



Regular Meeting Citizens' Oversight Committee

District Board Room
1370 Adams Avenue
Costa Mesa, CA 92626

June 18, 2008
2:00 P.M.

MINUTES

A Regular Meeting of the Citizens' Oversight Committee of the Coast Community College District was held on June 18, 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: Norma Brandel Gibbs, Kim Oanh Nguyen-Lam, Keith Parker, Edward Romeo, Sharon Sunda and Tom Sutro

Members Absent: Tony Aguilar, Hank Panian

District Staff Present: Ken Yglesias, C.M. Brahmbhatt, Armando Ruiz, Joseph Quarles, Joyce Black, Wes Bryan, Kevin McElroy, Rich Pagel, Kim Allen, Richard Kudlik, Martha Parham, Ardith Richey, Jim McIlwain, Don Bailor, Dale Berry, David Cant, James Farrow, Christian Teeter, Georgie Monahan, Jackie Hils-Williams, Jereme Van Dal and Paula Brady, recorder

Others Present: Sophia Espinoza, The Solis Group

III. Approval of Minutes

Chair Parker asked if members present at the March 19, 2008 meeting had any comments or additions to the minutes. There were no changes or additions to the minutes. Member Sutro moved that the minutes from the March 19, 2008 meeting be approved. Member Brandel-Gibbs seconded the motion. The minutes were approved by a unanimous vote.

Chair Parker welcomed Jereme Van Dal who will be the new Student Representative for the Committee after Board approval at the next regular Board meeting.

IV. Opportunity for Public Comment

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

Chair Parker said it was exciting to be holding the meeting in the new facility and enjoy some of the tangible benefits from the funds the committee was overseeing on this project over the last 13 months. He added it is a testament of a job well done.

V. Contractor Outreach Program

Sophia Espinoza, Senior Project Manager for The Solis Group, gave a PowerPoint presentation on a Contractor Outreach Program and Labor Compliance Program they develop for public agencies. The Solis Group was contracted by the District to develop an Outreach Program to assist Coast District in reaching local and disadvantaged contractors in upcoming bids, primarily for construction of a new LRC building at Golden West College. The three major goals of the program are 1) reinvest Measure C dollars into the local community, 2) educate local and disadvantaged businesses, and 3) stimulate economic growth by creating jobs for local and disadvantaged businesses. Scope of services to be provided to the District include 1) analyze the District's contracting successes with local and disadvantaged businesses, 2) develop contractor outreach program by means of policy and procedure manual, and 3) provide contractor outreach efforts for the Learning Resource Center bid at GWC. Ms. Espinoza distributed a sample database of regional contractors and vendors that can be maintained on the District website to track local contractors for bid notification. The Outreach Program, District Analysis and Database will be forwarded to Vice Chancellor Brahmbhatt's office by the end of the week.

Member Brandel-Gibbs inquired about the requirement for a "B" license for the LRC bid. Ms. Espinoza said the "B" license refers to a general contractor license.

Member Nguyen-Lam inquired how contractors and vendors qualify to get listed on the database. Ms. Espinoza explained that the database does not serve as a qualifier but as a contact source to provide information and can be used by a prime contractor when looking for sub-contractors. The database can be accessed on-line if the District chooses to make it available.

Vice Chancellor Brahmbhatt noted that the last five major G.O. Bond projects for the District were bid as multi-prime. This allows for many different trades which can bring in up to 130-140 different contractors. He added that the new District building had more than 116 subcontractors involving 26 different trades.

**VI. Measure C Project Update
Quarterly Report: January 1 – March 31, 2008**

Vice Chancellor Brahmbhatt commended Ardith Richey for all her hard work in seeing the District site project through and thanked the Citizens' Oversight Committee for their support and the support of the community. The new District facility will continue to serve the District, colleges and the community for years to come.

A. Executive Summary

Vice Chancellor Brahmhatt summarized status of all G.O. Bond projects commenting that projects are moving along very quickly. Many of the projects currently in construction will be completed this summer. Two major projects, the GWC Library/Learning Resource Center and the OCC Consumer Health and Science Building (ABC Building), are at DSA awaiting approval. The bids for the Golden West College LRC building were rejected due to the low bidders having some contracting issues. This caused a 6-8 week delay in the project and will proceed as a multiple-prime project. Following is a summary of the status for all projects as of March 31, 2008:

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
- OCC Sailing Center – Women's Locker Room and ADA Upgrade

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

- GWC Design of Library / Learning Resource Center
- OCC Consumer Health & Science Building (ABC Building)

Architect Hired, working drawings underway

- GWC Utility Master Plan
- OCC Interdisciplinary Classroom Building (Math, Business & Computer Lab)
- OCC Student Center Renovation
- OCC Special Services Renovation

B. Coastline Community College

There are no current or new projects for Coastline College.

C. Golden West College

Golden West College President Bryan reported for Vice President Houlihan who was unable to attend the meeting.

Campus-Wide Infrastructure – The new central plant is fully functioning. The retrofit to 18 different buildings has reached the half-way mark. This project required nearly the entire campus population to move in and out of buildings into swing space but the new infrastructure is resolving a significant problem for the campus.

Learning Resource Center – The campus has been working with the District to coordinate the bid process. A contract for demolition of the construction site is expected to be approved at the upcoming Board meeting paving the way for groundbreaking soon.

Health Sciences/Health Center Building – The contractor for the new Health Sciences Building has predicted, if not promised, that the new building will be turned over to the campus on July 28. Furniture is ready to be brought in and the building will be ready for fall classes.

