



	Los Angeles Community College District Proposition A Bond Program	PROJECT MANAGEMENT Prop. A Construction Trailer 855 North Vermont Avenue Los Angeles, CA 90029 (323) 953-4000 ext. 3086
	LA City College Bond Advisory Committee	Location: Faculty Staff Center Date: December 10, 2003 Time: 3:05 PM to 4:50 PM
Meeting Minutes No: 1.75 Hours		
Recorded by: Kelly Vernon		
Copies to:		

Attendees	Agency/Department	E-mail Address	Attendance
Doris Givens	LACC, President	givensdp@lacitycollege.edu	Yes
Art Tyler	LACC, Vice Pres., Admin.	tyleraq@lacitycollege.edu	Yes
Merrill Eastcott	LACC, Dean, Academic Affairs	eastcome@lacitycollege.edu	Yes
Allyson Gipson	Bovis Lend Lease, Prop A Project Executive	gipsonam@lacitycollege.edu	Yes
Myrna Diaz	Bovis Lend Lease, Prop A Admin. Assistant	diazm@lacitycollege.edu	Yes
Kelly Vernon	Bovis Lend Lease, Project Intern	vernonk@lacitycollege.edu	Yes
Gary Colombo	LACC, Senate President	colombgj@lacitycollege.edu	Yes
Myra Siegel	LACC, Vice Pres., Student Services	siegelmb@lacitycollege.edu	Yes
Jane Melton	LACC, Child Development Center	meltji@lacitycollege.edu	Yes
Pamela Atkinson	LACC, Teaching Learning Center	atkinsps@lacitycollege.edu	Yes
Dan Seymour	LACC, Dean, Inst. Analysis	seymoud@lacitycollege.edu	Yes
Janet Nairn	LACC, Media Arts	nairnij@lacitycollege.edu	Yes
Arnel Pascua	LACC, T.S.S.	pascuaas@lacitycollege.edu	Yes
Kathleen Bimber	LACC, F.C.S.	bimberkr@lacitycollege.edu	Yes
Vaughn Obern	LACC, Cinema-TV	obernvg@lacitycollege.edu	Yes
Maria Reisch	LACC, Physical Education	reischmf@lacitycollege.edu	Yes
Dana Cohen	LACC, Senate	cohendb@lacitycollege.edu	Yes
Alexandra Maeck	LACC, English/ESL	maeckat@lacitycollege.edu	Yes
Dan Wanner	LACC, Music	wannerda@lacitycollege.edu	Yes
Henry Ealy	LACC, Faculty	healy@mindspring.com ealyhl@lacitycollege.edu	Yes
Mattie Moon	LACC, Faculty, A.F.T.	Mmoon13956@aol.com moonmc@lacitycollege.edu	Yes
Lillian Yamaoka	LACC, Faculty, A.F.T.	yamaoklm@lacitycollege.edu	Yes
Jackie Ireland	LACC, Vice President of Academic Affairs	irelanjb@lacitycollege.edu	Yes
Allison Jones	LACC, Dean of Academic Affairs	jonesa@lacitycollege.edu	Yes
Joyce Moore	LACC, Dean of Academic Affairs	moorelj@lacitycollege.edu	Yes
Korla Williams	LACC, Academic Affairs Staff	williaka@lacitycollege.edu	Yes
Fleur Steinhardt	LACC, Speech	steinhfw@lacitycollege.edu	Yes
Hayward Nishioka	LACC, Physical Education	nishiohh@lacitycollege.edu	Yes
Jonathan Levy	DMJM/JGM	jonathan.levy@dmjmgm.com	Yes



NOTE: *These meeting minutes represent the writer's understanding of what transpired at the meeting. Please direct new comments and corrections to Kelly Vernon at vernonk@lacitycollege.edu (323-953-4000, ext. 3086), within 5 days of receipt of these meeting minutes.*

