Regular Meeting No. 8

The Citizens Oversight Committee met for Regular Meeting No. 8 on Thursday, September 21, 2006, in Conference Room B-204 of the Hayden Library at Citrus College, 1000 West Foothill Boulevard, Glendora, California 91741-1899.

Members Present
Bill Bird
Phyllis Fritz
David "Dean" Kays
Sharon Lewis
Bobbie Wenrick
Jesus Sanchez

Support Staff
Carol Horton
Judy Rojas
Michael Viera, Ph.D.

Guests
Linda Welz
Jolie Elman

Members Absent
John Serpa

I. CALL TO ORDER
Mrs. Lewis called the meeting to order at 3:30 p.m.

II. INTRODUCTIONS
Mrs. Lewis called the roll of the committee members. Dr. Viera thanked the committee members that volunteered their services for an additional two year term on the Citizens’ Oversight Committee; Ms. Lewis, Mr. Bird, Mr. Kays and Mr. Serpa. Dr. Viera also introduced Jesus Sanchez who is the new student representative on the committee. Mr. Sanchez was selected by Dr. Viera, Mr. Bevilacqua, President of the Board of Trustees and Dr. Arnold Rollin, Dean of Students, from a group of students that submitted applications for the position. Mr. Sanchez’s application and resume were quite impressive. He will serve a one year term. Dr. Viera asked Mr. Sanchez to tell the committee a little about himself. Mr. Sanchez stated that he is a recent graduate from Arcadia High
School. He is currently serving as an ASCC Senator and looks forward to serving the school and the community as a member of the committee.

Carol Horton introduced Linda Welz the Chief Information Services Officer and Jolie Elman the Web Page Specialist. They will be demonstrating the new Citrus Website today.

Carol also reported that Ariane Lehew will not be able to make the meeting today and that Bob Bradshaw is on vacation and that she will be presenting his report.

III. APPROVAL OF MINUTES OF JUNE 22, 2006 MEETING
Mrs. Lewis asked if everyone had been able to review the June 22, 2006 minutes and if there were any changes or questions. Mr. Bird moved that the minutes be approved as presented. The motion was seconded 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 June 30, 2006. This report will match what is in the financial audit report for the end of this fiscal year. The auditors are currently on campus completing their review. The 2005-2006 ending balance of bond funds is $11,465,461.21. We do not anticipate issuing additional bonds until spring of 2007. Mrs. Lewis asked Mrs. Horton if she felt we had enough money to carry us through the year. Mrs. Horton stated that we do have two large projects in construction, the Center for Innovation and the Central Plant, and we may not make it completely through the year on the $11 million. Therefore we plan to issue additional bonds late spring of 2007. Mrs. Horton mentioned that we also do not want the tax liability on interest earned if we issue too soon. We must spend our first issuance in three years so we are watching our cash flow very closely. We do have other projects going on as well as construction projects. We are also doing a campus wide parking survey. We have some information from the Facilities Master Plan and some information from tBP that was done last spring but we need a comprehensive plan. We will probably be hiring HMC to do a complete parking plan which will include renaming parking lots, improved lighting and layout. We are building a new parking lot next summer where the current softball field is located off of Baranca Ave.. We are also doing a complete underground survey of utilities to coincide with the upcoming construction. We have hit gas lines once and water lines twice and we need to check our capacity on water and sewers also. We will continue to watch the cash flow with all of the projects and issue bonds when necessary.
VI. CONSTRUCTION UPDATE

Mrs. Horton presented the Bond Program Status Report.

The Center for Innovation started in June and is an 18 month project which is on schedule. The sewers and electrical are in and they are pouring part of the pad this week. We hope to be out of the ground prior to the rainy season.

The Central Plant is going very well. It is a nine month project that is scheduled to be complete in the spring but there is a rumor that we could be using the plant by February 2007. The piping will not be in to a lot of the new buildings. Mike Harrington and Bob Bradshaw have both reported that the contractor on this project is outstanding.

Mrs. Horton reported on some electrical upgrades that are taking place on campus that are not bond funded. The first upgrade is in the Performing Arts Center. Dr. Viera informed the committee that Greg Hinrichsen wrote a grant proposal for funds that were made available by the Governor for vocational programs that are unique. The program that we applied for is for training stage technicians for intelligent lighting systems which is computer driven. The grant funds received were $368,000. We are upgrading the Haugh Performing Arts Center which will benefit both the Center and our new program.

The Bookstore and the Library electrical upgrades are also in the planning stages.

The working drawings are done and the plans and fees have been submitted to DSA for the Field House Project and the Vocational Technology Building. We hope that the plans are out of DSA in 6 months and then it takes 6 weeks or so to get it bid. In less than 8 months we should begin construction.

