LOS ANGELES COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
FACILITIES MASTER PLANNING & OVERSIGHT COMMITTEE
Educational Services Center
Board Room – First Floor
770 Wilshire Boulevard
Los Angeles, CA 90017
Wednesday, January 25, 2017
4:45 p.m. – 6:15 p.m.

Committee Members
Mike Eng, Chair
Ernest H. Moreno, Vice Chair
Mike Fong, Member
Scott J. Svonkin, Board Alternate
Thomas Hall, Staff Liaison
Monte E. Perez, College President Liaison
Erika A. Endrijonas, College President Liaison Alternate

Agenda
(Items may be taken out of order)

I. ROLL CALL

II. PUBLIC SPEAKERS*

III. CONTINUED BUSINESS

• Code of Ethical Conduct for the Bond Program.

IV. NEW BUSINESS

A. Discussion of proposed Amendment to Board Rule 2801 regarding Naming of Buildings and Facilities Components.

B. Status report on the Student Housing Initiative.

C. Discussion of Measure CC Implementation.

V. INFORMATIONAL REPORT

• Active Construction Summary.

VI. SUMMARY – NEXT MEETING ................................................................. Mike Eng
VII. ADJOURNMENT

*Members of the public are allotted three minutes time to address the agenda issues.

If requested, the agenda shall be made available in appropriate alternate formats to persons with a disability, as required by Section 202 of the American with Disabilities Act of 1990 (42 U.S.C. Section 12132), and the rules and regulations adopted in implementation thereof. The agenda shall include information regarding how, for whom, and when a request for disability-related modification or accommodation, including auxiliary aids or services may be made by a person with a disability who requires a modification or accommodation in order to participate in the public meeting. To make such a request, please contact the Executive Secretary to the Board of Trustees at 213/891-2044 no later than 12 p.m. (noon) on the Tuesday prior to the Committee meeting.
Date: January 20, 2016

To: Facilities Master Planning and Oversight Committee:
   Mike Eng, Chairperson; Ernest H. Moreno, Vice Chairperson; Mike Fong, Member, Scott
   J. Svonkin, Alternate

From: Thomas Hall, Interim Chief Facilities Executive

RE: January 25, 2017 Facilities Master Planning and Oversight Committee (FMP&OC)
    Meeting

Please find attached the following Background Materials for Items listed on the January 25,
2017 Agenda:

III. Continued Business Item

   Code of Ethical Conduct for the Bond Program:

   • Code of Conduct Policy

IV. New Business Items

   A. Discussion of proposed Amendment to Board Rule 2801 regarding Naming of
      Buildings and Facilities Components

      Board Rule 2801 with proposed additional text.

   B. Status Report on the Student Housing Initiative

      PowerPoint presentation.

   C. Discussion of Measure CC Implementation

      Information Document

V. Informational Report

   • Active Construction Summary (three pages)

I will be joined by staff at the meeting to discuss these items. Please feel free to call me at
(213) 891-2119 if you have any questions.

cc: Dr. Francisco C. Rodriguez, Chancellor
    Paul Steinke, Program Director, BuildLACCD Program Management Office
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A Message from the LACCD Chancellor and the Interim Chief Facilities Executive

January 25, 2017

The BuildLACCD Bond Program (“Program”) is one of the premier building programs in the United States and has been instrumental in not only providing modernized facilities for Los Angeles Community College District students, but also additional employment opportunities with the community. The key to the continued success of the Program lies with its employees conducting business in an ethical and legal manner and having a workplace that is safe and fosters diversity.

To provide ethical guidance to all District/BuildLACCD staff and contracted employees working on the Program (“Program Employees”), the attached Code of Conduct will be implemented across the Program effective immediately. The objective of the Policy is to set forth ethical guidelines to be followed by Program Employees to facilitate the safeguarding of people and empowerment of Program Employees to act with integrity, openness, respect, honesty, and accountability.

The BuildLACCD Program Management Office will be rolling out a formal training program for all existing Program Employees. For new hires, the training will be implemented during the onboarding process. Training thereafter will be conducted on an annual basis.

The Program Risk Management Team will manage the training, monitoring, and compliance for the Program. The point of contact will be Mr. Philip Hamblin, the Senior Program Risk Manager who can be reached at philip.hamblin@build-laccd.org. He can provide assistance if you have any questions or concerns about a particular issue or otherwise need assistance.

Thank you for your assistance in ensuring that we conduct ourselves in an ethical manner.

Sincerely,

Tom Hall
Interim Chief Facilities Executive

Dr. Francisco Rodriguez, Ph. D.
Chancellor
LACCD Mission Statement

The mission of the Los Angeles Community College District (LACCD, or District) is to provide our students with an excellent education that prepares them to transfer to four-year institutions, successfully complete workforce development programs designed to meet local and statewide needs, and pursue opportunities for lifelong learning and civic engagement.

LACCD Vision Statement

The LACCD will strive to become a national leader in student success by providing high quality, accessible, educational opportunities across the greater Los Angeles area that change students’ lives, enrich the area’s many diverse cultures, and strengthen the regional economy. The District will do so by continuing to provide a culture of continuous improvement and by closing persistent equity gaps.

LACCD Core Values

The Los Angeles Community College District’s core values reflect how we will pursue our plan as well as how we will fulfill our mission and realize our vision. We — the faculty, staff, administrators, and students of the LACCD — hold the following values essential to achieving our District’s mission:

**Access & Opportunity:** We are committed to maximizing educational opportunity and access to everyone who has the desire to learn, and we actively engage all students, including those from communities that have traditionally been underserved by higher education or who require special accommodation or support.

**Excellence & Innovation:** In all of our services and institutional activities, we strive to create a culture of excellence and continuous improvement through the use of innovative pedagogy and technologies that challenge our students, faculty, staff and administrators to meet the highest educational and professional standards.

**Student Learning & Success:** All of our institutional efforts and resources are dedicated to one central purpose—the support of all students as they work toward the achievement of their academic and career goals.

**Free Inquiry:** We value the vigorous, critical and free exchange of ideas and opinions, and we work actively to create communities of mutual respect and shared concern that support and sustain open debate and constructive, democratic discourse.

**The Power of Diversity:** As a group of nine urban and suburban colleges situated in the midst of different communities, we draw upon and embrace diversity as an integral aspect of our civic and institutional identity and as a powerful element in the education and development of every individual.
**Equity:** We are committed to eliminating achievement gaps by identifying and removing barriers to student success.

**Community Connection:** Our colleges must be rooted in the communities they serve, and we are determined to build and maintain strong, durable, and responsive collaborations with our educational partners across Los Angeles, and with business, labor, and other organizations that contribute to the fabric of our larger community.

**Public Accountability and Transparency:** We are accountable to the public for all aspects of our mission, and we owe the students we serve, the people of Los Angeles, and the State of California regular and timely assessments of all of our efforts through shared governance processes that are open and transparent.
Introduction

To Whom Does This Policy Apply?

This Code of Conduct is applicable to all Los Angeles Community College District employees, contractors, consultants and personnel who work on the BuildLACCD program in any capacity.

Integrity in Everything We Do

At BuildLACCD we are committed to doing the right thing in all that we do. We believe this commitment to integrity has made the LACCD Bond Building Program (“BuildLACCD” or “Building Program”) an industry leading standard and will continue to serve our growth in the years ahead. This Code of Conduct (“Code”) addresses our professional, ethical, financial and social values. It sets forth what is expected of all District BuildLACCD employees and contractors. Our Code also represents our commitment to the students, shareholders, partners and the communities in which we live and work.

Our Core Values are the foundation for this Code. Ethical behavior is the basis for everything we do and drives the guidelines we must follow:

- Providing full and open access and opportunity to everyone associated with or impacted by the Building Program and treating them with mutual respect and trust.
- Delivering excellence and innovation in all of our services and institutional activities while meeting the highest professional standards.
- Dedicating our efforts and resources to supporting Student Learning & Success.
- Providing free and open inquiry to all of our activities and supporting shared governance.
- Celebrating and embracing The Power of Diversity.
- Eliminating achievement gaps by identifying and removing barriers to participation in the Building Program.
- Maintaining strong, durable, and responsive collaborations with our Colleges and with business, labor, and the larger community we serve.
- Providing accountability and transparency to the public for all aspects of our work along with our commitment to compliance with the laws, rules and regulations that are applicable to how we conduct business.

This Code is meant to provide guidance regarding these principles. However, one document cannot possibly address every law, rule, policy or scenario we may encounter in our daily work. Nor is this Code a substitute for exercising common sense and good judgement, or seeking guidance when we need it. To help you determine whether a particular action is appropriate, ask yourself the following questions:

- Would my action comply with the spirit and purpose of BuildLACCD’s policies?
- Would I feel comfortable about doing this, or would it violate my personal standard of conduct?
- Is this action honest in all respects?
- How might this action affect others?
- Would this action embarrass me or BuildLACCD if it became known to my clients, coworkers, professional colleagues, family or friends?

One BuildLACCD, One Code

We all have an obligation to read, understand and follow this Code of Conduct. It applies to all BuildLACCD employees and contractors. Further, we expect that our suppliers, agents, business partners, consultants and licensees will follow similar principles. Using our Code to guide our actions allows us to preserve our reputation for doing business the right way. To this end, each of us must:

- Personally abide by the Code.
- Not assist others in violating the Code.
- Report any perceived violation or request that might constitute a violation.
- Take action as requested to remediate any potential violations or violations of the Code.
- Complete training on the Code and other assigned learning in a timely manner.

You are responsible for reading and understanding the Code and expected to abide by it. Violations of the Code will result in disciplinary measures, including termination of employment.

BuildLACCD also expects its consultants, subcontractors and other third parties to be aware of and adhere to these ethical standards as described in this Code. If you become aware of any activity involving the conduct of these individuals that violates the principles of this
Code, you must disclose it to the BuildLACCD PMO Senior Program Risk Manager or LACCD Office of General Counsel.

What Laws Should I Know and Follow?

We must know and follow the laws and regulations of the State of California that apply to our business. If you are ever unsure about whether a law, regulation or other obligation applies — or if there is a conflict between local law or another company’s code and this Code — contact the BuildLACCD PMO Senior Program Risk Manager for additional guidance.

In addition, you must abide by the District and BuildLACCD’s internal policies, as it is the basis for our authority to act on behalf of LACCD.

Who Should I Contact?

If you have any questions about this Code or any doubts about a particular course of action, you should consult your supervisor, someone in management, the LACCD Office of General Counsel, or the BuildLACCD PMO Senior Program Risk Manager. You can also contact the District BuildLACCD Whistleblower Hotline by calling 1-800-851-3699.
It’s Up To You To Ask Questions And Report Concerns

Why Is Reporting Important?

