



LOS ANGELES COMMUNITY COLLEGE DISTRICT

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MINUTES

Bond Steering Committee

8:30 a.m. on April 21, 2015

Committee members present:

1. Chief Facilities Executive: James O'Reilly, LACCD (committee chair)
2. Academic Senate: David Beaulieu, LACCD
3. PMO Director: Terri Mestas, LACCD PMO
4. Academic Senate: Don Gauthier, LACCD
5. College President: Nabil Abu-Ghazaleh, West L.A. College
6. College President: Dr. Kathleen Burke, Pierce College

7. Chief Financial Officer: Jeanette Gordon, LACCD
8. Faculty Guild: Joanne Waddell, Valley College

Committee members absent:

1. Deputy chancellor: Dr. Adriana Barrera
2. Faculty Guild: Carole Anderson, Trade-Tech
3. College President: Dr. Otto Lee, Harbor College

Guests and staff resource persons in attendance: Mona Field (LACCD Board of Trustees), Tom Hall (LACCD), Dan Minkoff (LACCD PMO), Mardell Kuntzelman (LACCD), Johannes Masehi (LACCD PMO).

Meeting began at 8:41 AM.

1) Approval of minutes

a. February and March meetings. Action needed: committee vote.

Mr. Gauthier moved to approve the February minutes. Mr. Beaulieu seconded the motion. The February minutes were approved as amended.

Mr. Beaulieu moved to approve the March minutes. President Abu-Ghazaleh seconded the motion. The March minutes were approved as amended.

2) Committee self-evaluation

a. Annual committee self-evaluation process. Possible committee action: approval of the self-evaluation report.

Ms. Kuntzelman recommended testing documents for ADA accessibility before converting to a PDF and posting to a website. She recommended using Verdana as the typeface for the self-evaluation worksheet.

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Mr. O'Reilly mentioned that the performance audit may incorporate an assessment of standardized processes in regards to whether it provided an improvement over past practices.

Mr. Hall said the KPMG contract for performance audit is a three-year contract with two one-year options.

Ms. Gordon said standardization is hard to accomplish because you need to make sure everybody follows the same procedures. She said you need centralized control to prevent issues. Mr. O'Reilly said we have strict processes now and we're looking at that through our internal audit process.

The committee discussed standardization. Ms. Waddell suggested that the audit show whether standardization saves time and/or money. Mr. Beaulieu said it depends on which procedures you review. Mr. O'Reilly said the program is judged by whether we have a process and then whether we follow the process.

The committee again discussed if centralization has provided improvement.

President Abu-Ghazaleh said there is some uncertainty about the process because of the change in procedures.

Mr. Beaulieu asked if the presidents are satisfied with the centralized process. Mr. O'Reilly said he gets a lot of compliments about the process from the new presidents. He said the presidents who have been here longer have had to get used to a different way of doing business, so it's a change for them. Mr. O'Reilly said the Facilities Master Planning and Oversight Committee reviews projects, but the committee for the most part has allowed projects to go forward as presented with only minor changes.

President Abu-Ghazaleh said the campus is involved and consulted in decisions about how decisions impact the college, but it is important that the consultants who have expertise in the building program provide guidance and direction on technical issues. The committee discussed the 2015-16 BSC meeting schedule. Mr. O'Reilly asked Mr. Minkoff to look at the DBC schedule as for possible meeting dates. President Burke said DBC fall in between first and second board meeting of the month.

Mr. O'Reilly will discuss the schedule with chancellor to remind him that the committee has requested to hear presentations before they are heard by the board.

The committee discussed including long-term care of new facilities as part of committee goals.

Mr. O'Reilly said will look at building naming conventions and present information at a future meeting.

- 3) **Energy oversight committee update**
 - a. **Status report from the Energy Oversight Subcommittee. No committee action required.**

None.

- 4) **Cost estimating overview**
 - a. **Per committee request, an overview of the new cost estimating process and recent project examples. No committee action required.**

Not discussed.

- 5) **ADA program update**
 - a. **Overview of the ADA barrier removal program's scope, requirements, budget and schedule status. No committee action required.**

Ms. Mestas reviewed the ADA update with regard to the 40J bond account. She reviewed the legal requirements for ADA projects and project funding sources.

Ms. Kuntzelman asked about time period for completing the projects. Ms. Mestas said the goal is to complete them by the end of program in 2018. Ms. Kuntzelman asked when the money was identified. Ms. Mestas said the account was established with Measure J in 2008.

Ms. Mestas reviewed completed project samples and end goals of the ADA program.

President Abu-Ghazaleh asked what happens to the college transition plans that aren't completed. President Abu-Ghazaleh said buildings that aren't modernized won't have triggered a need to address accessibility issues. Ms. Gordon said there is also a possibility of state funding becoming available to address some ADA issues.

Ms. Kuntzelman said the Department of Justice is clear on the tolerances, which can be more severe than California Title 24. Ms. Kuntzelman said college presidents should sign off on transition plans at all colleges. Ms. Kuntzelman said even if funding isn't currently available, the transition plan should identify a four-year period to address barriers. She said that if barriers aren't addressed within that timeframe, then the plan can be updated.

The committee discussed the state situation with state education bonds.

Mr. O'Reilly asked Ms. Kuntzelman if she foresees any movement on ADA building codes that might affect the building program. Ms. Kuntzelman said the state and federal government continue to review items, such as truncated domes. She also said they are reviewing standardization for traffic signals and looking at swimming pool entrances, which the district already meets. She said many of the things they are reviewing aren't brick-and-mortar, such as Internet standards. Ms. Kuntzelman said access to web sites is being considered.

6) Procurement update

- a. Status of upcoming bond program procurements. No committee action required.**

Not discussed.

7) New business

None.

8) Adjourn

Meeting adjourned at 9:59 AM.

The next Bond Steering Committee meeting is scheduled for 8:30 a.m. on Tuesday, May 19, 2015 in the district office first-floor hearing room.