

**Los Angeles Community College District
Board of Trustees**

**District Citizens' Oversight Committee
Los Angeles City College
President's Conference Room, Chavez Administration Bld.
855 N. Vermont Avenue
Los Angeles, CA 90029**

**Friday, March 1, 2002
12 Noon – 2:00 p.m.**

Participants: Gerald Alcantar, WLAC; Inez Broussard, Taxpayer Rep.; Althea Clark, Senior Organization Rep.; Harold Garvin, LAHC; Marvin Hoffman, LACC; Mark Iles, LASC; Ezequiel Ibarbia, LAPC; Ted Kimbrough, College Foundations; William Luddy, LATTC; Maria Reza, LAMC; Kent Wong, Labor Rep.

Chairman Kimbrough called the meeting to order at 12 Noon. The March 1 meeting is a special meeting scheduled off calendar to permit the committee to be briefed on the proposed Sustainable Building Design policy prior to its adoption by the Board.

The roll call was taken and a quorum was established (8/15) to start the meeting.

Update Report from Executive Director and Program Director/DMJM/JGM

Mary Lee presented a brief report and introduced members of the program management and public relations teams. The college planning efforts involve implementing re-design of the college from the ground level, and master planning efforts are underway. Many projects were started with support of District staff. However, as of February 1, 2002 the fiscal and accounting function has been turned over to DMJM/JGM. In addition, staff has been engaged in helping the Board to shape its Sustainable Building Design Policy. Randy Duncan, Program Director, DMJM/JGM, reviewed the status of the Request for Qualifications (RFQ) process for project management, geologic technology, and architectural/engineering services. Based upon 74 responses, a pre-qualified list of potential consultants was established.

Eight of the 9 colleges have selected their project management firms. Firms will work under a series of 30-day contracts until the execution of a master agreement. In regard to accounting procedures, DMJM/JGM assumed responsibility for writing checks to contractors and vendors on February 1, 2002. A bond fund reimbursement procedure is in place, and vendors are being paid on time. Timely payment to contractors is critical to maintaining any project on time and on budget. The target goal is to pay vendors within thirty days of a demand for payment.

Randy Duncan distributed a printout from the DELTEC Cost Point system, the accounting software system used by DMJM/JGM. It includes a general ledger chart of accounts, a sub code structure, and a project account number structure to allow tracking of cost data. There will be definitive budgets set up and approved by the College Presidents. The accounting software will be accessible to the colleges on a web-based platform.

Chairman Kimbrough asked who establishes the project budgets for each college. The formal process was described. Estimates and consulting costs are checked and reviewed by the program manager, who validates the projected costs before making a recommendation to the College President for budget approval. Four signatures are required to establish the budget – project manager, program manager, Dr. Lee and the College President. The Board of Trustees does not approve each budget. However, authorizations or ratifications to pay for professional services are Board approved.

Mr. Iles asked what is being done to speed up payment to the subcontractors and other small business vendors who provide supplies or services. Mr. Duncan described the system of contractor submittal of conditional and unconditional releases to expedite payment to the subcontractors.

Jeanette Gordon, Controller, is the point of contact for bond counsel. Camille Goulet, General Counsel, handles all other legal matters.

Mr. Hoffman asked whether payments have been made for projects that were in process before Prop A passed. Mary Lee responded that colleges that had State and local projects in the planning stages prior to the passage of Prop A were permitted to charge some of the costs

to the bond measure if they were previously identified as eligible for bond financing. Pierce College and Mission College were examples of colleges with construction projects begun prior to the passage of Proposition A.

Sustainable Building Policy

Since October 2001, there has been a series of community forums and presentations to the Board of Trustees Committee of the Whole and the Accreditation and Planning Committee on various aspects of a sustainable building policy. A draft policy document was distributed to committee members. This policy proposal will be submitted to the Board of Trustees for adoption at its March 6, 2002 meeting. Mr. Duncan briefed the committee on the foundation of the LEED™ system and the proposed sustainable principles. LEED™ (Leadership in Environmental and Energy Design) was created in 1994 by the Green Building Council to promote sensitivity to environmental concerns in connection with new building projects. It has a point rating system that establishes varying levels of how “green” a building will become: platinum (highest), gold, silver, and certified. The Accreditation and Planning Committee has recommended a range of 26 to 36 points on the LEED™ scale as the range for district new building and major renovation projects. Mr. Landsberger stated that the policy debate relates to Board stewardship of bond measure projects and the choice between long-term commitments versus short-term choices.

There was further discussion concerning rebates and incentives available to offset the increased costs associated with green building. Ms. Reza indicated she would like to see how much additional cost is projected for buildings that comply with the proposed standards as opposed to construction that complies with Title 24.

Reference material that will accompany the proposed Sustainable Building Policy contains additional detail about costs. Randy Duncan responded that 5 percent additional cost is often cited as the cost of a green building that complies with Title 24 plus 10% (although this is a very rough estimate). Generally, these added costs are recovered within 5 years after construction in energy savings, rebates, etc. To be LEED™ certified, a building must perform to specifications during the post-construction occupancy and commissioning phases,

not just conform to building standards. California has not yet adopted specific rebate programs, nor will the Department of Finance recognize extra green building costs with separate funding. To the extent that rebates are available, the responsibility to track these opportunities will rest with Dr. Lee and DMJM/JGM, as program manager. Additional consultant help may also be considered in this arena.

According to Dr. Lee, the significant point about the recommendation to the Board in considering the sustainable building policy is that the Accreditation and Planning Committee of the Board will have the opportunity to hear from the colleges, their project managers and architects about their rationale for project design during the equivalent of the final project proposal – before significant funds are committed – while evaluating the level of commitment to the policy and any trade-offs contained within the college’s rationale.

Project Labor Agreement – Outreach

Terry Solis of the Solis Group made a brief presentation about the Project Labor Agreement (PLA) and related outreach activities. She reviewed 2 resolutions adopted by the Board last year: 1) the Project Labor Agreement related to Proposition A funds, and 2) the Community Economic Development Program. Under the PLA, the emphasis is placed upon local hiring and monitoring. Previous programs in other jurisdictions have not been as successful as planned due to the absence of an effective monitoring component. There will be a strong monitoring component in support of the Board’s PLA agreement. The Community Economic Development Program will ensure that small, local, emerging, and disabled veteran’s businesses have opportunities to perform services related to bond measure implementation.

It will be important to network and share information with local organizations about planned projects and how they can help us to implement the PLA effectively. On the issue of the agreement’s impact on minority and women-owned businesses, Ms. Solis indicated that under current law the District cannot operate an outreach program that is gender or ethnic based. However, core employees of participating small, local, and emerging businesses will be exempted from the requirement of union participation, provided that the small business complies with the prevailing wage and other provisions of the agreement.

Trustee Field requested that DCOC members relay a message back to their college citizen oversight committees that the District's goals for the PLA and economic development can be met with the help of speeches, email, letter-writing, and networking among committee members and those they represent and serve. It is important that small businesses receive timely information about these bond measure opportunities and the committees can be very helpful in that regard.

College Reports

West LA College – the college citizens committee held its first meeting. The Sustainable Building Policy was discussed.

City College – the committee has not yet held its first meeting but expects to convene soon.

Harbor – the college citizens committee met and adopted its by-laws.

Pierce – the college began construction on March 7 of its parking structure. Phase I of the Exhibition/Events Center is in the planning stages.

Approval of Minutes

The December 2001 minutes were amended to confirm the attendance of Althea Clark. Following the amendment, the minutes were adopted.

The meeting was adjourned at 3:00 p.m.