COLLEGE CITIZENS’ OVERSIGHT COMMITTEE (CCOC)
MEETING MINUTES
Thursday, August 11, 2011
11:30 a.m. – 1:30 p.m.
Winlock Lounge (HLRC Building)
9000 Overland Avenue
Culver City, CA 90230

Present:

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

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

Absent:
Kate Barlow, Taxpayer Representative

1. **Welcome:** President Nabil Abu-Ghazaleh called the meeting to order at 11:48 AM.

2. **Approval of Meeting Minutes: M/S/P:** to approve the minutes from April 28, 2011, meeting with corrections to item 3, 4, 5, and 6. The minutes are posted at the CCOC website at http://www.wlac.edu/coc/agendasandminutes.html.

3. **Selection of Chair of the College Citizens’ Oversight Committee:** Charles Herbertson nominated Elliot Axelband, the nomination was seconded and affirmed by vote. The president reminded everyone that the President formally appoints the chair, and he appointed Elliot Axelband as the chair of the CCOC for the 2011-2012 term.

4. **Membership Review:** The membership composition was reviewed. Nabil stated the importance of getting broader representation in the committee. In accordance to the Bylaws, the president is to appoint the members of the CCOC. Several names were mentioned for the president’s consideration. Charles Herbertson mentioned that the City can assist with advertising the information to its web group list. The president will consider the feedback received and determine the appropriate method for recruitment and selection.
5. **Project Update of Current Projects**: Jim Walker, the college’s Construction Project Manager (CPM), announced that the District has been working on a new accounting method that will have a simpler and easy-to-understand dashboard format. The dashboard budget report will be made available online for public view.

Jim gave an update of the in-progress construction projects. Photos were shown to demonstrate the improvements made since the last CCOC meeting in April.

Teaching and Learning Center (TLC) Building: Drawings are still under extensive review by the Division of State Architect (DSA). The seven-story building will house the college’s data center, IT division, and a faculty/staff training room (first floor); classrooms (second-fifth floors); and several administration offices (seventh floor).

Student Services Building (SSB) and General Classrooms Building (GCB): The buildings’ façades are fairly complete. Punch list items are being worked on. The college is in the process of selecting an external food service provider for the Food Court in the Student Services building.

Central Plant: With the scaling down of the Allied Health and Entertainment Buildings, the scope of the Central Plant has also been reduced. The new Plant will efficiently provide chilled water and steam for the air conditioning and the heating systems. Further development of the Central Plant to meet future needs will be part of the Phase II.

6. **Schedule and Budget of Future Projects**: The storm water project is a district-wide project that is still in early stage of discussion. The storm water project will allow for water to be captured, stored, and reused for irrigation or soaking into the ground. With the system in place, the college will be in compliance with future state regulation for storm water waste. The funds for the storm water project will come from District’s bond fund and not from the college’s allocation.

Various options on the bus route issue are being studied and analyzed for a solution that will best meet the needs of the college and the surrounding community. With the current State and college budget situation, the cost of any proposed solution will have to be kept to the minimum and within the college’s available funding allocated for the plan.

In response to a question about how future college maintenance will be handled, the cost must come from the college’s operating budget.

Jim went over the following Phase I projects, new construction or renovation, to be funded by the $21M available balance: Watson II, Athletics and PE, Bookstore (increase furniture allowance), ASO, Health Services, Reprographics, Mailroom, Adjunct Faculty Lounge, Jefferson entrance, grant programs office, Digital Library and training room, and “B” Buildings. There are also projects listed on the Phase II priority list may be built if and when money becomes available, e.g. the selling of the Jefferson property.

Elliot requested that the planning document showing projects to be funded by the $21M remaining budget be sent to CCOC members electronically.
7. **Overview of Budget**: Jim reviewed the Program Schedule Update and matched each project to the categories in the bond language confirming that all of the projects are within the scope of the approved bond categories. A draft budget report showing all of the projects was reviewed. The North Parking structure has been temporarily shelved; but the design has been completed and, the project is ready to be built if and when funds become available.

Elliot brought up the Brown Act provision that allows members of the committee to ask questions of the resource people such as the CPM. The president requested that any questions outside the CCOC meetings be channeled through his office to allow the resource people to be able to respond and perform their responsibilities effectively.

8. **Proposed meeting dates**: The next meeting dates of February 9, 2012, and May 10, 2012, were approved. The meetings will be held at 11:30 AM to 1:30 PM in the Winlock Lounge, HLRC Building.

9. The agenda for future meetings will be established by the President and the Chair.

For the next meeting, members were requested to review the State audit recommendations and bring up ideas or concerns specific to the college. A tour to the GCB and SSB will be arranged for the next meeting date prior to the meeting start time.

The meeting was adjourned at 2:03 PM.