It is important to raise questions and come forward with our concerns. Doing so reinforces our commitment to act ethically in every business decision we make. Early detection also allows BuildLACCD to address concerns before they become widespread problems, and to take corrective action if necessary. Above all, BuildLACCD is committed to maintaining a culture where each of us feels comfortable asking questions, speaking up and working toward solutions.

How Do I Raise Concerns?

BuildLACCD treats all reports confidentially to the extent allowable. We do so consistent with the law, District policy and the requirements for conducting a thorough investigation. Suspected violations may even be reported anonymously. To raise a concern or make a report, reach out to any of the following resources via email, phone, letter, or in person:

- Your supervisor or someone in Management.
- BuildLACCD PMO Senior Program Risk Manager.
- LACCD Office of General Counsel.

You can also contact the District BuildLACCD Whistleblower Hotline by calling 1-800-851-3699.

What Happens Next?

The District promises to investigate all reports promptly, thoroughly and consistent with applicable law. Investigations will be kept confidential to the extent possible. If necessary, certain investigations may be reported to the appropriate authorities. The District will take appropriate corrective or disciplinary action for Code violations whenever necessary.

Our Commitment to Non-Retaliation

LACCD does not tolerate acts of retaliation against anyone who makes a good faith report of a possible violation, or who participates in an investigation of possible wrongdoing. Acting in “good faith” means that you come forward with all of the information you have and believe you are giving a sincere and complete report. Simply stated, it does not matter whether your report actually uncovers unethical behavior, but you must have honest intentions in making it.

At any time, you may in good faith report a suspected violation of our Code, District policy or the law without fear of retaliation or any adverse impact on your employment. Individuals who take action against a person for making a report or participating in an investigation will face disciplinary action, up to and including termination. Likewise, anyone who makes a report not in good faith will be subject to disciplinary action.

Q: Paul, a BuildLACCD technician, witnesses his supervisor, Suzanne, being particularly harsh to a few of his colleagues. Performance has been suffering lately, and Paul assumes Suzanne is simply frustrated with recent mistakes his team has made. However, her behavior has become more aggressive and morale on the team is low. She has recently begun berating team members to charge less time to over budget projects, even though the work is required.

Paul feels that he should tell another member of Management about the environment Suzanne has created, but is worried that he will be the next person she punishes. What is his best course of action?

A: Paul is right to be concerned about the instructions and hostile atmosphere his supervisor’s actions have created. While Suzanne’s actions may or may not be a direct violation of our Code, the result of her behavior is also a problem. Paul should take the matter to Suzanne’s manager, or another resource with whom he feels comfortable, so that BuildLACCD can investigate and resolve the issue. Paul — and all other BuildLACCD colleagues who make a good faith report of potential misconduct — will be protected from retaliation after making his report.
Our Commitment to Diversity

The BuildLACCD Program is committed to fostering a workplace where we are all treated with dignity and respect. We believe our differing backgrounds, experiences and perspectives give the Program the strength we need to lead in the marketplace and reflect our commitment to diversity. For these reasons, we will not tolerate discrimination or harassment in the workplace. We all have the responsibility to treat our colleagues, as well as applicants for employment with respect and in a fair, non-discriminatory manner.

The BuildLACCD program offers equal employment opportunities for all applicants. This gives each of us equal consideration for employment. All decisions regarding recruitment, hiring, training, promotions, transfers and layoffs are based on merit, and never on any trait protected by law. Such traits include, but are not limited to age, ancestry, color, sex, HIV status, marital status, medical condition, national origin, physical or mental disability, race, religion, sexual orientation, gender identity and veteran and citizenship status.

Maintaining a respectful workplace also means that we never engage in or tolerate any form of harassment.

To be clear, “harassment” is any action that creates or seeks to create a hostile, intimidating or offensive work environment. Harassing behavior can be sexual or nonsexual in nature. In either case, it has no place in the BuildLACCD Program. Harassing conduct can include, but is not limited to:

- Verbal remarks (comments, suggestions, jokes or requests for sexual favors).
- Pictures (drawings, photographs or videos).
- Physical behavior (suggestive looks, leering or unwelcomed touching).

In any form, harassment is a violation of our Code and District policy. If you feel you or someone else is being harassed or discriminated against, report your concerns to the BuildLACCD PMO Senior Program Risk Manager right away.

Q: Susan is an engineer at BuildLACCD and has recently joined the program. Most of her new colleagues have been welcoming and helpful, making it easy for Susan to settle in. However, another BuildLACCD colleague, Bruce, has expressed exasperation with the time it is taking Susan to adapt to her new work environment. Many times, Bruce rolls his eyes and sighs when Susan asks him a question. Lately, Bruce has begun asking Susan, “Didn’t you learn anything on your previous job?” implying that Susan is ignorant and incompetent. When Bruce invites her colleagues to go to lunch, he does not include her. Susan now feels so uncomfortable around Bruce that she avoids asking questions altogether, causing her work product to suffer. What can Susan do?

A: Learning to work in a new environment can be challenging — even more so when faced with impatience or hostility. Susan, like all BuildLACCD colleagues, deserves to work in an environment where she can be both comfortable and successful consistent with our commitment to diversity and inclusion. Bruce’s behavior is depriving Susan of that right. If Susan feels comfortable speaking to Bruce directly, she should explain that his comments about her are hurtful, offensive and need to end. If Susan doesn’t wish to approach Bruce directly, or Bruce’s behavior doesn’t end, Susan should reach out to her supervisor or the BuildLACCD PMO Senior Program Risk Manager for assistance.

Keeping Our Workplace Safe

Safety is a BuildLACCD Core Value and the safety and security of our staff, our physical assets and the environment in which we operate is a shared responsibility of every BuildLACCD employee. Each of us have both a moral and legal responsibility to comply with all applicable laws and regulations, as well as our own internal requirements, related to safety, health and environmental (SH&E) aspects of the work we perform and the facilities we control. In order to assist our staff with this responsibility we maintain SH&E management systems, programs
and procedures specific to each of our services. In addition, we have published SH&E policies and procedures that apply to all of our operations. If you have any indication that we are operating outside of our established business-level programs, or outside the requirements of our SH&E policies and or procedures, principles, report your concern to the BuildLACCD PMO Senior Program Risk Manager immediately.

A safe and secure work environment is one that is also free from violence. Threatening behavior — even if meant in jest — is never permissible on the BuildLACCD Program. If you witness or receive a threat or act of violence, report it to the BuildLACCD PMO Senior Program Risk Manager or designated LA County Sheriff’s Office immediately. If you ever face an immediate threat to your safety or that of your colleagues, contact local law enforcement immediately, and then report the incident internally.

Further, substance abuse compromises everyone’s well-being. Drugs and alcohol negatively affect our judgment and could interfere with our ability to do our jobs safely. We are therefore prohibited from working while under the influence of alcohol or drugs. This includes improperly used prescription medication that could diminish, or even raise questions concerning, our ability to perform at our best.

Meeting Employment Standards

As part of our commitment to our community, we uphold individual human rights and follow employment laws in all the locations where we conduct business.

In support of this commitment, we provide reasonable working hours and conditions. Further, BuildLACCD has a zero tolerance policy regarding the use of forced labor or human trafficking. We will never knowingly conduct business with subcontractors, business partners, suppliers or third parties who violate these laws. If you have reason to believe BuildLACCD is conducting business with an entity engaging in forced labor or human trafficking practices, report the misconduct to the BuildLACCD PMO Senior Program Risk Manager immediately.

Leading with Integrity

Our leaders serve as resources and role models for proper business conduct. For that reason, supervisors have additional responsibilities when it comes to upholding our Code. They are expected to promote a positive working environment where people are treated with dignity and respect and feel comfortable raising concerns. Supervisors must also make an effort to create a culture of compliance. This can be done, in part, by:

- Acting as role models for Code compliance.
- Fostering an environment that encourages open discussion about legal and ethical concerns.
- Vigilantly preventing and detecting violations of our Code, Program policy or the law.
- Appropriately responding to inquiries about our Code.
- Immediately notifying the BuildLACCD PMO Senior Program Risk Manager of any matter reported to them.
- Ensuring training is completed in a timely manner by all employees.

Q: Li is a manager leading one of BuildLACCD’s new projects. He is working with the BuildLACCD procurement group in preparing an RFP for this project. At a meeting to discuss bid strategy, another employee asks questions about how BuildLACCD will handle potential conflicts of interest for the selection committee. Li shuts off the discussion, saying we are too busy to worry about that now and that we will deal with any problem later if one arises. Is this the right response?

A: No. Li should listen to the individual’s concerns and ensure that he does not allow a condition to be created that would jeopardize BuildLACCD’s reputation and commitment to fair and open competition or potentially violate procurement policy and regulatory requirements.
Avoiding Conflicts of Interest

We each have a personal stake in acting in the best interest of the Bond Building Program. To ensure our continued success, it is crucial that we avoid conflicts of interest, whether actual, potential or perceived. A “conflict of interest” occurs when we use our position at BuildLACCD, or information we have acquired during our employment, in a way that may create a conflict between our personal interests and those of our Program or its customers. In other words, if a situation arises that makes it difficult to act in an unbiased, objective manner on BuildLACCD’s behalf, a conflict of interest may be present. If a conflict of interest — or the potential for one — arises, you must disclose it to the BuildLACCD PMO Senior Program Risk Manager or the LACCD Office of General Counsel at once for review. Of course, not all possible scenarios giving rise to a conflict of interest can be listed here. However, the following examples are some of the more common conflict situations you are likely to encounter in your daily work.

– Business with Family and Friends: Our decisions about selecting suppliers, customers and other persons doing or seeking to do business with BuildLACCD must be impartial. The sole criterion of any business decision must be whether BuildLACCD’s best interests are advanced. If a family member or close friend has an interest in a company with which we seek to conduct business, you must remove yourself from the selection process and disclose the conflict immediately.

– Outside Employment: Being employed by or consulting with another organization could also create a conflict of interest. In general, we may not accept another job that interferes with our ability to do our work for BuildLACCD. This means we may never conduct outside business during designated work hours or use BuildLACCD’s property, equipment or information for another business.

– Investments: BuildLACCD does not seek to control our personal financial decisions. However, some outside financial interests may improperly influence — or could be perceived by others to influence — the decisions we make for BuildLACCD. Investments in BuildLACCD’s competitors, customers, suppliers or other business partners are generally acceptable. Further, the amount of the investment must not be so significant to you that it would affect your business judgment on behalf of BuildLACCD. If you, or a member of your household, own or seek to own any such financial interest, you must promptly disclose the matter and seek approval from the BuildLACCD PMO Senior Program Risk Manager.

