

**North Orange County Community College District
Citizens' Oversight Committee**

April 9, 2003

APPROVED MINUTES

Members Present: Don Baldwin, Darrell Essex, Rowland Hill, Chris Lowe, George Tsuda

Absent: Mary Bouas, Ray Estrella, Mike Schafer, Sonya Servin

District Staff: Violet Ayon, Rod Fleeman, Donna Hatchett,

Visitors: Tony Lief and Al Schafer from FLCM

Chairman Darrell Essex convened the meeting at 6:05 p.m. and led a round of introductions of those present.

Approval of January 15, 2003, meeting minutes: The minutes of the January 15, 2003, meeting were approved as submitted.

Introduction of Management Team for Bond-Funded Construction Projects: Dr. Fleeman introduced the representatives from FLCM and identified FLCM's responsibilities related to the District's bond measure projects. In response to an inquiry, Dr. Fleeman stated that FLCM is paid from bond funds based on a percentage of total construction costs.

A. **FLCM:** Al Schafer led a review of the construction projects throughout the District and gave the approximate timelines for each project.

District Education Center: Remodel of the facility to accommodate the Fullerton College Art Department during the seismic retrofitting of the 1000 building. The 1000 building project shall be completed by July 1, 2003.

Fullerton College:

- *Library Learning Resource Center (LLRC):* plan has been submitted and approved by DSA and set to begin construction 8/1/03; to be completed 2/1/04.
- *DEC remodel for Cosmetology:* work begins 5/1/04; complete by 11/1/04.
- *Buildings 300/500 accessibility:* work begins 5/1/04; complete by 12/1/04.
- *Quads and Fire Loop and Fire Access:* work begins 7/1/04; complete by 1/1/05.
- *Building 700 Remodel:* work begins 1/1/05; complete by 5/1/05.
- *Completion of LLRC will allow for remodel of Buildings 200 and 600;* the 200 building will be remodeled instead of razing the building and constructing a new

- one. Building 600 remodel will begin 2/1/05 and be completed by 7/1/05; Building 200 remodel will begin 2/1/05 and be completed by 7/1/06.
- *Student Services Building Remodel*: Work will begin 7/1/05 and be completed by 1/1/07. Building 2000 to be done in a number of phases.
 - *Buildings 800 and 100*: To be remodel during last six months of 2006 as relocation space becomes available.
 - *Maintenance & Operations (M & O) Buildings (2)*: Work will begin 2/1/04 and be completed by 8/1/04 with one building at Parking Lot 3 and the other at the Pepper Tree Lot.
 - *West Parking Structure*: Construction will begin 8/1/04 and be completed by 5/1/05.
 - *Soccer Field and Tennis Courts*: Upon completion of the West Parking Structure these will be relocated to the north so that the East Parking Structure construction can begin.
 - *East Parking Structure*: Construction will begin 9/1/05 and be completed by 6/1/06.
 - *Classroom/Office Building on south side of Chapman*: This construction will begin three months prior to LLRC completion; work begins 10/1/04 and to be completed by 1/1/06.
 - *Remodel of Buildings 300, 500 second floor, 1100, 1300, 400, 1000 phase two*: Remodel will begin during the Classroom Office Building Construction; begin 1/1/06 and be completed by 7/1/06.
 - *P.E. complex*: Construction is scheduled to begin 9/1/04 and be completed by 6/1/06 including the remodel of the existing gym and construction of an aquatic facility.
 - *Child Development Center*: Construction to begin 1/1/06 and completed by 1/1/07. during 2006.
 - *School of Continuing Education Facility*: Construction scheduled to begin 5/1/05 and be completed by 8/1/06.

Cypress College:

- *Temporary Bookstore*: A temporary bookstore, warehouse and mailroom facility should be ready by 7/1/03 on open ground.
- *Library Learning Resource Center (LLRC)*: With the relocation of the bookstore, warehouse and mailroom, along with DSA approval expected by 10/1/03, and construction on the LLRC beginning that date and to be completed by 1/1/05.
- *Library Administration Building Floors 3 & 4*: Remodel of these floors will begin 1/1/05 and be completed by 6/1/05.
- *Piazza*: The piazza section near the current Student Center will have to be demolished before beginning construction on the Student Center, and will

