



Approved 3/3/15

COLLEGE CITIZENS' OVERSIGHT COMMITTEE (CCOC)

MEETING MINUTES

Tuesday, October 29, 2014, 9 AM – 11 AM

Winlock Lounge, HLRC Building (2nd Floor)

9000 Overland Avenue

Culver City, CA 90230

Present:

Members:

Elliot Axelband, Senior Citizens' Representative (Chair)

Nabil Abu-Ghazaleh, President, WLAC (Ex Officio)

Eloise Crippens, WLAC Faculty Representative

Charles Herbertson, Culver City Representative

Gerry Sallus, Foundation Representative

Resources/Guests:

Diana Johnson, CPD, Arcadis

*Zep Puchalski, Regional Program Liaison, PMO,
BuildLACCD*

Steve Sharr, CPD, Cumming/GKK Works

Ken Takeda, Vice President of Administrative Services

Absent:

Kate Barlow, Taxpayer Representative

Joel Forman, Business Representative

Matthew McCracken, Student Organization

1. **Welcome:** Chair E. Axelband called the meeting to order at 9:14 AM.
2. **Review, modification, and approval of prior meeting minutes (July 15, 2014):** The minutes were approved as amended (One abstention).
3. **Identification of guests and provision of speaking time if needed:** S. Sharr announced his departure and introduced the new College Program Director (CPD) Diana Johnson as well as the regional program liaison Zep Puchalski. S. Sharr shared some of D. Johnson's background, qualifications and experience. Chair Axelband and President Abu-Ghazaleh thanked S. Sharr for the job well done during his term.
4. **Activities of interest and concern**
President Nabil Abu-Ghazaleh reminded members of the main reason of the construction program that is to improve the college facility to support student learning. This year, the college academic senate approved the theme of social justice issues. We are paying more attention to many of our students who are underprepared and help them to be successful. The collegiate environment brought on by the construction program will empower these students in pursuing their educational goal. E. Axelband acknowledged the positive improvements undergone by the college. He inquired about how the college defines social justice whether it relates to increase of graduates, certificate completion, transfer, etc. The number of transfer students is hoped to rise in the future, but overall

there have been some improvements on student success rate.

5. LACCD activities

E. Axelband shared that the District Citizens' Oversight Committee (DCOC) met in July and September but couldn't vote due to a lack of quorum. Business items were discussed; however, the committee could not put forward any motions. The next scheduled meeting in November has been moved in order to reach quorum. In response to the recommendation of the Independent Review Panel, the number of DCOC members have been reduced to 3 representatives for the 9 colleges. Unfortunately, these members are concerned that they don't have enough knowledge about all three colleges they represent. They are on a COC for one of the three colleges and know the status of that college well, and are hopefully getting up to speed on the other two. On the other hand, the construction reporting structure has improved in that more details are provided and consequently, people are more informed. Closer attention is given to the activities, contingency, change reports, etc. The budget is more restrictive in a good way.

6. WLAC construction update and project status

A. Schedule Progress vs. Plan

S. Sharr went over the report and shared that the college construction progress is ahead of schedule. Estimate of the schedule timeline is very conservative. By early 2015, the college will go into design phase for projects that are in the McCarthy's contract and may begin construction by the midyear.

B. Financial Status vs. Plan

See WLAC Construction Update and Project Status page 5.

There are projects that are above and below the line. Every dollar saved from above-the-line projects will go to those below the line. The PEP schedule shows projects that are funded and unfunded. Due to a request from District to be even more conservative with the contingency, several projects were adjusted into three incremental sections, so they become more flexible and can be executed in parts depending on the budget availability. These projects will not move forward until the one above is at least 50% complete and that there is a clear picture about the budget availability.

The college also looked at utilizing other sources of funds such as the state deferred maintenance funding to cover several projects. Deeper understanding of previous projects allows the college to explore new ideas and more efficient design to meet the goal of creating a more desirable and effective space. Money saved will go back into the bond fund to be used for other projects, so there is no concern of going above the budget.

C. Earned Value Management System (EVMS) report

See WLAC Construction Update and Project Status page 8.

D. EVMS problem mitigation plans and status

See WLAC Construction Update and Project Status page 9. The project director and his team are working closely with the college administrators, the shared governance body, and user groups. Information is being shared to create an understanding on what is necessary or needed.

E. Top 5 Initiatives - Status

See WLAC Construction Update and Project Status page 10. Key performance indicator (KPI) measures the effectiveness, and West is the only college that is in the green zone.

7. General Discussion (All):

Ken Takeda mentioned that there is an increase in state funding. The State Chancellor's Office asked colleges on what they will need over the next six years beginning 2014. The additional funding can be used for instructional equipment only. It will allow the college to move the FF&E instructional portions out of the bond program as appropriate and accordingly.

The date for the next meeting: **March 3, at 12:00 – 2:00 PM in the Student Services Building, Room 414.** The meeting was adjourned at 10:54 AM.