierrez, Jeff Hinshaw, Grace Perez, Danny Villanueva, Khloe Campos, Ann O'Brien, Kerri Web and Douglas Graham from ALMA Strategies.

Public Comment:

Ms. Khloe Campos was introduced as the new Bond Project Manger who will be in charge of overseeing all of the bond project at the campus and will be paid solely from the bond funds.

Minutes of the Citizens' Oversight Committee Meeting of July 21, 2021:

It was moved by Gino DiGregorio and seconded by Karina Ramirez that the CBOC approve the minutes of July 21, 2021. Committee member Ramirez, Bahar, McCarthy, Taylor and DiGregorio voted yes. Motion carried.

Facilities Master Plan Update – ALMA Strategies

1. Overview:

- a. Douglas gave an overview of where we are with the Facilities Master Plan Update. They are working with API architects and had been selected by the College about six months ago to move forward with assisting on the Facility Master Plan Update.
- b. We use a process that is informed by data, so we want to share with you as to what some of that data is, how important it is to link Facilities, Instruction, Student Services, and Technology, so that you truly get an integrative plan that's just not focused on one aspect but multiple aspects of what's important to the College.

2. Part of a Bigger Plan

- a. 2024-2034 Comprehensive Planning and Strategic Planning process is under way which includes the Educational Master Plan which serves as a guidance for the other three plans:
  - o Staffing Plan
  - o Technology Plan
  - o Facilities Plan
    - Campus and Buildings
      - Infrastructure and Utilities

3. Previous Planning (Measure E & 2017 Facilities Master Plan)

- a. Through Measure E, ECC has added or reconfigured over 220,000sq.ft. space.
- b. Replacement projects & additional space
  - i. Student Services Building, Gymnasium, Administration Building, Pool Classroom Building, Behavioral Science, Arts Complex, Music Building, Construction Technology and Bookstore Café.

4. Setting the stage with Data

- a. ALMA 2019/2020 Studies v/s Facilities Plan 2017 –
  - i. Space Utilization

1. ALMA Strategies has walked every space in 2019 and updated the Space Inventory.
2. Currently ECC is over built in the lecture, laboratory and office space according to the State Standard Utilization.
- ii. Enrollment
  1. Since COVID-19 happened enrollment has dropped by 16%.
  2. State project of a 1.4% growth/year for enrollment, so to return to Fall 2019 enrollment it will take 12.5 years.
- iii. Classroom size & Weekly Student Contact Hours (WSCH)
  1. Using Fall 2019 scheduling data, ALMA measured the performance of 280 classrooms and labs against the State's efficiency standards.
  2. Nearly all classrooms did not generate enough Weekly Student Contact Hours (WSCH) to meet the State standard.
  3. Class labs were much more efficient but had more spaces with no scheduled instruction.
- iv. Area Calculation – Unscheduled Rooms
  1. Over 25,000 ASF of Classroom and Lab
  2. This represents more than the area encompassed by Social Sciences, Music or Chemistry Buildings
5. Linking Facilities, Instruction, Student Services, Technology – Trends and Best Practices
  - a. Bridging the Digital Equity Gap
  - b. Activity Learning Methodology
  - c. Anytime, Anywhere Access
  - d. New Ways of Bringing Student Back
  - e. Faculty and Staff Digital Development
6. Master Planning Best Practices
  - a. Supporting Students Outside of Classroom
    - i. Shade area
    - ii. Food
    - iii. Wi-Fi Connectivity
    - iv. Plug-in
    - v. Comfortable Temperature
  - b. Planning Best Practices
    - i. Multi-purpose outdoor spaces
    - ii. Programable outdoor spaces
    - iii. Large promenades +food + shade
    - iv. Sit/Study/Relax
    - v. Wayfinding
    - vi. Multi-modal Access
7. Guiding Principles and Objectives
  - a) Improve Efficiency/Utilization of Campus
  - b) Simplify Implementation to Maximize Value
  - c) Right-Size Facilities to Address Program needs
  - d) Enhance Student Success
  - e) Robust Technology = Competitive Advantage
  - f) Improve Infrastructure to Support Vision/Needs
  - g) Broaden Definition of Sustainability
8. Campus Development Scenarios
  - a. The Base Plan
    - i. New Construction
      1. Behavioral Science

