



**REGULAR MEETING OF THE CITIZENS OVERSIGHT COMMITTEE**

**Tuesday, November 15, 2005**

**MINUTES**

**CALL TO ORDER**

The regular meeting of the Mt. San Antonio College Citizens Oversight Committee was called to order at 6:00 p.m., on Tuesday, November 15, 2005.

**CITIZENS OVERSIGHT COMMITTEE MEMBERS PRESENT**

|                 |                 |
|-----------------|-----------------|
| Marlen Garcia   | Lina Ledford    |
| Edward Lo       | Armando Macedo  |
| Richard Malooly | Laurie Marshall |
| Barbara Price   | Mike Spence     |
| Roy Test        |                 |

**CITIZENS OVERSIGHT COMMITTEE MEMBERS ABSENT**

|            |           |
|------------|-----------|
| Becky Meza | Don Sachs |
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**STAFF PRESENT**

Christopher C. O'Hearn, President/CEO  
Michael D. Gregoryk, Vice President, Administrative Services  
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**

David K. Hall, President, Board of Trustees  
Gema Ptasinski, Vicenti, Lloyd, Stutzman

**1. APPROVAL OF MINUTES**

It was moved by Laurie Marshall, seconded by Marlen Garcia, to approve the minutes of the August 16, 2005, meeting. Motion unanimously carried.

## **2. PUBLIC COMMENTS**

None.

## **3. FINANCIAL & PERFORMANCE AUDIT REPORTS**

Mike Gregoryk, Vice President, Administrative Services, introduced Gema Ptasinski from the audit firm of Vicenti, Lloyd, Stutzman who provided a review of the third performance and fiscal audits of the bond projects. The reports were for the year ending June 30, 2005.

Ms. Ptasinski first reviewed the financial 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, and received an unqualified opinion, which is the best an organization can receive.

Committee member Spence questioned the "salaries and benefits" and "supplies and materials" expenditures on page four of the audit. Ms. Ptasinski indicated that bond funds may not be used for administrative salaries, but, in accordance with a November 4, 2004, legal advisory, bond funds may be used for such items as accounting technicians salaries who do work that is required because of the bond measure. Mr. Spence asked for a copy of the legal advisory to which Ms. Ptasinski referred. Mr. Spence voiced concern about these expenditures because taxpayers had been led to believe that bond monies would not be used toward salaries.

Trustee David Hall asked staff to provide information to the Board of Trustees on both the salaries and benefits portion of the audit as well as the supplies and materials. It was explained that the supplies and materials included such costs as DSA approval. Outgoing Committee members asked to receive copies of this report. Trustee Hall further stated that possibly the College could consider reimbursing the bond accounts for salaries and benefits so that bond funds are used only for building projects.

In presenting the performance audit, Ms. Ptasinski noted that the opinion was an unqualified opinion. She said that, based on the procedures they performed, the College has properly accounted for the expenditures of the funds held in the Construction Fund and that such expenditures were made on authorized bond projects. There were no reportable conditions or material weaknesses noted related to compliance or internal controls over financial reporting.

Vice President Gregoryk commended the work of Gary Nellesen, Director of Facilities, Planning & Management, Linda Baldwin, Director of Fiscal Services, and Margaret Young, Director of Purchasing, for their outstanding work, resulting in the excellent audit reports.

#### 4. UPDATE ON PROJECTS

Gary Nellesen said there are over 100 construction projects on campus in various stages of design ranging in size from very small to major new buildings. He provided the following update on Phase 1 and Phase 2 projects:

- *Energy Projects (Chilled Water Central Plant and Co-Generation Plant) – Project 3.* This project has been completed for about a year and has resulted in a reduction in power usage from 2003 of almost 40%. The College is applying for Public Utilities Commission funds of up to \$1 million, which will fund remaining projects to achieve even more power savings.
- *Science Laboratories – Project 1.* This project is both State and locally funded, and is 70% complete. They are very close to having the building totally enclosed, so any upcoming rains won't be an issue with construction. The expected move-in date is late June/early July 2006.
- *Staff Center Renovation – Project 17f-11.* This project is 30% complete. There have been a couple of unexpected issues, such as an old sewer line and underground electrical work encased in concrete. Because of those issues, the project is delayed approximately one month.
- *Arts and Seismic Renovation – Project 17f-1.* This project is 90% complete with an expected move-in date of late January/early February 2006.
- *Music Expansion – Project 17g.* This project has been delayed about two months due to poor underground soil discovered 12 feet under the surface of the site.
- *Major Infrastructure Projects – Project 17e.* These are all around campus and include the electrical system in the northwest campus area, the chilled water extension, and the fire road.
- *Classroom Renovation Project – Project 7.* This renovation project will encompass almost 200,000 square feet. Bidding should take place between January-March, 2006. This will be a phased construction project because of its size and should last about 2½ years.
- *Student Services Renovation – Project 13.* Plans for this \$4 million project are in DSA (Division of the State Architect) now. Construction is scheduled to begin in May 2006. This is another phased construction project and is expected to last two years – one year per each phase.
- *Math/Science Building – Project 17i.* This building will include all the math labs. The current plans are for the whole math department to be in one building. Mr. Nellesen said the College is two weeks ahead of schedule in terms of getting the design documents ready. Construction should begin in February 2007.
- *Agricultural Sciences – Project 5.* This project is being funded with both State funds and Bond funds. This is a five-building project. Construction is scheduled to begin in November 2006.
- *Child Development Center – Project 6.* There are four buildings that will make up the Child Development Center program, all of which are equal to approximately 34,000 square feet and will be equipped to serve a total of 162 children. Construction should begin in January 2007.

- *Gymnasium – Project 11.* The new gymnasium will be located across the street on the southwest corner of Bonita and Temple. The anticipated completion date for this project is January 2008.

Mr. Nellesen said that over \$60 million in construction projects have been completed, which includes five major projects: Athletics Fields, Language Center, Welding & Air Conditioning, Health Careers, and the Central Plant.

## **5. MEMBER TERMS**

President O'Hearn reminded members that appointments to the Citizens Oversight Committee are made for two-year terms, which end in December. Under the provisions of Proposition 39, members may be appointed to no more than two consecutive terms. As a result, Lina Ledford, Edward Lo, Richard Malooly, Roy Test, Mike Spence, and Barbara Price cannot be reappointed. Marlen Garcia, Laurie Marshall and Don Sachs have indicated their willingness to serve another term on the Committee, if reappointed by the Board of Trustees. Mr. Armando Macedo said he would let the College know his ability to serve another term by the end of the month.

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.

Dr. O'Hearn invited all outgoing members to attend the December 14, 2005 Board of Trustees meeting to be formally recognized for their service by the Board.

Chairman Barbara Price thanked those committee members who have served for the past four years. Ms. Price said she sits on a lot of committees and has found this committee to be the most productive.

## **6. NEXT MEETING**

The next meeting will be scheduled once new members are appointed to the committee.

## **7. ADJOURNMENT**

It was moved by Richard Malooly, seconded by Marlen Garcia, to adjourn the meeting at 6:55 p.m. Motion unanimously carried.

CCO:dc