



Regular Meeting Citizens' Oversight Committee

District Board Room
1370 Adams Avenue
Costa Mesa, CA 92626

March 19, 2008
2:00 P.M.

MINUTES

A Regular Meeting of the Citizens' Oversight Committee of the Coast Community College District was held on March 19, 2008 in the Board Room at the District Office.

I. Call to Order

Committee Chair, Keith Parker, called the meeting to order at 2:00 p.m.

II. Roll Call

Members Present: Tony Aguilar, Norma Brandel Gibbs, Hank Panian, Keith Parker, Edward Romeo, Sharon Sunda and Tom Sutro

Members Absent: Jeri Elder, Kim Oanh Nguyen-Lam

District Staff Present: Ken Yglesias, C.M. Brahmhatt, Armando Ruiz, Janet Houlihan, Kevin McElroy, Rich Pagel, Kim Allen, Richard Kudlik, Martha Parham, Ardith Richey, Don Bailor, Dale Berry, David Cant, James Farrow, Christian Teeter, Georgie Monahan, and Paula Brady, recorder

III. Approval of Minutes

Chair Parker asked if members present at the December 12, 2007 meeting had any comments or additions to the minutes. There were no changes or additions to the minutes. Member Panian moved that the minutes from the December 12, 2007 meeting be approved. Member Sutro seconded the motion. The minutes were approved by a unanimous vote.

IV. Opportunity for Public Comment

There were no requests to address the Committee under Public Comment.

Member Panian shared comments he heard while attending both the staff and public dedications for the Orange Coast College Library. He said the comments were truly unsolicited

and demonstrated how well the G.O. Bond monies are being expended. He provided these comments in writing to Committee Members and CCCD Staff members. He added that the comments were aligned with the concerns of the Citizens' Oversight Committee from the consumers' point of view. Chair Parker said he would like to see these comments incorporated into the minutes. Member Sutro moved that the written comments be incorporated into the minutes. The motion was seconded by Member Gibbs and approved by general consensus. Following are comments regarding the new OCC Learning Resource Center as documented by Member Panian:

COMMENTS ABOUT THE NEW OCC LIBRARY

Over the past two months, I had the opportunity at three separate times to learn what the opening of the new OCC Library, built by a combination of Measure C Bonds and State of California funds, meant. During those incidents, I picked up on comments that underscored the purpose for which the Citizens Oversight Committee exists, i.e., to oversee the expenditure of taxpayer funds. The Oversight Committee ensures the public that each dollar of Measure C funding is "well spent in support of the District's mission to provide quality, affordable and accessible opportunities" for the community and students.

The following quotations came from individuals who were unaware that I was an Oversight Committee member. These remarks fall within this Committee's mission.

Sherri Sterner, Head OCC Librarian. We had never met before. After introducing myself as a former OCC faculty member on January 24, 2008 at a special staff dedication affair, I asked her what this new Library meant to her. Without hesitation or prior prompting, she said "Increased access for students and a tremendous support for classroom instruction".

On the morning of January 29, I gave my wife a tour of the facility. While perusing the second story stack area, I noticed a student working on a large computer. I asked her if she were working on a paper. She replied "No, I'm using this computer to access the stacks. The books are catalogued here." I then asked her what she thought of the new building. She answered "It is useful. Oh, it's nice, too." She wanted to remain anonymous but both my wife and I liked her poignant response.

On February 5, I attended the formal dedication of the Library. Two representatives of the Student Body spoke. Theresa Phan's comments provided insight into the totality of the building: "It is my new home away from home". And Paul Leal, the other student, explained that "The OCC Student Body government thinks the Library is important enough to have offered substantial funds to build the book collection."

And finally, that same morning I had the chance to talk with Douglas Humphrey, Supervising Architect, from the Division of the State Architects office in San Diego. When my wife and I went through the structure, she had asked me what was the reason for unusual struts that were welded to the main columns and fanned out toward the roof. I admitted ignorance. But, in meeting Mr. Humphrey, I saw a chance to find out. He explained that it and other struts were examples of the "construction against seismic upheavals so when a big earthquake hit, the building might be damaged but only enough to cause repair rather than demolition." His last and unsolicited remark hit home. "The CCCD got full value for the buck!"

