I. CALL TO ORDER
Mrs. Lewis called the meeting to order at 3:35 p.m.

II. INTRODUCTIONS
Mrs. Lewis called the roll of the committee members. She recognized all of the support staff. Carol Horton introduced two guest faculty members, Terry Miles and John Fincher. Mr. Miles is the outgoing President and Mr. Fincher is the incoming President of CCFA which is the Faculty Association. Mr. Fincher has also served on the Physical Resources Committee for many years. Mrs. Horton also introduced Linda Welz who is the Director of Information Systems. Mrs. Welz started at Citrus in November 2005 and has been very busy with the implementation of our new software for our operating system. Mrs. Horton noted that she is here today to discuss the new Citrus web site that is in design and how the Citizens’ Oversight Committee information will be seen in the web site.
III. APPROVAL OF MINUTES OF MARCH 23, 2006 MEETING
Mrs. Lewis asked if everyone had been able to review the March 23, 2006 minutes and if there were any changes or questions. Mr. Bird moved that the minutes be approved as presented. Mr. Serpa seconded the motion and the minutes were unanimously approved.

IV. PUBLIC COMMENT
No public comments were presented.

V. BOND REPORT – REVENUE AND EXPENDITURES
Mrs. Horton reviewed the Revenue and Expenditures report that was distributed to the committee which reports the activity from July 1, 2005 through May 31, 2006. Mrs. Horton explained that the line item “Across Projects” are for items that are not associated with just one project such as soil testing and miscellaneous architectural services. Items such as these can be done campus wide at one time rather than have the engineers come out several times for each project which is a major cost savings. Mrs. Horton noted that we are still spending the first issuance of $21 million and with our current expenditures we have an ending balance of $13 million. We are monitoring expenditures for the upcoming fiscal year. Upcoming expenses include the Center for Innovation which is about a $10 million dollar project that will take about 2 years to pay out and the Central Plant. Mrs. Horton expects that we will not issue any more bonds until January to early spring of 2007. Mr. Kays acknowledged that we have to spend the first bond issuance in 3 years. He asked if that was going to be a problem. Mrs. Horton said that it would not be a problem. The funds would all either be spent or encumbered within the time allotted. Mr. Serpa asked if the District is taxed on that amount if not spent. Mrs. Horton explained that we are not taxed but we would actually have to return the interest earned to the tax payers but she guaranteed that that would not happen.

VI. CONSTRUCTION UPDATE
Mr. Bradshaw recapped the Bond Program Status Report.

As previously reported, the Campus Standards have been established and have been distributed to the design consultants.

As the Committee may have noticed the Center for Innovation is in progress. Original bids were received February 23, 2006. There was some contention with those bids and the project went out to bid again and those were received on April 14. Woodcliff Construction of Los Angeles was the low bidder. The first construction meeting was held on May 10 and construction started on May 22. The estimated completion date is December 31, 2007.
The Central Plant received DSA approval on May 3 and received bids on June 8. The low bidder was Plumbing, Piping and Construction, Inc. The pre-construction meeting is scheduled for July 6 with construction starting immediately after. Mr. Bradshaw is hoping to receive an additional $300,000 to $500,000 in funding from Southern California Edison.

The Field House and Concession Buildings are in the final phase of construction planning. The projects should be submitted to DSA by late summer or early fall of 2006. The cost estimate for the 2 buildings is approximately $7 million.

There has been preliminary planning with staff on the Main Gym. Once the field house is under construction there will be more serious planning on the Main Gym. When the Field House is complete the staff will move out of the Main Gym and construction will begin approximately mid 2008.

Preliminary planning is complete for the Fine Arts Complex. We hope the project to be at DSA by the end of 2006 or early 2007. We need to get this project going so that the Student Services Building can begin. The current Art Center is in the footprint of where the new Student Services Building is going. The Student Services Building is on a timeline. We need the Chancellor’s Office approval to go to bid by late May or early June of 2008 because the project is partially funded by the state. Mr. Bradshaw does not expect the Fine Arts Building to be complete but does expect to get the funding in place from the state level. Mrs. Horton noted that the Student Services Building has passed through the legislature and all four phases have been approved. We will be receiving approximately $5 million toward the project as soon as the State Budget is passed. Mr. Bradshaw also mentioned that we will need to do a seismic evaluation at the site of the new Fine Arts Complex for a suspected fault. We must prove that it is not a surface fault but more than 100 feet down.

