



REGULAR MEETING OF THE CITIZENS OVERSIGHT COMMITTEE

Tuesday, November 19, 2002

MINUTES

Prior to the meeting, members of the Citizens Oversight Committee (with the exception of Dan Marostica, Marina Montenegro, Richard Malooly, and Abhay Shah), and staff members Randy Hartman, Jeff Holstien, John Heneise, and Pat Rasmussen heard a presentation by Peter Grillias, GPRA Architects, and Caryn Cowin, Bovis Lend Lease, on project 14, the Welding/Air Conditioning building.

This project will provide classrooms and laboratories for welding and air conditioning instructional programs, demolition of existing, deteriorating welding, air conditioning facilities which were constructed in the 1940's, and site preparation of this area for improved parking. The project includes special power and exhaust systems to support smart classrooms and laboratories for welding, air conditioning and refrigeration, faculty and staff offices, meeting and conference rooms; staff preparation areas; and spaces designed to promote occupational training programs.

Site work will include landscaping, walkways, emergency vehicle access, handicap access, and parking improvements to accommodate additional cars and increased traffic flow, and instructional equipment and furnishings to support welding, air conditioning, and refrigeration programs are included.

The new facility will be on the corner of Bonita and Temple Avenues. The building and yard walls will be bead blast precision concrete masonry, red in color, and should complement the existing block wall as well as the red brick used on campus.

CALL TO ORDER

The regular meeting of the Citizens Oversight Committee of Mt. San Antonio College was called to order at 6:32 p.m., on Tuesday, November 19, 2002.

CITIZENS OVERSIGHT COMMITTEE MEMBERS PRESENT

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| Ron Everett | Lina Ledford | Barbara Price |
| Edward Lo | Richard Malooly | Forest Tennant |
| Roy Test | Mike Spence | Dan Marostica |

CITIZENS OVERSIGHT COMMITTEE MEMBERS ABSENT

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| Marina Montenegro | Abhay Shah |
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STAFF PRESENT

Christopher C. O'Hearn, President
Nancy M. Rice, Vice President, Administrative Services
Jeff Holstien, Director, Facilities Planning & Management
Randy Hartman, Assistant Vice President, Bovis Construction
Diana Casteel, Executive Assistant to the President and Board of Trustees
John Heneise, Dean, Technology & Health

GUESTS PRESENT

Dr. Manuel Baca, President, Board of Trustees
Renee Graves, Partner, Vicenti, Lloyd, Stutzman

1. WELCOME

Chair Forest Tennant welcomed everyone to the meeting. Vice President Rice introduced Ms. Renee Graves, Partner, Vicenti, Lloyd, Stutzman, the Citizens Oversight Committee's audit firm.

2. APPROVAL OF MINUTES

It was moved by Richard Malooly, seconded by Barbara Price, to approve the minutes of the August 6, 2002 meeting. Motion unanimously carried.

3. INTRODUCTION OF PRESIDENT O'HEARN

Chairman Tennant introduced Christopher C. O'Hearn, the College's new president. President O'Hearn shared some of his background with committee members and commented on how pleased he is with the progress being made by the College on the Bond projects. He commended Committee members for their commitment to the College and to the local citizens who passed Measure R.

Board President Baca commented that the members of the Board of Trustees took their jobs very seriously in appointing members to the Citizens Oversight Committee and in appointing a new College President. He said the Board made excellent appointments to the Committee and an outstanding selection for President. The transition has gone very smoothly.

4. UPDATE ON PROJECTS

Jeff Holstien and Randy Hartman gave an update on current active projects:

- *Science Laboratory Complex* – Actually two buildings, one funded by the bond and one by the state from the November 2002 State Bond Measure. Design development has been completed. Plans have been submitted to the Division of the State Architect (DSA). We should be bidding the project in the spring and breaking ground by October 2003.
- *Workforce Training Center* – Project development and preliminary plans have been completed. Plans are expected to go to the DSA in June 2003.

