



## Regular Meeting Citizens' Oversight Committee

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District Board Room  
1370 Adams Avenue  
Costa Mesa, CA 92626

September 12, 2007  
2:00 P.M.

### MINUTES

A Regular Meeting of the Citizens' Oversight Committee of the Coast Community College District was held on September 12, 2007 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. He thanked C.M. Brahmbhatt and Rich Pagel for the informative tours of the District and Orange Coast College sites. He added that it is helpful to see the results of the hard work taking place and that the new facilities are very impressive

#### II. Roll Call

Members Present: Tony Aguilar, Jeri Elder, Norma Brandel Gibbs, Kim Oanh Nguyen-Lam, Hank Panian, Keith Parker, Sharon Sunda and Tom Sutro

Members Absent: Edward Romeo

District Staff Present: Ken Yglesias, C.M. Brahmbhatt, Armando Ruiz, Janet Houlihan, Kevin McElroy, Rich Pagel, Jim McIlwain, Richard Kudlik, Martha Parham, Ardith Richey, Frank Fonseca, Don Bailor, Dale Berry, David Cant, James Farrow, Christian Teeter, and Paula Brady, recorder

#### III. Approval of Minutes

Chair Parker asked if members present at the June 13, 2007 meeting had questions or additions to the minutes. Chair Parker noted that Tom Sutro was present at the last meeting and asked that his name be reflected as so. Member Aguilar requested that the inquiry he made regarding the inclusion of local contractors also reflect his thoughts regarding women and/or minority owned enterprises. (Member Aguilar's recommendation was noted and the minutes will be amended to include his inquiry about utilization of local businesses owned by women and/or minorities.) Member Panian moved that the minutes from the June 13, 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.

**V. Measure C Project Update  
Quarterly Report: April 1 – June 30, 2007**

**A. Executive Summary**

Vice Chancellor Brahmhatt thanked those attending the tour of Orange Coast College and District construction sites for taking time to see the progress being made.

Vice Chancellor Brahmhatt proceeded with a summary on the progress of all projects district-wide. He said the District is reaching the half-way mark with over \$180 million G.O. bond monies spent as of June 30, 2007. Many large projects, such as the OCC renovated Theater Arts/Music Complex, are currently in construction and upon completion will make a significant change in student life on campus. The OCC Library/Learning Resource Center will be ready to open for students in January 2008. The walls are all standing for the new District Facility with a planned move-in date in June 2008.

Ground breaking took place for the Golden West College Health Sciences/Health Center Building. The plans for their new Library/Learning Resource Center are currently in DSA.

All projects are expected to be completed by end of fiscal year 2008-2009 or beginning of 2009-2010. Following is a summary of the status for all projects as of June 30, 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

In Construction

- OCC East & West Utility Upgrade
- OCC Theater Arts / Music Complex
- OCC Library / Learning Resource Center
- GWC Utility Infrastructure Master Plan
- OCC Lewis Center for Applied Science Renovation
- District Administration Building

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

- GWC Health Sciences / Health Center Building
- OCC Campus-Wide Signage
- OCC Sailing Center – Women's Locker Room and ADA Upgrade
- GWC Design of Library / Learning Resource Center

Architect Hired, working drawings underway

- OCC Consumer Health & Science Building
- OCC Interdisciplinary Classroom Building

**B. Coastline Community College**

Vice Chancellor Brahmhatt reported in behalf of Vice President McElroy for Coastline College. The HVAC project is 100% complete. The District is still looking for a site to house a new Learning Resource Center in South Orange County. He asked Committee Members to be aware of possible sites in the Newport Beach area.

**C. Golden West College**

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

Pool/Locker Room Renovation – The construction phase of the pool and locker room renovation project is complete. The therapy pool is constructed to make swimming more weightless. The contractor and campus are working on the final punch list. Final payments will be made as soon as the punch list is complete. It is expected that the project budget will be on target if not under budget. The main pool has been rented out for several large events including a US and Australian National champion water polo competition.