Mr. Serpa asked if we are using more than one architectural firm. Mr. Bradshaw reported that we are using one geotechnical engineer to ensure consistency and two architectural firms. Mrs. Horton reported that four of the five of the buildings in the bond project were committed to tBP Architecture prior to 1995 because they did the original submittals to the state. They have done all of our work for the last 15 years. For the Stadium and Field House we have used a different architect that specializes in athletic facilities. Architectural firm fees are pretty standard at 10% of construction cost for school construction. If they vary at all it is slightly higher at 12% to15%. The District does not have to negotiate with tBP. They are always at 10%. Mrs. Horton expressed that what continues to impress her about tBP is that she trusts them explicitly. The District has input to the engineers that they use and they do listen to our opinion. They are also very exact in their cost estimates. With the Center for Innovation they were only $7,000 off from the low bid on an over $10 million project. Mrs. Horton explained that if a construction bid comes in 19.9% higher than the state allowance for construction the state will still fund it, but it does have to go back to the Department of Finance for value engineering. Mrs. Horton stated that she is using the state guidelines for construction of the bond projects so if we get a bid
we have the 19.9% flexibility. If we get a bid greater than 19.9% we will not recommend that it be approved by the board and the project will go out to bid again. Mr. Kays added that when value engineering first started the idea was to do the value engineering first prior to the design. Mrs. Horton noted that we have only had to do value engineering on one project and that was the Performing Arts Center and that was because it was such a technically advanced project for a community college that outside consultants had to be used by tBP.

Stadium Lighting is complete and the Electrical Contractor received an industry award for the lighting design on the project.

Stadium Fields/Track project is complete.

Vocational Technology is the construction document phase and should be submitted to DSA by the fall of 2006. We need to submit to the Chancellor’s Office for approval to go to bid by April or May of 2007 since this is a state funded project.

The Security Building is in the very preliminary phase. We will be using a design of building used at Fullerton College which will save us a lot of money in design fees and a lot of time. We are estimating plans to DSA by February 2007. Cost is estimated at $1.6 million. Construction should take about 10 to 12 months.

HVAC projects on the Liberal Arts Building, Performing Arts Center, Tech B and Tech C are close to completion. Mr. Bradshaw is expecting some reimbursement from Southern California Edison on those projects. Mrs. Horton noted that most of these projects are scheduled maintenance projects with a district match and if they went over the amount allotted then bond funds were used. The only one that went over budget was the Liberal Arts Building. The Liberal Arts project should be complete by mid July.

Mr. Bradshaw recapped that the college in the next two years will have approximately 5 major construction projects in different stages of completion.

VII. ANNUAL REPORT UPDATE
Mrs. Paula Green noted that each committee member has a packet with the Annual Report. At the March meeting Mrs. Green presented the draft and is pleased to present the finished product. The district is continuing to mail out the reports to the distribution list and pass them out at special events. Mrs. Green noted that there are two versions of the report. There are those with the darker wrapping which has a special letter from each of the trustees. There were 200 printed of this version for each trustee. The district has been very targeted in how those 200 are distributed in the communities of the trustees such as Chamber of Commerce events and to individuals that the trustees request. The one without the trustee letter is going for general distribution. Mrs. Green included her business card in the packet in case there is someone in particular that the committee would like to receive the Annual Report. Mrs. Ariane Lehew added
since this committee was formed in September of 2004, this report covered a 16 month period. Subsequent reports will reflect a calendar year. We are now approaching the time when we will start preparing the outline and draft for the annual report for 2006. We are anticipating sending the report to the Board of Trustees for approval in January of 2007. At the September meeting Mrs. Lehew would like to present a draft of the 2006 report. Mrs. Lehew reviewed the content of the report and requested any comments or suggestions for next year’s report. Mr. Bird commented that it was very readable and very attractive. Mrs. Lewis also commented that she has received very positive feedback from everyone who has read the report. Mrs. Lehew also mentioned that she, Carol Horton and Dr. Viera had an opportunity to present at the Community College Facilities Coalition Annual Conference on the subject Proposition 39 accountability and featured the web site at that time and told the group that we were in the process of creating the annual report. Several attendees requested copies of the report and there have been very positive comments from those recipients. Mrs. Lehew thanked Paula Green and her team for their efforts in producing the Annual Report.

