



LOS ANGELES COMMUNITY COLLEGE DISTRICT

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MINUTES Bond Steering Committee 8:30 a.m. on May 19, 2015

Committee members present:

1. Academic Senate: David Beaulieu, LACCD
2. PMO Director: Terri Mestas, LACCD PMO
3. Academic Senate: Don Gauthier, LACCD
4. Faculty Guild: Joanne Waddell, Valley College
5. Faculty Guild: Carole Anderson, Trade-Tech

Committee members absent:

1. Chief Facilities Executive: James O'Reilly, LACCD (committee chair)
2. Deputy chancellor: Dr. Adriana Barrera
3. College President: Dr. Otto Lee, Harbor College
4. College President: Dr. Kathleen Burke, Pierce College
5. Chief Financial Officer: Jeanette Gordon, LACCD
6. College President: Nabil Abu-Ghazaleh, West L.A. College

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

Meeting began at 8:35 AM.

1) **Approval of minutes**

- a. **April BSC meeting. Action needed: committee vote.**

No quorum.

2) **Committee self-evaluation**

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

No quorum.

3) **Energy oversight committee update**

- a. **Status report from the Energy Oversight Subcommittee. No committee action required.**

Mr. Beaulieu reported that the EOC is in the process of scheduling its next meeting.

- 4) **Bond-funded IT project report**
 - a. **Follow up report to an assessment performed to the IT 40J district-wide account. No committee action required.**

Mr. Beaulieu asked if SIS is part of the presentation. Ms. Mestas said the presentation notes that SIS will be funded by general funds.

Ms. Waddell asked why we thought it could be funded by the bond. Mr. Hall said it wasn't the bond program that changed; it was legal opinion from bond counsel that changed. He also noted that the environment in California and case law has changed in regards to the interpretation about whether it is acceptable to pay with bond funds.

Ms. Waddell asked how much of the \$23 million remaining for the project will come from the general fund. Mr. Hall said he doesn't know if the entire project will be funded, or if parts of the project will be postponed, but that will be addressed outside of the bond program.

- 5) **2015-16 BSC meeting calendar.**
 - a. **Meeting date options for BSC. Possible committee action: selection of dates and approval of the 2015-16 BSC meeting calendar.**

The committee discussed the 2015-16 schedule, but preferred to wait until more members are present.

- 6) **Strategic Execution Plan update**
 - a. **Report on the stats of college SEPs. No committee action required.**

Ms. Mestas said the building user groups (BUG) still exist for every project and develop the program and requirements for each project. Mr. Hall said we are coming to the end of the program and we need to make sure we have enough money to finish the projects that we start.

Ms. Anderson said once projects were closed out, risk management was supposed to free up money. Ms. Mestas explained that risk management is an ongoing process throughout the life of a project to forecasts risks early and mitigate or resolve the risks. She said part of the development of the SEPs were to determine the estimate to complete projects in process. She said that since the SEPs were created, there have been different risks, change orders, unforeseen conditions and other factors, and we have to recalibrate the SEPs to address any budgetary factors.

The committee discussed cutting projects at City and Harbor.

Ms. Waddell asked if there's a point in time where you know how much a project will cost. Ms. Mestas said due to change orders and other factors, you don't know the final cost of a project until it's completed, although cost estimates are developed during the course of a project based on the current knowledge of the project.

Mr. Gauthier asked if the projects that might be cut are going beyond the contingency reserve and asked if those projects should be highlighted in a report to the committee.

Ms. Mestas said the projects in the SEP were prioritized with the college and if a college found that it was running out of money, the projects at the bottom would be deferred. She said some colleges are now reevaluating the order of the project priorities.

Ms. Anderson said she's hearing we underestimated the need for ADA funds to complete all the ADA projects. Ms. Mestas said we are designing ADA projects to budget, so no money is being taken from the colleges to complete 40J-funded ADA projects. Mr. Hall also explained that ADA codes change over time.

Mr. Gauthier expressed concern about ability to operate and maintain buildings.

Mr. Hall said because of the turnover in executive leadership, we have to go back and educate leaders about the history of the program and deferred maintenance.

Mr. Hall said the PMO is willing to help provide information to the colleges to help make decisions and attend any college meetings on these issues.

7) Bond program design standards & website update

a. Update on the accessibility of the program design standards and timeline for implementation of the new website. No committee action required.

Mr. Gauthier said the design standards that faculty worked to develop were removed from the website without consultation.

Ms. Mestas said the design standards were temporarily unavailable for server maintenance, but are back up and haven't been changed.

Mr. Sewell said the district IT standards were updated to meet current industry standards, which are supplemental, but that district standards are being used.

Mr. Sewell said where a conflict exists, the district IT staff and PMO will decide how to meet the standards.

Mr. Sewell said part of the design process of any project involves picking which IT standards to apply.

Ms. Mestas suggested that the IT standards may need to be evaluated for updates to align with industry enhancements, latest best practices, etc.

8) 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.

9) New business

Mr. Beaulieu said he is hearing complaints about Harbor's building program and that there are decisions being made that shared governance members aren't aware of.

Mr. Beaulieu said meeting materials need to arrive at least the Friday before the meeting. Ms. Anderson suggested that the minutes to be distributed a week after the meeting. Mr. Minkoff said that request can be accommodated.

Mr. Beaulieu expressed concern about BSC involvement at the board level. He said that he is concerned about the review process by the Facilities Master Planning and Oversight Committee (FMP&OC) and the lack of a replacement of the inspector general.

Trustee Field said representatives of BSC need to speak up at board meetings and let the trustees know directly about their concerns.

Ms. Anderson suggested the committee be renamed because she doesn't believe its role involves "steering." Ms. Anderson said she thought everything was going well and risk management was going to take care of budget and funding problems, and said she heard that there are mistakes in the budget at Harbor and projects are being cut.

Ms. Waddell said she wants to see evidence that centralization is better.

The committee briefly discussed the history of BSC through Props A and AA, and Measure J.

The committee discussed presidential representation on the committee and the frequent rotation on and off the committee.

Trustee Field suggested that the faculty representatives on the committee set up a regular meeting with the chancellor to specifically discuss their concerns about BSC.

10) Adjourn

Meeting adjourned at 9:58 AM.

The next Bond Steering Committee meeting is scheduled for 8:30 a.m. on Tuesday, June 16, 2015 in the district office first-floor hearing room.