



APPROVED 10/1/13

**COLLEGE CITIZENS' OVERSIGHT COMMITTEE (CCOC)  
MEETING MINUTES  
Wednesday, May 29, 2013  
Student Services Building, Room 414 (4<sup>th</sup> Floor)  
9000 Overland Avenue  
Culver City, CA 90230**

**Present:**

**Members:**

*Elliot Axelband*, Senior Citizens' Representative (Chair)  
*Nabil Abu-Ghazaleh*, President, WLAC (Ex Officio)

*Eloise Crippens*, WLAC Faculty Representative  
*Charles Herbertson*, Culver City Representative

**Resources/Guests:**

*Steve Sharr*, CPM, Cumming/GKK Works  
*Ken Takeda*, Vice President of Administrative Services

**Absent:**

*Kate Barlow*, Taxpayer Representative  
*Gabriel Brown*, Student Organization

*Joel Forman*, Business Representative  
*Gerry Sallus*, Foundation Representative

1. **Welcome:** Chair Elliot Axelband called the meeting to order at 12:23 PM without quorum.
2. **Review, modification, and approval of prior meeting minutes (February 27, 2013):** Due to lack of quorum, approval of minutes is postponed to the next meeting. Several corrections were made to the minutes.
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 reported on the campus construction projects.

College Boulevard: Slope stabilization work will be started with completion date of early September. The road is currently under construction permit. Completion permit can be obtained once the slope stabilization project is complete.

The bus turnaround is complete and will be opened once the gate arm on B Street has been installed.

Sophomore Drive will be converted into a two-way road upon approval from the County. The purpose of this is to steer traffic through College Blvd. A student drop off area will be created on Sophomore. The college is looking into creating a new address in that area, so that people looking to access the campus will be navigated there.

Parking Lots 1 and 2 are expected to be ready for the fall 2013 semester.

Dismantling of the old haul road was discussed with the conclusion that it will be kept in place for emergency and PXP usage.

Honda is parking 30 cars/day on campus. There has been no concern expressed by the surrounding home owners.

WLAC will begin the fall semester on 8/26.

Jefferson Entrance Signage: Ideas for campus entrance signage were presented. The sign will be approximately 7 x 10 ft. Designer will begin work soon. Mr. Charles Herbertson requested to be included in the signage development to ensure compliance with City regulations. At this time, there is no plan for improving the Overland entrance signage.

Please refer to handouts for information on the Storm water project.

There was a police training even that took place recently on campus on a weekend that generated a lot of noise about which Raintree complained without an adequate response. WLAC did not even know that was planned to happen and is putting in a more rigorous process to improve its response to homeowners. This will include a Business Community Button, a construction phone number, and a new business phone number prominently displayed on the WLAC web site, and more strenuous plans to follow up on received messages in a timely way.

Revision to the College Master Plan. The college has been working on its space need assessment and projected growth, which are the backbone to the work on revising the master plan. Projected growth study was done for each program and is based on needs of the programs rather than across the board. The primary construction plan options 1 and 2 were presented. Option 1 includes TLC Building as designed and approved by DSA. Unfortunately, this option leaves little opportunity to do other campus improvement projects to meet the campus need assessment. Option 2 includes TLC version 2 and other campus renovation projects that will optimize the budget available and meet the campus needs up to year 2026. The campus shared governance has agreed to abandon Option 1 and move forward with Option 2. When the master plan has been completed, the college will end up with smaller square footage that will require less maintenance and less cost.

The process to revise the master plan begins with addressing CEQA document in details and will be followed by college review and approval of massing plan of Option 2. Once it is approved, CEQA addendum will be prepared and vetted with the City via Charles Herbertson's office. The goal is to present the master plan to the LACCD Board of Trustees in the fall. Charles mentioned that the City would need to review the document to ensure that major concerns such as building locations, traffic change, parking demand, and student enrollment issues are addressed properly.

The philosophy behind option 2 is redesign for planned growth to meet the estimated required capacity for year 2026, and will include some built in classroom flex to accommodate uncertainties. The construction completion date is 2018.

5. **LACCD activities**

A. **Large number of change orders**

District Citizens' Oversight Committee had a thorough briefing on construction projects and aspects including change orders. Some campuses have a high number of change orders; however, it is not necessarily a bad thing or due to inefficiency.

B. **Shared governance in construction decisions**

C. **Design Bid Build Litigate vs. Design Build vs. Lease Lease Back**

The differences between the three methods were explained. District favors Design Build method which will allow subjective reasoning on best value and give the ability to select the best contractor. This may also lead to less litigation.

**The DCOC has requested a carefully constructed briefing on this subject at their next meeting (20130927) as the concepts presented by the construction manager have evolved over time.**

D. **New LACCD construction manager – AECOM, 30% prior employees**

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

A. **Schedule Progress vs. Plan**

See WLAC Construction Update and Project Status Tab 1.

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 4.

E. **Top 5 Initiatives - Status**

See WLAC Construction Update and Project Status Tab 5.

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

A. Other issues: None.

The meeting was adjourned at 2:16 PM.