- *Energy Conservation* – This project will reduce campus energy use by 35%. Work on this project will continue through August 2004.
- *Off-Campus Learning Centers* – This project is still in the development stage.
- *Agricultural Science* – This project consists of two new structures, a beef unit and a tractor barn. We are in construction. That construction should be completed by December 2002.
- *Child Development Center/Early Childhood Learning Lab* – Not part of the first phase.
- *Campus Classroom Improvements* – User group meetings for this project will begin in January 2003.
- *Business/Computer Lab Remodel* – Not part of the first phase.
- *Business & Computer Technology Center* – Not part of the first phase.
- *Design & Online Technology* – Project scope is being developed.
- *Physical Education/Wellness Facility & Athletic Fields* – Plans will be submitted to DSA this week. Construction is expected to begin in February 2003.
- *Campus Center* – At the schematic design and user group meetings stage.
- *Student Services Center Renovation* – Completed project development. Can now proceed with preliminary plans.
- *Welding/Air Conditioning Programs* – Working drawings are completed and have been sent to DSA.
- *ESL Building* – Working drawings are completed and have been sent to DSA.
- *Health Careers Center* – Working drawings are completed and have been sent to DSA.

There is concern that timelines will slow down because of the volume of plans being sent to DSA, however, since we are ahead of so many other colleges, it is believed that what we have already sent to DSA will be OK.

Mike Spence asked if any of the bond projects would qualify for matching funds from the State. It was explained that community colleges are different than K-12 districts. However, the College does have one project that will be funded through Proposition 47 that qualifies for matching funds.

Forest Tennant asked if all projects are on schedule. Randy Hartman said all projects are on schedule with the exception of the barn and tractor shed. That project is about two months behind schedule.

Since we are preparing several projects for bids, the College hosted a Vendor Fair recently where prospective bidders received information on the College's expectations

and hopefully generate interest in the projects. There were more than 150 contractors in attendance and was considered an overall success.

Dan Marostica asked if the College is using a senior level Primavera Gantt chart. Because of the interest in the Gantt chart, it was suggested that rather than taking a tour of a facility at the next meeting, those interested in the Gantt chart, which graphically depicts out the construction management and how projects are scheduled, should plan to arrive at 5:00 p.m.

5. AUDITOR PRESENTATION

Renee Graves, Partner, Vicenti, Lloyd, Stutzman, reported that her firm will be providing both the independent Performance Audit and the Financial Audit to the Citizens Oversight Committee. The first report will cover the period through June 30, 2002. Since the first bonds weren't sold until May 1, 2002, the report will be for a short period of time. The audit should ensure that bond funds have been expended only on the specific projects listed.

Ms. Graves reviewed the procedures they anticipate performing for the Citizens Oversight Committee and said their report will be completed in January 2003. It was decided that Ms. Graves should be invited back to the February meeting to present the report to the committee.

Committee members discussed how the report should be put together and to whom it should be distributed. At the last meeting, bond counsel had suggested that the report be shared with local newspapers and suggested it be included on the College's web site. Dr. Tennant asked committee members to be thinking about others who should receive the report, i.e., local city councils. It was decided that once committee members receive the audits, they will have a better idea of what the written report should look like.

President O'Hearn suggested that the committee also consider preparing an executive summary. A further detailed report could be available to those who want it, but most people will not want all the detail.

6. MISCELLANEOUS ITEMS

Dr. Tennant made the following announcements:

- Thanks to RBC Dain Rauscher for giving committee members a paperweight cube with a miniature copy of the official statement of the first bond issuance.
- This would have been Abhay Shah's last meeting as a member of the Citizens Oversight Committee. According to Proposition 39, a student may remain a member of the committee no more than six months after he/she leaves the college, and Abhay graduated in May. The College will now go through the process to appoint a new student to the committee.
- Richard McKee, President of the California First Amendment Coalition, talked to Dr. Tennant earlier in the evening and pointed out that the Citizens Oversight Committee meeting agenda does not include an item for public comment. Since

this committee falls under the Brown Act, Dr. Tennant asked that an item for public comment be added to future agendas following approval minutes.

7. NEXT MEETING

The next meeting will be held on Tuesday, February 18, 2003. For anyone interested in hearing information on the Gantt chart and scheduling of bond construction projects, the meeting will begin at 5:00 p.m. Dinner will be served at 6:00 p.m., with the regular meeting to begin at 6:30 p.m.

8. ADJOURNMENT

The meeting adjourned at 7:40 p.m.

WHF:dc