Respectfully, Hank Panian

Chair Parker remarked on the vital role of the Learning Resource Centers as the heart of the campus. He thanked Vice Presidents' Houlihan and Pagel for the facility tours at Golden West and Orange Coast College adding that visiting the campuses in person gives a more realistic perspective on the projects.

**V. Measure C Project Update
Quarterly Report: October 1 – December 31, 2007**

A. Executive Summary

Vice Chancellor Brahmbhatt thanked the Committee for taking time from their busy schedules to tour the facilities. He proceeded with a summary on the progress of all projects District-wide. At the end of the second quarter, over \$200 million of G.O. Bond monies have been spent. Currently there are six projects in construction with a combined budget over \$130 million. The OCC Sailing Center and GWC Library/Learning Resource Center have received approval from DSA. Following is a summary of the status for all projects as of December 31, 2007.

Completed Projects

- OCC Soccer Fields
- GWC Library Classroom Improvements
- OCC South Campus Utilities Upgrade
- GWC Student Center Remodel
- District Transportation Facility
- OCC "F" House Electrical Upgrade
- CCC Westminster Learning Center (Le-Jao Center)
- OCC Baseball Field Renovation
- OCC Early Childhood Education Lab School – Classroom Addition
- GWC Classroom Improvement – International Students
- OCC Classroom Improvements
- OCC Faculty House Upgrade
- OCC Watson Hall
- OCC Arts Pavilion Café
- CCC HVAC Infrastructure Upgrade
- OCC Fitness Center
- OCC Campus-Wide Exterior Lighting
- OCC & GWC Environmental Impact Report
- GWC Structural Repair to Concrete
- GWC Swimming Pool/Locker Room Renovation
- OCC Theater Arts / Music Complex
- OCC Library / Learning Resource Center

In Construction

- OCC East & West Utility Upgrade
- GWC Utility Infrastructure Master Plan
- OCC Lewis Center for Applied Science Renovation
- District Administration Building
- GWC Health Sciences / Health Center Building

- OCC Campus-Wide Signage

Architects hired, working drawings created and submitted to DSA for approval

- OCC Sailing Center – Women’s Locker Room and ADA Upgrade
- GWC Design of Library / Learning Resource Center

Architect Hired, working drawings underway

- GWC Main Distribution Center
- OCC Consumer Health & Science Building
- OCC Interdisciplinary Classroom Building

B. Coastline Community College

There are no current or new projects for Coastline College.

C. Golden West College

Vice President Houlihan thanked Committee members and staff for coming to Golden West College for the campus tour. Anyone is welcome to contact her if they wish to have a tour prior to the next planned tour. She reported on projects currently underway at Golden West College.

Campus-Wide Infrastructure – The central plant is now complete and is nearly ready to turn over to the campus. The first and second group of buildings are retrofitted and in use. The third group of buildings (Music, Forum 2 and Fine Arts) are down and occupants are using the vacated KOCE administration building and “The Village” as swing space until hooked up to central plant. An acoustic consultant was brought in to help with the acoustics for the music program. Maintaining power for “The Village” has added to the cost of the project. The project is on schedule. The campus is happy with the work done by Southland Industries. The new EMS system will minimize hot/cold requests and make maintenance easier.

Learning Resource Center – A stamped set of drawings was received from DSA in March. The campus hopes to have a notice to proceed and a ground breaking ceremony to attend in June. The new LRC building is not just a library but will also provide a student success center, high tech lab for the disabled, writing center, new media, tutoring center, and student computer lab.

Health Sciences/Health Center Building – Construction of the Health Science Building is progressing well and expected to be open for fall classes. The roof is up and dry wall will soon go up. User group meetings including nursing instructors and health center staff are involved with the design, equipment and furniture decisions. The first floor will house the nursing faculty and director, and the Student Health Center. The second floor will provide the human simulator and computer labs. The third floor will have flexible classroom space. Few major change orders have been made on this project. Don Bailor, the District construction facilitator on campus, works closely with construction management and the contractor in monitoring the project and reviewing change orders.