– Personal Relationships: Supervising anyone with whom you have a family or romantic relationship could give rise to the appearance of favoritism. Therefore, we should never be in a position where a personal relationship is also a reporting relationship. These personal relationships include your immediate family members (such as your spouse, children, stepchildren, parents, step-parents, siblings, in-laws and any other members of your household) as well as romantic or intimate relationships (such as a partner, fiancé or fiancée, or domestic partner). If you find yourself in a position to supervise or – otherwise make employment decisions regarding family or partner - disclose the situation immediately.

– Serving on a Board of Directors: At times, we may seek to sit on a board of directors outside of the District or the BuildLACCD Program. While impacting your community by serving on a board of directors for a non-profit organization is encouraged and does not require prior approval, you may only accept this position if it does not interfere with your ability to do your job. However, serving on the board of directors for an outside company that does business with BuildLACCD requires advance approval. Always contact the BuildLACCD PMO Senior Program Risk Manager before accepting such a position.

Remember that prompt and full disclosure is required for all circumstances that you believe might constitute, or appear to constitute, a conflict of interest. If you are unsure, seek guidance. Never engage in any conduct involving a possible or apparent conflict of interest.
Q: Steven is an accomplished civil engineer who has put in many years of work for BuildLACCD. As he nears retirement, Steven is considering taking on part-time work as a design consultant. A current contractor working for BuildLACCD hears about this and immediately expresses interest in making use of Steven’s services. Does Steven need to discuss this with anyone?

A: Yes. While Steven is still employed at BuildLACCD, he must not accept work from a contractor or supplier on the Building Program. Doing so could create a serious conflict of interest. Additionally, depending on the type of work Steven is performing, he must be careful not to disclose any confidential BuildLACCD information — an obligation that applies even after his employment with BuildLACCD ends. Before pursuing any opportunities with this firm, Steven must first check with the BuildLACCD PMO Senior Risk Manager to ensure he is not entering into a conflict of interest situation.

Avoiding Organizational Conflicts of Interest

As a Public Entity we must be particularly careful to avoid conflicts of interest. Just as we must avoid situations that could make us biased, we must also avoid working with others who could be unable to provide a client with impartial assistance or advice. In short, we must never hire contractors whose objectivity may be impaired, or who may have an unfair competitive advantage. We should exercise common sense, good judgment and sound discretion to assess whether a significant potential conflict of interest exists and work with the BuildLACCD PMO Senior Program Risk Manager to develop an appropriate way to resolve it.

Organizational conflicts of interest primarily arise as a result of the following three situations concerning BuildLACCD’s work:

– Biased Ground Rules: Situations in which a firm, as part of fulfilling a contract, has set the ground rules for another contract, for example, by writing the statement of work or the specifications. In these “biased ground rules” cases, the primary concern is that the firm could skew the competition, whether intentionally or not, in its own favor. These situations may also involve a concern that the firm, by virtue of its special knowledge of the customer’s future requirements, would have an unfair advantage in competing based on those requirements.

– Impaired Objectivity: Situations where a firm’s work under one contract could entail evaluating itself, either by performing an assessment of work completed under another contract or by evaluating proposals. In these “impaired objectivity” cases, the concern is that the firm’s ability to render impartial advice to the customer could appear to be undermined by its relationship with the entity whose work product is being evaluated.

– Unequal Access to Information: Situations in which a firm has access to non-public information as part of its performance of a contract and where that information may provide the firm a competitive advantage in a later competition for a second contract. In these “unequal access to information” cases, the concern is limited to the risk of the firm gaining a competitive advantage; there is no issue of bias.

Business Gifts and Entertainment

Accepting or giving occasional gifts, meals, or entertainment with business partners is not allowed on the BuildLACCD Program. If this situation arises, contact the BuildLACCD PMO Senior Program Risk Manager for guidance.

Protecting District Property and Data Privacy

We have worked hard to acquire our valuable assets, both physical and intangible. The District’s and BuildLACCD’s physical property includes its buildings, facilities, vehicles, equipment, computer systems, resources and records. We are responsible for protecting such property from loss, damage, misuse, theft and waste. We can do this by using Program resources wisely and only for business purposes.
It is also important to protect our intangible assets such as our reputation and goodwill in the communities in which we operate. Such assets also include our confidential information, like procurement plans, intellectual property, proposals, technical innovations, financial information, contractor lists and other information we produce as part of our work for BuildLACCD. We may never reveal our confidential information to any outside parties unless we are properly authorized or legally required to do so.

In addition, we may not disclose such information to public requests for information without going through proper freedom or information procedures. Remember, the obligation to protect confidential BuildLACCD information continues even after your employment with BuildLACCD ends.

We also have a duty to protect employee data in accordance with applicable legal requirements. No one should access prospective, current or former employee records—such as payroll, group insurance, benefits and working files—with proper authority.

If you discover or suspect the unauthorized use or disclosure of confidential information, you should notify the BuildLACCD PMO Senior Program Risk Manager of the situation immediately. In addition to protecting the confidential information of BuildLACCD, we must also afford this same respect to the confidential information of our employees, clients, partners and other third parties.

Q: May I provide the addresses of our employees to an outside organization that wants to offer them merchandise at a discount?

A: No, as this would violate our privacy policy. Employee records are confidential and there is no valid business reason to provide this information.

Using BuildLACCD Computer Systems

Just as we have a duty to protect our Program’s assets, we share an obligation to use BuildLACCD’s computer resources, networks and Internet and email systems responsibly and securely. These resources are provided for business purposes, and are intended to be used for such. While BuildLACCD allows incidental, occasional personal use of its Internet/email system, it must be kept to a minimum and not detract from our work. You must also take care to avoid improper use such as:

- Communicating inappropriate, sexually explicit or offensive statements that are not in line with our Core Values.
- Viewing or sharing sexually explicit or offensive materials.
- Spreading profanity, derogatory remarks, discriminating or harassing comments, or threatening or abusive language.
- Downloading unlicensed or illegal material.

We should never use BuildLACCD’s networks or Internet/email system to send, receive or store any messages we intend to keep private. The BuildLACCD email account is not to be used to conduct personal business or for the benefit of other outside organizations, other enterprises or individuals. All emails sent to and received by the allocated email account are regarded to be public information. All information, data and files belong to our Program, and to the extent permitted by applicable law — BuildLACCD reserves the right to monitor or disclose any messages, documents or any other files on Program or client computers without notice. We are expected to be familiar with our Program’s information resources policies. These include, but are not limited to, policies concerning the appropriate distribution of email and compliance with copyright laws.

BuildLACCD understands the unique opportunity we have to engage with our stakeholders through social media. These include blogs, micro blogs (Twitter®), social networking sites (such as Facebook®, LinkedIn®), wikis, photo/video sharing sites and chat rooms. However, when utilizing these resources, we must keep in mind that electronic messages are permanent, transferable records of our communications. They can be altered without our consent, and can affect BuildLACCD’s reputation if released to the public. Therefore, we are expected to follow all BuildLACCD policies and procedures when using social media and exercise good judgment and common sense. Never speak or act on our Program’s behalf unless authorized to do so.
If you are aware of or suspect the inappropriate use of BuildLACCD technologies or electronic communications, notify the Build-LACCD PMO Senior Program Risk Manager immediately.

Q: Laura is working on a major Contractors selection presentation to the Board of Trustees. Everyone on the team is going to dinner before the presentation. Laura has been working in her car on the final details for the final presentation. She saves her work, leaves her laptop on the front seat and locks the door before she goes to dinner. Has Laura done all she can to protect BuildLACCD property and information?

A: No. While Laura has the right idea — keeping information locked up it is not perfectly safe. If someone breaks into her car and steals her laptop, they could have access to many of BuildLACCD’s bid details, proprietary design materials, business plans and other private information. The best, safest option is to carry her laptop and all of its confidential contents into the restaurant with her. What may be a mild inconvenience to Laura now could save her and BuildLACCD from trouble later on.
Stakeholders, Business Partners And Taxpayers Rely On Our Integrity

Honesty in Everything We Do

BuildLACCD’s construction performance objectives must never get in the way of complete honesty and accuracy in everything we say, do or write.

Obtaining Business with Integrity

In order to serve the College Students and Tax Payers to the best of our abilities, we must always be truthful about what BuildLACCD can and cannot achieve. Any time we discuss our capabilities, credentials, qualifications and performance, either verbally or in writing, we must make sure to be honest and accurate.

Q: A member of the District Citizens’ Oversight Committee has asked me to verify that improvements to the HVAC of a project had been completed on schedule. The schedule for completion of this work was contentious since it could possibly delay opening of the building. The improvements are well underway but not completed and it has been determined that while slightly behind schedule they will no longer impact the opening date. Can I report them as completed?

A. No. If the improvements have not been fully made and completed on time then you need to report that even though there is no longer an impact on the building opening schedule.

Handling Competitive Information

We strive to handle all of competitions fairly and competitively. Competitors should obtain advantages through superior performance of their products and services, not through unethical or illegal business practices. At times, we may receive information from firms competing for work. We should not share this information with other competitors. We may provide publicly available information, but must always make sure that we only distribute information in a legal, ethical and responsible manner. For example, we must never pressure anyone to breach a confidentiality agreement. We also should never allow firms to attempt to gather information about competitors through deceptive or misleading actions. If confidential information about a competitor is deliberately or inadvertently disclosed, discuss the issue with the BuildLACCD PMO Senior Program Risk Manager.

Q: In reviewing a proposal for a BuildLACCD RFP for design service I was really impressed with the peer review approach one of the firms used when doing quality control checks of their design submittal. Since my parent company is working on the PMO contract and is precluded from competing for design contracts under the BuildLACCD program, can I share this approach with my parent company?

A. No. The information provided in this proposal is the intellectual property of the firm that submitted it and cannot be shared outside of the BuildLACCD program without their consent.

Providing Quality Products and Services

The foundation of BuildLACCD’s reputation is the high quality of the products and services we provide. In order to keep standards high, we must each comply with all quality control procedures and follow contract specifications at all times. Make sure to familiarize yourself with the standards and specifications that apply to the projects you work on. We must each be aware of and follow these Program policies and procedures designed to protect the quality and safety of our products. For guidance, consult the BuildLACCD PMO Senior Program Risk Manager. Raise any quality or safety issues you spot with your supervisor immediately. We further guarantee quality services to our customers through proper supply chain due diligence, monitoring and enforcement. BuildLACCD takes great care in choosing our suppliers, contractors, agents, consultants and other business partners. We aim to do business only with companies that match our high standards of ethical business conduct. Ultimately, our goal is for all of our business partners to comply with our Code and operate in an ethical and lawful manner.

