



Approved 2/27/2013

**COLLEGE CITIZENS' OVERSIGHT COMMITTEE (CCOC)
MEETING MINUTES
Tuesday, December 4, 2012
Student Services Building, Room 414 (4th Floor)
9000 Overland Avenue
Culver City, CA 90230**

Present:

Members:

Elliot Axelband, Senior Citizens' Representative (Chair)
Nabil Abu-Ghazaleh, President, WLAC (Ex Officio)
Gabriel Brown, Student Organization
Eloise Crippens, WLAC Faculty Representative

Joel Forman, Business Representative
Charles Herbertson, Culver City Representative
Gerry Sallus, Foundation Representative

Resources/Guests:

Steve Sharr, CPM, Cumming/GKK Works

Absent:

Kate Barlow, Taxpayer Representative

1. **Welcome:** Committee chair Elliot Axelband called the meeting to order at 12:15 PM.
2. **Review, modification, and approval of prior meeting minutes:** M/S/P: to approve the minutes from [September 6, 2012](#), meeting as presented.
3. **Identification of guests and provision of speaking time if needed** (E. Axelband): No guest or any request to address the committee was put forth.
4. **CCOC Membership: 2010-12 term** (N. Abu-Ghazaleh)
The term of the current CCOC membership has expired. President Nabil Abu-Ghazaleh invited current members to continue their membership for one more term. He hopes to maintain stability by having the same committee members especially since the College will be making important decisions on its construction projects in the near future. Elliot Axelband reminded that his term in DCOC (District Citizens' Oversight Committee), can only be extended until 2013 since he has fulfilled the maximum two consecutive terms allowed. Nabil requested Elliot to continue as chair of the committee as the 2 term restriction that applies to the DCOC does not apply to the CCOC. Elliot agreed. All members accepted the request to serve for the 2012-14 term; Elliot will serve for 2012-13.
5. **Activities of interest and concern** (N. Abu-Ghazaleh)
 - A. **WLAC presentation at Raintree**

Nabil was invited and attended the Raintree Home Associations meeting recently. He updated the participants on college matters. Participants expressed an interest in being more involved at the college. A campus tour for Raintree residents has been scheduled for February 19, 2013, at 1 PM. Elliot, who was also at the meeting, commended Nabil for his communication with the Raintree group.

B. Removal of Freshman Drive Soundwall

The soundwalls need to be in place until the construction program is officially complete as required by the settlement agreement with Culver City.

C. Winter construction projects

The president announced that two construction projects will begin this month. The first is the demolition of the A Buildings which were meant to be temporary facilities when the college was started in 1969. The buildings are in poor condition with the exception of one which will be retained as a swing space. The vacated area will be converted into a parking lot. The president invited CCOC members to attend the Demolition Bash event.

The second project is the bus turnaround. Construction will begin during the winter break. The project plan has been vetted and approved by the City. It will create a safer pedestrian campus core and be more accessible to the disabled students. An arm gate will be installed on B Street to restrict traffic.

Eloise Crippens inquired whether the college plans to install security cameras on key spots. Steve Sharr confirmed that the security cameras have been included in the campus-wide security upgrade project.

D. Facilities construction planning update

College Boulevard: The County will not issue a permit until the college performs grading to meet the County's standard. A geotech testing was conducted and design will be performed. Construction is expected to begin sometime next year. Until then the County has issued a temporary permit for the college.

MSA/B Building: A problem with the building exhaust system for lab fumes was encountered. Adjustments and improvements to the system will be performed so it will be in compliant with the safety codes.

6. LACCD Activities (E. Axelband and N. Abu-Ghazaleh)

A. Annual Report Status

The Annual Report was supposed to be finalized at the last DCOC meeting; however, quorum was not reached. An emergency meeting was scheduled where the Report was voted and passed.

B. Meeting with the Board of Trustees

DCOC will conduct a formal meeting with the Board of Trustees.

C. Outside legal counsel

The DCOC ad hoc committee will present its recommendation on legal counsel matter at the next meeting.

D. Applicability of DCOC handbook to COC

At the September 6 meeting, a draft copy of the DCOC handbook was distributed to CCOC members. Most of the handbook content is applicable to CCOC and gives guidance on responsibility and legal protection. Everyone was encouraged to carefully review the handbook. [The handbook is now posted at DCOC website: http://www.laccdbuildsgreen.org/docs/about-oversight/annualReports/2012/FINAL_DCOC_Annual_Report_2011-12.pdf]

E. Impact of Proposition 30

With the passing of Prop 30, the college will be able to add 10% to the current spring semester offerings. The college Facilities Committee met last night and discussed the college vision on growth rate based on a detailed survey and assessment of the entire campus facility. Among other factors that will determine growth are program review and the SEIR. Once the growth rate is agreed upon, a new building program within the available budget can be produced. The Jefferson property value will not be accounted in the consideration because it is still uncertain and requires Board decision.

F. Re-competing management of BuildLACCD. Now is URS and prior to that was DMJM

The Request for Proposal (RFP) for the district-wide construction project management BuildLACCD is still being evaluated. BuildLACCD is responsible to ensure that objectives and implementation of the bond program are met as well as establishing operating and reporting standards. The selection is expected to be complete by in a month.

G. Other: None.

7. WLAC construction update and project status (S. Sharr, CPM)

WLAC Construction Update and Project Status (December 4, 2012) was distributed.

A. Schedule Progress vs. Plan

Steve reminded everyone about the Moratorium which placed construction projects on hold until the District colleges can demonstrate that they can maintain the new facilities. Through a shared governance process, West did a re-evaluation of its building program and will come up with a more affordable building program. As a result, several projects have been eliminated entirely. For example, the original Watson Center will be scaled down to Watson II project.

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 3.

E. **Top 5 problems, mitigation and status**

See WLAC Construction Update and Project Status Tab 4.

F. **New construction status publications**

Not discussed.

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

A. Other issues: None.

B. CCOC improvement discussions: None.

The next meeting schedule for Feb 27, 2013, was confirmed. The meeting was adjourned at 2:02 PM.