



MT. SAN ANTONIO COLLEGE

REGULAR MEETING OF THE CITIZENS OVERSIGHT COMMITTEE

Tuesday, November 27, 2007

MINUTES

Prior to the regular meeting, Gary Nellesen, Director, Facilities Planning & Management, and committee members Miguel Del Mundo, Marlen Garcia, Sylvia Mendoza, Don Sachs, and Sally Wieck toured the Music Expansion Project. Joining the tour were John Beckton, Project Executive, Bovis Lend Lease; John Nixon, Interim President/CEO; and Diana Casteel, Executive Assistant to the President.

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 27, 2007.

CITIZENS OVERSIGHT COMMITTEE MEMBERS PRESENT

Miguel Del Mundo	Marlen Garcia
Jim Grivich	Laurie Marshall
Sylvia Mendoza	Don Sachs
Drexel Smith	Sally Wieck

CITIZENS OVERSIGHT COMMITTEE MEMBERS ABSENT

David Fierro	Jackson Wen
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STAFF PRESENT

John S. Nixon, Interim President/CEO
Mike Gregoryk, Vice President, Administrative Services
Gary Nellesen, Director, Facilities Planning & Management
John Beckton, Project Executive, Bovis Lend Lease
Diana Casteel, Executive Assistant to the President and Board of Trustees

1. APPROVAL OF MINUTES

It was moved by Don Sachs, seconded by Miguel Del Mundo, to approve the minutes of the August 7, 2007, meeting. Motion unanimously carried.

2. PUBLIC COMMENTS

None.

3. FINANCIAL & PERFORMANCE AUDIT REPORTS

Mike Gregoryk, Vice President, Administrative Services, introduced Gema Ptasinski and Dan Warden from the audit firm of Vicenti, Lloyd, Stutzman LLP, who provided a review of the performance and fiscal audits of the Bond projects. The reports were for the year ending June 30, 2007.

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.

In presenting the performance audit, Mr. Warden stated 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. Mr. Warden pointed out that the performance audit is for Measure R funds only and does not include State monies used for any of the building projects. Further it was noted that the funds held in the Construction Fund and expended by the College were not expended for salaries of school administrators or other improper operating expenditures; however, Mr. Warden pointed out the following finding:

Education Code section 15280 requires that documents and reports provided to the Citizens Oversight Committee and minutes of proceedings of the Committee be made available on a website maintained by the District to keep the community informed of Committee activities. It also requires that reports made by the Committee be available on the website. It was noted that the district has established its Measure R website and is posting approved minutes to the website. However, documents and reports given to the Committee are not on the website and the report of the Committee to the community is not posted on the website.

Dr. Nixon assured Committee members that these items will be posted to the web.

Committee member Smith asked if the audit found that the Committee had complied with the requirement that it issue an annual report to the community. Mr. Warden said it had.

Committee member Grivich asked about the College's sale of bonds during the year and yet didn't need all the money for the projects. Mr. Warden said this is not a performance issue, but noted that issuing bonds is expensive and, because of that, the district is allowed to sell bonds with a three-year window in which the funds must be used.

4. CONSTRUCTION PROJECTS UPDATE

Gary Nellesen, Director, Facilities Planning & Management, provided the following update on phase 1 and 2 construction projects:

- *Math and Science Classroom Building – Project 17i.* Construction began in March 2007. This is a 70,000 gsf classroom building consisting of 27 classrooms, three math laboratories, faculty offices and division administrative offices. The project budget is \$22.6 million. The structural steel is completed and metal decking installation is underway. The project is on schedule and proceeding with very few changes. The project is slated for a September 2008 completion.
- *Agricultural Sciences – Project 5.* This is a six-building complex, two buildings of which were completed in 2003. The project budget is \$26.5 million and consists of 40,000 gsf laboratory building, faculty offices and support spaces for farm operations. Revised seismic analysis of the site and redesign efforts are complete. Committee members were reminded that a fault runs from Upland to the north of the Mt. SAC campus. Until recently, only the eastern part of the fault was considered active. Redesign documents have been submitted to the Division of State Architect and we are awaiting approval. Because approval is expected soon, it is anticipated that public bidding will begin in early 2008. Infrastructure and site preparations are complete. This will be a 1½-year construction project.
- *Remodel Classroom Buildings 7, 11, and 26 – Project 7.* This is a 210,000 gsf major renovation, being conducted in four phases, with a budget of \$36 million, which includes \$9 million in State funding. Phases 1 and 2 are essentially complete with punch list items expected to be completed in early 2008. Mr. Nellesen pointed out that nearly 50 classrooms and 70 offices were relocated during the semester. That accounts for almost 20 percent of the classrooms on campus.
- *Design Technology Center – Project 10.* This is a 70,000 gsf specialized design center which includes drafting, photography, fashion design, and other computer-based design disciplines. The budget for this project is \$28 million, including \$14 million in State funding. Preliminary plans have been approved by the State Public Works Review Board and were submitted to DSA in November.
- *Student Services Center Renovation – Project 13.* Phase 1 of this 51,000 gsf renovation was completed in September; however, the move-in date was delayed six weeks in order for it to occur at a time that was the least disruptive to students. The move was completed earlier this month. Construction on Phase 2, which is the north half of the building, will begin next week. This is a \$5 million project.
- *Music Expansion – Project 17g.* This is a 5,500 gsf expansion of the music building with a project budget of \$3.5 million. The project is complete and was toured earlier in the evening by some Committee members.
- Mr. Nellesen commented briefly on the following miscellaneous projects:
 - *College Data Center* – This project entails moving the College's Information Technology Department across the street.
 - *Landscape Projects* – The College is working with a landscape architect to address needs across campus. There are currently three large projects in progress.

