Minutes of the January 6, 2003 Meeting

Welcome and Introductions (William Marmion)
The meeting was called to order at 7:05 P.M. Dr. William Marmion welcomed the committee members, staff, and guests present and introduced Nancy Albrecht who will be taking minutes for the committee.

Approval of September 26, 2002 Minutes (William Marmion)
It was moved (Gary Cooper) and seconded (Gary Westling) to approve the minutes of the September 26, 2002 meeting as distributed. Motion carried unanimously

Dr. Marmion reminded the committee that the minutes are actually a responsibility of this committee and a product of this committee’s meetings. He and Mr. Oakley felt the committee might wish to appoint a secretary to work with the note taker/recording secretary to review the draft minutes, make additions, corrections, or changes and distribute them to the other members. The secretary will then evaluate the input from the committee and forward any changes to the District recording secretary. This would be an officer position requiring that the Bylaws be amended.

It was moved (Pat Lofland) and seconded (Gary Cooper) to amend the Bylaws to add the position of Secretary as an officer. Motion carried unanimously. The Bylaws will be amended and distributed to the committee members.

Dr. Marmion asked for a volunteer to serve as the Secretary. Pat Lofland suggested J.C. Squires. Mr. Squires clarified the responsibilities for this position and graciously accepted. Mr. Squires was appointed to the position of Secretary by acclamation.

OLD BUSINESS

Selection of Member Terms (William Marmion)
The Bylaws require that members be assigned 3-year or 2-year terms. It further specifies that a simple majority must serve 3-year terms. All members present drew term assignments from a
Measure E Bond Citizens’ Oversight Committee  
Minutes of January 6, 2003

basket. Mr. Menez who was unable to attend, received the last paper in the basket for a 3-year term. Term assignments are as follows:

<table>
<thead>
<tr>
<th>2-years</th>
<th>3-years</th>
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<tbody>
<tr>
<td>Gary J. Cooper</td>
<td>Patricia L. Lofland</td>
</tr>
<tr>
<td>Dan J. Lowenthal</td>
<td>Caesar Menez</td>
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<tr>
<td>William Marmion</td>
<td>Sherri Ortman</td>
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<tr>
<td>Brian Tran</td>
<td>Angel J. Perea</td>
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<tr>
<td>W. Gary Westling</td>
<td>J. C. Squires</td>
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<td></td>
<td>Debra A. Williamson</td>
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Schedule of Meetings (Eloy Oakley)
Mr. Oakley recommended quarterly meetings until the implementation plan is in place, bonds issued, and projects actually begin. At that time more frequent meetings would be desirable. Following discussion and review of the calendar of Board of Trustee meetings, holidays, and school events, the following dates were approved:

- All of these meetings will be in Building I at 7:00 P.M.
- Monday, April 7
- Monday, July 14
- Monday, October 13

Dr. Marmion reminded the committee that, as required by law, he will be making the first report of the Citizens’ Oversight Committee to the Board of Trustees on Tuesday, April 22. The Board meeting begins at 5:00 P.M. and is held in Building I. He urged members to attend.

Bond Process Update (Eloy Oakley)
Mr. Oakley updated the committee on the bond process. Ms. Roberta Jorgensen, the District implementation planner from the architectural firm of RobbinsJorgensenChristopher, is making progress in the planning process. She is gathering data necessary to produce a cohesive plan such as needs, infrastructure, parking, circulation, building conditions, etc. which she will be covering in her presentation later in this meeting.

The District has completed the process of identifying a program manager. The District issued a Request for Proposal (RFP) to nine firms, completed the interview process, and narrowed the field to four firms: ABACUS; Cordoba Corporation, Bovis Lend Lease, and JCM. It will be recommended to the Board of Trustees next Tuesday that they approve Bovis Lend Lease as the program manager. Their role is to help the District manage all the projects that will be going on; schedules, budgets, contracts, etc. They will serve as the owner’s representative on a day-to-day basis and will attend and give updates at each of your meetings. They will have a manager on each campus. Mr. Oakley introduced Todd Pennington of Bovis Lend Lease for further information.
Mr. Pennington explained that Bovis Lend Lease is a local company with offices in both Los Angeles County and Orange County. They are currently working in much the same capacity at Los Angeles City College, Mt. San Antonio College, and the LAUSD program, and understand the role of program manager. He noted that part of their team will include the services of Cordoba Corporation. Mr. Pennington introduced Dennis Martinez who will be serving as the program manager and will be housed on the Liberal Arts Campus. He also introduced Alison Gibson who serves as the Bovis Lend Lease contact person.

Mr. Squires asked that the committee be able to review statistics on invoices including rejections, adjustments, and/or reductions. Mr. Pennington stated that they will typically set up an efficiency process to evaluate all invoices. Mr. Cooper asked about the contractual arrangement and what role they serve with the Citizens’ Oversight Committee? Mr. Oakley explained that they are contracted by the District and approved by the Board of Trustees to implement these programs and serve as information providers to this committee. It is Mr. Oakley’s role to answer any questions and to resolve any concerns that may arise as the committee reviews procedures to see that bond funds are spent appropriately. Quarterly financial reports will be presented to the committee for review.