- require a temporary Safety and Security Building. Piazza infrastructure renovations/modifications construction is scheduled to begin 8/1/04 and renovations completed by 5/1/06.
- *Student Center*: Design work is in process with construction to begin by 7/1/04 and be completed by 11/1/05.
 - *Piazza*: The piazza will have to be demolished before beginning construction on the Student Center, and will require a temporary Safety and Security Building.
 - *Maintenance & Operations Building*: Building design to begin 7/1/03 with construction beginning 6/1/04 and completed by 12/1/04.
 - *School of Continuing Education Facility*: Design for this facility will begin within a few weeks with construction scheduled to begin 1/1/05 and completed by 4/1/06;.
 - *Children's Center*: This project will not go forward and funds set aside for this project will be used instead for Remodel for Efficiency projects.
 - *Remodel for Efficiency*: The remodel for efficiency projects are continuous and include the following:
 - ◆ Humanities
 - ◆ Fine Arts
 - ◆ Science & Math
 - ◆ Theater Arts
 - ◆ Administration/Conference Center
 - ◆ Gyms 1 and 2
 - ◆ Business
 - ◆ Tech. Ed. 1, 2 and 3
 - ◆ Women's Shower and Lockers
 - *Access Plan*: The access plan projects will be individually scheduled within the master plan, with planning and scope definitions to be completed in about three weeks. The Access Plan projects include the following:
 - ◆ Tennis Courts
 - ◆ New Loop Drive and Drop Off
 - ◆ Gateway Plaza
 - ◆ Campus Signage
 - ◆ Electronic Marquee
 - ◆ Perimeter Road Alignment
 - ◆ Relocation of Lakeshore Drive
 - ◆ Athletic Support Facilities
 - ◆ South Field and Athletic Walks
 - ◆ Lakeshore Plaza

In the ensuing discussion, Dr. Fleeman clarified that the decision not to proceed with the Children's Center project was due to the lack of demand for such services at Cypress College and the Center's inability to become self sufficient. Bond

counsel has informed the District that not every project listed in the District's bond measure has to be completed; however, new projects cannot be added. Funds earmarked for the Children's Center will be used for Remodel for Efficiency projects at Cypress College with the allocation for each project to be determined according to a prioritized list for renovation/remodel projects. Dr. Fleeman noted the child/teacher ratio and costs involved for supporting a Children's Center and because of the District's labor agreement cannot contract out such services. He added, however, that legal counsel opinion indicates that the Child Care Center space at Anaheim Campus may be leased out to a non-District entity.

In response to an inquiry regarding assurance that money is not being spent outside the authority of the bond issued such as on overhead and administrative costs, Mr. Schafer indicated that procedures are in place that identify every project, budget, and funding source, which are germane to the bond issue. He added that all projects within the District have been developed and reviewed for concurrence of appropriateness, including legal counsel's opinion. Every invoice is coded to a purchase order with the appropriate funding source identified. The external audit assures accuracy of funding bond projects.

- B. **CW Driver:** Dr. Fleeman identified CW Driver as the construction manager for Fullerton College.
- C. **PCM3:** Dr. Fleeman identified PCM3 as the construction manager for Cypress College.
- D. **Architects:** Dr. Fleeman stated that the District is currently working with five architect firms, including:
 - tBP for state District projects
 - Allan & Moody
 - FMC for the Fullerton College Physical Education Facilities
 - FLA for Cypress College
 - IPD for the Fullerton College parking structure
- E. **Legal:** Dr. Fleeman identified Sherman Wong, of the Public Agency Law Group, as the District's legal counsel for bond related projects.
- F. **District Staff:** Dr. Fleeman identified Ron Beeler, District Director of Facilities, and two managers and staff that assist FLCM and interface with projects and District policies/procedures. He added that every Tuesday morning a construction projects meeting is held to identify projects, timelines, funding, etc.

Owner-Controlled Insurance Program (OCIP): Dr. Fleeman reported that OCIP will be used for projects larger than \$3 million. OCIP will cost the District between .9% and 1.4% of construction cost, which should allow a 1% to 2% savings of overall bond projects. Gallagher and Associate will be the third party administrator for OCIP activities and will be paid by contract cost. If no worker's comp. claims are filed during a project then the District pays .9%. If there are worker's comp. claims then payment comes from the .5%. He added that a 100% performance bond is required of contractors.

Update: Completed Projects: The following projects were identified as being completed.

- A. Cypress College Theater
- B. Cypress College Tennis Courts

Other: Donna Hatchett announced that she is finalizing a Bond Report Newsletter, which will provide an update on completed projects, as well as projects that are underway. The newsletter will be mailed to key bond campaign contributors.

Next Meeting: July 9, 2003. Dr. Fleeman stated that Committee members will be sent parking permits for the meeting.

Adjournment: The meeting adjourned at 7:02 p.m.