



Regular Meeting Citizens' Oversight Committee

District Board Room
1370 Adams Avenue
Costa Mesa, CA 92626

December 12, 2007
2:00 P.M.

MINUTES

A Regular Meeting of the Citizens' Oversight Committee of the Coast Community College District was held on December 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.

II. Roll Call

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

Members Absent: Jeri Elder, Edward Romeo

District Staff Present: Ken Yglesias, C.M. Brahmbhatt, Armando Ruiz, Joyce Black, Janet Houlihan, Kevin McElroy, Rich Pagel, Jim McIlwain, Kim Allen, Richard Kudlik, Martha Parham, Ardith Richey, 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 September 12, 2007 meeting had any comments or additions to the minutes. There were no changes or additions to the minutes. Member Sunda moved that the minutes from the September 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.

V. Measure C Project Update
Quarterly Report: July 1 – September 30, 2007

A. Executive Summary

Vice Chancellor Brahmbhatt proceeded with a summary on the progress of all projects District-wide. He commented that construction activity has been very active at the Golden West and Orange Coast College Campuses but have settled down at Coastline.

Between now and December 31, 2007, the OCC Library will be completed. A soft opening is planned in January. Invitations will be sent to present and past Committee Members for a grand opening in late January or early February. Architect plans should be coming back from the State for the Golden West College Learning Resource Center and plans for the Orange Coast College Sailing Center improvements are at DSA awaiting approval.

More than half of G.O. Bond Measure C funding has been spent as of September 30, 2007. The core of money being spent is currently in the construction phase with \$100 million. Vice Chancellor Brahmbhatt said he would be happy to go over any details. Following is a summary of the status for all projects as of September 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
- 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
- OCC Student Center Modernization
- OCC Special Services Modernization
- OCC Softball and Track Relocation

B. Coastline Community College

There are no current or new projects for Coastline College.

C. Golden West College

Vice President Houlihan reported on three major projects currently underway at Golden West College.

Campus-Wide Infrastructure – The central plant and underground piping is nearly complete. The central plant will be ready by end of week. The pipes are being flushed and prepared for hook up to the first group of buildings which include Administration, Communications, and Business. Occupants will be able to move back into their buildings while Music, Forum 2 and Fine Arts will be moving out of their buildings during the holiday break. The project is on schedule for an anticipated completion date in November 2009. The budget for the project is on target.

New Learning Resource Center – The plans are expected to be out of DSA by end of September and ready to begin construction in spring 2008. An 18-month construction period is projected. The all-encompassing Center will provide a campus library, media department, tutoring center, staff development department, and student computer labs.

Health Sciences/Health Center Building – Construction of the Health Science Building is underway. Soil and rebar issues have arisen which are being resolved by the contractor for a solid structural foundation of the building. These issues have slowed progress by about two weeks but are expected to be made up and building completed in time for the fall semester. The budget for the project is on target.

Upcoming Projects – The campus has three anticipated projects including Student Services One-Stop Center, classroom renovation, and replacement of gym bleachers. The campus began working with an architect for the One-Stop Center and a bid has gone out for gym bleachers.

Chair Parker inquired about the status of escalating construction costs over the last several months. Vice Chancellor Brahmbhatt said construction costs seem to have stabilized over the last 6-8 months. Competition amongst contractors and the tapering off of the housing industry has also helped to bring costs down for the District.

D. Orange Coast College

Vice President Pagel announced that Jim Carnett, Director of Community Relations at OCC, is retiring from the District and invited anyone interested to attend a gathering for him at OCC after the meeting.

Library/Learning Resource Center – The Learning Resource Center Project is about 95 percent complete with a few punch list items remaining. Computers and projectors are being installed and staff will begin moving into the building next week. A soft opening is scheduled for January 3, 2008 for the students. Committee members will receive an invitation for the grand opening on February 5, 2008.