For these reasons, we conduct due diligence when selecting our suppliers and other business partners. We firmly hold our suppliers
accountable for assuring the quality of the goods and services they provide us. If you have reason to believe that a supplier has failed to provide quality products and/or services, contact the BuildLACCD PMO Senior Program Risk Manager immediately.

**Licensing**

We are responsible for maintaining appropriate licenses. The Program is committed to providing professional services only in jurisdictions where we are licensed to do so, unless otherwise exempted by applicable law.

We must inform the BuildLACCD PMO Senior Program Risk Manager in a timely manner if there is any change to the status of individual licensing, including circumstances where we are qualifiers on corporate licenses. Furthermore, we will represent our credentials in a forthright way.

**Charging Time**

Each of us has a responsibility to ensure that weekly time reports (project labor logs) accurately reflect the hours worked on a specific task, work order or project. Time worked on a project must be charged to that project and no other. Government regulations and many clients’ contracts also mandate complete and accurate records. All employees are required to complete timesheets in accordance with the requirements established by Program policies. Supervisors are responsible for insuring that the timesheets they approve are accurate and reflect the hours worked by the employees who report to them. Mischarging time is a serious offense which can subject BuildLACCD and the responsible individual to criminal and civil liability. If anyone directs or suggests that time be charged in a manner other than in accordance with this policy, it is the responsibility of the employee to inform the BuildLACCD PMO Senior Program Risk Manager immediately.

**Accurate Books and Records**

We must each do our part to make certain that the financial documents our Program discloses to the public are accurate and honest. Even if maintaining financial data is not your primary job duty, each of us contributes to record keeping in some form, such as by completing timecards, submitting travel and expense reports or keeping safety records. The information we record provides an accurate view of our operations and allows our Program to make well-informed business decisions. Therefore, every piece of information that we submit in Program records of any kind must be absolutely honest, accurate and complete. Each of us is responsible for knowing and following BuildLACCD’s internal controls and any applicable accounting requirements when recording this data. We also must submit appropriate contract documentation at all times.

The commitment to ethical business conduct requires our business transactions to be authorized and legitimate. To be clear, we may not engage in any of the following activities:

- Making false representations on behalf of the BuildLACCD Program, either verbally or in writing.
- Hiding Program funds.
- Circumventing internal controls.
- Mischaracterizing Program transactions.
- Creating undisclosed or unrecorded fund accounts.
- Knowingly allowing similar illegal activities to occur.

If you notice any accounting or auditing irregularities, or incidents of fraud by individuals responsible for our Program’s accounting or financial reporting, you should report your observation to the BuildLACCD PMO Senior Program Risk Manager. Please keep in mind in making a good faith report you are protected from any retaliation.

**Record Retention**

Keeping our records in order helps us to build trust with our District clients, regulators and shareholders. This commitment applies to both paper and electronic documents, including files such as email and images. In short, we must take care with all the records we create, receive or maintain in order to do our jobs. Effectively managing these records allows us to ensure they are available when needed. In addition, it helps us comply with all applicable laws and regulations and preserve any documents that
may become relevant in audits, investigations or litigation.

Make sure you know and follow the records management policies and retention schedules that apply to your work and your location. These documents will tell you how long you should maintain business records, and procedures for compliance with legal holds. (A legal hold applies to records connected with actual or anticipated litigation.)

If you believe that anyone has improperly concealed, altered or destroyed a record, you should report it to the BuildLACCD PMO Senior Program Risk Manager.

Audits and Investigations

During your employment, a company or government official may ask you to take part in an audit or investigation of BuildLACCD or certain employees. It is important to cooperate with such a request, but if a government official requests information or documentation, contact the BuildLACCD PMO Senior Program Risk Manager before providing any records. As with all our activities, we must be forthright when we deal with audits or investigations. At no time may we conceal, alter or destroy any requested records. In addition, we must never attempt to exert improper influence on the results of an investigation or audit.

Q. Alberto learns that his BuildLACCD department is going to be reviewed by external auditors. He becomes upset and defensive when the audit team reviews expense report reimbursements and petty cash processes and asks him questions about some of the payments. He tells his supervisor that the auditors are not treating him with respect and do not understand the local culture by questioning his work. How should his supervisor respond?

A: Alberto needs to appreciate that an audit is one of the key means by which BuildLACCD meets its responsibilities to the Tax Payers, Stakeholders, and the District. BuildLACCD relies on accurate and complete records as the basis of our financial system and in order to access bond funds. All of us have a duty to cooperate fully and completely with audits and investigations and integrate any lessons learned as a result into our work.

Additional Expectations

Managers and Supervisors of BuildLACCD have a special responsibility to promote integrity within our organization. Their role requires them to ensure that our organization’s public disclosures are accurate and complete. In order to do so, these individuals are required to know and understand the financial disclosure laws that apply to their work. Violations of financial disclosure laws will be viewed as a severe offense that may result in disciplinary action, up to and including termination. This includes failing to report potential violations by others. If you believe that a violation has occurred, contact the BuildLACCD PMO Senior Program Risk Manager. If you prefer to report on an anonymous basis, where allowed by law, you may submit a report by contacting the District BuildLACCD Whistleblower Hotline #: 1-800-851-3699. Keep in mind that it is against Program policy to retaliate against anyone who makes a good faith report of violations.
Environmental Sustainability

As good public stewards, we comply with all environmental laws, rules and regulations in effect wherever we conduct business. We strive to be a leader in environmental stewardship, and look to exceed these rules whenever possible. To this end, we constantly strive to maximize the efficient use of natural resources in our workplaces and reduce our environmental footprint. We also account for these considerations when we design our business products and processes. You are encouraged to submit your suggestions and ideas on bringing our practices closer to these goals to the BuildLACCD PMO Senior Program Risk Manager.

Political and Charitable Contributions

Although BuildLACCD encourages participating in political and charitable activities, this must always be on our own time and at our own expense. We must never attribute our personal activities (such as campaign work, fundraising or speech making) to BuildLACCD. Similarly, we may never use BuildLACCD resources (such as funds, facilities or supplies) in connection with our personal political or charitable activities, and should never expect BuildLACCD to reimburse us for any political contributions or other expenses. We should be prepared to report any political contributions if required to do so in accordance with applicable law and in limited circumstances, may be prohibited from making contributions due to local law. If you need information, you should consult with the BuildLACCD PMO Senior Program Risk Manager.

Responding to Media Inquiries

Providing our communities with an accurate picture of our operations, transactions and intentions helps us to preserve BuildLACCD’s integrity. In order to do this, we need to make sure that we speak with one consistent voice. Therefore, only those who have been designated to communicate on BuildLACCD’s behalf should make public statements about the Building Program. If a member of the media contacts you for any reason, you should refer the request to BuildLACCD Communications or BuildLACCD PMO Senior Program Risk Manager.

It’s Up to You

BuildLACCD’s reputation and success as a good corporate citizen and steward of the public funds depend upon each of us meeting our obligations under this Code. If you have any questions or do not understand what is expected of you, it is your duty to raise your concern with your Manager or with the BuildLACCD PMO Senior Program Risk Manager.
2801. NAMING OF BUILDINGS AND FACILITIES COMPONENTS.

A. Buildings may be named by action of the Board of Trustees on recommendation of the College President or Chancellor:

1. To recognize distinguished service to the LACCD and /or the community;

2. In memoriam to an individual or family that has contributed in some manner to the community, state, or nation;

3. As recognition for a donation of 50% or more of the total project cost (or a lesser amount) on recommendation of the college President of a new building construction, or of a major building wide renovation. Any action naming a building after a for-profit entity, not an individual or family, when LACCD tax exempt bonds or certificates of participation proceeds are used to finance or improve the new building construction or major building renovation shall require consultation with LACCD Bond Counsel prior to authorization of the board action.

4. As recognition for a donation in the amount of $10.0 million (or a lesser amount) in situations involving the naming of an existing building.

B. Parts of buildings or particular areas (wings, classrooms, patios, gardens or other identifiable features) may be named by action of the Board of Trustees on recommendation of the College President:
Facilities Master Planning & Oversight Committee

Student Housing Update

January 25, 2017
Student Housing Benches: Background

• Two benches of student housing professionals were created in 2014.
  – July 29, 2014 RFP for Student Housing Advisory Services Bench
    • Shortlist of three firms
  – October 17, 2014 RFP for Real Estate Development Advisory Services Bench
    • Shortlist of one firm
Student Housing Demand Firm: Scope

• September 8, 2016 Proposal requested from firms on the bench to perform the following services:
  – Phase One:
    • Assess interest & demand for student housing at four colleges: City, Harbor, Pierce & West
    • Assess the type of housing students are interested in, including rental price point, types of amenities and other relevant factors.
  – Phase Two: (If demand exists and District wants to proceed to next step)
    • Assess financial, market and entitlement feasibility
    • Advise on a variety of deal and operational structures
    • Determine financial impact and other implications to the District and campus for a first-time student housing project
Student Housing Demand Firm: Selection

• Two Proposals submitted from pre-qualified firms & both firms were interviewed

• Written proposal & interview evaluated, among other things, the following:
  – Experience with community colleges
  – Experience colleges considering housing for the first time
  – Experience in Southern California
  – Experience in advising on financial structures and with financial modeling
  – Cost

• Brailsford & Dunlavey selected on October 18, 2016 to perform only Phase One
Demand Study: Process & Schedule

• Process:
  – Meetings
    • With presidents
    • College administration and staff
  – Interviews
  – Survey

• Schedule: typically 12 weeks, shortened due to District priority,
  – Phase One report February 2017, to include:
    • Assess interest & demand for student housing at four colleges: City, Harbor, Pierce & West
    • Assess the type of housing students are interested in, including rental price point, types of amenities and other relevant factors.
### B&D SCOPE & SCHEDULE

