Regular Meeting No. 20

The Citizens Oversight Committee met for Regular Meeting No. 20 on Thursday, September 3, 2009, in the Administration Building, Room AD206 at Citrus College, 1000 West Foothill Boulevard, Glendora, California 91741-1899.

<table>
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<th>Members Present</th>
<th>Support Staff</th>
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<tr>
<td>Mark Ferrari</td>
<td>Carol Horton</td>
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<td>Patricia Myers</td>
<td>Judy Rojas</td>
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<td>Nikki Hull</td>
<td>Bob Bradshaw</td>
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<td>Joseph Guarrera</td>
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<td>Karlyn Bradley</td>
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<th>Members Absent</th>
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<td>Yvonne Bullock</td>
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<td>Jon Hart</td>
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I. CALL TO ORDER
Mr. Ferrari called the meeting to order at 3:30pm.

II. INTRODUCTIONS
Mr. Ferrari called the roll of the committee members.

The committee members, staff and guests introduced themselves. The new student representative Karlyn Bradley introduced himself and added that he is the current ASCC President.
III. APPROVAL OF MINUTES OF MARCH 5, 2009 MEETING
Mr. Ferrari asked if everyone was able to review the minutes from the March 5, 2009 meeting. Mr. Ferrari noted that all minutes, even unapproved, are on the website. Mrs. Myers motioned that the minutes be approved as presented. The motion was seconded by Mr. Ferrari and the minutes were unanimously approved.

IV. PUBLIC COMMENT
None

V. BOND REPORT – REVENUE AND EXPENDITURES
Mrs. Horton distributed the Revenue Bond Construction Fund Report dated July 1, 2009 through August 31, 2009 and another recap of the entire 2008-2009 fiscal year. Ariane Lehew will use the 2008-2009 report and recap it for the annual report. Mrs. Horton reviewed each item on the report.

The Across Projects item of $238,779.71 consists of salaries for construction managers, supervisors and secretaries that deal only with bond functions. The interest earned of $334,550.55 paid for those salaries so none of the principle bond funds had to be used. Carol explained that we do not have outside construction management; rather we have added staff to manage the projects.

Field House- The total expenditures are within budget. The change orders contingency is not completely spent. Mr. Bradshaw has billed back the general contractor for increased architectural, testing and inspection fees for delays that they have caused.

Enterprise System – Banner is our student computer system. Originally it was about a $7.5 million project. The costs are getting less and less as the contracts are being paid out.

Center for Innovation – We occupied it well over a year ago, but we still have some small modifications and furniture that we are paying for.

Student Services Center – We have spent $4.1 million dollars during the 2008-2009 fiscal year. We are not extremely pleased with the speed and accuracy in the building process and coordination of this project. We started in July of 2008 and it is 45% complete.

Fine Arts – The costs noted are for plans and working drawings.

Vocational Technology - This is not a bond project but we have been authorized to spend bond funds to maintain our instructional program and keep it running. State funds are not allowed to be spent on interim housing of a program.

Main Gym Remodel – This will be bid by December 2009. The costs are for working drawings.
Central Plant – We will have a few more costs related to this project because we have some boilers that are not working well. Mike Harrington has been dealing with the problem all summer. It is a finger pointing situation on whose fault it is. We are getting condensation and settlement in the boiler. We have boiler and machinery insurance and we will let them settle with the manufacturer and determine who is at fault.

Administration Building Remodel - The costs incurred are for preliminary plans.

Security Building – Costs for plans and working drawings were incurred in 2007-2008 and so there will not be any additional costs until the construction starts. This building can start now that the Citrus/Foothill intersection project is complete. We had a very short window to get the intersection project complete and it was finished right as the semester began. Carol appreciated Mike Harrington staying on top of the project to get it done. Mr. Guarrera asked what the work was on the Citrus curve. Carol Horton was not sure what this work was related to. The Security Building Project has been bid and it came in at $1,021,000 which is about $175,000 below the estimated cost of the project.

LB Remodel – We changed some offices into new classrooms and remodeled restrooms on the first floor of the LB Building. This project was completed last summer.

Hayden Hall – The cost of the Final Project Proposal was paid for in 2008-2009. It has been approved by the state and will be a shared cost project if a statewide bond passes in 2010.

Video Technology – We have two recording studios that needed new sound boards to meet instructional program needs. The total for that project was over $1 million dollars.

Telephone Upgrade – We have finalized the piggy back bid for this project and we should have this done before Christmas. The cost will be about $350,000.00.