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Item	Description
1.0	Welcome/Housekeeping (3:08 p.m.) <i>-Introduce Format</i>
1.1	A. Gipson opens up the meeting.
2.0	Meeting Expectations (3:09 p.m.)
2.1	Everyone states his or her personal expectations for the meeting and these items are compiled on a list. Items that are not addressed at this meeting will be researched and reviewed later, and placed on the agenda for the next meeting.
3.0	Construction Activities Update (3:14p.m.)
3.1	Per A. Gipson, the bids for the Fire Alarm Master System have been received. The pre-construction meeting will be held next week to get the fire alarm system installed. The end result is that the all of the fire alarms will be on the same system throughout the campus.
3.2	Per A. Gispon, the meetings with D.S.A. these past two weeks on the P.E. Parking structure and the Student Admissions Center have gone well. The stamps are expected within the next ten days on both of these projects.
3.3	Per A. Gipson, meetings are also being held for the P.E. and Science Technology Buildings. The Science Technology Building is a couple of months ahead of schedule with respect to getting D.S.A. approval. This allows us to put together the bid packages and take our time getting them out.
3.4	Per A. Gipson, the Contractor for the temporary parking lot at the Athletic Field has submitted all of his paperwork. The project has been mobilized and is up and running.
3.5	Per A. Gipson, the fit-out in the Student Activities Center and Student Administration Building are going well. The departments will be able to move in very soon. Student Affairs will be moving to their new location.
3.6	Per A. Gipson, the Bungalows will be tented to prevent the Child Development Center from becoming invested once the Bungalows are demolished. We had a choice between using bate-traps, which takes quite a while, but is inexpensive, and tenting, which is a one-day process and a more effective way of killing pests. The tenting will take place as soon as everyone moves out.
3.7	L. Yamaoka asks about the accessibility of classrooms during the construction period, namely for the P.E. Building. This item is temporarily parked until the project manager for this project arrives.
4.0	Budget Status (3:20 p.m.)
4.1	A. Gipson refers to the one page summary of the budget and highlights the major shifts in the budget. She identifies three items that have been identified as assessments to the Prop. A/AA funds, under Prop. AA miscellaneous projects on the budget summary sheet.

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4.2	Per A. Gipson, the first item is legal services. The program managers have allocated a legal services cost that is to be taken out of the Prop. A/AA fund and this number is about \$1.5 million. The second item is performance and auditing services, which is a requirement of the bond, has been allocated at \$893,000. The third item is a new requirement for assessment and move management and this number is \$633,000. As a result, contingency has been decreased.
4.3	Per A. Gipson, there has been recent funding granted from the federal government which was allocated for the coordination work with MTA. These additional funds will be used to off-set some of the shortfall that we have.
4.4	Per A. Gipson, there was one change in Franklin and Jefferson Hall, which was to go from individual fan coil units to provide heating and cooling, which is a unit in each room, to roof top units, which provides the same heating and cooling, but has less maintenance responsibilities.
4.5	Per A. Gipson, as of today, we have some preliminary feedback aligned for some rebates for the Science Technology Building. Until we have the cash in our hand, we will expect to fund the project out of Prop. A/AA. Once it is received, however, this money will go directly to the contingency fund.
4.6	A. Gipson gives an update on the Family Life Sciences furniture replacement. She continues that we are going to do an assessment of furniture and equipment to determine what can be reused. At this time we do not have a specific answer, but the Project Manager will get into this analysis in the future.
4.7	A. Gipson gives an update on the Impact of Van de Kamp on the project. A. Tyler continues that \$50 million in project costs have been allocated to this project and this is an all-inclusive number. It will pay off the COPS, which is about \$28 million, and it includes the previous dollars that was spent. In addition, we could buy two acres of property out the interest money or roll it back into the \$50 million, which could reduce the overall size of the property. We are trying to look at the overall perspective of the project and we have hired an outside firm to this analysis, which should be completed around January/February. Ultimately, the board will make the final decision. We will give a Van de Kamp update at the February meeting.
5.0	Building Schedule (3:45 p.m.)
5.1	A. Gipson refers to the summary schedules handed out at the beginning of the meeting. She states that there is only one summary this time, as opposed to the last meeting's Option One and Option Two, and this is a function of funding. We researched the Title Five issue for the Student Admissions Center and since this funding is hinging on the opening date of September 2005, Option One is the only option that accommodates this stipulation. The other factor that plays into this is the progress with D.S.A. They should get their stamp next week.
5.2	A. Gipson continues that we are looking to put Student Admissions Center and the PE Parking Structure into one bid package and the building community is showing a lot interest in bidding for this project.
5.3	A. Gipson continues that the major difference between Option One and Option Two is the Life Science Building being modernized either early or late. With the Chemistry Building being demolished, the whole northwest corner into a construction zone and will prevent access to the Life Science Building. So, Life Sciences will be modernized starting in summer 2004, which will make this whole quadrant a construction zone. As a result, we are in the process of laying out the interim spaces for Life Sciences.
5.4	A. Gipson gives an update on the Athletic Field. We are currently having occupancy issues in D.S.A. because they have reneged on some of their previous agreements that they made prior to the submission of the design. We have had similar issues with the PE Building Gym and the Science Technology Building. We are seeking assistance from M. Bishop and requesting a meeting in early January to resolve this issue.
5.5	There were two corrections was made to the schedule summary. The first was a correction in the line item regarding the Temporary Parking at Student Admissions Center. It should read Temp. Parking at Athletic