Upcoming Projects – Future projects include programming for the Student Services One-Stop Center, continuing renovation of classrooms in coordination with the HVAC project, and the replacement of gym bleachers which has been awarded and moving forward. Member Sutro inquired if any asbestos issues were found in the old buildings while working on the HVAC project. Vice President Houlihan said a campus-wide review was done previously and a report given to Southland Industries before beginning work. Any area flagged with asbestos was abated before beginning work on the building. If workers were to run into an area that appeared to be “hot” with asbestos, then the District would step in and have it abated. At this time, no additional asbestos issues were uncovered.

Member Panian asked about the difference in the estimate and the current budget for the HVAC. Vice President Houlihan explained that originally the project was to provide a new central plant only but was reprioritized to include HVAC improvements to 18 buildings on campus. The One-Stop Student Center was postponed to provide the necessary Measure C allocation.

D. Orange Coast College

Vice President Pagel began by introducing members of his facility team at OCC: Georgie Monahan, President of OCC Academic Senate and Co-Chair of Facilities Planning Committee; Dale Berry, new Director of Facilities at OCC; and James Farrow, Staff Specialist. He thanked the individuals who attended the site tour of the Orange Coast College Campus. Yesterday was High School Senior Day at OCC with approximately 4,500 high school seniors touring the campus.

Library/Learning Resource Center – The grand opening of the Learning Resource Center was held in February and well attended by many including Trustees and Committee Members. The students are already enjoying and putting the much-needed Center to good use. This project is funded by both State and Measure C dollars.

Theater Arts/Music Complex – The Theater Arts renovation and expansion project was completed in November 2007. There are a few costs still coming in but the final project will still remain within the budget.

Lewis Center Modernization – The furniture is being selected for the Lewis Center upgrade. This project is about half way through with a completion deadline in August 2008 in order to be ready for the fall semester. The budget is on track with the current budget estimate of \$17 million.

Campus-Wide Signage Project – The Campus-Wide Signage Project is winding down with anticipated completion in April 2008. The construction firm, Hunt Design, is a local Huntington Beach company. The main signage will include two digital readers, one at Adams and Fairview, the second at Adams and Pinecreek. The project is coming in under budget, thereby allowing funds to be allocated on another project.

Vice President Pagel provided each Committee Member copies of minutes taken on August 2, 2007 and November 1, 2007 for the OCC Facilities Planning Committee meetings. These minutes document the transfer of monies saved on certain projects to other projects.

The information was requested by Member Panian at the regular Citizens' Oversight Committee meeting of December 12, 2007.

East/West Utilities Upgrade – The renovation and upgrade of all underground utility connections throughout the campus is making great progress with final link up in May. The campus is getting ready for the switch over which will be done during Spring break and after hours to minimize the impact to the campus.

Upcoming Campus Projects – The Women's Locker Room and ADA upgrades at the OCC Sailing Center have been approved by the Coastal Commission and work has begun to stabilize the liquid factor. Construction of the new Consumer Health, Lab, Biology Building will go to DSA next week. Member Romeo asked what impact the reduction in the State Budget will have on this project. Vice President Pagel said very little impact due to State funding earmarked for this project through Proposition 1D which was approved by voters in November 2006. Construction on the project will begin in July after the Governor signs the new budget. Delay in signing of the budget would cause the project to be delayed. The OCC Interdisciplinary Building (ABC Building), estimated at \$32 million, will be funded by both local and State funds. Working drawings for the Softball/Track Relocation should go to DSA in 1-1½ months. The Student Center Modernization and Special Services Modernization is being done in lieu of constructing a new student union in order to upgrade access, electrical and HVAC, and increase classroom space for culinary arts.

Member Gibbs inquired how the selling of Rabbit Island affects the Sailing Center Project. The \$2 million from the sale will go back into the Sailing Program. The money is earmarked for the purchase of land from the Newport Beach Sanitation District adjacent to the Sailing Center. It is proposed that new classrooms be built for the Sailing School and a bridge across Pacific Coast Highway to connect to the Sailing Center. Vice President Pagel explained the OCC Foundation Memorandum of Understanding with the Newport Beach Sanitation District.

