1. **Welcome**: Elliot Axelband called the meeting to order at 12:19 PM.

2. **Tour of Campus Construction**: President Nabil Abu-Ghazaleh led the group for a tour to the General Classroom and the Student Services buildings from 11-12 prior to the formal start of this meeting.

3. **Approval of Meeting Minutes**: M/S/P (Sallus/Crippens): to approve the minutes from August 11, 2011, meeting as revised and presented.

4. **Use of J bond funds in the General Classroom and the Student Services buildings**: Jim Walker distributed and talked about the Project List/Ballot Language document. All projects have been brought within the budget. He went over the table and discussed the “color of money” issue that requires a particular bond fund to only be used for the projects that are named on its list. The bond counsel was consulted on several projects to ensure that they are funded using the appropriate bond. It was mentioned that the biggest financial issue at this time concerns the funding necessary for the completion of the Student Services Building.

   **Task**: Elliot requested Turner to produce and bring to the next meeting their version of the dashboard report that shows data such as schedule and cost variances on a project-by-project basis, and the top five construction problems and the plans to address them.

5. **LACCD activities since last meeting and impact on West**: 

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Present:

**Members**: 
Elliot Axelband, Senior Citizens’ Representative (Chair)  
Nabil Abu-Ghazaleh, WLAC (Ex Officio)  
Eloise Crippens, WLAC Faculty Representative  
Gerry Sallus, Foundation Representative  
Joel Forman, Business Representative  
Charles Herbertson, Culver City Representative

**Resources/Guests**: 
Michelle Long-Coffee, PR Director  
Phil Vogt, Turner Construction  
John Oester, VP Administrative Services  
Jim Walker, Turner Construction, CPM

**Absent**: 
Kate Barlow, Taxpayer Representative  
Durrell Levy, Student Organization Representative
• **LACCD review of construction contract:** West held a Town Hall meeting on November 14 to inform the campus community of the recommendation by the District Office to the Board of Trustees involving two construction contracts. Of interest to West in particular is the recommendation of debarring and cancelling any existing contracts with FTR International who is the contractor for the Teaching and Learning Building at West. The college will deal with the decision as the situation emerges.

Recently, the District handed a Notice of Intent to Recommend Termination of Agreement to West’s CPM Turner Construction. If the recommendation is approved by the Board, West will have to begin the standard process of selecting a new CPM firm which can delay the progress of construction.

• **Moratorium on new projects start:** The chancellor had extended the period of project moratorium to December 14, 2011. The District is currently also reviewing the colleges’ ability, in terms of manpower and funding, to maintain the new additional spaces that will result from the construction.

Historically, West has never fully completed its campus construction plan since opening doors in 1969, and some of the old spaces are in a bad shape and require significant fixing. The completion of the bond construction projects will finally conclude the building plan. West plans to remodel or demolish and replace the old spaces. West’s growth and the current capacity will be in close agreement because the new buildings are mostly to replace the old ones. The moratorium will be discussed at the Board meeting on December 14. Elliot suggested that West hold a community open house to show how the campus has developed and how the students will be better served with the new facilities.

• **DCOC decisions to strengthen their advisory role:** Amidst the recent LACCD bond situation, the District Citizens’ Oversight Committee (DCOC) has strengthened its advisory and oversight roles. The committee requests more data and information from the District and colleges to be used for measuring performance and documenting problems and solutions. The committee gives a regular report, including recommendations, which is openly published on the DCOC’s website, to the Board of Trustees.

• **DCOC Exchange/handover from Chancellor’s Special Construction Committee:** The special committee on construction projects appointed by the chancellor has completed its tasks and provided its take on the bond situation. The special committee handed over the task of continuing its work to the DCOC.

6. **Practices and possible revisions:**

• **Meeting frequency:** There was a discussion whether it is necessary for the CCOC to consider meeting every two months rather than the current quarterly schedule.

  **Motion:** The CCOC will continue meeting every three months, and a special meeting can be called if necessary. (Herbertson/Crippens) PASSED.
- **Formation of an executive committee**: DCOC formed an executive committee and a special committee with an advisory role to the overall committee. These committees meet more frequently and conduct research so as to be able to provide their advice. Because the CCOC is smaller than the DCOC, the CCOC did not see it as necessary to form an executive or an advisory committee.

- **Formation of an advisory committee**: See discussion above.

- **Need for a vice chair?** Elliot inquired on the necessity of having a vice chair to cover the meeting when he is unavailable to attend due to his business traveling schedule. Nabil responded that an acting chair can be appointed if Elliot is unavailable.

- **DOC Composition – possible additions for broadening**: Nabil is actively reaching out and building relationships with the surrounding community and beyond. By doing so, he hopes to be able to find prospective members whose membership can help broaden the committee representation. Invitations will be extended at the appropriate time.

- **Publishing draft minutes shortly after meetings, and specific inclusion of references and where they can be found**: The minutes should reflect the documents discussed at the meeting and how they can be obtained. It was agreed that the documents will be listed and can be obtained through the President’s Office. Consistent with available budgets, efforts will be made to publish meeting draft minutes for CCOC comments as soon as possible after CCOC meetings.

- **Publishing agendas in advance of the meetings**: Agendas will be published in advance and distributed via email as well as posted on the CCOC website at [http://www.wlac.edu/coc/agendasandminutes.html](http://www.wlac.edu/coc/agendasandminutes.html). 72 hours is the minimum advanced notice that should be given for meetings and provision of agendas.

7. **Increasing support to the West Foundation**: The West LA College Foundation is looking into expanding its memberships to include group representatives who can assist in the fundraising efforts. The two main responsibilities for a Foundation board member are raising money and selection of scholarship recipients. Funds have increased in the past few years. In addition to scholarships, last year’s Foundation summer gala helped raise money for college programs. Anyone who is interested in participating, or knows someone who is, can contact Mr. Gerry Sallus.

8. **Construction report including EVMS status and TLC Building start**: See Project List/Ballot Language in item 4.

9. **It was agreed that the date of the next meeting would be established by polling CCOC members to determine their availability ASAP.**

10. **General discussions as required**: Everyone thanked John Oester, who will retire on January 31, 2012, for his service.

The meeting was adjourned at 1:56 PM.