VIII. WEB SITE UPDATE
Mrs. Lehew stated that the Citizens’ Oversight Committee web site must be accessible by linking from the College’s web site. The items required to be posted on the web site are agendas, minutes and the annual report. Other information is also included such as the history of Measure G and member biographies. Mrs. Lehew asked that the committee members review the web site and make any comments or suggestions on the format or content. Mrs. Lehew introduced Mrs. Linda Welz to review the new web site format.

Linda Welz reported that one of the first tasks given to her by Dr. Viera was to consolidate our web presence. The web presence of the college grew in different areas for different reasons and is not consistent. He wanted a single view with easy access to the areas needed by the people accessing the web site. Mrs. Welz’ view is that the web site purpose is a communication and service tool for the community, staff and students. The web site also has components where by the college reaches out to the community for programs such as theatre, athletics, and the music industry. We are trying to consider all of these facets and constituents when putting the web site together. There was a cross campus committee put in place to design the look and functionality of the web site. From the technical aspect, Mrs. Welz wanted something that could be updated very easily because the expectations of what you see on the web are very different than what you see in print. We also have a requirement for accessibility standards so that anyone with any level of disability can access our web site. We have picked a tool that allows us to meet all the criteria. The departments will be able to update the web site without programming knowledge but the MIS staff will always be available to assist. Mrs. Welz passed out some sample pages of what the new web design will look like. One of the features of the new site would be the search capabilities based on different words that people use to mean the same thing. For example, someone wanting information on the Citizens’ Oversight Committee could just enter the words “Measure G” or “Bond” and it
would take them to the correct section of the site. The goal is to be where you want to be in 2 clicks. Mrs. Welz also wanted the navigation to be very consistent throughout the web site. Mrs. Welz told the committee that she could use the standard template for this committee or they could use a design of their own. Mrs. Lehew stated that she feels that it is very important that some link to the Citizens’ Oversight Committee is on the home page but also likes the search tool based on different words. Now it will be up to the committee to decide what they want their section to look like. Mrs. Horton’s concern is that the committee information is easy to find. Mrs. Welz agreed and noted that the old web site will overlap for a couple of months and direct people to the new web site. Mr. Serpa asked how may hits the college gets on the web site. Mrs. Welz was not sure. Mrs. Lehew expressed an interest in getting updated pictures of the bond construction projects on the web site. Mrs. Fritz pointed out the importance of having a presence of this committee on the home page for someone who is looking at the site but may not have thought to look at the bond information. Mrs. Horton wants to be sure that the bond committee information is not buried in the web site since this is a community effort and is community funded. Mrs. Fritz also asked if the front page was also the way the students access the Enterprise System. Mrs. Welz confirmed that this will be the portal for students in phase 2 of the implementation. The total implementation is in 3 phases. We would like to be doing basic processing by summer of 2007 (phase 1), which includes registration, admissions, students services and human resources. Phase 2 will include more services for the student services groups and more work flow components and reporting. Mr. Serpa asked if the college is using student’s social security numbers for ID purposes. Mrs. Welz responded that the social security numbers are in the system for financial aid purposes and reporting but they are not the student ID. Mrs. Welz recapped by stating that the new web site will be a fresh look for the college.

IX. REQUESTS OF STAFF/ITEMS FOR FUTURE MEETINGS
None at this time.

X. SCHEDULE OF UPCOMING MEETINGS
The upcoming meetings are scheduled for September 21, 2006 and December 7, 2006 at 3:30pm. The 2007 meetings will be determined at the December meeting. At the September meeting the date of the January Board of Trustees meeting will be provided. This will be the meeting where the committee’s annual report will be presented to the Board.

XI. ADJOURNMENT
The meeting was adjourned at 4:40pm.

Respectfully submitted,
Judy Rojas
Administrative Assistant
Office of the Vice President of Finance and Administrative Services