Preliminary planning of the Fine Arts Complex is complete. There is a little more work to be done on Fine Arts than the Vocational Technology Building. We are trying to stagger construction on the two buildings a little. Plans should be submitted to DSA in late 2006 or early 2007. Again we are looking at 6 months or longer in DSA because of the complexity of the building. Dr. Viera questioned if we had resolved the geological questions on the Fine Arts Building. Mrs. Horton stated that she has not heard the results from the State Geological Services. Mrs. Horton reported that the building is on a fault line and we had to do 4 additional borings and submit the results to the State Geological Services. Preliminary findings were that there was not a fault in that area, but carbon samples were taken and submitted to the State. Water was found at 35 feet. Mrs. Lewis asked if the Geotechnical Inspector was paid for from bond funds. Mrs. Horton stated that anything that you have to do to get the plans approved can be paid from bond funds. Mr. Kays asked if it was a surprise to find water at 35 feet. Mrs. Horton responded that in 1992 when the district was trying to get the plans through DSA for the Recording Technology and Video Technology Building we ran into a similar situation because that building sits on a fault line. A 70 foot trench had to be dug and they said that we had a slip line and they found water.
The prior winter had a lot of rain and the drainage from the hills ran into the flatter area which was why the water was there. On that project we received the money for the geotechnical investigation back from the state because it was a state funded project.

Giron Engineers have been contracted to review the water and sewer infrastructures and determine campus needs.

The LB roofing and HVAC project was completed on August 4th. An extension of that project was that water loops for the Central Plant that go over the LB Building had to be re-wrapped.

Dr. Viera reported on that we are moving forward with the Board of Registered Nursing to gain approval for an Associates Degree RN Program to compliment our LVN Program. Part of that approval is building a suitable laboratory for training nurses. We have applied and received a grant from the state chancellor’s office for $500,000. $377,000 of the grant funds will go to the construction of the lab. We have also identified another $407,000 of one time funds from the state that can be used for development of vocational programs and minor remodeling of facilities. Between the two grants we will have almost $800,000 to remodel almost 3000 square feet which will become an 8 bed hospital ward with an adjacent lab. We will also have a 3 examination table controlled lab for high tech dummies that simulate conditions/symptoms that an actual patient may have.

Mrs. Horton noted that there will also be faculty offices in this area. This is also not a bond project but just information to keep the committee updated on other things happening on campus.

The Security Building is in the preliminary planning phase. It is a 2000 square foot building that will be at the Citrus Ave. entrance of campus. We are contracting with tBP to design the building and we are getting it at a greatly reduced cost because Dr. Viera actually designed the building when he was at Fullerton College. We are changing the façade to fit our unique architectural design and making a few changes inside. It will have parking for security vehicles and a drive up to get a daily parking permit. We should have plans to DSA in December 2006 or January 2007.

Dr. Viera noted the Enterprise System that is a bond project that is not listed on Mr. Bradshaw’s report because it is not construction related. Mrs. Welz is available to answer any questions you may have regarding the new system. Mrs. Welz reported that currently we are working on the human resource and student systems implementation. We are planning to be live with the human resource system in March and the first phase of the student system in May. The student system will allow us to actually register students for summer of 2007. The second phase of the student system is the student portal which will allow students to access their data. The financial aid system will be live early 2008. The entire implementation is a several year project and several people on campus have been involved. We recently had a catalog entering session where we enter course numbers and descriptions.
VII. **ANNUAL REPORT UPDATE**
Mrs. Horton noted that Mrs. Lehew could not be here today and that it looks as if Mrs. Green also would not be able to make the meeting. She stated that there have been several meetings between Ariane Lehew and Paula Green to develop the annual report and a draft will be presented at the December 7, 2006 meeting.

VIII. **WEB SITE UPDATE**
Mrs. Linda Welz reported that the new Citrus website went live this morning at 6:00am. She introduced Jolie Elman who is one of the main architects of the new website. Mrs. Welz and Ms. Elman did a live presentation of the new website explaining the features and how to navigate through the system. Mrs. Welz feels that the website represents the front door to the Citrus campus. Mrs. Welz stated that the navigation system is much easier than the old website and gives several options to find the information that you need. Ariane Lehew worked with Jolie Elman and Linda Welz to provide the format for the Bond section of the website. The new website comes with a content management system that will allow departments to keep their information up to date without needing the assistance of the MIS Department and without being a programmer. The Citizens’ Oversight Committee can add pictures or updates on construction to their sections as they would like. There is also a calendar to schedule upcoming meetings or events.

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

X. **SCHEDULE OF UPCOMING MEETINGS**
The next meeting is scheduled for December 7, 2006 at 3:30pm. The Annual Report will be presented at the January 2007 Board of Trustees meeting. The actual meeting date will be determined at the December Board of Trustees meeting but a tentative date should be set next month. The Board of Trustees meeting starts at 4:15pm and the public speaking section is at the beginning of the meeting. The March meeting will include the campus tour.

Mr. Kays noted that he will be doing a presentation about the Citizens' Oversight Committee to the Claremont University Club on November 21. He has spoken to Ariane Lehew and he would like some assistance in receiving pictures or drawings of the projects. Carol Horton confirmed that we have disks with drawings and floor plans from the architect that he may use.

Mrs. Lewis also mentioned that Citrus received an award for the stadium lighting. Carol Horton added that the award was from the National Electrical Contractors Association. tBP has also submitted the Math/Science building for a design award from the CCFC which is the Community Colleges Facilities Coalition.

XI. **ADJOURNMENT**
The meeting was adjourned at 4:25pm.
Respectfully submitted,

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