



**COLLEGE CITIZENS' OVERSIGHT COMMITTEE (CCOC)  
MEETING MINUTES  
Tuesday, July 15, 2014  
Winlock Lounge, HLRC Building (2<sup>nd</sup> Floor)  
9000 Overland Avenue  
Culver City, CA 90230**

**Present:**

**Members:**

*Elliot Axelband*, Senior Citizens' Representative (Chair)  
*Nabil Abu-Ghazaleh*, President, WLAC (Ex Officio)  
*Joel Forman*, Business Representative

*Charles Herbertson*, Culver City Representative  
*Matthew McCracken*, Student Organization  
*Gerry Sallus*, Foundation Representative

**Resources/Guests:**

*Steve Sharr*, CPM, Cumming/GKK Works  
*Ken Takeda*, Vice President of Administrative Services

**Absent:**

*Kate Barlow*, Taxpayer Representative  
*Eloise Crippens*, WLAC Faculty Representative

1. **Welcome:** West's President Nabil Abu-Ghazaleh called the meeting to order at 1:19 PM on behalf of Chair Elliot Axelband. Mr. Axelband joined the meeting at 1:38 PM.
2. **Review, modification, and approval of prior meeting minutes (April 28, 2014):** The minutes were approved as amended.
3. **Identification of guests and provision of speaking time if needed:** No guest or request to address the committee was put forth.
4. **Activities of interest and concern (N. Abu-Ghazaleh)**  
President Nabil Abu-Ghazaleh spoke about the successful July 4<sup>th</sup> Culver City Fireworks held at the college and was sponsored by the Exchange Club of Culver City.
5. **LACCD activities**  
Mr. Axelband reported on the change in membership of the District Citizens' Oversight Committee (DCOC). The nine colleges are now going to be represented by three representatives based on regions. Currently, only the seaside colleges, which include West, are being represented in DCOC. There has been difficulty in finding representatives for the other two regions.

The DCOC is concerned about a serious error that occurred in the building program of one of the colleges that was not brought before the committee promptly, a departure from previous reporting

which had been timely. The committee did not know about the error until District Construction Management was well along in implementing a solution. At the last meeting, DCOC members voted on measures to avoid this from occurring in the future.

6. West and Southwest are undergoing an audit process at this time, part of the district process of conducting audits to assure completion of important construction projects with remaining funds.
7. **WLAC construction update and project status** (S. Sharr, CPM).  
Steve Sharr described the process in obtaining approval for West's Revised Facilities Master Plan. It was approved by the LACCD Board of Trustees on January 15, 2014. The next step will be to put together a recovery plan showing that the college will be able to build the remaining projects within the budget. A justification was also required in order to utilize the energy funds. The college construction schedule and baseline shown in the handout will change based on the District's activities baseline.

The approved Strategic Execution Plan (SEP) was explained. On the plan, the college indicated 20 projects that will be funded and 5 projects that will only be executed if project savings are generated. The following projects were discussed in more detail: Central Plant, Amphitheater, campus security, PE and Dance, TLC 2, ADA compliance projects, and HLCR and CE renovations. The dismantling of the Freshman Road sound wall will be discussed in the future when its use is no longer required.

Construction is taking place in 2015 and planned for 2016. The ground breaking for the first few projects listed under the LLB bundle are estimated to be in 2016. The current construction schedule estimates construction to be complete by 2018. The in-progress projects are either pending DSA approval or in the design phase.

- A. **Schedule Progress vs. Plan**  
See WLAC Construction Update and Project Status Tab 1.
- B. **Financial Status vs. Plan**  
See WLAC Construction Update and Project Status Tab 2.
- C. **Earned Value Management System (EVMS) report**  
See WLAC Construction Update and Project Status Tab 3.
- D. **EVMS problem mitigation plans and status**  
See WLAC Construction Update and Project Status Tab 4.
- E. **Top 5 Initiatives - Status**  
See WLAC Construction Update and Project Status Tab 5.

The Citizens Oversight Committee complimented Steve for the completeness and situational awareness provided by the above.

8. **General Discussion (All):**

Ken Takeda shared that the college is applying for state schedule maintenance funding which will be used to fund elevator maintenance in HLRC and replace several boilers. If the funding application is approved, it will help to de-scope some projects that are included in the bond program and generate project savings.

The date for the next meeting was proposed: **October 21, 2014, at 12 – 1:30 PM in the Winlock Lounge.**  
The meeting was adjourned at 2:24 PM.