COLLEGE CITIZENS’ OVERSIGHT COMMITTEE (CCOC)

MEETING MINUTES

Tuesday, March 3, 12 PM – 2 PM
Student Services Building, Room 414
9000 Overland Avenue
Culver City, CA 90230

IN ATTENDANCE:  Elliot Axelband (Chair), Nabil Abu-Ghazaleh, Eloise Crippens, Joel Forman, Charles Herbertson, Gerry Sallus

GUESTS: Ken Takeda, Diana Johnson (CPT)

Meeting was called to order at 12:35pm

1. Welcome

2. Review, modification, and approval of prior meeting minutes (October 29, 2014) – E. Axelband
   Mr. Axelband said he did not get a copy of the prior minutes but all of the other regular attendees did and all indicated they had reviewed the minutes.
   Motion (Crippens/Sallus): To approve the minutes as written (6 ayes, 1 abstained)

3. Identification of guests and provision of speaking time if needed
   None.

4. Activities of interest and concern – N. Abu-Ghazaleh
   The college will enter a design and build phase soon. We are coming off of the construction hiatus. The master planning and project by project planning are complete. Hopefully some construction will being in mid-summer 2015.

5. LACCD activities – E. Axelband
   The new LACCD Chancellor attended the district oversight meeting for the first time. Mr. Axelband found the chancellor to be a forceful, dynamic speaker and well expressed his perspective that things are going well. The chancellor emphasized a need for the colleges to grow. He referenced recent trip to Sacramento with several of the college presidents. The chancellor explained that the colleges need at least 4% more funding as we need more capacity to serve the increase in people in need of higher education. The chancellor also asked the district oversight committee members to advocate the message about needed growth in the community.
Dr. Abu-Ghazaleh later added, more funding is only part of the issue. Allocation per student is critical – Community Colleges get funded at 2/3 to 3/4 the rate of high schools.

The district is using modern accounting processes/software that allow us to self-audit. Per the LACCD DCOC 2013-2014 Annual Report, published in November 2014: District Bond Budget (all three bond measures) is $6.259B and contracted is $4.992, leaving $1.267B to be spent.

LACCD has won “Program of the Year” from the Program Management Association of America and will receive that award this March.

Currently the district has 60% full-time faculty and 40% part-time. The district goal is to reach 70% full-time faculty.

Enrollment growth target for this year is an increase of 4.75% by Fall 2015.

LACCD bond rating has returned to its former strength, it is now at AAA.

Dr. Abu-Ghazaleh added that LACCD is adding up to 150 full-time faculty this year. West will gain 15 which is 1/10th of our faculty (6 are replacement and 9 is growth). West is growing in this area slightly higher than the district. West is also transforming in new and creative ways, not just in appearance, to improve student success.

Many outstanding and qualified applicants are coming forward.

Q: Will the addition of the Bachelor’s program in dental hygiene bring in more funds?

A: The Bachelor’s program has not yet been given final approval. However, it would not dramatically increase our funding but will likely be able to double the size of the dental program. Dental Hygiene is one of the most expensive program on campus. The increased funding will about wash with the funding needed to support additional instructors and resources to serve the additional students.

Q: Will there be curriculum adjustments should the program be approved?

A: Nothing significant. West is considering converting the Pharmacy Tech back from Extension to the for-credit program.

Note: The US Vice President recently visited West and the dental hygiene program. His visit was tied to President Obama’s proposal to make community college tuition $0 for the first two years. Among the reasons for selecting West was likely that West programs, including dental hygiene, receive a Federal grant that interests the Vice President.
6. **WLAC Construction update and project status – D. Johnson**

*Handout “College Citizens Oversight Committee Update: WLAC Construction Update & Project Status (March 3, 2015)” was distributed and discussed.*

Axelband – The format of the report is a little difficult to follow. Please be sure that how things are named are consistent from page to page and that every number on a map corresponds to a name of a project and vice versa. If there is a project that cannot be noted on a map with a number (such as signs which are all over campus), please find a way to note that for clarification in the documents. Also, please spell out abbreviations. He also noted that he was pleased that the report shows that West is performing well.