Upcoming Projects – In the fall, a team will be formed to look at the current library and draw up plans for space redistribution to move the entire Student Services operation into the building. Before people are moved back into classrooms and offices due to the HVAC project, an assessment is made on needed renovation. The final impending project is replacement of the gym bleachers.

D. Orange Coast College

Lewis Center Modernization – The project is on track and will be ready for fall classes on August 25. The move into the building is scheduled for week of August 11, 2008. It is final crunch time and the construction team with LPA as the Architect, The Seville Group as Construction Manager, and UCMI as the DSA inspector has worked well together in bringing this project to a close. The Lewis Center will be used for Geology, Marine Sciences, Physics, Astronomy, Mathematics, faculty offices and a new Division Office. This will be first time the sciences will be in the same general area. The current expenditures are well under the \$17 million projected budget and is expected to remain under that amount.

Campus-Wide Signage Project – The Campus-Wide Signage Project is complete. The City of Costa Mesa has given good reviews towards the project saying the signs look great. The

project was budgeted for \$2 million and will close at around \$1.3 million which enables funds for other projects around the campus.

East/West Utilities Upgrade – The renovation and upgrade of all underground utility connections throughout the campus is coming to a close. The campus is no longer torn up and the campus is on a new power system. The old power houses have been demolished. C.W. Driver did a fantastic job managing the project. This project also included a new parking lot for the Student Services building. The budget will close out in the fourth quarter and is expected to be under a revised budget estimate of \$21 million.

Sailing Center, Women's Locker Room and ADA Upgrade – Jim McIlwain and Cordoba are managing this project. The Project is using the firm, Bundy-Finkel, the architect firm that designed the new District building. The underground routing work is complete. About 150 underground concrete supports were required to stabilize the liquid factor. Currently, demo work is being done to ready for new construction. Completion of this project is estimated for May 2009. The original estimate of \$3.6 million is more likely to be around \$4.2 due to the tight working quarters at the Marine Base and the grouting issues.

Upcoming Campus Projects – Plans for an OCC Interdisciplinary Building to house Math, Science and Business is in the drawing stage. Approval for construction of the new Consumer Health, Lab, Biology (ABC) Building is at DSA. The Governor needs to sign the budget in order to free up the funds for this project. State funding of \$17 million was earmarked for this building through Proposition 1D which was approved by voters in November 2006. Softball field plans are being reviewed at DSA and needs to move forward in order to clear the existing softball location for the OCC Interdisciplinary Building. Two smaller projects are the Student Center Modernization, being readied for DSA, and the Special Services Modernization, currently at DSA. Member Gibbs inquired about the Special Services and also about any remaining funds such as the case for the Lewis Project finishing under budget. Vice President Pagel explained that Special Services are for the disabled students. He further explained that the Facilities Planning Committee at OCC uses any remaining project dollars towards the next priority project. He added that there are extensive needs at the campus. Member Romeo inquired about resolution of some unexpected conditions at the Lewis Center and how this impacted the budget. Vice President Pagel explained that there were some asbestos problems requiring several change orders, in addition to relocation and upgrading expenses; however, they still expect to come in under the current budget of \$17 million.

E. District

Vice Chancellor Brahmbhatt reported on the new District facility. Phase I construction of the new building is complete. Work on phase II will begin with demolition of the old buildings as soon as the asbestos issue is in check. Phase II will also include additional parking, completion of water fountain and Adams Street turn-in lane to the District Building. The project is on time and has remained within the budget. Martha Parham and Richard Kudlik will be offering a tour of the new building after the meeting.

Vice Chancellor Brahmbhatt commented on the minimum downtime the IT Department required to get the new District facility up and running. The system was down on Friday morning, May 30, and up and running by Saturday evening. District personnel moved to the

new building on Monday, June 2. On June 3, 85% of network and phone communications were operational.

The furniture for the new facility was not charged to G.O. Bond funding, but rather to District capital outlay funds.

Member Romeo made notice of the landscape of the new administration building noting it required low water usage. He inquired about the disposal of the surplus furniture from the old buildings. Vice Chancellor Brahmbhatt said that most of the used furniture was recycled to campuses. Remaining salvageable furniture was turned over to a liquidation company. Vice President McElroy said the surplus furniture received from the District saved Coastline about \$95,000.

F. Financial Report

Vice Chancellor Brahmbhatt presented the financial report to Committee Members. G.O. Bond expenditures for the third quarter, January 1 – March 31, 2008, equaled \$17,637,282. The total expenditures from inception through March 31, 2008 equaled \$240,739,990, two-thirds to reaching the goal to have majority of funds expended by early 2010.

VII. 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. A reminder that the next facility tour will be in March 2009.

Wednesday, September 17, 2008 at 2:00 p.m.

Wednesday, December 10, 2008 at 2:00 p.m.

Wednesday, March 18, 2009 at 2:00 p.m.

Wednesday, June 17, 2009 at 2:00 p.m.

Further Comments:

Member Romeo commented on how impressed he is with the way the District has handled the G.O. Bond Public Funds and how effective the Programming Team has been in presenting and explaining the G.O. Bond material to the Citizens' Oversight Committee.

Member Nguyen-Lam asked where the cost for the Contractor Outreach Program was budgeted. Vice Chancellor said \$49,600 was budgeted under administrative costs and the services are only applicable for the new GWC Learning Resource Center. Further services from the Solis Group will be determined at a later date.

VIII. Adjournment

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

The meeting adjourned at 2:55 p.m.