COLLEGE CITIZENS’ OVERSIGHT COMMITTEE (CCOC)
MEETING MINUTES
Thursday, September 6, 2012
Winlock Lounge (Library, 2nd Floor)
9000 Overland Avenue
Culver City, CA 90230

Present:

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

Resources/Guests:
Michelle Long-Coffee, PR Director  Kenneth Takeda, VP Administrative Services
Steve Sharr, Interim CPM, Cumming/GKK Works

Absent:
Kate Barlow, Taxpayer Representative
Gabriel Brown, Student Organization

1. Welcome: Committee chair Elliot Axelband called the meeting to order at 11:17 PM.

2. Review, modification, and approval of prior meeting minutes: M/S/P (Sallus/Forman): to approve the minutes from May 17, 2012, meeting as revised and 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. Activities of interest and concern (N. Abu-Ghazaleh)
   President Nabil Abu-Ghazaleh referred to Steve Sharr, CPM, for presenting details on WLAC building program update.

   Moratorium – it is still active. Work on an extensive review of the campus facilities—instruction and personnel needs, space usage efficiency, enrollment forecast, etc.—is currently being done and will take approximately two to three months to complete. The result of the report will help determine the plan for the remaining construction projects for West.

   Funding – It’s uncertain at this point is affecting the college’s planning process. Some funds are tied up to the Jefferson property. The college is still on an on-going discussion with District on whether the college will be allowed to access a portion of the property value now to be used for its planning purposes. Due to the current real estate condition, it is advisable to sell the property at a later time.
The college in its consideration of any future development of the property will be focusing on developments that can benefit the college, the City of Culver City, and the community.

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

   A. **Last LACCD [DCOC] meeting [August 24, 2012]**
   Elliot Axelband has been appointed to be the new chair of DCOC.

   B. **LACCD DOC other activities**

   i. **Annual Review with chair and vice chair of the Trustees**
      No discussion.

   ii. **Annual Report Committee**
      DCOC’s annual report is not yet ready. The report will reflect DCOC activities for the year.

   iii. **Composition of the DCOC**
      In regards to DCOC membership, the Independent Review Panel, formed by the chancellor, reported that DCOC ought to have more members with background and enough knowledge of construction. Several members’ term will expire in September, and new members with construction experience will be sought. Nabil added that the Panel also recommended shrinking the size of the committee membership and fewer college representatives. DCOC voted to keep the current membership composition.

   iv. **DCOC Advisory Process to the BOT, reserves and contingency funds**

      a. **Use of contingency funds**
         District concluded that there is a need for keeping a contingency funds as recommended by the Independent Review Panel Report (January 4, 2012). District came up with the percentage for each of the college. This method, however, resulted in West having to put aside 16.5% in reserve funds ($13M) which is higher compare to the other colleges or the common 10% standard despite the fact that West has fewer projects remaining. Elliot supported the argument that the estimated risk for West should be less. He is concerned that LACCD Board of Trustees (BOT) has made decisions, such as the contingency funds, without inviting any prior feedback from DCOC.

      b. **Outside legal counsel**
         See item below.

      c. **DCOC Handbook**
         Elliot encouraged committee members to review the copy of the draft DCOC handbook which was distributed them, so that they can be aware of the guidelines including information on District legal representation. He will ask Camille Goulet, LACCD Legal Counsel, whether the District legal representation for DCOC members is applicable to CCOC members.

6. **WLAC construction update and project status** (S. Sharr, CPM)
WLAC Construction Update and Project Status (September 6, 2012) was distributed.

A. **Schedule Program vs. Plan**  
   Steve gave some reasons on what caused several projects to be behind schedule. In regards to the College Boulevard, he explained that the delay was caused by the need for an environmental mediations, irrigation access, and conditions for permit issuance from the LA County.

B. **Financial Status vs. Plan** (See Tab 2)  
   After a careful review and de-committing unused funds on the budget system, the CPM determined that the college is short approximately $11M (WLAC Construction Program FRCST Budget Wrksht-9/6/12 report). Elliot remembered that originally West was over committed by $125M. He commended the college for being able to trim the shortfall down to $11M.

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.

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

A. Other issues: None.

The meeting was adjourned at 1:06 PM.