**NEW BUSINESS**

**Planning Process Update**  (Roberta Jorgensen)

Mr. Oakley introduced Ms. Roberta Jorgensen, the District planner. Ms. Jorgensen provided a PowerPoint presentation describing an overview of the process of developing a viable facilities plan that will minimize disruption and maximize the use of bond and other monies. Ms. Jorgensen’s presentation (attached and on the District website) addresses the process involved in analysis and implementation. They are using the Educational Master Plan, California Community College standards, and the list of bond projects that was approved by the Board of Trustees as the starting point for their analysis. They are working hard to see that there will be no surprises at a later date.

Ms. Lofland asked for clarification of Ms. Jorgensen’s comment regarding purchase of property that is not an approved bond expense. Mr. Oakley clarified that Measure E funds would not be used for land acquisition. He explained that the facilities plan would include building renovation, construction, as well as land purchase and/or reuse projects that would be funded from all sources including Measure E Bond funds such as the recent state bond that was passed, Prop 47, bond funds, COPs, donations, grants, etc. Mr. Perea asked if there is input from faculty in this planning process. Mr. Oakley reiterated that the facilities plan will be based on the Educational Master Plan that is developed through a shared governance process. In addition, there is input from the Facilities Planning Committee and its Facilities Planning Committee Taskforce made up of all constituencies as well as community members that was created to offer support to Ms. Jorgensen. Once we get to the more specific project planning portion, end-users will be involved with the engineering team. Dr. Marmion asked if the faculty had heard this presentation. Dr. Kehoe explained that there are a number of faculty members on the Facilities Planning Committee (FPC) and its taskforce. A similar presentation was made to the FPC and
the Taskforce and they are charged with taking the information back to the Academic Senate. It is important to note that the final implementation plan will have projects for which we do not currently have funding but may be funded in the future. Further, in all facilities planning, the District must be careful to follow the California Community Colleges requirements to assure that future state funding avenues remain open.

**Schedule Campus Tour** (William Marmion)
Mr. Oakley had suggested that the committee would have a clearer understanding of some of the District needs following a tour of both campuses. After discussion, tour dates were scheduled on both flex days in March to minimize parking difficulties and classroom disruption. The tours are scheduled as follows:

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<tr>
<th>Campus</th>
<th>Date</th>
<th>Time</th>
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<tr>
<td>Liberal Arts Campus</td>
<td>Tuesday, March 4, 2003</td>
<td>8:00 A.M. to 11:00 A.M.</td>
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<tr>
<td>Pacific Coast Campus</td>
<td>Wednesday, March 26, 2003</td>
<td>8:00 A.M. to 10:00 A.M.</td>
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Dr. Kehoe offered to arrange for the Culinary Arts program to provide breakfast at 8:00 A.M. on March 4 at the Liberal Arts Campus with the tour to follow. Mr. Oakley’s staff will arrange for a meeting place and will notify committee members.

**Website Demonstration** (Mario Valente)
Eloy Oakley introduced Mario Valente, Executive Director of Academic Computer & Information Technology. He has been working with his staff to develop a website that serves the needs of the District.

Mr. Valente stated that his staff has added a segment to the District website that will have different levels of access to bond information on the website. Much of the information will be accessible to the public such as agendas, minutes, pictures of work in progress, etc. Mr. Valente demonstrated how to access the bond process information from the District website at [www.lbcc.edu](http://www.lbcc.edu) by clicking on “Visitors & the Community” and then click on “Bond Process.” The bond information site will grow once the planning process is completed and the implementation plan is approved. Currently, you can find the Citizens’ Oversight Committee biographies, agendas, along with the list of Prop. 39 projects. Only approved minutes will be posted. The schedule of meetings, the approved minutes from the September meeting, and Ms. Jorgensen’s presentation will be posted as soon as possible. The AC&IT staff will work with Mr. Oakley, the FPC, the planner, the project manager, the architects, etc. to maintain an informative website. All projects will be on the website but some information will be proprietary. Mr. Oakley suggested that we might wish to put a link from the Board of Trustees page that would lead those interested to the bond process page.

**Future Agenda Items**
Mr. Oakley described some future agenda items.

- Quarterly Financial Report for Bond (April)
- Construction Wrap-Up Program (April)
This is a cost saving program that will pull the insurance costs from the contractors and the District will be self-insured for both general liability and Worker’s Compensation in the Wrap-Up program.

- Underwriter Presentation (April)
  Rod Carter with RBC Dain Rauscher will begin to prepare the information needed to go to the bond raters. He will prepare a presentation on the process, the District responsibilities, how it works, etc.

- Performance Audit (July)
  Part of the requirements of Prop 39 is a performance audit. Criteria for this audit are being researched and will be presented to the committee.

Adjournment
The meeting was adjourned at 8:55 P.M.