<table>
<thead>
<tr>
<th>Event/Task</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>District SAV Visioning Session</strong></td>
<td>November 4th</td>
</tr>
<tr>
<td><strong>Off-Campus Market Analysis</strong></td>
<td>October 26th - November 20th</td>
</tr>
<tr>
<td><strong>Survey Outline Review &amp; Survey Memo Tasks</strong></td>
<td>Done by: November 10th</td>
</tr>
<tr>
<td><strong>Survey Online for Students - 2 Weeks</strong></td>
<td>December 1st - December 16th</td>
</tr>
<tr>
<td><strong>Campus Engagement - Focus Groups/Stakeholders (1 Day per Campus)</strong></td>
<td>Week of December 13th - 16th</td>
</tr>
<tr>
<td><strong>Survey Analysis &amp; Data Synthesis</strong></td>
<td>December 13th - January 13th</td>
</tr>
<tr>
<td><strong>Weekly Check-In - B&amp;D / LACCD</strong></td>
<td>Ongoing / As Needed</td>
</tr>
<tr>
<td><strong>Campus Engagement - Focus Groups/Stakeholders (1 Day per Campus)</strong></td>
<td>AS NEEDED - January 9th - 13th</td>
</tr>
<tr>
<td><strong>Weekly Check-In - B&amp;D / LACCD</strong></td>
<td>Ongoing / As Needed</td>
</tr>
<tr>
<td><strong>FMPOC Presentation</strong></td>
<td>January 25th</td>
</tr>
<tr>
<td><strong>Weekly Check-In - B&amp;D / LACCD</strong></td>
<td>Ongoing / As Needed</td>
</tr>
<tr>
<td><strong>Final Presentation &amp; Go / No-Go Recommendation</strong></td>
<td>Week of February 13th</td>
</tr>
<tr>
<td><strong>Project Documentation</strong></td>
<td>Week of February 27th</td>
</tr>
</tbody>
</table>

#### 2016
- **November**
  - 1st, 7th, 14th, 21st, 28th
  - 5th, 12th, 19th, 26th
  - **December**
  - 1st, 7th, 14th, 21st, 28th
  - 5th, 12th, 19th, 26th
  - **January**
  - 1st, 7th, 14th, 21st, 28th
  - 5th, 12th, 19th, 26th

#### 2017
- **January**
  - 1st, 7th, 14th, 21st, 28th
  - 5th, 12th, 19th, 26th
  - **February**
  - 1st, 7th, 14th, 21st, 28th
  - 5th, 12th, 19th, 26th

### Key Dates
- **Kick-Off**
- **Off-going Off-Campus Market Analysis**
- **Survey Online**
- **Student Focus Groups & Stakeholder Meetings**
- **Synthesis of Survey Data**
- **2nd Round of Student Focus Groups & Stakeholder Meetings (AS NEEDED)**
- **Final Presentation & Project Documentation**
20 apartment properties and 10 single-family homes were researched near each of the four campuses.
OFF-CAMPUS MARKET ANALYSIS

• Average Apartment Rental Rates Near Each Campus

**AVERAGE APARTMENT RENTAL RATES**

<table>
<thead>
<tr>
<th></th>
<th>City</th>
<th>Harbor</th>
<th>Pierce</th>
<th>West</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Unit</td>
<td>$1,931</td>
<td>$2,118</td>
<td>$2,132</td>
<td>$3,160</td>
</tr>
<tr>
<td>Single Bedroom</td>
<td>$1,531</td>
<td>$1,340</td>
<td>$1,363</td>
<td>$1,933</td>
</tr>
<tr>
<td>Double Bedroom</td>
<td>$766</td>
<td>$670</td>
<td>$682</td>
<td>$966</td>
</tr>
</tbody>
</table>

Note: Rates are taken from combined averages of studio, 1-bed, 2-bed, & 3-bed units from the off-campus market analysis research performed near each college.

**AVERAGE MONTHLY SELF-REPORTED LIVING COSTS**

<table>
<thead>
<tr>
<th></th>
<th>City</th>
<th>Harbor</th>
<th>Pierce</th>
<th>West</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monthly Rent</td>
<td>$526</td>
<td>$377</td>
<td>$435</td>
<td>$596</td>
</tr>
<tr>
<td>Monthly Utilities</td>
<td>$92</td>
<td>$94</td>
<td>$91</td>
<td>$101</td>
</tr>
<tr>
<td>Total Monthly Costs</td>
<td>$618</td>
<td>$471</td>
<td>$526</td>
<td>$696</td>
</tr>
</tbody>
</table>

Note: All average costs are self-reported responses from student survey.

**WITH WHOM DO YOU CURRENTLY LIVE?**

<table>
<thead>
<tr>
<th></th>
<th>All Students (n=3,327)</th>
<th>City</th>
<th>Harbor</th>
<th>Pierce</th>
<th>West</th>
</tr>
</thead>
<tbody>
<tr>
<td>With my parent(s) or other relative(s)</td>
<td>51.4%</td>
<td>44.4%</td>
<td>64.4%</td>
<td>57.2%</td>
<td>42.8%</td>
</tr>
<tr>
<td>With my spouse/partner and/or children</td>
<td>24.6%</td>
<td>25.4%</td>
<td>20.0%</td>
<td>22.6%</td>
<td>30.1%</td>
</tr>
<tr>
<td>With roommate(s) who are not students</td>
<td>13.2%</td>
<td>15.6%</td>
<td>8.1%</td>
<td>12.1%</td>
<td>14.1%</td>
</tr>
<tr>
<td>I live alone</td>
<td>9.1%</td>
<td>12.4%</td>
<td>5.9%</td>
<td>7.0%</td>
<td>10.9%</td>
</tr>
<tr>
<td>With other student(s) from my primary college</td>
<td>1.7%</td>
<td>2.3%</td>
<td>1.5%</td>
<td>1.2%</td>
<td>2.2%</td>
</tr>
</tbody>
</table>

Note: Self-reported by students from the survey.
SURVEY ANALYSIS

- Survey sent to **55,230 students** across the 4 campuses between December 1\textsuperscript{st} – 16\textsuperscript{th} (2016):

<table>
<thead>
<tr>
<th>Survey Responses</th>
<th>Email Population</th>
<th>% of Total Emails</th>
</tr>
</thead>
<tbody>
<tr>
<td>City</td>
<td>1,184</td>
<td>16,243</td>
</tr>
<tr>
<td>Harbor</td>
<td>530</td>
<td>9,370</td>
</tr>
<tr>
<td>Pierce</td>
<td>1,292</td>
<td>19,220</td>
</tr>
<tr>
<td>West</td>
<td>658</td>
<td>10,397</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>3,664</strong></td>
<td><strong>55,230</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Enrollment Status</th>
<th>City</th>
<th>Harbor</th>
<th>Pierce</th>
<th>West</th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt; 6 units</td>
<td>23%</td>
<td>21%</td>
<td>25%</td>
<td>27%</td>
</tr>
<tr>
<td>6-11 units</td>
<td>20%</td>
<td>23%</td>
<td>25%</td>
<td>23%</td>
</tr>
<tr>
<td>&gt;12 units</td>
<td>57%</td>
<td>56%</td>
<td>50%</td>
<td>51%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>100%</td>
<td>100%</td>
<td>100%</td>
<td>100%</td>
</tr>
</tbody>
</table>

*Homeless / Unstable Living Situation (%)*

<table>
<thead>
<tr>
<th></th>
<th>City</th>
<th>Harbor</th>
<th>Pierce</th>
<th>West</th>
</tr>
</thead>
<tbody>
<tr>
<td>City</td>
<td>10.6%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Harbor</td>
<td>9.4%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pierce</td>
<td>6.3%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>West</td>
<td>7.7%</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Students in survey who characterize their living situation as "homeless" or "unstable"; % of total respondents
SURVEY ANALYSIS

- Students’ likelihood of living in student housing by College (Very / Somewhat Likely Responses)

![Bar Chart]

REASON FOR DISINTEREST IN STUDENT HOUSING

<table>
<thead>
<tr>
<th>Reason</th>
<th>All Students (n=1,958)</th>
<th>City</th>
<th>Harbor</th>
<th>Pierce</th>
<th>West</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. I am satisfied with my current living situation</td>
<td>42%</td>
<td>41%</td>
<td>46%</td>
<td>40%</td>
<td>43%</td>
</tr>
<tr>
<td>2. Would prefer to live at home with my parent(s)/guardian(s)</td>
<td>18%</td>
<td>13%</td>
<td>25%</td>
<td>22%</td>
<td>13%</td>
</tr>
<tr>
<td>3. Other (please specify)</td>
<td>16%</td>
<td>17%</td>
<td>14%</td>
<td>14%</td>
<td>20%</td>
</tr>
<tr>
<td>4. Would prefer to live in an off-campus apartment on my own</td>
<td>14%</td>
<td>18%</td>
<td>9%</td>
<td>12%</td>
<td>13%</td>
</tr>
<tr>
<td>5. Not interested in sharing a room or unit with other students</td>
<td>7%</td>
<td>9%</td>
<td>2%</td>
<td>8%</td>
<td>8%</td>
</tr>
</tbody>
</table>

"Other" responses: Cannot afford it; I have children; I have a family; I am an older student; I own a home

Top 3 by All Students (Sorted)

Top 3 by Campus
SURVEY ANALYSIS

• Top Building Features to Include in New Housing (SELECT ALL THAT APPLY)

**PHYSICAL BUILDING FEATURES**

<table>
<thead>
<tr>
<th>Feature</th>
<th>All Students (n=1,972)</th>
<th>City</th>
<th>Harbor</th>
<th>Pierce</th>
<th>West</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Private (single) bedroom</td>
<td>59%</td>
<td>61%</td>
<td>60%</td>
<td>55%</td>
<td>64%</td>
</tr>
<tr>
<td>2 In-room wireless Internet included</td>
<td>55%</td>
<td>53%</td>
<td>60%</td>
<td>55%</td>
<td>53%</td>
</tr>
<tr>
<td>3 In-unit full kitchen</td>
<td>53%</td>
<td>50%</td>
<td>57%</td>
<td>54%</td>
<td>54%</td>
</tr>
<tr>
<td>4 Convenient location</td>
<td>51%</td>
<td>54%</td>
<td>49%</td>
<td>50%</td>
<td>50%</td>
</tr>
<tr>
<td>5 On-site parking</td>
<td>49%</td>
<td>44%</td>
<td>48%</td>
<td>54%</td>
<td>52%</td>
</tr>
<tr>
<td>6 Private bathroom</td>
<td>45%</td>
<td>49%</td>
<td>42%</td>
<td>41%</td>
<td>46%</td>
</tr>
<tr>
<td>7 Washer and dryer in the living unit</td>
<td>35%</td>
<td>34%</td>
<td>39%</td>
<td>36%</td>
<td>32%</td>
</tr>
<tr>
<td>8 Convenient laundry facilities in the building</td>
<td>29%</td>
<td>32%</td>
<td>24%</td>
<td>29%</td>
<td>29%</td>
</tr>
<tr>
<td>9 Controlled/secured access to the building</td>
<td>27%</td>
<td>25%</td>
<td>26%</td>
<td>26%</td>
<td>30%</td>
</tr>
<tr>
<td>10 Storage space</td>
<td>18%</td>
<td>20%</td>
<td>15%</td>
<td>18%</td>
<td>17%</td>
</tr>
</tbody>
</table>

