



Regular Meeting Citizens' Oversight Committee

District Board Room
1370 Adams Avenue
Costa Mesa, CA 92626

June 13, 2007
2:00 P.M.

MINUTES

A Regular Meeting of the Citizens' Oversight Committee of the Coast Community College District was held on June 13, 2007 in the Board Room at the District Office.

I. Call to Order

Committee Chair, Katrina Foley, called the meeting to order at 2:03 p.m.

II. Roll Call

Members Present: Tony Aguilar, Jeri Elder, Katrina Foley, Kim Oanh Nguyen-Lam, Hank Panian, Keith Parker, Edward Romeo, Sharon Sunda and Tom Sutro

Members Absent: Norma Brandel Gibbs

District Staff Present: Ken Yglesias, C.M. Brahmbhatt, Ding Jo Currie, Bob Dees, Kevin McElroy, Janet Houlihan, Jim McIlwain, Richard Kudlik, Martha Parham, Ardith Richey, Christian Teeter, Don Bailor, Dale Berry, James Farrow, Frank Fonseca, Georgie Monahan, and Paula Brady, recorder

III. Election of Officers

Chair Foley opened the floor for nominations for a new Chair and Vice Chair for the Committee. Member Panian nominated Keith Parker to serve as Chair. Member Elder nominated Tony Aguilar to serve as Vice Chair for the Committee. Nominations were seconded by Member Romeo. With no further nominations made, the Committee accepted the nominations for Keith Parker to serve as the new Chair and Tony Aguilar to serve as Vice Chair. The meeting was turned over to Chair Parker.

IV. Approval of Minutes

Chair Parker asked if anyone had questions or additions to the minutes from the March 14, 2007 meeting. Member Sutro recommended that the word "occupation" be changed to "occupancy" on page 6, Section E. The recommendation was noted and correction will be made. Member Parker moved that the minutes from the March 14, 2007 meeting be approved. Member Foley seconded the motion. The minutes were approved by a unanimous vote.

Member Foley welcomed new member Tom Sutro. Member Sutro has lived in the City of Costa Mesa since 1980 and worked with Measure A for the Newport-Mesa Unified School District. He is looking forward to working with the District.

V. Opportunity for Public Comment

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

**VI. Measure C Project Update
Quarterly Report: January 1 – March 31, 2007**

A. Executive Summary

Vice Chancellor Brahmbhatt thanked Chair Foley for her four years of service on the Committee.

Vice Chancellor Brahmbhatt gave a summary of the numerous projects district wide. He commented on the extensive impact the infrastructure projects have had at Golden West and Orange Coast College Campuses. Much effort was made to get as much done in the summer months to help lessen the impact on students. Three large projects recently completed include the OCC Watson Hall, OCC Art Pavilion, and OCC Fitness Center. After two years, the structural repair to concrete throughout the Golden West College Campus is complete. The GWC pool is also complete and now in use. One of the largest projects currently in construction is the OCC Library/Learning Resource Center, which is on time and coming in under budget. The \$33-35 million Golden West College Utility Infrastructure Project will be ongoing for next two years, and the new District Administration Building is now underway. The OCC Sailing Center Project is DSA approved and will go the June 20, 2007 Board. Vice Chancellor Brahmbhatt added that the DSA approval process has improved significantly. The goal is to have all projects completed by 2010-2011.

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

In Construction

- GWC Structural Repair to Concrete
- GWC Swimming Pool/Locker Room Renovation
- OCC East & West Utility Upgrade
- OCC Theater Arts / Music Complex
- OCC Library / Learning Resource Center
- GWC Utility Infrastructure Master Plan

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

- OCC Lewis Center for Applied Science Renovation
- District Administration Building (City of Costa Mesa approval)
- OCC Sailing Center – Women’s Locker Room and ADA Upgrade
- GWC Health Sciences / Health Center Building
- GWC Design of Library / Learning Resource Center

Architect Hired, working drawings underway

- OCC Consumer Health & Science Building
- OCC Campus-Wide Signage
- OCC & GWC Environmental Impact Report
- OCC Interdisciplinary Classroom Building

B. Coastline Community College

Vice President McElroy reported on their current project for Coastline College.

HVAC/Lighting upgrade – The HVAC project is 100% installed at the College Center and Garden Grove Center. Final invoices are being processed and air balancing is complete. Coastline is very pleased to have a working system up and running for the summer. Vice President McElroy pointed out a \$100 adjustment in the financial report, adding that the correction has already been made and will show in the next quarterly report.

The next project for Coastline is the new South County Learning Center. The District is working with a land development consulting firm to help locate a site. One possible site was ruled out due to a retrofit problem.

