

**PASADENA AREA COMMUNITY COLLEGE DISTRICT
REGULAR MEETING (NO. 7)
OF THE CITIZENS OVERSIGHT COMMITTEE
PASADENA CITY COLLEGE
C233 – The President’s Conference Room
1570 East Colorado Boulevard, Pasadena, CA 91106
WEDNESDAY, APRIL 28, 2004
6:00 P.M.**

Regular Meeting No. 7

Page No. 29

The Citizens Oversight Committee met for Regular Meeting No. 7 on Wednesday, April 28, 2004, in Room C233 – The President’s Conference Room of Pasadena City College, 1570 East Colorado Boulevard, Pasadena, California 91106.

Members Present

Daniel Braun
Jonathan Fuhrman, Vice Chair
David Jacobs
John Lee
Lynne Hess
Angie O’Brien
Carmelo Sabatella, Chair
Fred Zepeda

Members Absent

George Fasching
Anthony Portantino
Luther Renfroe
Manny Torres

Support Staff

Charles Champlin
Peter Hardash
Jack Schulman

Other Guests

Susanna Miele, Trustee
Warren Weber, Trustee

A majority of members took a brief tour of the Parking Structure site prior to the meeting.

I. CALL TO ORDER

Carmelo Sabatella, Chair, called the meeting to order at 6:15 p.m.

II. INTRODUCTIONS

The following guests were introduced to the committee: Warren Weber, Trustee; Susanna Miele, President of the Board of Trustees; Oscar Chavez, Photographer

III. APPROVAL OF MINUTES – Regular Meeting No. 6 – January 28, 2004

The Minutes of Regular Meeting No. 6, January 28, 2004, were approved as submitted.

MOTION ON MOTION OF Mr. Jacobs, and seconded by Mr. Fuhrman, the Committee voted, by a majority vote of all members present to approve the Minutes of Regular Meeting No. 6 held on January 28, 2004, as submitted.

IV. STATUS REPORTS

A. PARKING STRUCTURE – JACK SCHULMAN

Jack Schulman extended an invitation to committee members if they would like to schedule a personal tour of the Parking Structure site. Level 4 is scheduled to be poured tomorrow. Recent rains did not adversely affect work. All four elevators are in. The steel towers for elevator will go in over the next few weeks. E.F.I.S. by Sto (a stucco finish) will be applied. It is the same finish used in the existing Del Mar parking structure. We haven't experienced any problems with this finish in that structure. Retaining walls are well underway. Prep work is ongoing for the three-level ramp entrance. Waterproofing of the retaining wall started about three weeks ago. Overall, Kajima is doing really well.

A large 70-ton crane comes in early to reach retaining walls on the northwest section of the site. Regarding the work to be done on Bonnie Avenue, all is going well working with the city. Rick van Pelt is attending a Public Notice meeting at City Hall regarding the modifications to Bonnie Avenue. We are optimistic that everything will work out okay.

Lot 6 will be turned over for construction use immediately after commencement on June 5, 2004. Money has been allocated for the Bonnie extension of the soccer field. The Environmental Impact Reports (EIR) was done up early on for the entire project to address traffic concerns including Allen and Del Mar.

B. REQUEST FOR QUALIFICATIONS (RFQ) – ARCHITECTS – JACK SCHULMAN

1. INDUSTRIAL TECHNOLOGY BUILDING (ITB) STATUS

The ITB Committee narrowed down the short list to one architect. The contract is currently in negotiation. Sara Dennison, Anshen + Allen Los Angeles Architects, wants to wrap up negotiations up by Friday. This item will go to the Board next week via a Consent Item to authorize Peter Hardash to move the process forward.

2. CAMPUS CENTER BUILDING (CCB) STATUS

Architect proposals were short listed to five. The CCB Committee saw five presentations, and short-listed to three. Site visits are currently being scheduled. Those architectural firms include: LPA, KMD/Flewelling & Moody, and PBWS. This process will narrow the list down to one; then Peter Hardash will negotiate that contract. Ultimately, we want these two buildings (ITB and CCB) to complement each other.

