

North Orange County Community College District  
Citizens' Oversight Committee

APPROVED MINUTES  
October 13, 2004 - 7 p.m.

Anaheim Campus, Board Conference Room

Committee Members Present: Darrell Essex, Chris Lowe, and George Tsuda

Absent: Tatyana Alvarez, Don Baldwin, Mary Bouas, Rowland Hill, and Sonya Servin

District Staff: Jerome Hunter, Margie Lewis, Kathie Hodge, Gary McGuire, Nancy Byrnes, Christie Wallace Noring, Fred Williams, Ron Beeler, Ava Guerrero-Hill, Dorothy Whitehurst, Steve Duncan, Jack Raubolt, and Sandy Cotter

Visitors: Nancy Rice, Leonard Lahtinen and Molly McClanahan, NOCCCD Board of Trustees; Ed Fitzgerald, Tony Lief and Al Schafer from FLCM

**1. Call to Order:**

Chair Darrell Essex called the meeting to order at 7:06 p.m., noting a lack of quorum in attendance. It was determined to proceed with non-action items on the agenda. Self introductions were made of staff and visitors.

**2. Approval of July 14, 2004 Meeting Minutes:**

Approval of the minutes will be continued to the next meeting.

**3. Facilities Bond Program Performance Review and Evaluation:**

Chancellor Jerome Hunter distributed a copy of a report entitled "Facilities Bond Program (Measure X) Performance Review and Evaluation" by Construction Controls Group and Tama Smith and Associates, Inc. Management Consultants, which was the result of a District-directed performance review. This performance review was conducted after concerns were raised internally concerning how the Facilities Program was being managed. Dr. Hunter reported that implications of the report for the bond projects were that improvements are needed to increase efficiency and use resources more effectively. Also distributed was a memo to the committee that outlines the Performance Review and proactive steps to improve the Facilities Program.

The Performance Review contains recommendations in the following main areas:

- ▶ Distinguishing the role of Program Manager, who oversees the entire Facilities Program, from the Construction Managers, who individually oversee projects at the campuses
- ▶ Establishing a higher level of oversight throughout the program
- ▶ Improving management processes and procedures throughout the program
- ▶ Integrating the roles of District facilities staff and program management staff.

Dr. Hunter noted an additional document was included with the memo, outlining Performance Review major conclusion questions and answers. He also reported that talking points had been developed for the Board of Trustees, a similar list of which was then distributed to the committee members. After some discussion, it was determined that when committee members have reviewed the report and developed questions, those questions would be forwarded to Dr. Hunter. He will then prepare responses for distribution to the entire committee.

When questioned on their response to the Performance Review, Board President Nancy Rice said the Board of Trustees wants the Oversight Committee to understand its commitment to directing the Facilities Bond Program in the appropriate manner, and to being forthright, and manage the program assertively. It was agreed that, as chairperson, Mr. Essex would speak for the Oversight Committee publically, if called upon.

Dr. Hunter stated that progress on meeting the recommendations outlined in the Performance Review will be updated at each future meeting. He also asked for feedback on the preferred format of information distributed at meetings.

#### **4 & 5. Facilities Bond Projects Status Update and Budget Analysis:**

Fred Williams, District Director of Fiscal Affairs, distributed a report titled “Budget and Financial Report for the District Bond Program for the Period Ending September 30, 2004.” Mr. Williams prepared the report in response to the July 14 meeting request for detailed information showing beginning and current budgets, budget adjustments, hard and soft costs, and contingency funds available by each project. Also shown in the report is the percentage completed for each project in both dollars and time. Additionally, projects deleted or on hold are also identified, including any costs incurred to date.

Ed Fitzgerald and Al Schafer of FLCM, Program Manager, distributed a schedule status update, displayed in a time line chart detailing the preconstruction and construction phases for each project. Mr. Schafer explained how his time line chart correlates with the information in the report Mr. Williams distributed. When asked if it is typical that the design and preconstruction phase be longer than the actual building phase, Mr. Schafer responded that the design and DSA-approval phase can average a year, due to the many steps during this phase. He emphasized the unknown issues that would impact projects include design costs, escalation of material costs, and construction change orders. Upon request by the committee, for future updates

Mr. Schafer will modify this time line chart to identify the DS- approval wait time during the preconstruction phase.

Mr. Williams noted some areas in the report he prepared that might raise concerns for the Committee, specifically including where deficits were identified. He explained that deductive change orders were expected to bring these line items back into budget, and noted the uncommitted \$2.5 million in the Fullerton College bond contingency account. Dr. Kathie Hodge, Fullerton College President, clarified that those funds will be used to match anticipated state funds for the remodel of the 400 Building and assured the committee that decisions are made after careful consideration of project expenditures.

**6. Calendar of 2005 Meeting Dates:**

Expressing concern for the ongoing low meeting attendance, and resulting lack of a quorum, Mr. Essex suggested a possible need for a change of time and date for future meetings. After a brief discussion, it was agreed to set the January meeting date for Wednesday, January 12, but with the time adjusted back to 6 p.m., and to postpone establishing the remainder of 2005 meeting dates until then. Dr. Hunter and the Committee agreed for the Chancellor's Office to poll the committee members as to their preferred day and time for meetings and report the results, as a move towards improving attendance.

Committee members discussed the possible need for a special meeting prior to January to discuss the information presented tonight with those not in attendance. However, it was agreed the January meeting date will allow for a thorough review of these reports, and resulting questions and responses, as well as the completion of the next financial and performance audit for presentation to the Committee.

The meeting was adjourned at 8:30 p.m. Next regular meeting: **January 12, 2005 at new time of 6 p.m.**

Respectfully submitted,  
Sandy Cotter  
Executive Assistant, Chancellor's Office