2. Art Building
3. Music Building
4. Fire Academy
- ii. Removing
  1. North Gym
  2. South Gym
  3. Old Music
- iii. Relocation: South Gym
  1. Dance
  2. Pilates
  3. Student Health
- iv. TBD
  1. Child Development Center
- v. Existing Framework
- vi. Potential New, Replacement, Repurposing Projects
  1. Learning Commons
    - a. North Gateway
    - b. West of MBAH
    - c. North Gym Site
    - d. South Gym Site
  2. Interdisciplinary Science Center
    - a. West of MBAH
    - b. Library Site
  3. Campus Commons
    - a. North Gateway
    - b. Existing Library
    - c. North-East Corner
  4. Marsee Auditorium
    - a. Renovate Marsee
    - b. South Gym Site
    - c. West of MBAH
  5. Transportation Hub
    - a. North-East Corner
    - b. Student Services Drop-off
    - c. Parking lot L
      - i. Solar covered
  6. South Campus Development Zone
  7. Parking Lot L
    - a. Highest & Best Use
      - i. Parking lot
      - ii. Transit Hub
      - iii. College Benefit Enterprise Zone
        1. UC/CSU Education Center
        2. Community Development
        3. Housing – Student/Faculty
        4. Other?
  8. Other Projects
    - a. M&O Renovation
      - i. Replacement (current FPP) in current location
    - b. West Campus Amenities/Gateway Project
      - i. Campus amenities/Outdoor support space

1. Exterior Restroom Building
2. Concessions
3. Event support
- ii. Locations:
  1. South Gym
- c. Infrastructure Projects
  - i. State Funding Opportunity
- d. Technology Project
  - i. State Funding Opportunity
- e. Scheduled Maintenance
9. Sequencing
10. Next Steps
  - a. Future meetings scheduled/to be scheduled
    - i. Division meetings – November
    - ii. December -January – Integrate Planning
    - iii. Focus Groups – February & March
    - iv. Town Halls
    - v. Integrate & Complete Plans
    - vi. February through June – continue FMP update with Planning data findings integrated.
    - vii. Complete Plan – July 2022

Measure “E” Agendas:

Jorge Gutierrez reviewed the following information from the Measure E section of the July, August, September, and October Board of Trustees’ agendas.

July 19, 2021

- 7.20 Measure E Purchase Order (PO) and Blanket Purchase Order (BPO)
- 7.21 Measure E Category Budget and Balances
- 11.1 Notice of Completion – Garza Construction Inc. – Accessibility Improvements Phase 1 – majority of the improvements occurred in front of the bookstore a building and included the installation of a ramp.
 

**Question:** *how many more phases are there?*

**Answer:** *there are three additional phases of the project.*

August 16, 2021

- 4.1 Introduction of Facilities Master Plan by ALMA Strategies
- 7.25 Measure E Purchase Order (PO) and Blanket Purchase Order (BPO)
 

**Question:** *can you explain again the difference between a purchase order and a blanket purchase order?*

**Answer:** *a purchase orders mostly have a one-time purchase a blanket is an ongoing purchase throughout the fiscal year.*
- 7.26 Measure E Category Budget and Balances

September 7, 2021

- 7.4 Contract Amendment, Kardent, Parking Lots H & F Accessibility Upgrade – this is the third phase of the projects; this particular item is the path of travel from lot H to the Stadium.
- 7.7 Measure E Purchase Order (PO) and Blanket Purchase Order (BPO)
 

**Question:** *has the money for 2002 measure E spent*

**Answer:** *the money has been expended the bond was fully expended as of December of 2020.*
- 7.8 Measure E Category Budget and Balances

- 11.1 Public Safety Training Center - Phase 2 – *This item is not a Bond related, but a State Funded items, but we wanted the committee be aware of this project.* The Fire Academy’s instructional building located in the City of Inglewood suffered fire damage in September 2020, which qualified the College for prioritized State funding through a Category A1 Final Project Proposal. Category A1 Final Project Proposals are expedited State-funded projects focused on mitigating building conditions that threaten the life or safety of the occupants. As part of the College’s development of the Public Safety Training Center located at Campus Parking Lot L, the existing Fire Academy instructional building will be replaced at this site. The new building will encompass 3,500 gross square feet and contain two classrooms and an administration office. The new facility will be the second phase of the Public Safety Training Center project. The project design begins in FY 2023-24, and occupancy by FY 2026-27.