**Diana Johnson (her second meeting)**

She welcomes input on how to display the data shared with the group.

**SCHEDULE PROGRESS**

Comparison of base line status established in July 2014 (yellow/orange) and what’s happening now (blue/blue). For example, if you view the Technology Center #2, the blue bar shows that expected completion is 4 months past where we previously thought.

Everything is currently scheduled to complete in 2018.

**FINANCIAL INFORMATION (“WLAC CONSTRUCTION PROGRAM – PEP”)**

In October 2014, they re-baselined the budget. The majority of variation between the original and revised budget columns is realizing benefits from unencumbering money that we now know is not needed for a completed and/or in-progress project.

**PAGE 5 & “PRIORITIES”**

There is no “#2”, “#5” “#12,” “#22” and several other projects on the map even though it is on the “Priorities” page. These projects, like signage or alarms, appears all over campus and would have been difficult to note on the map. However, they will add a note to the bottom of the map to clarify this.

**WLAC FACILITIES CONSTRUCTION**

The Plant Facilities Center is on schedule and in Design Phase. Central Plant Phase is a design / build project and construction is expected to start mid-year.

**Q: Do you make the decision to use design/build at the campus or does the district make this decision?**
The district and project management firm oversee everything that occurs. Jim O’Reily & Tom Hall must approve.

Four projects have been merged into one and are out for bid (fire alarm, campus-wide security [cameras, fiber network, and access control], entry signage, and guardrails for lower fire service road). An Architect of Record is being selected who should be on board by the end of March and a Lease Lease Back Contractor.

MCCARTHY DESIGN-BUILD PACKAGE PROJECTS

ADA Path of Travel, PE/Dance, Performing Arts Amphitheater, Energy Efficiency

Problem – the bids were too high as compared to other estimators. Consequently, the first three projects will probably move into the Lease Lease Back package. This should both lower the price and not negatively impact the timeline.

Q: Are the projects timed out so the college is not chopped up all at once?
A: Yes. We are looking to make sure that operations are not overly negatively impacted.

WLAC FACILITIES SEP ACTIVITY UPDATE

Review dates outlined on handout.

TOP INITIATIVES STATUS REPORT

Reviewed bullets on handout page 12.

Note: They’re pushing to get DSA certification on all projects.

Q: How are you fostering your goal of a Culture of Safe, High Quality, Timely, Efficient and Collaborative Project Delivery?
A: Selecting quality architects, pushing dates to stay on schedule, working closely with the District to make sure our part is done when and how they need it. The issue of safety is less in play at this moment as we are not in a construction phase, but we will strive to have 0 accidents.

Q: Will you have on-going inspections?
A: Yes. And we will strive for tight quality control in design phase.

Q: Regarding staying in budget and the McCarthy projects that will move to Lease Lease Back, you don’t know what those will cost yet right?
A: Correct. But independent estimators came up with lower numbers than McCarthy. So they had their estimators and McCarthy workshop the estimates to see why there were differences looking at all line items together. McCarthy now has the opportunity to resubmit an estimate.
KEY PERFORMANCE INDICATORS page 13 - 16

November is the most current.

Axelband requested that Steve Sharr’s method of reporting Earned Value be reinstated.

Q: is there really NO construction happening now?
A: Some minor projects underway

Caution – Referring to positive marks in the report represented by green dots, Johnson noted that while we have many green dots now which is good, we also have very little construction underway.

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Reviewed handout – these are critical milestones in staying on track

GENERAL DISCUSSION

Q: What is “Design Assist”?
A: With Lease Lease Back procurement, you can give the construction award before the design is complete and the contractor can then give input such as value engineering options.

MOVE TO ADJOURN: The meeting was adjourned at 1:40PM.