Campus-Wide Infrastructure – The Campus-Wide Infrastructure project includes construction of a central plant and underground piping to 18 campus buildings. The underground piping was completed ahead of schedule, before the start of school. The concrete foundation is poured for the central plant. An employee of Southland Industries received a safety award for his work on the project. This project is ongoing with completion anticipated in 2009. The initial budget was increased to include the underground piping, and is on target.

New Learning Resource Center – Plans are still at DSA for approval. Additional borings were required and geology reports were forwarded to DSA. DSA is reviewing the compliance and safety reports, and a meeting is set with District, GWC campus, and the architect to begin moving forward with the project.

Structural Repair to Concrete – The structural repair to exterior concrete on the Golden West Campus is complete. This extensive repair project came in slightly over budget by about \$79,000.

Health Sciences/Health Center Building – This project has been awarded and the land is being prepared for construction. The contractor has worked very closely with the campus to keep dust to a minimum. The foundation is being poured and it is hoped the new facility will be ready to open for fall 2008.

Member Gibbs congratulated the campus for staying so close to the budget. She inquired who has use of the therapy pool. Vice President Houlihan said the campus is working with the Accessibility Center for Education (ACE) office on campus to coordinate adaptive PE classes for the disabled. The campus is also communicating with local hospitals to use the pool for rehabilitation. Member Gibbs asked if public organizations such as the Arthritis Association in Huntington Beach could have access to the adaptive pool. Janet said she can be contacted through the phone number shown on the report and she will be happy to provide additional information.

#### **D. Orange Coast College**

Vice President Rich Pagel thanked all those for taking the time away from their busy schedules to partake in the hardhat tour of the Orange Coast College campus. The spring semester has been extremely busy with the many projects and also the leaving of the OCC Director of Maintenance and Operations to a new position. Ardith Richey and Dale Berry from the District Office have joined with OCC facilities planning committee.

Library/Learning Resource Center – The Learning Resource Center is about 75 percent complete with work to be completed on interior drywall and final finishes. The exterior is 95 percent complete with completion expected in December 2007. The move-in date is projected for second week in January 2008. This new two-story building of approximately 88,777 square feet will be the largest building in the District. He added that C.W. Driver is doing an outstanding job in managing the project.

Chair Parker asked Vice President Pagel to clarify the funding for the New Learning Resource Center project and why budget was showing negative numbers. Vice President Pagel said that the Learning Resource Center project is funded with \$14 million in Measure C funding and an additional \$21,192,000 awarded by the State in Capital Outlay funds for a total budget of \$35,192,000. The District will submit claims to the State to reimburse monies spent on the project. Member Panian inquired what determines how much the State will fund. Vice President Pagel explained the IPP (Initial Project Proposal) process, a proposal to the State based on points. Member Sutro asked how the project would be funded if monies were not awarded from the State. In that case, Vice President Pagel said the total project would be funded through Measure C.

Theatre Arts/Music Complex – This project involves renovation and expansion of the existing theater, theater lab and restroom facilities. The project is nearing completion with about 45-60 days remaining. Project is coming in on target to the \$4.5 million budget.

Lewis Center Modernization – The scope of the Lewis Center Project includes renovation and seismic upgrade and is proving to be a very challenging project for the campus. Construction is underway and should be completed in August 2008. Construction for swing space classrooms is complete. The main challenge is for campus to have classes ready for fall semester. Contingency plans are in place in case of any unforeseen problems such as asbestos clean up. The bids for this project came in under the original estimate so budget was modified from \$20.5 million to \$17 million. Any savings will be moved to other projects.

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. The digital signage will help bring the community on to the campus. Bids for the project came in around \$1.3 million with \$2 million allotted on the original estimate. An administrative architect from LPA, Inc. has been hired to coordinate the campus signage and the landscape design. This project will begin in September 2007 and hope to have completed by fall.

East/West Utilities Upgrade – The project scope is to renovate and upgrade all underground wet utilities, and electrical and telecommunication connections throughout the campus. The project includes the resurfacing of some parking and walkways which had to be dug up during construction. The project was bid in two phases with an increase in scope for Phase II. The current estimate of \$21,700,000 reflects anticipated cost to complete the work on the utilities. This upgrade will manage campus utilities for the next 50 to 60 years. The project is 80% complete with final completion estimated for May 2008.