C. Golden West College

Vice President Houlihan updated the Committee on the progress of projects at Golden West College.

Pool/Locker Room Renovation – The remodeling and expansion of the existing swimming pool is in the final stages with 3-5 final punch list items to complete. The new therapy pool is in its final stages of construction. The pool will be used for adaptive PE classes and community and hospital therapy. Negotiations with the contractor are currently taking place to finalize some items which will be updated on the next quarterly report.

Campus-Wide Infrastructure – The scope of the project changed significantly from the original plan. The project was expanded to include infrastructure upgrade to 18 campus buildings when it was determined the old infrastructure would not hold up to the new system. The contractor is currently working on the trenching phase of the project which is very intrusive to the campus. Disruption of classes is being minimized as much as possible. Vice President Houlihan outlined the trenching plan with the committee.

New Learning Resource Center – Plans are currently at DSA for approval. Additional boring is necessary due to soil issues. When the boring report is complete, it will be forwarded to DSA. During construction a modular complex in the parking lot will provide extra classrooms. The project is on schedule and should go to bid in January or February 2008.

Structural Repair to Concrete – The structural repair to concrete on the Golden West Campus is complete and it is difficult to make out where the repairs were done. Member Romeo inquired about the Department of Education's approval of a change order over 10%. Vice President Houlihan explained that any change order 10% or above needs approval from the Orange County Department of Education. The project is on budget even with the extensive work.

Member Nguyen-Lam asked where funding is coming from for expansion of the concrete repair and how this decision was reached. Vice President Houlihan said Measure C funds were reevaluated because of the high priority and certain impact the project will have on the campus. Also, the District requested an augmentation from the State and will receive additional funding. The decision for expanding this project was reached through the shared governance process at the campus.

Health Sciences/Health Center Building – The new Health Science/Health Center Building bid closed with numbers coming in under budget. The contract will go to the June 20 Board for approval. Vice Chancellor Brahmhatt added that the market is improving bringing in more bidders, thus making the bidding process more competitive. A twelve month construction period is expected from July 2007 to May 2008. Noting the importance of this building for the District, Member Panian inquired how the use of the building can be maximized. To help utilize the new building, the Director of Nursing is working with the State to obtain grants for the nursing program as well as many other alternative funding programs. A weekend nursing program is also being offered through grants from local hospitals.

Member Panian inquired about the increase in the budget from the original estimate due to changes that were owner driven. The increase is due to additional square footage added after users of the facility and the campus met with the architects and determined that the needs of the program were more than originally anticipated.

Vice President Houlihan welcomed committee members to contact her if they wished to meet with her or tour any of the facilities at Golden West campus.

D. Orange Coast College

Construction Facilities Manager for Orange Coast College, Frank Fonseca, updated the committee on the progress of projects at Orange Coast College.

Library/Learning Resource Center – The Learning Resource Center is about 45 percent complete and on schedule for December 2007 completion. Roofing and exterior sheeting is going up along with ongoing installation of electrical, plumbing and conduit for IT use. Member Panian inquired if the current technology will be wireless. Mr. Fonseca said the new 88,000 square feet facility will be wireless and state of the art. Vice Chancellor Brahmhatt added that the ultimate goal is for the entire campus to become wireless.

Theatre Arts/Music Complex – This project involves renovation and expansion of the existing theater, theater lab and restroom facilities. The project is 50 percent complete and on schedule. The rough plumbing and electrical are installed. Vice Chair Aguilar inquired about a soil issue found during excavation. Mr. Fonseca explained that due to the high clay consistency, the soil expands with moisture and shrinks back down when dried. He assured the soil issue is resolved.

Lewis Center Modernization – Renovation of the Lewis Center, Life Science Building, is DSA approved and expected to go to June 20th Board. Construction of the project will begin in July 2007 with completion expected in August 2008. Construction of swing space classrooms, phase I, is planned to be ready in June 2007. Member Nguyen-Lam inquired how many classrooms in the swing space. Mr. Fonseca said there are a total of five buildings and estimates 30-40 classrooms.

Campus-Wide Signage Project – A monument sign is planned for the corner of Adams and Fairview and a master plan for standardization of campus signage is being designed by Hunt Design Architect. An administrative architect from LPA, Inc. is being hired to coordinate the campus signage and the landscape design.