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	Field. The second correction is the elimination of the line item 6176 Modification of Rad Tech for Photography. However, this space will be interim relocation space, and A. Gipson will follow up with this issue.
6.0	Review of minutes (4:01 p.m.)
6.1	A. Gipson asks for corrections, modifications, and additions to the meeting minutes.
7.0	New Items (4:03 p.m.)
7.1	Per A. Gipson, there was one question about impact of the Franklin Hall renovation on the music classes. At this point we are looking at the programming of a couple other buildings. It will probably be at the February meeting that we can really address this issue specifically, after the architects do their work. January 2007 is the start date of construction for this building, so at that time there will be other options of campus to look at.
7.2	Someone asks a question about the Communications department, as far as planning and what is being done about the department in 2008. A. Gipson replies that they are in the process of selecting architect that will be doing the programming and it will be their job to determine what will happen. This process will take place at the beginning of the year and it will take about 60 days to program. This will go right into schematic design, and will stop there because we don't want the DSA stamp to expire. In addition, we are doing the procurement of the programming services for the Cafeteria, Women's gym, Performing Arts, and Theatre Arts.
7.3	Procurement of the Cafeteria, Women's Gym, Performing Arts, Theatre Arts
7.4	D. Seymour introduces 5026 Santa Monica Blvd. Per D. Seymour, we have been in discussion with the county about the possible acquisition of this vacated property, located about four blocks away from campus. An outside company is doing the MEP analysis of the cost of improvements on the existing 36,240 sq. ft. building versus knocking it down. An independent appraiser said that the property is worth \$1.35 million, but the county is holding it for \$1.5 million. However, if we acquire it through a designation, they county agreed to sell it for \$1.35 million, despite the discrepancy.
7.5	A. Tyler hands out a cost summary of the purchasing versus leasing the property. Per A. Tyler, a line item in Prop. AA that allows for leasing and purchasing property. He reviewed the summaries on the worksheet, the different ways the space could be utilized, and the net benefit to the college. Ultimately, the decision was made to review this item at the January meeting when more information is available.
7.6	A. Gipson reviews the Meeting Expectations List. The first question was about if the pool can be occupied is the PE Building is still under construction. The answer is no because this is a safety issue. It would only be possible if the outside was complete and the work was only being done on the side of the building. The next question is what is the earliest date it could be occupied. This answer will require coordination between M. King, the project manager, and Studios architects.
7.7	The second question from the list was about whether the meeting structure was working for everyone. No one had any feedback on this. A. Gipson continues that if you would like to add an item to the agenda, please e-mail her in advance. In addition, the group agrees to meet on the second Wednesday of each month at 3:00 p.m., except for January because of the Board Meeting on January 14, 2003.

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7.8	The last question from the list was about to how the decisions are made in regard to the relocation on the site. A. Gipson answers that it is a combination of a couple of things, such as which spaces are available, what accommodations are needed for each department, the administration's timing, and the options on the leasing of portable spaces and existing spaces. All of this is done with the coordination between the departments and the administration.
7.9	A. Gipson states that the floor is open for general questions.
8.0	Plus/Delta (4:48 p.m.)
8.4	A. Gipson opens the floor for Plus/Delta responses from the attendees.
9.0	Announcements/Adjournment (4:50 p.m.)
9.1	Next meeting is scheduled for January 21, 2004.