



REGULAR MEETING OF THE CITIZENS OVERSIGHT COMMITTEE

Tuesday, November 18, 2003

MINUTES

Prior to the regular meeting, Gary Nellesen, Director, Facilities Planning & Management, Randy Hartman, Vice President, Bovis Lend Lease, John Beckton, Sr. Project Manager, Bovis Lend Lease, Nancy Rice, Vice President, Administrative Services, and Committee members Barbara Price, Roy Test, Peter Peng, Ron Everett, Dan Marostica, and Marina Montenegro toured the Health Careers and Language Center construction site.

CALL TO ORDER

The regular meeting of the Citizens Oversight Committee of Mt. San Antonio College was called to order at 5:55 p.m., on Tuesday, November 18, 2003.

CITIZENS OVERSIGHT COMMITTEE MEMBERS PRESENT

Ron Everett	Lina Ledford
Barbara Price	Peter Peng
Edward Lo	Richard Malooly
Marina Montenegro	Mike Spence (left at 5:55 p.m.)
Dan Marostica	Roy Test

CITIZENS OVERSIGHT COMMITTEE MEMBERS ABSENT

Forest Tennant

STAFF PRESENT

Christopher C. O'Hearn, President
Gary Nellesen, Director, Facilities Planning & Management
Randy Hartman, Vice President, Bovis Construction
Diana Casteel, Executive Assistant to the President and Board of Trustees

GUESTS PRESENT

Fred Chyr, Vice President, Board of Trustees
Gema Ptasinski, Vicenti, Lloyd, Stutzman

1. INTRODUCTIONS/RECOGNITION

Vice Chair Price introduced Mr. Fred Chyr, Vice President of the College Board of Trustees, and welcomed him to the meeting.

Vice Chair Price also announced that this is Peter Peng's last meeting as the student representative on the Citizens Oversight Committee. Peter is currently a student at Cal Poly San Luis Obispo. Vice Chair Price presented Peter with a Certificate of Appreciation for his active participation as a member of the Citizens Oversight Committee.

2. APPROVAL OF MINUTES

It was moved by Dan Marostica, seconded by Ron Everett, to approve the minutes of the August 26, 2003, meeting. Motion unanimously carried.

3. PUBLIC COMMENTS

None.

4. BOND SERIES

Nancy Rice reported that Mt. San Antonio College is recognized throughout the State as being in the forefront of managing its bond measure prudently and efficiently. The College was able to start its building program much sooner than many other districts that passed a bond measure at the same time. She reminded Committee members that the College sold its first bond series in April 2002, in the amount of \$40 million. At that time, the College received excellent bond ratings – Aa3 and AA – which is unusually high.

As the College is reviewing its cash flow requirements and the status of each building project, it was determined that the College is going to need its second series within the next couple of months. Tomorrow evening, the Board of Trustees will be asked to approve a \$75 million bond series to be issued in February. If approved, Vice President Rice said that President O'Hearn, Gary Nellesen, and she would be going to San Francisco in mid January to make presentations to both Standard & Poor's and Moody's ratings agencies to receive a rating for the second bond series.

5. FINANCIAL & PERFORMANCE AUDIT REPORTS

Gema Ptasinski from the audit firm of Vicenti, Lloyd, Stutzman reviewed the second performance and fiscal audits of the bond projects. The reports were for the year ending June 30, 2003.

In presenting the fiscal audit, Ms. Ptasinski noted that the opinion was an "unqualified opinion," which is the best you can receive. She said there were no reportable conditions or material weaknesses noted related to compliance or internal controls over financial reporting. Ms. Ptasinski explained that interest earned on bond funds follow the bond money and has to be used in the appropriate timeframe for the series, which is a three-year period. It was suggested by Mr. Lo that future financial audit reports include a note related to the time period for the budget.

Ms. Ptasinski reviewed the performance audit. In performing the audit, the objective was to document that the College is in compliance with spending of bond proceeds appropriately. While doing that, they look for any weaknesses in the system. Finally, their objective is to provide the Citizens Oversight Committee with a report so that it can fulfill its obligation to provide a report to the community. Based on the audit, it was determined that the College has properly accounted for the expenditures of the Proposition 39/Measure R General Obligation Bonds.

Ms. Ptasinski noted the following recommendation:

- As the Campus Wide Improvement Project (project 17f) is a rather broad based project description, we recommend that the publicized project list be revised as specific projects are identified and approved for use with bond funding. In addition, we recommend that project 17j – Construction Support be added to the published list. This will then accurately report to the public all projects that will be undertaken. This recommendation would also apply to any major revisions made to any other projects already outlined in the publicized list.

Ms. Ptasinski suggested that the College's web site be regularly updated as significant changes are made in order to keep the public informed. Vice President Rice said this had been a good suggestion and the College has since updated the web site.

6. UPDATE ON PROJECTS

Gary Nellesen gave an update on current active projects:

- *Project 1 – Science Building.* Construction documents have been returned by DSA. We expect the final construction funds to be released by the State in December. Bids will be solicited and awarded from January through March 2004, and construction should begin in April 2004. Expected completion is November 2005.
- *Project 3 – Campus-wide Energy Conservation-Phase 2.* Construction is 80% complete and is on schedule and on budget. Equipment testing will begin next month and completion is expected in February 2004.
- *Project 11 – Athletic Fields.* The project is scheduled to begin December 1 – it was delayed two weeks to allow for soccer play-off matches on existing fields. Expected completion is August 2004. The project includes the baseball and softball field/stadium, lighted soccer fields and golf practice area. Three of the four Multiple Prime contracts have been awarded. The fourth contract is in the re-bid process and is expected to go to the Board of Trustees in December.
- *Project 14 – Welding and Air Conditioning Technology.* The project will begin tomorrow and is expected to be completed by August 2004. It consists of two buildings totaling 26,500 square feet, plus site work and landscape at Bonita and Temple. Eight of the nine Multiple Prime contracts have been awarded.
- *Project 15 – Language Center and Project 16 – Health Careers.* Construction is 30% complete and is on schedule and on budget. Structural steel is installed on the Language Center building and almost complete on the Health Careers side. Expected completion is June/July 2004. Mr. Nellesen noted that the building has had

a name change – from the ESL Building to the Language Center. This occurred because of the inclusion of additional programs – AmLa, Foreign Languages, and Sign Languages, although ESL remains a major occupant.

