



## LOS ANGELES COMMUNITY COLLEGE DISTRICT

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### MINUTES

#### **Bond Steering Committee**

8:30 a.m. on December 1, 2015

#### **Committee members present:**

1. Interim PMO Director: Bill Sewell, LACCD PMO
2. Chief Facilities Executive (acting): Tom Hall, LACCD (committee chair)
3. College President: Dr. Erika Endrijonas, Valley College
4. Academic Senate: Don Gauthier, LACCD
5. Faculty Guild: Carole Anderson, Trade-Tech
6. Faculty Guild: Joanne Waddell, Valley College

#### **Committee members absent:**

1. Chief Financial Officer: Jeanette Gordon, LACCD
2. College President: Dr. Linda Rose, Southwest College
3. Deputy chancellor: Dr. Adriana Barrera
4. College President (interim): Bob Sprague, West L.A. College
5. Academic Senate: vacant

**Guests and staff resource persons in attendance:** Dan Minkoff (LACCD PMO), Coby King (High Point Strategies), Amir Hashemi (KPMG).

Meeting began at 8:53 AM.

#### **1) Approval of minutes**

**a. November BSC meeting. Action needed: committee vote.**

Mr. Gauthier moved to approve the November minutes as amended. Ms. Waddell seconded the motion. The committee approved.

#### **2) DCOC annual report**

**a. Review the DCOC 2014-15 annual report. No committee action required.**

Mr. Hall reviewed the report, which was provided to the Board of Trustees, among others, and mailed to members of the public.

- 3) **Review/approval of revised committee charter**
  - a. **Evaluate the revised committee charge/charter of the BSC. Possible committee action: approve revised charter.**

Mr. Hall said BSC is a committee of the chancellor, so recommendations from the committee would have to go to the chancellor.

The self-evaluation subcommittee will consider this item as well as part of the self-evaluation review.

- 4) **2014-15 committee self-evaluation**
  - a. **Annual committee self-evaluation process. Possible committee action: appoint subcommittee.**

The members discussed the self-evaluation. Ms. Waddell suggested the formation of a subcommittee.

It was suggested to have a faculty co-chair for BSC.

It was agreed that Mr. Gauthier, Ms. Waddell and Dr. Barrera would form the subcommittee.

- 5) **SEPs/remaining program budget**
  - a. **Review of the college construction SEPs. No committee action required.**

Mr. Sewell reviewed the SEPs. The committee discussed the information contained in the report. Mr. Sewell said if a college has a budget surplus or shortfall, projects may be added or removed.

Mr. Gauthier asked about the order of the projects listed. Mr. Sewell said the projects are listed in order of proposed schedule. The committee discussed how Valley College manages its SEP.

The committee discussed how the SEP budgets align with program estimates. Mr. Hall discussed budget transfers. Ms. Anderson asked where money comes from if a project budget comes up short. Mr. Hall said it depends, but generally a project expense comes from the college budget.

The committee discussed the risk management process and the funding variances on the fund allocation overview.

Mr. Hall discussed funding for the Educational Services Center, including the elevators and electrical system.

The committee discussed the pending renovation at 1055 Corporate Center, including the use of funding from the college, from bond funds and from state funds.

**6) Districtwide IT priorities**

- a. Review of the Measure J bond-eligible IT initiatives. No committee action required.**

Mr. Sewell said the IT presentation was made to FMP&OC by IT task force members, including those from the District Technology Council (DTC), Technology Policy and Planning Committee (TPPC), Program Management Office (PMO) and District Administrative Council (DAC). The committee's presentation included recommendations about how to bring baseline IT uniformity to all colleges.

Ms. Anderson asked about colleges that already spent money for IT infrastructure improvements. Mr. Sewell said goal moving forward is to ensure equity among colleges with the remaining 40J IT money. He said for colleges that already spent funds on IT projects, they can use the remaining allocation of 40J IT funds to improve other areas within IT.

The committee discussed the formula for distribution of IT funds.

**7) Bond program budget report**

- a. Review of the college program costs. No committee action required.**

Discussed above.

**8) Risk management program/fund report**

- a. Update on the status of the current risk and cost modeling process. No committee action required.**

Discussed above.

**9) KPI report update**

- a. Update on status of KPI revision. No committee action required.**

Mr. Sewell said there is an ongoing recalculation of certain KPIs to get a better picture of how College Project Teams are doing for processes under their control.

**10) New business**

None.

**11) Adjourn**

Adjourned at 10:09 AM.

**Bond Steering Committee Minutes**

**December 1, 2015**

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*Upcoming Bond Steering Committee meetings: **January 5, 2016, February 2, March 1 and April 5.** All meetings will be held at 8:30 a.m. in the Educational Services Center first-floor board hearing room unless otherwise noted.*