Top 3 by All Students (Sorted)

1. Private (single) bedroom
2. In-room wireless Internet included
3. In-unit full kitchen

Top 3 by Campus

1. Private (single) bedroom
2. In-room wireless Internet included
3. In-unit full kitchen

• Top Spaces/Amenities to Include in New Housing (SELECT ALL THAT APPLY)

**STUDENT HOUSING SPACES / AMENITIES**

<table>
<thead>
<tr>
<th>Feature</th>
<th>All Students (n=1,958)</th>
<th>City</th>
<th>Harbor</th>
<th>Pierce</th>
<th>West</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Fitness or recreation area(s) in or near housing</td>
<td>84%</td>
<td>83%</td>
<td>83%</td>
<td>84%</td>
<td>85%</td>
</tr>
<tr>
<td>2 Computer lab with printing and copying</td>
<td>82%</td>
<td>84%</td>
<td>82%</td>
<td>81%</td>
<td>81%</td>
</tr>
<tr>
<td>3 Convenience or small grocery store</td>
<td>66%</td>
<td>66%</td>
<td>69%</td>
<td>65%</td>
<td>67%</td>
</tr>
<tr>
<td>4 Study lounges on the each floor</td>
<td>65%</td>
<td>65%</td>
<td>65%</td>
<td>63%</td>
<td>66%</td>
</tr>
<tr>
<td>5 Social lounge/TV room in the building</td>
<td>47%</td>
<td>44%</td>
<td>48%</td>
<td>50%</td>
<td>48%</td>
</tr>
<tr>
<td>6 Swimming Pool</td>
<td>39%</td>
<td>37%</td>
<td>38%</td>
<td>40%</td>
<td>43%</td>
</tr>
<tr>
<td>7 Academic space for seminars/lectures</td>
<td>29%</td>
<td>33%</td>
<td>33%</td>
<td>27%</td>
<td>25%</td>
</tr>
<tr>
<td>8 Game room</td>
<td>21%</td>
<td>20%</td>
<td>20%</td>
<td>25%</td>
<td>21%</td>
</tr>
<tr>
<td>9 Other (please specify)</td>
<td>2%</td>
<td>2%</td>
<td>2%</td>
<td>2%</td>
<td>3%</td>
</tr>
</tbody>
</table>

Top 3 by All Students (Sorted)

1. Fitness or recreation area(s) in or near housing
2. Computer lab with printing and copying
3. Convenience or small grocery store

Top 3 by Campus

1. Fitness or recreation area(s) in or near housing
2. Computer lab with printing and copying
3. Convenience or small grocery store
Local Analysis

• Over 2,500 students responded to the Comprehensive Student Need Survey focused on mental health, transportation needs and housing

• The districtwide survey included housing questions to assist in the final demand analysis for student housing

• Results are consistent with the findings from B&D
  – 32% of students indicating that they would consider student housing
  – 22% of students indicating that they might consider student housing
  – Average student expenditures on housing fell in line with the B&D survey

• Results have been provided to B&D to assist in the final analysis
DEMAND ANALYSIS

• Based on Fall 2016 headcount for each campus

• Demand analysis is a combination of *qualitative and quantitative methods* that are used to inform B&D’s demand model.

• Model projects *demand* through the extrapolation of unit type preferences from student survey answers by campus.

• A series of filters are then used to isolate a *likely target market* to project a range of demand

• Demand filters used (must be all of the following):
  – Full-time student
  – Single without children
  – Contributing at least $500/month in rent for an apartment, condo, home, or room
  – Interested in living on campus
DEMAND ANALYSIS

• Traditional student housing unit types tested in the survey:
DEMAND ANALYSIS

• Apartment-style housing unit types tested in the survey:

- Studio / Efficiency
- 1-Bedroom / 1-Bath
- 2-Bedroom / 1-Bath
- 4-Bedroom / 2-Bath
DEMAND ANALYSIS

- Student demand projections based on survey responses – *Demand-Based Program Model*

<table>
<thead>
<tr>
<th></th>
<th>Harbor College</th>
<th>West L.A. College</th>
<th>Pierce College</th>
<th>L.A. City College</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Traditional Student Housing</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Traditional</td>
<td>66</td>
<td>109</td>
<td>190</td>
<td>177</td>
</tr>
<tr>
<td>Semi-Suite</td>
<td>45</td>
<td>65</td>
<td>64</td>
<td>97</td>
</tr>
<tr>
<td>Full-Suite</td>
<td>51</td>
<td>48</td>
<td>92</td>
<td>96</td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td><strong>162</strong></td>
<td><strong>222</strong></td>
<td><strong>346</strong></td>
<td><strong>370</strong></td>
</tr>
</tbody>
</table>

|                      |                |                   |                |                   |
| **Apartment Student Housing** |               |                   |                |                   |
| Studio               | 15             | 30                | 48             | 67                |
| 1-Bedroom / 1-Bathroom | 8             | 24                | 87             | 98                |
| 2-Bedroom / 1-Bathroom | 26            | 49                | 71             | 94                |
| 4-Bedroom / 2-Bathroom | 20            | 24                | 98             | 11                |
| **Total:**           | **69**         | **127**           | **304**        | **270**           |

**Total Bed Demand by Campus:**
- Harbor College: 231
- West L.A. College: 349
- Pierce College: 650
- L.A. City College: 640

Pierce and L.A. City Colleges received the highest overall bed demand in both categories.
DEMAND ANALYSIS

- Student demand projections based on survey responses – Demand-Based Program Model

<table>
<thead>
<tr>
<th></th>
<th>Harbor College</th>
<th>West L.A. College</th>
<th>Pierce College</th>
<th>L.A. City College</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Traditional Student Housing</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Traditional</td>
<td>45</td>
<td>72</td>
<td>139</td>
<td>98</td>
</tr>
<tr>
<td>Semi-Suite</td>
<td>33</td>
<td>48</td>
<td>59</td>
<td>37</td>
</tr>
<tr>
<td>Full-Suite</td>
<td>44</td>
<td>36</td>
<td>70</td>
<td>59</td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td>122</td>
<td>156</td>
<td>268</td>
<td>194</td>
</tr>
<tr>
<td><strong>Apartment Student Housing</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Studio</td>
<td>8</td>
<td>12</td>
<td>24</td>
<td>24</td>
</tr>
<tr>
<td>1-Bedroom / 1-Bathroom</td>
<td>8</td>
<td>12</td>
<td>67</td>
<td>37</td>
</tr>
<tr>
<td>2-Bedroom / 1-Bathroom</td>
<td>26</td>
<td>24</td>
<td>54</td>
<td>45</td>
</tr>
<tr>
<td>4-Bedroom / 2-Bathroom</td>
<td>8</td>
<td>24</td>
<td>72</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td>50</td>
<td>72</td>
<td>217</td>
<td>106</td>
</tr>
<tr>
<td><strong>Total Bed Demand by Campus:</strong></td>
<td>172</td>
<td>228</td>
<td>485</td>
<td>300</td>
</tr>
</tbody>
</table>

Demand by “traditionally-aged” students (18-24 year olds) also showed higher demand among Pierce and City campuses
PRELIMINARY CONSIDERATIONS

• Demand by “style” of student housing (Traditional vs. Apartments) suggests students are interested in both types but drawn to lower cost of Traditional Student Housing

• Traditional student housing will require a robust dining program on campus due to the absence of a kitchen in the unit

• Apartment-style housing is also a popular concept among all age groups most likely due to the privacy element and presence of a kitchen

• Students desire a mixture of building amenities that are campus related and convenient (e.g., fitness center, computer lab, in-unit wireless access, on-site parking)
FMP&OC 1/25/2017 AGENDA ITEM IV. C.  **Discussion on Measure CC implementation**

District Staff, the Program Management Office ("PMO"), and Lead Construction Counsel ("LCC") recommend that a discussion on the above referenced topic be had in tandem with the topics of Remaining Measure J Bond Funds and any draw down from the current Central Program Reserve. While each of the three topics can be addressed as stand-alone items, they are also interrelated in that the proper handling of each is critical to a successful completion of the Build-LACCD Bond Program ("Program") as a whole.

1. **Remaining Measure J Bond Funds**

There remain Measure J Bonds that have yet to be sold. While in practice, such future funds were previously earmarked for certain projects at certain colleges, a re-assessment of such projects should be made to determine if the specific projects are still a priority, needed, viable, etc. and are supported by the current educational goals of the specific college.

It should also be noted that Bond Counsel has opined that Measure CC funds are permitted to be used to supplement A/AA and J Bond Funds. For example, a prior project that was to be built using Measure J funds, but which currently does not have sufficient Measure J funds to build it, could be built with a combination of Measure J and Measure CC funds.

It would also be prudent for the District to spend remaining Measure J funds as soon as possible.

2. **Current Central Program Reserve (A/AA & J Bond Funds):**

The purpose of the Central Reserve is to protect the District’s General Fund as the Program finally winds down. The seminal question is: Are there adequate Program funds held in the Central Reserve to address all the various uncertainties and risks related to the closeout of this large building program?

Simply put, there needs to be an adequate Central Reserve to pay for these anticipated and unanticipated costs. If not, the District will have to fund these costs out of increasingly scarce general funds, something which the District can ill afford to do.

The PMO is in the process of completing its Risk Assessment Model for each active project at each College as through December 31, 2016. The prior Models ran only through June 2016. The current PMO process includes a deep dive into the Owner (College) Reserve and individual Project Contingencies held at each College. Also, the PMO is assessing current Program-wide risks.

This evaluation process is projected to be completed by the end of January 2017. The PMO anticipates that it will be prepared to share the risk model results and recommendations at the February FMPOC Meeting. These results will also include what amount, if any, can be safely drawn down from the Central Reserve and distributed to the Colleges. However, any draw down should not impair the primary purpose of the Central Reserve which is to protect the District’s General Fund against anticipated and unanticipated costs associated with perceived project and program-wide risks.
As the risks at a project, College, and Program level for A/AA and J Bond Funds decrease with the completion of such projects, Central Reserve funds will become available for return to the Colleges. However, it is critical to that such draw down from the Central Reserve occur only as the perceived risks are eliminated.

Accordingly, if it is determined that there should be no draw down from the Current Central Reserve (for A/AA & J funds) at this time, funds available from the remaining Measure J Bonds can be used to make distributions to Colleges for critical projects needed in the short term.