Upcoming Campus Projects – Vice President Pagel reviewed upcoming projects with committee members. Improvements will be made on the Adams Street Parking Lot which will be the largest parking lot on campus. He further reported that \$27 million is being awarded from the State for new construction of a Consumer Health, Lab and Biology Building. The plans for the OCC Sailing Center, Women's Locker Room and ADA Upgrades will be out of DSA within two weeks and forwarded to the Coastal Commission for final review before going to bid in December. The OCC Interdisciplinary Building, estimated at \$32 million, will be funded from a State-wide bond in 2008 if passed. It will be built where the current softball field is. When questioned about the role of an Interdisciplinary Building by Member Gibbs, Vice President Pagel explained it will basically be the hub of the campus bringing together multiple disciplines.

Member Gibbs inquired about relocation of athletic fields and if any affect on Athletics Department. Chancellor Yglesias said that Orange Coast College now has first rate athletic facilities. Member Panian expressed concern that relocation of the softball field would use up parking. Vice President Pagel said one consideration is to move the hammer throw and Javelin to the center of the track, thereby, centralizing all track and field sports and freeing up an area for a new softball field.

Vice Chancellor Brahmbhatt commended Vice President Pagel for the fantastic job he has done for seeing so many projects through at Orange Coast College.

**E. District**

Vice Chancellor Brahmbhatt reported on the progress of the new District Administration Facility. Completion of the building is expected for July 2008, but may be completed in June 2008. Construction was delayed one to two weeks due to the crane strike; however, the time has been made up and all exterior walls are up. He added that the new facility will have all new utilities as the current utilities are 60-80 years old. Member Gibbs asked what will happen with the current buildings. Vice Chancellor Brahmbhatt replied that building A will be demolished and four acres of land will be leased. Buildings B, C and D will be made available to the OCC campus for swing space. Leasing the property may bring \$600,000 annual revenue to the District in addition to the \$480,000 already leased to Connell Chevrolet. Three developers are currently considering the property for senior housing. There will be no high-rise buildings on the site. Member Panian inquired about the current zoning regulations. The area is zoned for institutional and recreational. Vice Chancellor Brahmbhatt would like to see that no time is wasted for sending out the RFP for the new lease.

**F. Financial Report**

Vice Chancellor Brahmbhatt presented the financial report to Committee Members. The first half of the report shows all G.O. Bond expenditures from April 1 through June 30, 2007. Over \$20 million was spent in the fourth quarter which is a larger amount than previous quarters due to the large projects. The second half of the financial report shows G.O. Bond cumulative expenditures for all projects from inception. A total of \$183,356,911 million was spent at end of fourth quarter and pretty well marks the half-way point for the G.O. Bond.

Member Panian raised a couple of questions on the recording of fourth quarter expenditures on the report: Why some equipment expenditures are showing as a negative and why some equipment is capitalized and other equipment is not. Vice Chancellor Brahmbhatt explained that whether equipment is capitalized or not is determined by the dollar threshold. Some categories were adjusted after review in closing out the fiscal year. Vice President Pagel added that transactions are reflective of the quarter and is balanced out when looking at the accumulative totals from inception of Bond. The District's capitalization threshold is \$5,000 so equipment over that amount is capitalized and equipment below \$5,000 is categorized as normal equipment expenditures.

**VI. CCCD Construction Procedures**

Vice Chancellor Brahmbhatt directed members to the District's Construction Procedure Manual which was included in their binders with the minutes and fourth quarter report. This manual will help specify to Board of Trustees and Committee Members the District's process for selection of architects, engineers, construction managers; DSA and bid process; the construction process including bonds and change orders; and Measure C General Obligation Bond guidelines and procedures. Member Nguyen-Lam inquired if the document is available on line. Vice

Chancellor Brahmhatt said it will be made available for viewing on the District's G.O. Bond, Measure C website.

**VII. Discussion of Future Meetings**

Chair Parker asked that members note future meetings on their calendars. Beginning in 2008, 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 dates. This will help coordinate with Board meeting dates and make it easier for administrators to attend. The next scheduled meetings are as follows:

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.

**VIII. Adjournment**

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

The meeting adjourned at 3:30 p.m.