A question arose regarding rejecting first bids received for the Library/Learning Resource Center Project. At the time of the initial bid, prices were at their peak due to escalating construction costs thus bids came in very high. The project was scaled down somewhat and the campus went out for another bid which did not resolve the issue. At this time it was decided to go out for a multi-prime bid which works well for large projects and offers the District more flexibility. The construction manager was changed to C.W. Driver who specializes in managing multi-prime projects. The State was kept involved with the bid process. The total project budget is estimated at \$35 million with \$21 million funded by the State and the remainder through Measure C funds. The Library Project is progressing well with flooring complete and furniture installed.

Theatre Arts/Music Complex – The contractor is moving through the final punch list items and staff and faculty have taken occupancy of the building getting ready for spring classes. The project will be completed on time and on budget.

Lewis Center Modernization – The interior of the 34,000 gross-square-foot building has been fully gutted. Interior metal walls are going up and plumbing and electrical is being installed. The construction is on schedule for July completion in order for classrooms to be operational in August 2008. Member Nguyen inquired about the use of the floor space. Vice President Pagel said that the space will be divided into separate classrooms. The first floor will hold Marine Sciences and Geology. The second floor will house Physics, Mathematics, and Astronomy classrooms as well as Deans' offices. The project is holding to the current estimate of \$17 million. The future occupants are currently meeting with furniture consultants.

Campus-Wide Signage Project – The perimeter campus-wide signage will be wrapping up in December with final punch list completion in January. The construction firm, Hunt Design, who is providing the main sign at Adams and Fairview, is a local Huntington Beach company with a lot of experience and expertise. This project is expected to come in under budget. Member Parker inquired if the primary sign will have an electronic scroll line. Vice

President Pagel confirmed it would and will help extend campus news and information to the community. Member Gibbs inquired where the extra funds would go in the likelihood the project is completed under budget. Vice President Pagel explained that any remaining funds will go back into the master plan towards other projects. He added that the Facilities Planning Council, a shared governance committee which is co-chaired by himself and Academic Senate President, Georgie Monahan, assist in recommendations for funding decisions. Member Gibbs further inquired about the role of UCMI, the inspection firm on the project. Vice President Pagel explained they are a local company with qualified inspectors representing DSA who oversee the project. These inspections are mandatory through the DSA process to assure the project is being built according to the right specifications.

Member Panian asked if it were possible to get a record of the transfer of monies saved from one project to another. Vice President Pagel said this information can be attainable through minutes of the Facilities Planning Council meetings and budget sheets the committee works with. Member Panian further inquired about the funding of the new Allied Health, Biology, Consumer Health Lab Science (ABC) Building. This is a \$36 million project for the District of which \$17 million will be funded through the State of California that was approved in November 2006 during the last State bond election. \$1.5 million of this funding was allocated in 2007/2008 and is being used for preliminary architectural drawings. Vice President Pagel introduced Joyce Black of Cambridge West whose leadership was a big influence in the District seeking State funding.

East/West Utilities Upgrade – The renovation and upgrade of all underground wet utilities, and electrical and telecommunication connections throughout the campus is estimated for completion in May 2008. With the help of C.W. Driver all walkways that were dug up during construction were in place before students returned to campus. It was a big accomplishment and group effort. The new power houses will manage campus utilities for the next 50 to 60 years.

Upcoming Campus Projects – Vice President Pagel reminded Committee Members that an invitation is always open if they would like a construction tour of the OCC campus. Upcoming projects include new construction of a Consumer Health, Lab, Biology Building which is being called the ABC building. The Women's Locker Room and ADA upgrades at the OCC Sailing Center will go to the Coastal Commission in January for approval and then to bid. Project will be in two phases. With assistance from Joyce Black, the OCC Interdisciplinary Building, estimated at \$32 million, will be funded from a State-wide bond in November 2008 if passed. Architects have been hired and working on designs for the Softball/Track Relocation, the Student Center Modernization, and Special Services Modernization.

Member Nguyen-Lam commented that having visited the construction sites has been a big help in visualizing the projects.

