



Approved 9/6/2012

COLLEGE CITIZENS' OVERSIGHT COMMITTEE (CCOC)
MEETING MINUTES
Thursday, May 17, 2012
12 PM – 2 PM
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)
Carol Alexander (for G. Brown), Student Organization

Kate Barlow, Taxpayer Representative
Joel Forman, Business Representative
Charles Herbertson, Culver City Representative

Resources/Guests:

Steve Sharr, Interim CPM, Cumming/GKK Works
Kenneth Takeda, VP Administrative Services

Absent:

Eloise Crippens, WLAC Faculty Representative
Gerry Sallus, Foundation Representative

1. **Welcome:** Elliot Axelband called the meeting to order at 12:18 PM.
2. **Review, modification, and approval of prior meeting minutes:** M/S/P (Foreman/Barlow): to approve the [minutes from February 16, 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)

Moratorium – The first release of projects from the moratorium was made; however, West's project-Teaching and Learning Center (TLC), Watson Center II, Facilities and Maintenance Operation (FMO), and Dance and PE are considered new space and none was released. At the next round of moratorium release review, the college needs to demonstrate that these spaces are specialized spaces that the campus does not currently have. The decision on TLC is especially crucial because it affects the commencement of other projects such as the remodeling of the Career Education (CE) Building which requires the move of current occupants into TLC before the remodeling can proceed.

President Nabil's response to a question on whether the college will have enough funds to cover the additional spaces resulting from the new buildings is that the college is building for the future; so the new spaces may be extra spaces today but that will not be the case in the future. Furthermore,

as enrollment increases in the future, the budget allocation will likely rise too.

The college's bond money will be reduced by an approximately \$16M for an allocation of program contingency funds and past insurance cost that was not yet passed on to the colleges. This results in less available funds that will prevent the college from moving forward with its building program as planned. Because of this, West has been asked to re-prioritize its building program. The college delayed its response to prioritize and plan in order to fully account the amount of money that is still available to the college which possibly can include the portion tied up in the Jefferson property.

There was a question on whether other college will be able to use the contingency funds. Elliot Axelband will inquire about it at the next DCOC meeting.

Current construction – General Classroom and Student Services Buildings have been completed and operational since the beginning of spring semester. The work on the upper fire road behind the Math and Science Building (MSA/B) has begun. This road will provide access to MSA/B and TLC.

CPM Selection – Six companies from the pool of applicants have been identified for a review and interview by the college; five firms accepted the invitation to interview. The selection committee consists of representatives from the college, the District and BuildLACCD.

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

- A. **New LACCD Executive Director for Facilities Planning and Development Jim O'Reilly:** Jim O'Reilly has a background in school construction, and he made a good impression at the DCOC meeting by being prepared, provided comprehensive documents, invited and answered questions.
- B. **Composition of LACCD: more community college presidents, more construction experts, fewer members:** There are 17 members which includes representatives from the 9 colleges. One recommendation to the chancellor by the Special Construction Committee, tasked to study the bond building program, is to make DCOC smaller and to include more people with knowledge in construction. The recommendation is still in discussion and not yet settled. Several members of the DCOC feel that there should be more College President members of the DCOC, which is contrary to the recommendations of the Chancellor's Special Construction Committee as it could increase the size of the DCOC. At present N. Abu-Ghazaleh, WLAC's president, represents the presidents of the LACCD on the DCOC.
- C. A new handbook has been developed to provide information such as interest of conflict issue, legal support, and election of the DCOC president. Axelband will obtain copies for the WLAC COC, as many of its principles apply to them.
- D. **Outside legal counsel:** The issue on whether DCOC needs its own legal counsel in order for it to be independent from the District is still being deliberated by a special DCOC sub-committee. Their conclusion will be presented to DCOC.
- E. **Disposition of construction firms:** The issue is being discussed by DCOC.
- F. **KPMG Audit of construction program processes:** Range of overall rating is 0 to 10 (perfect).

LACCD is rated 3-5, controlled deficiencies, which is acceptable if corrected. The audit is for FY 2010-11. Audit recommendations for correction have been made to the District.

- G. **Inspector General report** – e.g. Process for Selection of Audits
The duty of the Inspector General is to investigate matters that are deemed necessary for an investigation. IG investigated and reported on the process of selection of auditors, and LACCD employees. The report found some deficiencies although not severe. If accepted by the Board of Trustees, the processes that have been found weak will be addressed and changed.
 - H. **Deputy Chancellor report:** re-competing management of BuildLACCD. The current manager is URS and prior to that was DMJM. The selection of the management firm needs to be done every five years.
 - I. **Miscellaneous:** construction change approval authority: 3% or less can be authorized by the campus manager, 3 - 5% by the program management team, greater than 5 % requires District approval. All campus change orders are signed by the CPM and the college president.
6. **WLAC construction update and project status** (S. Sharr, CPM)
- A. **Schedule Program vs. Plan:** The [Current Schedule vs. Baseline Schedule](#) document, used by BuildLACCD, was reviewed.
 - B. **Financial Status vs. Plan:** The *WLAC Construction Program Baseline (5/17/12)* gives a more user-friendly look of the projects status, budget, and timeline. [A report showing information on buildings to be demolished and new spaces that will replace them](#) was requested for the next meeting.
 - C. **Earned Value Management System (EVMS) report:** [College Building Program Overview](#) (April 2012) was distributed. Steve announced that Cumming is in the process of implementing a new system on fiscal and physical resources (click [here](#) for a sample report that will be generated by the new system). The goal is to present the new report look at the next CCOC meeting.
 - D. **EVMS problem mitigation plans and status** See above.
 - E. **Top 5 problems, mitigation and status:** (Reference document: [WLAC Active Construction Projects and project snapshots](#) Report) Challenges have been: 1) financial and reporting system – upon taking over, Cumming had to spend a lot of time problem solving on unexecuted transactions and making things manageable, 2) Budget shortfall vs. program requirements – this will require more time to re-plan since the budget is still indefinite, 3) moratorium – it restricts several projects from moving forward and affecting others, such as the campus infrastructure improvement and fire alarm managing system. Projects need to be done in phases.
7. **General Discussion (All):**
- A. Other issues: None.

The meeting was adjourned at 2:07 PM.