3. Measure CC Bond Funds: Distribution and Establishing a Separate Program Contingency (Reserve) for Same:

Measure CC has presented the District with an additional $3.3 Billion in bond funding for the Program. When this “Option B” was presented to the Board in July, it was also indicated that a 10% Program Reserve for Measure CC funds should be established (2016 Facilities Needs Overview, Slide 4). The presentation numbers and recommendations were detailed further on Slide 8 as:

- 10% Program Contingency
- District Requirements
- Available for Distribution
  - Major Repairs Allocation (slide 4)
  - Classroom & Student Support Services Facilities (slide 11)

The Separate Program Contingency (Reserve) for Measure CC Funds of 10% has been set to defray unforeseen risks that may arise during the life cycle of the extended Program. As new projects are built using the Measure CC funds, these projects will present new risks to the Program as a whole and as such, a new Program Reserve for Measure CC funds needs to be established separate from the current Program Reserve for A/AA & J funded projects.

There are also certain District Requirements that must have funds earmarked for them. In no particular order, these have been previously mentioned as: demolition of old structures; housing; landscape; health & safety; improved space utilization; technology infrastructure; accessibility (ADA); storm water; water conservation; security, including communication, physical surveillance systems and lock down capabilities; improved and collaborative workspace environments for incoming students and faculty; future expansion; and other unfunded projects.

In addition, the 2016 State Facilities Condition Assessment has identified major interior and exterior repairs that are needed and required to bring all Colleges to a Facility Conditions Index (FCI) rating of “Good”. The assessment methodology identifies infrastructure systems and components requiring immediate repair or replacement based on their useful life expectancy. The assessments evaluate Building envelope, structure, plumbing, heating, air conditioning, energy and lighting controls, electrical, data/communications, elevators, fire protection and suppression, security, and utility capacity and systems. These repairs could include new carpeting, painting, sidewalks; sewer, water and power upgrades and/or replacement projects throughout the District.
After allocating funds to a: Separate Program Contingency (Reserve) for Measure CC Funds; District Requirements; and Major Repairs; the remaining balance available for distribution to the Colleges will most likely target classroom and student support projects. How to allocate such remaining Measure CC funds need to be decided.

Two general concepts have been touched upon to date: (1) a distribution of remaining funds to each College based on some type of formula; or (2) retain the remaining funds at the Central level and establish objective criteria for each College to consider and then have each College make application/proposal to the Board to for desired projects that meet the needs of each campus that are consistent with the objective criteria established by the Board. The objective criteria can include educational program needs, student support services, and facility needs.

Provided District Staff and the PMO receive guidance as to how FMPOC and the Board wish to proceed in this regard, specific proposals can be presented at the February FMPOC and then at a subsequent Board Meeting for distribution of Measure CC funds.
District Requirements and Major Repairs

District Wide Requirements Allocation:
  For Security, Technology Infrastructure, Accessibility (ADA),
  Stormwater, Water Conservation, etc.
  $1,013,492,790

Major Repair Allocation:
  2016 State Facilities Condition Assessment to Bring ALL
  Campuses to a FCI of ”Good”.
  $1,224,988,067

Program Contingency:
  Industry Standard of 10%
Option B
Potential Distribution of $3.3 Billion

Formula Based Allocation

<table>
<thead>
<tr>
<th>College</th>
<th>FTES*</th>
<th>FCI**</th>
<th>FTES x FCI</th>
<th>% of [FTES x FCI] to Total</th>
<th>Total Bond $3,300,000,000</th>
<th>10% Program Contingency</th>
<th>District Requirements $1,013,492,790</th>
<th>Available for Distribution $1,956,507,210</th>
</tr>
</thead>
<tbody>
<tr>
<td>Southwest</td>
<td>5,700</td>
<td>9.46</td>
<td>53,922</td>
<td>1.9%</td>
<td>38,011,941</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mission</td>
<td>6,719</td>
<td>6.38</td>
<td>42,867</td>
<td>1.5%</td>
<td>30,218,950</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Harbor</td>
<td>7,196</td>
<td>20.94</td>
<td>150,684</td>
<td>5.4%</td>
<td>106,223,812</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>West</td>
<td>7,663</td>
<td>25.41</td>
<td>194,717</td>
<td>7.0%</td>
<td>137,264,281</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Trade</td>
<td>13,259</td>
<td>44.60</td>
<td>591,351</td>
<td>21.3%</td>
<td>416,869,076</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Valley</td>
<td>13,865</td>
<td>26.49</td>
<td>367,284</td>
<td>13.2%</td>
<td>258,914,208</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>City</td>
<td>13,888</td>
<td>23.35</td>
<td>324,285</td>
<td>11.7%</td>
<td>228,602,325</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pierce</td>
<td>16,172</td>
<td>26.01</td>
<td>420,634</td>
<td>15.2%</td>
<td>296,522,829</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>East &amp; South Gate</td>
<td>24,274</td>
<td>25.94</td>
<td>629,668</td>
<td>22.7%</td>
<td>443,879,788</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTALS:</strong></td>
<td></td>
<td></td>
<td>2,775,412</td>
<td>100.0%</td>
<td><strong>1,956,507,210</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*FTES = Full Time Equivalent Student. Information based on projections developed by the LACCD Office of Institutional Effectiveness, February 2016

**FCI = Facilities Condition Index. Information based on FUSION Assessment Module (FCI Report from 2016)
After District Wide Requirements and Major Repairs, funds available for New Classroom and Student Support Facility Projects are the following:

- Option A: $2.5 Billion
- Option B: $3.3 Billion
- Option C: $4.0 Billion
- Option D: $5.5 Billion
<table>
<thead>
<tr>
<th>#</th>
<th>Project #</th>
<th>Project Name</th>
<th>Contract Type</th>
<th>Current Construction Funding Total +</th>
<th>Current Construction Total EAC</th>
<th>Variance = Current Construction Funding - EAC</th>
<th>Variance = Current Construction Funding - EAC %</th>
<th>Total Change to Date</th>
<th>Current Cost Risk</th>
<th>Current Substantial Completion DD 01/01/17</th>
<th>Current Academic Occupancy DD 01/01/17</th>
<th>Current Schedule Risk</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>01C-173.03</td>
<td>RWGPL - Traffic Mitigation (Red-Line)</td>
<td>DBB</td>
<td>$6,821,948</td>
<td>$6,821,948</td>
<td>$302,187</td>
<td>0.00%</td>
<td>$528,408</td>
<td>May-17</td>
<td>May-17</td>
<td></td>
<td></td>
<td>Elevated cost risk due to outside agency changes.</td>
</tr>
<tr>
<td>2</td>
<td>02E-222.05</td>
<td>Science Career Mathematics Building (IGB) (Earth Sciences)</td>
<td>DB</td>
<td>$15,433,560</td>
<td>$15,370,681</td>
<td>$1,111,199</td>
<td>-0.89%</td>
<td>$8,564,210</td>
<td>Feb-18</td>
<td>Jun-25</td>
<td>(Red-Line)</td>
<td></td>
<td>Schedule risk due to unforeseen underground conditions and inclement weather.</td>
</tr>
<tr>
<td>3</td>
<td>40J-202.01</td>
<td>ADA Compliance Phase 1 - Exterior</td>
<td>DBB-P</td>
<td>$4,893,696</td>
<td>$5,327,882</td>
<td>$587,007</td>
<td>-8.87%</td>
<td>$297,545</td>
<td>Jul-17</td>
<td>Aug-17</td>
<td>(Red-Line)</td>
<td></td>
<td>Schedule risk due to unforeseen underground conditions and inclement weather.</td>
</tr>
<tr>
<td>4</td>
<td>02E-222.07</td>
<td>SITE Restorations at Bungalow Complexes (Phase 1: Bungalows B1s (8 Trailers))</td>
<td>PQSP</td>
<td>$2,143,635</td>
<td>$2,167,358</td>
<td>$162,488</td>
<td>-7.70%</td>
<td>$8,564,210</td>
<td>Jan-17</td>
<td>Jan-17</td>
<td>(Red-Line)</td>
<td></td>
<td>Potential schedule delay due to inclement weather.</td>
</tr>
<tr>
<td>5</td>
<td>02E-203.01</td>
<td>Plant Facilities Bldg. Fire Lane</td>
<td>PQSP</td>
<td>$189,098</td>
<td>$289,098</td>
<td>$28,596</td>
<td>-40.54%</td>
<td>$0</td>
<td>Mar-17</td>
<td>Mar-17</td>
<td>(Red-Line)</td>
<td></td>
<td>(Red-Line)</td>
</tr>
<tr>
<td>7</td>
<td>03H-350.01</td>
<td>SAILS Student Union*</td>
<td>DB</td>
<td>$48,663,004</td>
<td>$61,183,564</td>
<td>$3,522,563</td>
<td>6.71%</td>
<td>$15,166,367</td>
<td>Jul-18</td>
<td>Aug-18</td>
<td>(Red-Line)</td>
<td></td>
<td>Building to open within several months.</td>
</tr>
<tr>
<td>8</td>
<td>03H-338.01</td>
<td>Campus Wide ADA Transition</td>
<td>DB</td>
<td>$1,710,650</td>
<td>$1,726,856</td>
<td>$56,206</td>
<td>3.29%</td>
<td>$619,813</td>
<td>Oct-17</td>
<td>Oct-17</td>
<td>(Red-Line)</td>
<td></td>
<td>Building to open within several months.</td>
</tr>
<tr>
<td>9</td>
<td>40J-302.01</td>
<td>Harbor - Trans and Accessibility Improvements</td>
<td>DB</td>
<td>$2,300,531</td>
<td>$2,300,531</td>
<td>$0</td>
<td>0.00%</td>
<td>$0</td>
<td>Oct-17</td>
<td>Oct-17</td>
<td>(Red-Line)</td>
<td></td>
<td>Building to open within several months.</td>
</tr>
<tr>
<td>10</td>
<td>04M-405.00</td>
<td>Media Arts Center</td>
<td>DBB</td>
<td>$25,865,682</td>
<td>$27,161,526</td>
<td>$0</td>
<td>5.15%</td>
<td>$4,353,997</td>
<td>May-17</td>
<td>Aug-17</td>
<td>(Red-Line)</td>
<td></td>
<td>Building to open within several months.</td>
</tr>
<tr>
<td>11</td>
<td>05P-502.00</td>
<td>NOM: Life Science, Chemistry, Physics Building</td>
<td>LLB</td>
<td>$14,298,597</td>
<td>$16,337,691</td>
<td>$0</td>
<td>10.06%</td>
<td>$1,339,914</td>
<td>Jan-17</td>
<td>Jun-17</td>
<td>(Red-Line)</td>
<td></td>
<td>Phase I nearing completion with academic occupancy anticipated next month. Anticipated elevated cost risk due to field changes and cost escalation on Phase II.</td>
</tr>
<tr>
<td>12</td>
<td>05P-505.02</td>
<td>NOM: Phase II Renovations - Administration Building - Interior and Exterior</td>
<td>LLB</td>
<td>$7,772,576</td>
<td>$8,361,646</td>
<td>$589,070</td>
<td>7.58%</td>
<td>$519,803</td>
<td>Jan-17</td>
<td>Feb-17</td>
<td>(Red-Line)</td>
<td></td>
<td>Phase I nearing completion with academic occupancy anticipated next month. Anticipated elevated cost risk due to field changes and cost escalation on Phase II.</td>
</tr>
<tr>
<td>13</td>
<td>05P-507.00</td>
<td>NOM: Phase II Renovations - Computer Science and Computer Learning (Phase 1)</td>
<td>LLB</td>
<td>$7,137,380</td>
<td>$8,222,961</td>
<td>$675,581</td>
<td>16.31%</td>
<td>$185,147</td>
<td>Jan-17</td>
<td>Feb-17</td>
<td>(Red-Line)</td>
<td></td>
<td>Phase I nearing completion with academic occupancy anticipated next month. Anticipated elevated cost risk due to field changes and cost escalation on Phase II.</td>
</tr>
<tr>
<td>14</td>
<td>05P-510.00</td>
<td>NOM: Phase II Renovations - Behavioral Science, Social Science, Mathematics, and English Buildings (Phase 1)</td>
<td>LLB</td>
<td>$13,335,026</td>
<td>$15,883,379</td>
<td>$2,548,352</td>
<td>16.01%</td>
<td>$141,061</td>
<td>Jan-17</td>
<td>Feb-17</td>
<td>(Red-Line)</td>
<td></td>
<td>Phase I nearing completion with academic occupancy anticipated next month. Anticipated elevated cost risk due to field changes and cost escalation on Phase II.</td>
</tr>
<tr>
<td>15</td>
<td>05P-530.01</td>
<td>NOM: Campus Center (Existing) - General</td>
<td>LLB</td>
<td>$2,006,503</td>
<td>$2,006,503</td>
<td>$0</td>
<td>0.00%</td>
<td>$0</td>
<td>Jan-17</td>
<td>Feb-17</td>
<td>(Red-Line)</td>
<td></td>
<td>Phase I nearing completion with academic occupancy anticipated next month. Anticipated elevated cost risk due to field changes and cost escalation on Phase II.</td>
</tr>
<tr>
<td>16</td>
<td>05P-535.07</td>
<td>NOM: SLE Faculty Center/Campus Center</td>
<td>LLB</td>
<td>$2,805,983</td>
<td>$3,197,599</td>
<td>$391,616</td>
<td>12.50%</td>
<td>$487,479</td>
<td>Jan-17</td>
<td>Feb-17</td>
<td>(Red-Line)</td>
<td></td>
<td>Phase I nearing completion with academic occupancy anticipated next month. Anticipated elevated cost risk due to field changes and cost escalation on Phase II.</td>
</tr>
<tr>
<td>17</td>
<td>05P-535.02</td>
<td>NOM: SLE - Classroom Modernization/Technology/Low Voltage (Ph 1)</td>
<td>LLB</td>
<td>$5,373,720</td>
<td>$7,336,996</td>
<td>$1,963,275</td>
<td>26.81%</td>
<td>$133,725</td>
<td>Jan-17</td>
<td>Feb-17</td>
<td>(Red-Line)</td>
<td></td>
<td>Phase I nearing completion with academic occupancy anticipated next month. Anticipated elevated cost risk due to field changes and cost escalation on Phase II.</td>
</tr>
<tr>
<td>18</td>
<td>05P-542.06</td>
<td>NOM: SLE - ADA/Landscaping (Phase 1)</td>
<td>LLB</td>
<td>$9,690,504</td>
<td>$11,907,111</td>
<td>$2,216,607</td>
<td>18.33%</td>
<td>$2,304,106</td>
<td>Jan-17</td>
<td>May-18</td>
<td>(Red-Line)</td>
<td></td>
<td>Phase I nearing completion with academic occupancy anticipated next month. Anticipated elevated cost risk due to field changes and cost escalation on Phase II.</td>
</tr>
</tbody>
</table>
## FMPOC Report: Active Construction Projects