- *Project 17 – Campuswide Improvements.*
 - *ADA Compliance* – Comprehensive evaluation as part of Master Plan Update.
 - *Music Expansion* – Currently in the bid award phase. Expect construction to begin in March 2004.
 - *Building 23 Renovation/Move* – Completed and occupied.
 - *Landscape Improvements* – Area around the Administration Building is almost completed. Campus perimeter is in the design phase.
 - *Scheduled Maintenance Match* – Electrical improvements will be made during the major shutdown. Pool mechanical system repairs are in the design stage. The College pool, while one of the largest in the state, is 30 years old. It will be shut down for most of the summer for major repairs.
- *Campus Infrastructure.* Phase A is complete. Phase B will begin construction in December. Phases A and B represent work done to provide power/sewer/water for the current projects (Sciences, Athletics, Welding, Language Center, Health Careers, and Central Plant). A major power shutdown will occur December 26-29 to upgrade the main switch station and add capacity for all new projects.
- *Design Work*
 - *Master Plan Update.* Will address the following: some site changes, sub-projects, temporary housing issues in detail to identify cost saving opportunities, and cash requirements. Need to identify opportunities to move projects ahead in the timeline to reduce inflation effects. Will begin in February, and take approximately three months.
 - *Classroom Remodel Project – (Project #7).* Request for Proposals for architectural services will be distributed by December 1, 2003. This is a joint project with the State contributing \$9 million to \$11 million in local funding. Design work will begin in February and should take approximately 18 months.
 - *Design and Online Technology – (Project #10).* Request for Proposals for architectural services will be distributed by December 1, 2003. It has a preliminary budget of \$10 million, which may be revised as the project develops. Design work will begin in February and should take approximately 18 months.
 - *Business and Computer Technology Center – (Project #8).* The College is evaluating the feasibility of moving this project forward in the timeline because of a potential cost savings of between \$1-2 million.
 - *Student Support Services Renovation – (Project 13).* Current plans include the relocation of Student Health Services. This project is in the design development phase.

Mr. Nellesen shared an architectural rendering of proposed landscaping of the perimeter of the campus – specifically on Temple Avenue east of Mt. SAC Way and by the stadium parking, and from San Jose Hills Road on the west side of campus up through the north

side of campus. This proposed landscaping is low maintenance and complements the landscaping in the median of Temple Avenue.

Mr. Marostica asked how the 2005 Title 24 standards will affect project budgets. Mr. Nellesen explained that project budgets allow for escalation, but added that the College is working with Southern California Edison in its "Save By Design" project, so new projects should exceed Title 24 standards.

Mr. Marostica said he is often approached by community members asking how the bond money is being spent. When we were trying to pass the bond measure, the College stressed safety and showed classes in need of repair. Mr. Nellesen said the College is renovating where it is feasible to do so. For example, the Social Sciences building has more than 100,000 square feet that will be retrofitted. However, it would not be cost effective to try to renovate the row buildings.

Mr. Peng also asked about any water saving measures the College is taking. Mr. Nellesen explained that water saving measures have been built into the standards for fixtures as well as landscaping.

7. CITIZENS OVERSIGHT COMMITTEE MEMBER TERMS

Current Committee members were appointed by the College Board of Trustees in December 2001 to two-year terms, effective January 2002. Those appointments expire at the end of December 2003. According to Proposition 39, Committee members may not serve more than two consecutive two-year terms. At the August 26, 2003, Citizens Oversight Committee meeting, the consensus was that terms should be staggered so that all Committee members don't leave at the same time in order to ensure continuity.

President O'Hearn said the College appreciates every person's participation on the Committee; however, he understands the time commitment required and realizes agreeing to serve another two-year term may be difficult for some.

All committee members indicated their willingness to continue serving or discontinue serving on the Committee. Members will be notified of the Board's action in December.

8. MISCELLANEOUS ITEMS

- Mr. Everett suggested that maybe future Citizens Oversight Committee meeting agendas should include a "Community Feedback" item. This would allow members of the community to address any concerns they may have. It would also allow Committee members to talk about any feedback they may be hearing from the community. It was pointed out that there is currently a Public Comment section on each agenda.
- Vice Chair Price and other Committee members commented on phrases they heard during their tour prior to the meeting, such as under budget and ahead of schedule. It was suggested that a press release be prepared letting the public know that the bond money is being spent appropriately, giving examples of where we have done better than expected. This could be tied in with the press release about some members' terms ending and who is being appointed to replace them. It was suggested that this press release could be sent to local community newspapers. This information could

also be put on the Citizens Oversight Committee web page along with the current audit reports.

- Vice Chair Price invited Committee members to attend the College's International Marketplace held every Sunday in the parking lot across from the stadium.

9. NEXT MEETING

The next meeting will be held on Tuesday, February 3, 2004, at 5:30 p.m. A tour will be scheduled at 4:30 p.m., for those interested in attending.

10. ADJOURNMENT

It was moved by Dan Marostica, seconded by Lina Ledford, to adjourn the meeting at 7:06 p.m. Motion unanimously carried.

CCO:dc