E. District

Vice Chancellor Brahmhatt reported on the progress of the new District Administration Facility. The roof of the building is on, windows installed and internal metal structure is being installed. The project is on time and on budget and occupancy of the building is

expected by the end of the fiscal year. C.W. Driver is doing a fantastic job keeping it under

Launch Internet Explorer Browser.Ink budget and handling the 22 contractors involved in the project. Vice Chancellor Brahmbhatt commented on the significant challenges the District is facing with the move of the data center and also in the recent implementation of a new student software system.

The second phase of this project involves clearing out the site of all old structures. Chair Parker inquired about the status of remaining property. Vice Chancellor Brahmbhatt reported that a new RFP for the four acres is going out and the Board of Trustees will make a determination.

Member Sutro asked if the District was going for a green building certification. Director of Facilities, Ardith Richey, said the District is seeking a LEEDS Silver Certificate. The cost involved is not for the Certificate but for additional expense incurred with the building. It is estimated that \$1.5 million is being spent for energy efficient building upgrades. Member Panian asked what agency issues the certificate and what significance does it have. Ms. Richey explained the construction of the building must be designed and tested to prove the energy savings in order to qualify for LEED (Leadership in Energy and Environmental Design) certification. The District will be hiring a firm to commission (test) the new building and submit proof to the U.S. Green Council who will submit the LEED certification.

Member Aguilar said he was pleased to hear that local contractors are being utilized and asked about a review the Board is doing to assess and promote local and minority businesses. Vice Chancellor Brahmbhatt said there is an item on tonight's Board agenda to approve a consultant to help the District develop and monitor a program to promote local and minority-owned business. He added that the main purpose is to educate and encourage their participation in the bidding process. The first project to apply this concerted effort will be the Learning Resource Center at Golden West College. Vice Chancellor Brahmbhatt introduced Trustee Ruiz to Committee Members who is a proponent for the encouragement of local and minority-owned businesses.

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 July 1, 2007 through September 30, 2007. Over \$16 million was spent in the first quarter for 2007-2008. The second half of the financial report shows G.O. Bond cumulative expenditures for all projects from inception to end of first quarter. Nearly \$200 million of the G.O. Bond monies have been spent.

Vice Chancellor Brahmbhatt commented on the superb job the Vice Presidents and their staffs are doing at the two large campuses, Orange Coast College and Golden West College, in their efforts to lessen the disruption for students during registration and locating their classrooms during construction. He added that enrollment has increased in spite of this hindrance.

Trustee Ruiz asked Vice Chancellor Brahmbhatt to share with the Committee information received from the State Chancellor's Office after their recent visit. Vice Chancellor Brahmbhatt explained the IPP (Initial Project Proposal), which is a qualifying process for obtaining State funding. The District invited Jim Rogaski from the State Chancellor's Facility Planning Office to visit our campuses and review how the District is managing the funding of their facilities projects. Mr. Rogaski toured the District sites on December 4 and 5 and was impressed by how Coast District was managing their spending. He assured that after observing how well the District is managing their projects, it is likely that the District will be able to look forward to new projects in the future.

Chair Parker commented that from the taxpayers' point of view, it is encouraging to see taxpayer money coming back into Orange County.

Member Aguilar raised a question on the budget expenditures for software license fees as shown on pages 57 and 58 of the finance report. Vice Chancellor Brahmbhatt explained that these fees are for the District-wide Banner project which includes Finance, Human Resources and Students. With the new technology, over 18,000 students have registered for classes on-line. The new technology will also allow students to communicate with their instructors on-line. Instructors can now post grades on line and students can look up with secured password.

VI. Future Construction Tours

The Committee decided to have one construction tour annually of the new facility sites rather than two. March 2008 will be as scheduled to tour Golden West College Campus. The next tour will be scheduled in March 2009.

Interim Vice Chancellor Black accredited the Measure C Programming Team in the efforts for seeking State funding. The collective effort has really made a big difference.

VII. Discussion of Future Meetings

Chair Parker asked that members note future meetings on their calendars. Clarification was made that future 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 meeting on March 19 will include a construction site tour.

Wednesday, March 19, 2008 at 9:45 a.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 Sutro 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.