### Project Change 
**DD: 30-NOV-16**

### Cost DD: 06-JAN-17

<table>
<thead>
<tr>
<th>#</th>
<th>Project #</th>
<th>Project Name</th>
<th>Contract Type</th>
<th>Current Construction Funding Total</th>
<th>Current Construction Total EAC</th>
<th>Current Total Contingency Available</th>
<th>Variance = Current Construction Funding - EAC</th>
<th>Variance = Current Construction Funding - EAC %</th>
<th>Total Change to Date</th>
<th>Current Substantial Completion DD 01/01/17</th>
<th>Current Academic Occupancy DD 01/01/17</th>
<th>Current Schedule Risk</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>19</td>
<td>05P-535.05</td>
<td>Community Services / Agriculture Science Building Renovation</td>
<td>LLB</td>
<td>$5,245,685</td>
<td>$6,451,497</td>
<td>$895,532</td>
<td>-$1,205,812.33</td>
<td>-22.99%</td>
<td>$121,078</td>
<td>May-17</td>
<td>Aug-17</td>
<td>Cost risk due to subsurface conditions.</td>
<td></td>
</tr>
<tr>
<td>20</td>
<td>05P-527.01</td>
<td>Physical Education Facilities General</td>
<td>PQSP</td>
<td>$18,145,804</td>
<td>$18,047,153</td>
<td>$38,258</td>
<td>$98,651.20</td>
<td>0.54%</td>
<td>$41,924</td>
<td>Apr-17</td>
<td>Jun-17</td>
<td>Cost risk due to unforeseen conditions in hallways.</td>
<td></td>
</tr>
<tr>
<td>21</td>
<td>05P-536.00</td>
<td>Expanded Automotive and New Technical Education Facilities (Demo Scope Only)</td>
<td>PQSP</td>
<td>$26,500,906</td>
<td>$27,252,021</td>
<td>$2,768,503</td>
<td>-$751,115.15</td>
<td>-2.83%</td>
<td>0</td>
<td>Apr-17</td>
<td>Apr-17</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Los Angeles Southwest College</td>
<td></td>
<td></td>
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<td></td>
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<td></td>
<td></td>
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</tr>
<tr>
<td>22</td>
<td>36S-563.00</td>
<td>Campus-wide Infrastructure Upgrades/ADA Phase II</td>
<td>PQSP</td>
<td>$616,026</td>
<td>$616,026</td>
<td>$62,241</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>Jan-17</td>
<td>Mar-17</td>
<td></td>
<td></td>
</tr>
<tr>
<td>23</td>
<td>40S-602.01</td>
<td>HSI-ADA</td>
<td>PQSP</td>
<td>$538,533</td>
<td>$538,533</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>Jan-17</td>
<td>Mar-17</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Los Angeles Trade Tech College</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>24</td>
<td>07T-720.01</td>
<td>East Parking Structure</td>
<td>DB</td>
<td>$37,912,138</td>
<td>$37,689,010</td>
<td>$146,200</td>
<td>$223,128</td>
<td>0.59%</td>
<td>-$43,839,547.94</td>
<td>Apr-17</td>
<td>Oct-16</td>
<td></td>
<td></td>
</tr>
<tr>
<td>25</td>
<td>40S-701.05</td>
<td>East Parking Structure Additional PV</td>
<td>DB</td>
<td>$1,041,515</td>
<td>$1,040,390</td>
<td>$1,25</td>
<td>$1,040,390</td>
<td>0.11%</td>
<td>$364,258</td>
<td>Apr-17</td>
<td>Dec-16</td>
<td></td>
<td></td>
</tr>
<tr>
<td>26</td>
<td>07T-720.03</td>
<td>East Campus Grounds Improvements</td>
<td>DB</td>
<td>$1,565,363</td>
<td>$1,565,363</td>
<td>$30,000</td>
<td>$0</td>
<td>0.00%</td>
<td>$364,258</td>
<td>Apr-17</td>
<td>May-17</td>
<td></td>
<td></td>
</tr>
<tr>
<td>27</td>
<td>07T-772.06</td>
<td>East Campus Substation and Electrical Distribution System</td>
<td>DB</td>
<td>$6,766,406</td>
<td>$6,766,406</td>
<td>$175,674</td>
<td>$0</td>
<td>0.00%</td>
<td>$4,833,764</td>
<td>Apr-17</td>
<td>May-17</td>
<td>LADWP additional requirement of methane remediation to be completed.</td>
<td></td>
</tr>
<tr>
<td>28</td>
<td>40S-702.01</td>
<td>ADA Transition and Accessibility Requirements</td>
<td>DBB-P</td>
<td>$5,863,824</td>
<td>$5,817,224</td>
<td>$783,590</td>
<td>$46,600</td>
<td>0.79%</td>
<td>$0</td>
<td>Nov-17</td>
<td>Feb-18</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Los Angeles Valley College</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>29</td>
<td>08V-801.00</td>
<td>Media &amp; Performing Arts Center (VACC)</td>
<td>LLB</td>
<td>$87,727,022</td>
<td>$85,509,790</td>
<td>$2,117,232</td>
<td>$2,217,232</td>
<td>2.53%</td>
<td>$0</td>
<td>Dec-18</td>
<td>Feb-19</td>
<td>Elevated schedule risk due to inclement weather and additional changes.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>West Los Angeles College</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>30</td>
<td>09W-975.34</td>
<td>Central Plant Phase 2</td>
<td>PQSP</td>
<td>$1,236,679</td>
<td>$1,237,693</td>
<td>$124,620</td>
<td>-$1,014.20</td>
<td>-0.08%</td>
<td>$0</td>
<td>Feb-17</td>
<td>Feb-17</td>
<td>Elevated schedule risk due to extended DSA review period.</td>
<td></td>
</tr>
</tbody>
</table>

### Active Construction Total

- **Total Change to Date:** $-22,150,755.14
- **Current Cost Risk:** -5.79%
- **Legend:**
  - No current risk to cost/schedule
  - Low risk present that MAY impact cost/schedule
  - High Risk present that WILL impact cost/schedule

### Notes
1. “Current Construction Funding Total” includes design cost for Design-Build contracts.
3. Construction costs includes Construction new, renovation, temporary facilities, and inspection and testing.
4. Total approved change orders and change order proposals as of 12/1/2016; excludes notice of changes.
5. Current cost and schedule risk colors and comments are updated on a weekly basis based on current project progress and events.