- Planetarium Renovation – A new dome is the last piece of scope work added to this project. Completion is expected in spring.
- Parking Improvements (Lots S and B) – This will provide an additional 250 parking spaces to the campus.
- Demolition Projects – The College will see some old row buildings coming down next year.
- Restroom Building – This restroom facility for the athletic fields across the street is underway.
- Energy Projects
- Athletics Field House – The project has been designed. Documents are approved and ready to go; however, at this time, there is no funding available.
- Technology Infrastructure – The College is preparing to install underground duct banks and will be completed in early 2008.
- State funds for future projects – The College is aggressively working to obtain State dollars for future projects.

Committee member Smith said the College has assembled a tremendous team related to its construction projects. He doesn't want to run out of money so projects are stopped and then have to start up again when another bond is passed. He said the College has pretty much done what it committed to the community it would do when Measure R passed. Dr. Nixon said the College administration has begun discussion with the Board on another bond measure. There are projects the College wasn't able to complete with Measure R funds and we aren't gaining as much space as we need. According to Dr. Nixon, the College is growing at about two percent per year, and our facilities need to keep up with that growth.

Director Nellesen provided Committee members with an *Enrollment and Facilities Growth Forecast*. The report provides a historical look at the College from 1996 forecasted through 2015 related to enrollment and facilities. Committee member Grivich appreciated the information provided by Mr. Nellesen, but indicated he is interested in information related to utilization ratios. He wants to make sure that usage/student demand justifies future projects. Vice President Gregoryk said we call that information capacity load ratios and we will be happy to provide that information as new projects are discussed. Committee member Wieck noted that, as our population continues to age, there will be a demand for more careers in the medical field.

The College has not determined the amount of bond it would pursue; however, we want to honor our commitment to the district voters and stay under the \$25 per \$100,000 assessed valuation.

Committee Chair Garcia introduced John Beckton, Project Executive with Bovis Lend Lease. Mr. Beckton has been working at the College for about 11 years and recently took over more of the responsibilities once done by Randy Hartman.

5. PRESIDENT'S REPORT

Interim President Nixon invited Committee members to the dedication ceremony for Founders Hall that will be combined with the Administration's Annual Holiday Celebration on Tuesday, December 4, 2:00-4:00 p.m.

On behalf of the College, Dr. Nixon thanked all members for their service on this committee. He particularly thanked Marlen Garcia, Laurie Marshall, and Don Sachs, who are completing their second two-year appointment. Dr. Nixon also thanked Miguel Del Mundo for his service noting that while he hasn't served two consecutive terms, he is not eligible for reappointment because he's no longer a student here.

6. MEMBER TERMS

Interim President Nixon 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.

Dr. Nixon 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. Jim Grivich, Sylvia Mendoza, Drexel Smith, and Sally Wieck indicated their willingness to serve another two-year term should the Board of Trustees choose to appoint them.

All outgoing members will be invited to attend the January 23, 2008, Board of Trustees meeting to be officially recognized by the Board for service on this committee.

7. COMMITTEE MEMBER COMMUNICATION

- Committee member Sachs said he is proud to have been involved with the Citizens Oversight Committee and found it to be a learning experience. He invited everyone to attend the City of Industry Christmas Program, as his guest, on December 4, at Pacific Palms. The Mt. SAC choir will be performing for the first time this year.
- Committee member Marshall said she is very impressed with what the College has been able to accomplish during her service as a member of the Citizens Oversight Committee.
- Committee member Del Mundo said his association with Mt. SAC has been not only educational but memorable as well. He appreciated serving as a member of the Citizens Oversight Committee and learned a lot from his fellow members. Mr. Del Mundo said he is very impressed with how far the College has come.
- Committee chair Garcia said that because of students like Miguel Del Mundo, she and others commit to service to the College. She is pleased with how well this group has worked together to support the amazing work the College is doing. She thanked committee members for supporting her during her term as chair. While serving on the committee, Ms. Garcia said she learned a lot that she can share with her community.
- Committee member Smith voiced his concern about this Committee's need to report regularly to the community. In addition to the annual report to the community, Mr. Smith recommended that the Committee develop a press release after each meeting.

He suggested that this release should also be available on the College's web site. He stressed that this needs to be viewed by the community as the Committee's work, not something prepared by the College administration. Mr. Sachs also volunteered to include this information in the Industry Manufacturers Council's newsletter.

8. NEXT MEETING

The next meeting will be held on Tuesday, February 19, at 6:00 p.m., in Founders Hall. A tour will be scheduled at 4:30 p.m., for those interested in attending.

9. ADJOURNMENT

It was moved by Don Sachs, seconded by Laurie Marshall, to adjourn the meeting at 7:35 p.m. Motion unanimously carried.

JSN:dc