E. District

Vice Chancellor Brahmbhatt reported that the new District facility is 80% complete. This will be the first permanent structure for Coast Community College District. It will be accomplished in two phases. Phase I is the construction of the new building. Phase II will include connecting the Adams Street entrance and demolition of the old temporary structures that housed the district for 35 years. The actual move into the new facility will also take place in two phases, the first being the IT center move from May 9 – May 17, 2008. District personnel will move on June 2. This project is on time and under budget. Vice Chancellor added that the new building will be the first LEED certificated building in the City of Costa Mesa.

Chair Parker asked if any reaction has been received from the local community or other community college districts regarding the allocation of funds for building a new administration facility. Vice Chancellor Brahmbhatt said there have been no negative comments thus far. He commented that the allocation for the new District facility was made at the beginning of Measure C and no allocations were taken away from needed campus improvements. Secondly, the District was active in leveraging for additional funding.

Member Romeo added that Coast District has an excellent reputation in this community, and the Coastline Outreach Program has been a fantastic means to extend education outside college walls.

F. Financial Report

Vice Chancellor Brahmbhatt presented the financial report to Committee Members. He said that the Governor's Budget has had no negative impact or delay on construction projects. As long as the dollars are allocated in the Governor's budget then the District knows the funding is there. Contractors are paid on time in order for the District to submit their reimbursement.

There was significant spending in the second quarter, between October 1, 2007 and December 31, 2007, with a total of \$23,398,205 G.O. Bond Expenditures. The second half of the financial report shows G.O. Bond cumulative expenditures for all projects for a total of \$223,102,709 spent from inception to end of the second quarter.

Member Sunda inquired about the variance in advertising cost for bids. A higher cost may be due to reaching out to local and minority-owned businesses. An amendment on a project would also require additional advertising.

VI. G.O. Bond Audit Report

Director of Internal Audit, Richard Kudlik, highlighted the G.O. Bond Independent Auditor's Report for period July 1, 2006 through June 30, 2007. Committee members were mailed a copy of this report prior to the meeting. During the audit period, about \$69 million was spent on projects. In the prior year, just over \$50 million was spent. He noted that the supplementary part of the report was not required but was included to show the impact of having the programming done in house and to also explain the difference between soft costs and hard costs for each of the completed construction projects. The analysis showed that the District's soft costs, when compared to the industry's average, were significantly less. Member Romeo asked for a definition of soft costs. Mr. Kudlik explained that soft costs represent construction management, architect and engineering fees, and inspection and testing that are not associated with the actual construction but expenditures involved with planning and managing a project.

Member Panian asked what the industry average is for soft costs. Mr. Kudlik said the current industry average is around 20% - 22%, whereas the District's soft costs were 13.4 in prior year and currently a little over 15%. The extra savings allows the District to complete more projects. Member Sutro inquired if any administrative salaries are being compensated with Measure C funds. Vice Chancellor Brahmbhatt said that the Attorney General's ruling will allow administrative costs towards G.O. Bond Program Management; however, the District has chosen not to do this in order to assure more dollars go to the projects. Trustee Ruiz said it common for other school districts to have 30-35% in soft costs.

VII. 2006-07 Measure C Annual Report

Director of Marketing and Public Affairs, Martha Parham, provided a draft of the Measure C Annual Report for 2006-07. She welcomed the Committee to bring any changes to content or

design by end of the next week. Member Romeo recommended that a definition of soft costs and what they include be included in the report.

Ms. Parham reported on the 2007 Community and City Council presentations she and Mr. Kudlik made in 2007. Member Sunda asked that the Committee be notified when future presentations will take place.

VIII. Discussion of Future Meetings

Chair Parker asked that members note future meetings on their calendars. Meetings will be held quarterly on the third Wednesday of the month, with the exception of December 2008 which will be on the second Wednesday, in order to coincide with Board of Trustees meeting. The next meeting on June 18 will be held in the new District Board Room.

Wednesday, June 18, 2008 at 2:00 p.m.
Wednesday, September 17, 2008 at 2:00 p.m.
Wednesday, December 10, 2008 at 2:00 p.m.

IX. Adjournment

There being no further business, Member Sutro moved that the meeting be adjourned. Seconded by Member Aguilar. The motion carried with a unanimous vote.

The meeting adjourned at 3:40 p.m.