East/West Utilities Upgrade – The utilities upgrade project is currently ongoing and estimated for completion in May 2008. The project is currently in the final stages of phase I. Bids are in for phase II and came in under the projected budget. This is a very significant project, however, intrusive to the campus. The project scope is to renovate and upgrade all underground wet utilities, electrical and telecommunication distributions throughout the campus. Chair Parker asked if this project will continue through the year. Mr. Fonseca said a large portion of the work is scheduled during the summer months but will continue through the school year. Member Panian asked if enrollment might be affected. In response, Vice

Chancellor Brahmbhatt emphasized the importance of campus, construction managers, and contractors' role to keep students informed and safe on the campus. Chancellor Yglesias added that Coast District is not unique in that construction is also going on at many community college campuses throughout the area. Mr. Fonseca added that there was a 1.7 percent increase in student enrollment last semester indicating that construction is not the reason for enrollment decline.

Upcoming Campus Projects – Mr. Fonseca reported the upcoming projects for Orange Coast College include:

- Improve Adams Parking Lot
- New construction of Consumer Health, Lab, Biology Building
- OCC Sailing Center – Women's Locker Room and ADA Upgrades
- OCC Interdisciplinary Building

E. District

Vice Chancellor Brahmbhatt noted the heavy construction already going on at the District site for the new District Administration Facility. The project has been put on "fast track", working closely with the City of Costa Mesa. The Adams Avenue turn lane and new entrance is a main priority. The District building project is a multi-prime project with no general contractor; therefore the District does not have to pay a 15 percent markup for a general contractor. Seven to nine percent will be budgeted to manage the project depending on the complexity. Vice Chancellor Brahmbhatt said the architecture of the new District building will be very noticeable and stand out in the community. Chancellor Yglesias added that the new facility will be a "green" building boosting energy savings. The new facility is expected to be occupied in July 2008, with phase II of the project continuing to October 2008.

Phase III will involve RFP's for use of four acres which will become available when the new facility is completed. Vice Chancellor Brahmbhatt expects \$500,000-\$600,000 additional annual revenue for the District.

The District Facility Project is on budget with the 21 contractors; however, extra cost has been budgeted due to unforeseen conditions out of the control of the District.

Member Aguilar inquired if any monitoring is done regarding the utilization of contractors that are local or owned by women and/or minorities. Vice Chancellor Brahmbhatt explained that the owner has no authority to select contractors but can promote through advertising. The lowest qualified bidder is ultimately awarded the contract. Ardith Richey said bids are widely advertised in seven construction trade papers and also promoted by the District's Construction Manager, C.W. Driver. She added that the District has specifically requested that minority companies be made aware of projects going to bid.

Member Panian asked about the environmental impact reports as noted on the summary status report. Vice Chancellor Brahmbhatt will bring the Committee up to date on these reports at the next Citizens' Oversight Committee on September 12.

F. Financial Report

Vice Chancellor Brahmhatt presented the financial report to Committee Members. The first part of the report shows all G.O. Bond expenditures for January 1 through March 31, 2007. Nearly \$12 million was spent in the third quarter. The second half of the financial report shows G.O. Bond cumulative expenditures for all projects from inception. A total of \$162,883,144 million was spent at end of second quarter.

VII. Public Relations Update

Director of Marketing and Public Affairs, Martha Parham, reported on Measure C presentations she and Internal Auditor, Richard Kudlik did at city council meetings. Together, they have done Measure C presentations for the Cities of Newport Beach, Fountain Valley, and Garden Grove. Tonight they will be attending the City of Westminster and plan to attend city council meetings for the cities of Huntington Beach, Costa Mesa, and Seal Beach. In August a presentation will be made at the Oasis Senior Center in Newport Beach.

Vice Chancellor Brahmhatt announced that a site tour of Orange Coast College and the District site is planned before the next Citizens' Oversight meeting on September 12, 2007. He asked that members meet at the District at 9:45 am on that day. Transportation to the construction sites will be provided along with lunch at 12:30 pm. The regular meeting will follow at 2:00 pm in the Board Room at the District site.

VIII. Discussion of Future Meetings

Chair Parker announced the remaining meetings for 2007 which are held quarterly on the 2nd Wednesday of the month. Vice Chancellor Brahmhatt recommended that beginning in 2008, meetings be held quarterly on the third Wednesday of the month in order to coincide with Board of Trustees meeting dates. All Committee Members were in favor of this change. The next scheduled meetings are as follows:

Wednesday, September 12, 2007 at 2:00 p.m.
Wednesday, December 12, 2007 at 2:00 p.m.
Wednesday, March 19, 2008 at 2:00 p.m.
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 Foley moved that the meeting be adjourned. Seconded by Member Aguilar. The motion carried with a unanimous vote.

The meeting adjourned at 3:30 p.m.