

**LOS ANGELES COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
MINUTES - FACILITIES MASTER PLANNING & OVERSIGHT COMMITTEE
Educational Services Center
Board Room – First Floor
770 Wilshire Boulevard
Los Angeles, CA 90017
Wednesday, May 25, 2016
5:00 p.m. – 6:45 p.m.**

Committee: Ernest H. Moreno, Chair; Scott J. Svonkin, Vice Chair; and Sydney K. Kamlager, Member

Trustee Moreno called the meeting to order at 5:20 p.m.

PUBLIC SPEAKERS

None.

PROJECT DESIGN PRESENTATIONS

None.

CONTINUED BUSINESS

Deloitte – Briefing No. 3

A document entitled "Invoice Process and Payment Review for BuildLACCD Briefing No. 3" was distributed.

Mr. James D. O'Reilly, Chief Facilities Executive, indicated that this report is a continuance of the report that was presented at the March 23, 2015 Committee meeting. He introduced Mr. Wayne Kalayjian, Program Management Officer (PMO), Deloitte Financial Advisory Services.

Mr. Kalayjian gave a PowerPoint presentation and discussed the document with respect to the tasks that have been completed, the BuildLACCD Organization Chart, the four types of BuildLACCD contracts and invoices, and the invoice process and payment review.

A question and answer session was conducted regarding the presentation.

Trustee Svonkin requested that for a future Committee meeting agenda, there be an item regarding the requirements of the PMO contract with respect to whether the PMO is meeting the District's requirements in the contract and, if not, what can be done to ensure they are met.

NEW BUSINESS

Construction Update Summary

A document entitled "Active Construction Summary" was distributed.

Mr. Thomas Donovan, Director, LACCD Bond Program Management Office, gave a PowerPoint presentation and discussed the document with respect to the active construction projects for the colleges except Los Angeles Southwest College (LASC).

A question and answer session was conducted regarding the presentation.

Trustees Svonkin and Moreno expressed their concern that many of the active construction projects will be over the budgeted amount at the time of completion.

Invoice Process and Payment Review – Implementation Plan

Mr. James D. O'Reilly, Chief Facilities Executive, introduced Ms. Lisa Turnbaugh, Deputy Program Director, BuildLACCD.

A document entitled "Invoice & Payment Process Improvements" was distributed.

Ms. Turnbaugh discussed the document with respect to the action, benefit, and forecasted completion as they relate to Deloitte's action plan to improve Build—LACCD's invoice process and payment procedures.

A question and answer session was conducted regarding the document.

For the next Committee meeting, Trustee Svonkin requested a written report on all of the items that do not have a completion date and the fund-transfer evidence.

Program Management Office Annual Report

A document entitled "PMO Annual Update" was distributed.

Ms. Turnbaugh gave a PowerPoint presentation and discussed the document with respect to the BuildLACCD financial summary, the college-level financial summary, the risk exposure analysis, the DSA (Division of the State Architect) certification, the LSEVD (Local, Small, Emerging, Disabled Veterans) Contract Award Breakdown, the revised baseline financial summary, revised baseline & forecast basis & assumptions, the revised EAC (Estimate at Completion) baseline & forecast summary, and the revised EAC + risk exposure summary.

A question and answer session was conducted regarding the presentation.

With respect to the four colleges that show negative dollar amounts in the column entitled "F=A-D" on the page entitled "Revised EAC Baseline & Forecast Summary," Trustee Svonkin requested that information be provided as to why they are over budgeted and what can be done to mitigate this.

Ms. Turnbaugh indicated that the last column on this page lists potential negative variance mitigation measures for the four colleges.

Districtwide Facilities Needs Overview

A document entitled "Districtwide Facilities Needs Overview" was distributed.

Mr. O'Reilly summarized the document with respect to the college-specific deferred projects and major project needs.

The Committee members expressed their concern regarding the high estimated total costs for each college and the South Gate Center as listed in this document.

This item will be placed on the agenda of the next Committee meeting for further discussion.

Trustee Svonkin requested that the discussion include major objectives and where to draw the line.

SUMMARY – NEXT MEETING

Trustee Moreno indicated that the next Committee agenda would include a topic regarding disaster preparedness and FEMA.

ADJOURNMENT

There being no objection, the meeting was adjourned at 6:58 p.m.