Regular Meeting No. 13

The Citizens Oversight Committee met for Regular Meeting No. 13 on Thursday, December 6, 2007, in Room AD206 of the Administration Building at Citrus College, 1000 West Foothill Boulevard, Glendora, California 91741-1899.

Members Present
John Serpa
David “Dean” Kays
Jesus Sanchez
Sharon Lewis
Mark Ferrari
Patricia Myers
Bill Bird

Members Absent

Support Staff
Carol Horton
Judy Rojas
Bob Bradshaw
Dr. Michael Viera
Paula Green

 Guests
Ariane Lehew
Dr. Patricia Rasmussen

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. Mrs. Horton introduced Dr. Patricia Rasmussen our new Board of Trustees member. Mrs. Ariane Lehew also introduced herself to Dr. Rasmussen. Mrs. Lewis introduced Mrs. Patricia Myers who is a new committee member.

III. APPROVAL OF MINUTES OF SEPTEMBER 13, 2007 MEETING
Mrs. Lewis asked if everyone was able to review the minutes from the September 13, 2007 meeting. The minutes were approved as presented.

7 Yes
IV. PUBLIC COMMENT
No public comments.

V. BOND REPORT – REVENUE AND EXPENDITURES
Mrs. Horton reviewed the Revenue and Expenditures report that was distributed to the committee which reports the activity July 1, 2007 through September 30, 2007. We spent almost $2 million during this period and $1.2 million of that was on the Center for Innovation. Please note the $41,757 in “Across Projects” costs. These are expenses that relate to all of the projects such as sewer inspection, water and gas lines, geotechnical investigation, parking studies, traffic studies, complete campus survey etc. We are making sure all utilities and infrastructure are sufficient to handle all of the new projects. The Vocational Technology amount shows a credit due to a rebate that we received from Southern California Edison. The Central Plant expenditures should now be complete. Mrs. Horton also noted the HVAC upgrades that are taking place. These projects are related to the new Central Plant.

VI. AUDIT REPORT
The Proposition 39 General Obligation Bonds Measure G Financial Audit and Performance Audit Reports were provided to the committee. Mrs. Horton explained that the 2 audit reports are required by law. The audit report was clean and should match the financial statements that the committee has received throughout the year. What is more important is the audit of the projects and the comparison to the bond language. We are independently audited each year. Our auditor, Vicenti, Lloyd and Stutzman presented the audit reports at the December 4, 2007 District Board of Trustees meeting and they were approved. These documents will be added to the Bond website. Mr. Bird asked if this committee needed to approve the audit reports. Mrs. Horton stated that the Board of Trustees has approved them and they are for this committees review and oversight. Mr. Kays asked if these two audit reports were the basis of our statement that everything is in order with the bond funds. Mrs. Horton agreed. Mrs. Horton stated that if there are any questions after you have had time to review them please feel free to call her.

VII. CONSTRUCTION UPDATE
Bob Bradshaw provided and reviewed the Bond Program Status Update Report as of December 6, 2007.

- Center for Innovation – The Center for Innovation is approximately 90% complete. The major part of the glass is in. We are protecting the building from the upcoming rain. We have an excellent Project Manager, Jim Scinocca and Inspector, Gary Gilde on site. We are starting exterior site-work and may be slowed down due to rain.

- East Parking Lot – The lot is now paved and is draining well. The electrician is currently working on the lights. We will open it up when the lights are complete. Mr. Serpa asked if the city had parking space requirements based
on number of students and how we determined the number of spaces that we need. Mrs. Horton stated that we have had a consultant do a parking study. There is a calculation, based on number of classes and number of students and the rotation. The calculation that we have done without the east parking lot is based on 17,000 student capacity and we only have 11,000 so we do have ample parking. The spaces may not be exactly where the students want to park and we are crowded the first couple of weeks of the semester. We have discussed a parking structure in the past but they are running about $24,000-$33,000 per space for construction which is very expensive and we also do not have authority in the bond language for a structure. Mr. Kays asked what the Full Time Equivalent Students number was with the 20,000 enrolled. Mrs. Horton reported that last year we were at 11,881 FTE. Mr. Kays asked if the Master Plan anticipated 16,000. Carol stated that we estimated 17,000. Dr. Viera noted that we currently have a head count of 14,500 of both credit and non-credit. Bob Bradshaw noted that the lower part of the East Parking Lot is graded and compacted and the water should run toward the drain that is installed.

- Field House – We have some water in the construction area. Grading and underground utilities are in process. The contractor will put in underground pumps to dry out the area because of the rain.
- Fine Arts Complex – This project is still on hold until we have the Student Services Building constructed. We are currently in design/development stage. We will not get into construction documents until the end of 2008.
- HVAC Upgrades – The Video Tech and Physical Science Buildings are scheduled for spring of 2008. We do have plans out from the engineer to be reviewed. We have come up with a design where we can do this project as maintenance project and will not be affecting the structure of the building. The units on the rooftops will be the similar or lighter than the existing units.
- Liberal Arts Building- As soon as we are able to move staff into the Center for Innovation from the LB Building, we will be able to change some existing offices back into classrooms. We are also remodeling the 1st floor restrooms. Those plans are currently with the architect. Mrs. Horton noted that a group of students from Mr. Ghidella’s business class presented a plan for updating the restrooms at the Physical Resources Committee meeting. The presentation was fantastic and we are going to test their recommendation with the automatic flush toilets for the LB restrooms. Mrs. Horton asked that Jesse Sanchez let Mr. Ghidella and the students know that we have taken their idea and will be implementing it.
- Main Campus Gateway – We are in the process of having new marquees installed. Hopefully we will get some rebates from Southern California Edison for using LED lights. Whenever we change lights we ask SCE for rebates.
- Security Building – The Security Building is currently on hold. With the East Parking Lot and the traffic issue at Foothill and Citrus we have been considering moving the location of the Security Building. The driveway between the north and south driveway on Citrus Ave. will be opened for construction traffic during the Student Services project. When Student Services is complete we will open it up to all traffic. Then we will have a better
idea of where the traffic will go before we make the final decision on the location of the building.