**Question:** *When was the fire?*

**Answer:** *It was last year in August, and what we've done is, we have recently installed to a classroom modular building restroom and an administration building, we recently installed so now they are in the modular facility.*

### October 18, 2021

- 7.21 Contract – Kardent – ADA Accessibility Improvement Project Phase 4  
This project, and what this consists of is this is the last phase of the project and respect to providing a handicap accessibility to three main parking lot areas. This is providing handicap accessibility improvements to the west side of the Bookstore building, currently the ramp is too steep and does not meet the ADA requirements, so this is to mitigate that issue.
- 7.22 Measure E Purchase Order (PO) and Blanket Purchase Order (BPO)
- 7.23 Measure E Category Budget and Balances

**Question:** *are we still doing any projects with a construction management firm called Element.*

**Answer:** *Yes, we are, we have a contract with Element on the new Music Building.*

### Facilities Bond Program Update

1. Behavior and Social Science building is about 40% complete; Estimate on completion is August 2022.
2. Arts Complex, which is under construction and is about 40% completed; Estimate on completion is August 2022.
3. Bookstore Café, located on the on the first floor of the Bookstore building; Estimate on completion by end of December and or first two weeks of January.
4. Construction Technology, is the open barn style, so students will have necessary space to carry out their construction project away from the elements. The beans have been installed, painting and asphalt work is complete. Estimate on completion is first week in December, but we are having a little bit of challenge on the supply shortage so we have extended the contract for a couple of weeks to get it completed.
5. Baseball field - installing the synthetic turf; completed the installation of the fence and the dugouts. The restrooms are under construction and will be handicapped accessible; Estimate completion by end of November or first week in December.
6. Student Activities, located in the basement of the Communication building is being renovated. We have been having some challenges with unforeseen conditions as the renovation is going on, so we have been working with the contractor on a daily basis and also touring the site every day to make sure that the contractor keeps on track. Estimate on completion by end of January 2022.

**Question:** *Any of these projects going over budget or having any kind of unexpected expenses happen.*

**Answer:** *Not at this time because a lot of has been locked in because of the bid, but the future projects we are going to see quite a bit escalation in the costs of building material by an average of 30 to 40%.*

7. Marque, two locations, one is going to be in the corner and Manhattan Beach Blvd. on Crenshaw and the second one is going to be located on Stadium way road and Redondo Beach; Currently the project is at the Division of State Architect (DSA) for review and approval.
8. Music building – wanted to thank the stakeholder for their input and for their vital involvement in the design process. Preparing the final plans for submission to DSA and construction will begin April 2023.
9. ADA projects for Phase 2 & 3, the design is 75% complete and construction will begin February 2022.
10. Crenshaw Traffic Signal, there is existing traffic sign, off of the Administration Building, this will be an upgrade to the mechanism to improve traffic flow coming in and out of the campus. Currently plans have been approved by the Los Angeles County Traffic Department and project will begin January 2022.
11. Manhattan Beach Blvd Traffic Signal is a new signal located in front of the Facilities Department, currently there is only a pedestrian walkway, which will be changed to traffic signal. Plans have been submitted to the Los Angeles County Traffic Department and project will begin July 2022.

**Question:** *Jorge when the campus was empty of students for such a long time, did this allow you to accelerate construction timelines?*

**Answer:** *Some students were on campus, it did help that the large population of students are off-campus for the delivery of supplies and materials. There was quite a bit of vehicles that come in and out of the construction sites.*

#### Scheduled Future Meeting for 2021 @ 3:30pm

- March 23, 2022 @ 3:30 p.m.
- July 20, 2022 @ 3:30 p.m.
- November 16, 2022 @ 3:30 p.m.

If anybody has calendar conflict, please let staff know, otherwise please put these dates on your calendar when you set it up for 2022.

#### Open Discussion

#### Adjournment:

It was moved by Laurie McCarthy and seconded by Lou Bahar to adjourn the November 17<sup>th</sup> meeting. The meeting adjourned at 4:31pm.

**PURPOSE:** *To inform the public concerning bond revenue expenditures and to actively “review and report” on the expenditure of these funds. (Ed. Code sec. 15278(a))*