1. Welcome: Elliot Axelband called the meeting to order at 12:24 PM.

2. Review, modification, and approval of prior meeting minutes: M/S/P (Sallus/Crippens): to approve the minutes from November 10, 2011, 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 announced the opening of two new buildings – General Classroom and Student Services. The General Classroom Building was opened a week before the spring semester began. The occupancy allowed classes to be moved from the D Village area. The vacated D Village area will once again become a parking lot.

   A new bus turnaround will be built to allow the Culver City bus to drop off students in front of the Student Services Building area [plaza] on B Street. The project is no longer on the moratorium list and can proceed. Estimated completion time is the end of fall 2012. B Street will be restricted to only Culver City bus, so students will not need to cross any traffic. The bus will enter and exit the campus from the Overland Avenue.

   [Please click here to access the campus map for locations of these buildings and the bus turnaround route.]
The college continues with its building program in order to achieve the master plan envisioned for the benefit of the students. The college needs to make a quantitative argument that the building program is replacing old, temporary facilities/classrooms with newer and more spacious rooms to accommodate future growth. Currently, several old buildings have been deemed unsafe and have been shut down. Several of the college projects are currently listed on the moratorium and have to be put on hold pending the space allocation analysis.

At the last Board of Trustees meeting, the Board voted to debar FTR International from any new contracts with LACCD for the next five years. The Board will also decide whether to terminate all existing contracts with FTR. The decision will affect the Teaching and Learning Center Building (TLC) since FTR is the contractor for the project. Currently TLC is on moratorium, which has been extended to November 2012. President Abu-Ghazaleh went over other list of projects on the moratorium.

The Math and Science Building experience water damage due to flooding last November. Contractor worked late into the evening to fix problems caused by the flooding. During the heavy rain, water had seeped into the building and caused some damages. Another contributor to the problem is the incomplete asphalt work on the upper access road above the building. The project is part of the TLC Building which is currently on moratorium. The District was informed on the urgency to have the upper road project completed in order to create a proper drainage to avoid similar problem from occurring in the future.

Based on the budget situation, additional cut to classes is anticipated. The decision on whether to hold summer classes will be discussed and be decided in November.

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

   A. **Publication of Annual Report**: [DCOC 2010-2011 Annual Report](#) is available and posted online for anyone who is interested to review it. The report consists of status of building program on every campus. The [building program dashboard report](#) is also available online.

   B. **Findings of chancellor’s Special Construction Committee**: One of the view expressed in the report is that there are not enough members in the DCOC that have a knowledge or a background in construction. Elliot voiced his concerns to the Special Committee during their interview. He reminded members that the principle duty of CCOC is to identify problems occurring with the construction program and assess mitigation measures.

   C. **Extended duration of Build out vs. Operational Funds Study**: Not discussed.

   D. **Need for independent council**: Currently, DCOC obtains legal advice from LACCD Legal Counsel Office on as needed basis; however, this prevents DCOC to be independent from LACCD. DCOC is entertaining the idea of obtaining its own legal counsel, and a subcommittee is working on looking into all elements involved for consideration.

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

    Turner Construction is no longer the CPM as of January 31, 2012. The selection process to select a
new CPM has been started. Steve Sharr was introduced as the interim CPM. He shared his work experience with the committee. Elliott asked questions on Steve’s view on the duties and strategies.

A. Schedule Program vs. Plan: Steve went over the Status Report documents he distributed to the committee. All of the programs have been confirmed to be within the budget. He also set aside 10% contingency fund.

He observed that most of the work order changes are due to user requests. It is best to put a deadline for order changes to have a better control of the cost. Another reason for a change order is error and omission. The latter one is more difficult to control. Elliot encouraged for CPM’s stringency for the sake of efficiency. He also encouraged the use of EVMS reporting for cost and schedule management, and identification of top problems and their mitigation plans. This is being discussed at the LA Community College District Level where he hopes it will be adopted as a uniform method for all community college reporting. Whatever is adopted will become a standard for all the community colleges.


E. Top 5 problems, mitigation and status: See item A.

7. General Discussion (All):

A. Other issues:
   o New College Boulevard entry gateway sign: It will be scaled down to a simpler version. Ideas are still being explored. It will also be discussed at the meeting with Culver City and the HOA group.

   o President Nabil announced the upcoming ribbon cutting and open house event. Invitation will be sent to the members of CCOC.

B. CCOC improvement discussions: The frequency of CCOC meeting was discussed, and it was decided to keep the schedule as present with additional meetings to be scheduled on as needed basis.

The meeting was adjourned at 2:00 PM.