- Site Projects-
  - New LED exiting lighting is being installed on campus. SCE is funding approximately $12,000 of the project.
  - An integrated classroom lighting system has been installed in Tech C-122 as a demonstration project at no cost to the district. We are looking at using this lighting system for the LB Building remodel. This is a project that may be eligible for SCE rebates. Carol Horton noted that we are one of four colleges in the state that were able to have this system installed due to Bob Bradshaw's involvement at the state level in the Investor Owned Utilities committee. The college system has been working with the major utility companies in California and we have been able to apply for several rebates.

- Softball Fields – The Softball Fields are in DSA and we hope to have approval by January 2008. At that point we hope to go right to bid so that they can be constructed for the Fall 2008 season. They are located just north of the Golf Driving Range.

- Student Services Building – The plans are currently in DSA and we are in back check. This is a ready access project which means the project must be approved by our Board of Trustees and sent to the Chancellor's Office for final approval by end of May of 2008. We are currently on schedule. There are almost $400 million in ready access projects throughout the state in the pipeline. Out of 40 projects maybe only 10 will be built. The problem is DSA delays. We need to advertise for bids by the end of February and the latest. Mr. Serpa asked if we pay for the DSA services. Mrs. Horton responded that we do pay a percentage of the construction costs.

- Vocational Technology Building – This is a state funded project. PW Construction has been awarded the contract. The demolition of the existing buildings will start over winter break and the area will be mobilized. This will be a 20 month project in 2 phases. Mr. Bird asked what the construction contract total was. Mrs. Horton responded that it is a $13,649,000 project and the bid came in only $387,000 over the architectural estimates. The bond will pay for the $387,000. This project has a lot of equipment money because of the programs going in there.

VIII. ANNUAL REPORT AND WEBSITE UPDATE
Ariane Lehew reported that everyone has been busy providing information for the Annual Report. Ariane reviewed the Citizens Oversight Committee section of the District website. She noted that all of the agendas, minutes and reports are posted to this website. We have added the new committee members and the audit reports. We are changing the message from the Board of Trustees President. We reference the link to the website in the Annual Report. Mrs. Lehew noted that we have very limited resources for the Annual Report because no bond funds can be used to produce the report or the committee activities. Mrs. Lehew distributed a working draft of the Annual Report. Due to some printer problems some of the areas have black boxes that will not be there on the final.
Mrs. Lehew stated that the committee does not have to proof the document. The production date will be in January. The Reprographics Department will produce the report and it will be ready for the presentation to the Board of Trustees at the January 15th meeting. Sharon Lewis will present the report and would like to have all of the committee members in attendance to support her. Mrs. Lehew reviewed the report. The information in the report hopefully gives the community a concise update of what is going on with Measure G. A couple of portions of the report are the requirements for the Oversight Committee; one being the Statement of Findings based on the COC review of the independent financial and performance audits. The statute requires that the committee has reviewed the audit, but the Board of Trustees of the District approves the audit. The other requirement is that the COC must review the documents that have statement of findings that the money from the Measure G Bond Funds are spent on projects listed in the bond language. It is important that all members review the performance and financial audit. The financial expenditure report that looks like the one that was distributed today will be included in the report. Mr. Serpa asked if we will be adding state projects as well as bond projects. Mrs. Lehew responded that we will include both but we will acknowledge that they are state funded. The group agreed that they liked the new layout and cover of the report. Dr. Viera asked about the volume of printing and how widely it is to be distributed. Mrs. Lehew responded that last year we printed about 500 copies and each committee member was given ample copies for distribution and no additional copies had to be printed. If we need to produce additional it is easy because it is printed in-house. Each Board of Trustees member was also given a supply for distribution. Mrs. Lehew noted that if anyone has any changes or comments regarding the annual report please pass that information to Judy Rojas.

IX. REQUESTS OF STAFF/ITEMS FOR FUTURE MEETINGS
Carol Horton stated that she had met with Arian Lehew and Sharon Lewis and that they discussed that we have some members that will be terming out in September 2008; Sharon Lewis, David Kays, Bill Bird, John Serpa and Jesus Sanchez. We will be initiating the application process in May or June and take the names to the Board of Trustees in July or August so that they can attend the September meeting. This committee needs to calendar the meetings through the September meeting. Mr. Bird asked if we will be taking recommendations for the new members. Mrs. Horton stated that we will take recommendations through Dr. Viera’s office and the Board of Trustees will make the final decision on the new members. Each member of the committee represents a different constituent group and we need to fill each of the areas of the members terming out. Mrs. Horton has been very pleased with the job this committee has done.

Mrs. Horton showed the color board for the Student Services Building that was provided by the architects yesterday. The color board represents the citrus colors rather than the usual blue and we will not be using our usual blue carpeting. Dr. Viera also noted that we will be using carpet tiles rather than rolled carpet.

X. SCHEDULE OF UPCOMING MEETINGS
January 15, 2008 – Board of Trustees Meeting
March 6, 2008 – Hayden Library – Conference Room B204
June 5, 2008 – Conference Room – Center for Innovation (Campus Tour)
September 4, 2008 – Conference Room – Center for Innovation
December 4, 2008 – Conference Room – Center for Innovation

XI. ADJOURNMENT
The meeting was adjourned at 4:42pm.

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