1. **Welcome**: Chair Elliot Axelband called the meeting to order at 11:12 AM.

2. **Review, modification, and approval of prior meeting minutes (May 29, 2013)**: The minutes were approved as amended.

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)**

   A. **CCOC Membership**
   President Nabil Abu-Ghazaleh has actively been reaching out to people in the community of Culver City and beyond to expand the CCOC committee membership. West is anticipating new construction activities in the near future, so having a well bodied citizens’ oversight committee is crucial.

5. **LACCD activities**

   A. **BOT approved new rules for LACCD DOC and College COC**
   Elliott Axelband distributed the LACCD Administration Regulations C-7 (District Citizens’ Oversight Committee Bylaws). Revisions in the regulations were highlighted including the article on term limit. Mr. Axelband and Mr. Gerry Sallus were appointed to be members of CCOC by
former president Mark Rocha; however, meetings were never conducted until 2010 when Interim President Rose Marie Joyce was in position. Mr. Axelband questioned whether he and Mr. Sallus are considered to have met their term limit. President Abu-Ghazaleh’s interpretation was that both Mr. Axelband’s and Mr. Sallus’ memberships began in 2010; therefore, it hasn’t reached the term limit stated in the C-7. He would confirm this with the chancellor.

A change on the college’s representation in the DCOC was being proposed. The change was in response to the Independent Review Panel’s recommendations specifically on smaller membership, fewer college representatives, and having people with knowledge in construction as committee members. It was also proposed for colleges to be represented on a regional basis rather than individual college, so representation from West will also represent Harbor and Southwest Colleges. Mr. Axelband’s term in DCOC has expired. Mr. Charles Herbertson volunteered to serve in DCOC as West’s representative. The president would put forward his name.

B. Annual Report status
The report was going through an approval cycle and would be presented to the chancellor’s office and the Board of Trustees.

C. Withheld construction funds status, and uniform college reporting
District has become more conservative in ensuring adequate funds are available to fund projects. This may include a consideration of not approving some projects that are currently on hold.

President Abu-Ghazaleh shared some information he received from a meeting with the leaderships at the District facilities planning and AECOM. Overall, West is doing well, but some budget trimming is necessary. West has 13 projects and 10% in contingency fund. The projects are prioritized so that there will be flexibility in determining whether the last project can move forward based on funding availability. The College is also being conservative in calculating project costs and contingencies.

The issue of traffic line mitigation, in which the demand will come up by year 2030, was also discussed at the meeting. As stated in the SEIR, there are six intersections that will need to be mitigated. The District would like for the College to plan for the expense now; however, doing so will reduce the remaining available funds. The College believes that the mitigation should be handled in the future since it is too early to predict any mitigation issue that may arise leading to year 2030.

The College is making a detailed Construction Master plan that meets the college’s mission, and at the same time ensure that all is within budget. The Construction Master Plan has been vetted through the shared governance process and was approved by the College Council. Next, it will be presented to the Board of Trustees for review and approval in Dec 2013. At the same time, the College has presented the CEQA report to the Culver City officials. Once the LACCD Board of Trustees approve the plan and everything is going smoothly, construction may begin around October or November 2014. The very last major construction will be complete around the third quarter of 2017.
6. **WLAC construction update and project status** (S. Sharr, CPM).

   A. **Construction project update**
   Steve Sharr presented the construction update. The unfunded portion of the Construction Master Plan is a planning document that reflects elements beyond the bond funding. They will be undertaken using future funds whether it is from state construction fund, bond measure, private funding source, or public-private partnership. These unfunded projects have already been included in the current CEQA, so the College will not need to do it again in the future. The parking need beyond 2036 will be adjusted according to future changes such as the Metro Expo lines expansion, etc.

   B. **Schedule Progress vs. Plan**
   See WLAC Construction Update and Project Status Tab 1.

   C. **Financial Status vs. Plan**
   See WLAC Construction Update and Project Status Tab 2.

   D. **Earned Value Management System (EVMS) report**
   See WLAC Construction Update and Project Status Tab 3.

   E. **EVMS problem mitigation plans and status**
   See WLAC Construction Update and Project Status Tab 4. Risk assessment are being reviewed on a weekly basis and detailed reviewed on a monthly basis.

   F. **Top 5 Initiatives - Status**
   See WLAC Construction Update and Project Status Tab 5. Things have been going well. The number of transaction that needs bond counsel review to ascertain that they are within the bond language went down from over 30 to just 2.

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

   A. Other issues: None.

The meeting was adjourned at 12:58 PM.