3. ARTS BUILDING (AB) STATUS

The goal will be to short list to five architects. That short list will be presented at the next Citizens Oversight Meeting. This project is due for construction in 2009-10. We don't want to wait for spring 2005 for presentations.

4. RECONSTRUCTION PROJECTS

We are working on a detailed list of projects for this category including technology infrastructure. The list needs to be compiled, sorted, and prioritized, and timelines need to be established. When completed, the list will be shared with the Committee.

Approximately 12 to 14 architectural firms have expressed interest in these projects; they are located in the Pasadena service area. We like to recommend local firms and spread the work around. The District has the authority to award these projects unchallenged based upon the best fit. In the rating process, location will rank higher in priority especially for the smaller reconstruction projects.

A discussion ensued regarding the number of local subcontractors used thus far. An accounting of that information will be provided to the Citizens Oversight Committee at the end of each project. It was also recommended that this type of information be made available to the public in the report to the community.

Peter Hardash advised that the District has met with community leaders to coordinate job fairs primarily for local vendors to further encourage use of more local trades. It is not our intention to push union labor issues.

PCC's Building Construction Program students continue to take guided tours of the parking structure site. This construction project has presented these students with opportunities that they otherwise would not have had. Students have been thoroughly involved on an ongoing basis. It was recommended that this information be included in the committee's report to the community. It was also recommended that these activities be videotaped for use in the classroom as a learning tool: a learning institution using learning opportunities to the maximum.

C. YEAR-TO-DATE BOND EXPENDITURES – PETER HARDASH

Year-to-date expenditures were reviewed. The report was revised to include more details per committee comments made at the last meeting. Overall, the project is within budget. At the last meeting, a request was made to define terms. Those definitions were not included on this report; however, the report will be amended and e-mailed with those changes.

A discussion ensued to clarify various details of the data, including change orders and anticipated changes vs. unanticipated changes. It was recommended that a change order category be added to the report.

The District is confident that this project will be completed on time and on budget. There are no surprises in the timelines; the organization chart will be updated as more architects are approved. The committee will receive updated copies of all reports at every meeting.

D. AUDIT REQUEST FOR PROPOSALS (RFP) – PETER HARDASH

The Board of Trustees approved an auditor at the last board meeting: Vavrinek, Trine, Day & Company (VTD). The District has used VTD for the past three years. The Audit Sub-committee (Trustees John Martin, Warren Weber, and Geoffrey Baum) evaluated responses to the RFP including information, experience and costs, independent of staff. VTD will conduct auditing services for Measure P Projects. The District's fiscal year runs from July 1 through June 30. VTD will come in to do preliminary information on projects soon, and will crunch numbers later. The committee should receive a preliminary report in September. The Annual Report can be done at that time.

VTD has conducted many financial audits, and we will check to see samples of what they have done for other colleges' annual reports. The scope is fairly straightforward on the financial side. Regarding the performance side, we can lend them direction. The audit should include all of the things we want.

It was suggested that a sub-committee be formed to propose specific items to be included in the report. This topic will be discussed at the next meeting.

V. COMMITTEE MEMBER TERM SCHEDULE

Some members are being termed out. Peter Hardash has had several discussions with the Trustees to advise them about new appointments. Outgoing committee members will be invited to attend the July 28 meeting as well as the new incoming members.

Since we will be losing our Committee Chair, a recommendation was made that the current Vice Chair be elected Chair, and that the Vice Chair position be filled by a new incoming member as the incoming member will serve two consecutive terms enabling that person to lead the Committee into the next term. A recommendation was made to place this item on the Agenda at the July 28 meeting.

VI. PUBLIC COMMENTS

There were no further public comments.

VII. ADJOURNMENT

There being no further business to come before the Committee, the regular meeting was adjourned at 7:10 p.m.

MOTION ON MOTION OF Mr. Sabatella, and seconded by Mr. Fuhrman, the Committee voted, by a majority vote of all members present to adjourn the meeting held on April 28, 2004.

**FUTURE MEETINGS: JULY 28, 2004
OCTOBER 27, 2004
JANUARY 26, 2005
APRIL 27, 2005**