VI. CONSTRUCTION UPDATE
Bob Bradshaw distributed a Bond Program Status Report.

Field House/Concession Building - We took occupancy of the second floor offices and classroom in mid August. We have just recently taken occupancy of the first floor. There are still some punch list and clean up items pending. There are athletic tile murals that are on the stairwells on the east and west sides of the building that were designed and installed by our Art Department. Mark Ferrari asked how long of a delay there was in the project. Bob Bradshaw responded that it was about a six month delay due to rain. Carol Horton mentioned that the architect that we used is Adolph Ziemba. He has designed most of our athletic facilities including the softball fields, lights and stadium. Due to the fact that the drawings are good and we have a DSA inspector on site we keep on top of the
quality of the building. Carol Horton also mentioned the concession stand is also completed which has a ticket booth, an area for officials, first aid and storage. For a lot of years the high schools have run their own concession stands from tables. This year we will be running the concession stands using Citrus employees. The two employees that are running the concession stand have had experience working in the stadium and know the crowds. We have an agreement with the high schools that if they provide boosters to assist with the work in the concession stand they will get 45% of the profit. We were unable to find an outside concessionaire that was interested in our small amount of business. Nikki Hull asked how the insurance is covered for the volunteer workers. Carol Horton responded that they will be covered by the high school certificate of liability insurance that is provided to Citrus naming Citrus as additionally insured. Volunteers will not work with the food preparation, only taking and filling orders.

Student Services Center – Bob Bradshaw reported that the steel was almost a seven month delivery and we had a lot of remediation due to rain but things are moving long and they are currently doing a lot of framing. Concrete foundations and first floor slab have been poured. Second floor utility rough-ins are in process.

Fine Arts – The architect is working on finalizing construction documents. They are about to be submitted to DSA for approval and we are anticipating a 6 to 8 month review period. The DSA has been furlowed by the state 3 days a month which has slowed the approval process down quite a bit.

Vocational Technology – Bob Bradshaw reported that the faculty and staff moved into the building about 4 days before the start of the semester. The safety issues such as sprinklers and fire alarms were taken care of before they were moved in. The engine/machine rooms have some equipment installed but there are other tables with controls for vehicle lifts and air compressors that have not yet arrived. They should be shipped and installed by the end of the month. Phase 2 is 23 auto bays, double sided. All of them have lifts and utility tables with rolls of oil and air coming off of the ceiling. It is a state of the art garage. We will start demo in October of the existing building and we have some remediation to do of hazardous materials in the ground and in the building. We had a lot of dirt that was contaminated in Phase 1. The oil used for smudge pots from the old orchards was a problem as well as 50 years of use as an automotive department.

Main Gym Remodel – This project has been in DSA and we will have a back check on 9/14 and then after one more review DSA will approve it. We will put the specifications together with the architects and then send the project out for bid. Mark Ferrari asked if DSA reviewed just compliance. Carol Horton responded that DSA reviews structural, access compliance and fire and life safety. The construction should start the later part of this year. The Main Gym project is the locker room and office area of the gym. We eventually will tear down the West Gym when the Main Gym remodel is complete.
Administration Building Remodel – We are in the preliminary planning stages of this project. R2A is the architect on the project. Carol Horton is managing the planning of this project with the users of the building. The Board of Trustees would also like to be involved with the planning because the board room will stay in this building. The Foundation will also be moved to this building. Carol will bring the preliminary layout to the next meeting.

Softball Fields – The fields are complete with a few drainage problems. Bob Bradshaw is working with the field manager for the Padres and we will install some drains and conditioner that mixes with the soil to help hold the moisture in. We are also going to till and rake and compact it to 90-95%. Nikki Hull asked what that does to the maintenance expenses and was it expected. Bob Bradshaw stated that before and after every game we knew there was going to be maintenance on the pitchers mound and batter box. We have to keep it moist. The coaches are maintaining the field. Carol Horton noted that we are using 50% less water because of this field, the stadium field, the golf range artificial turf and other water saving measures on campus, such as not running the fountain and not irrigating like we have in the past.

EMS Upgrade – This project will allow us to control HVAC for all rooms on campus from a computer system in the Facilities Department. This is an ongoing project that is an energy savings project.

VII. ANNUAL REPORT
Ariane Lehew distributed an outline of information regarding the annual report. Mrs. Lehew explained that each year the committee produces an annual report as required by Proposition 39. The report needs to be approved by this committee and presented to the Board of Trustees attesting to the fact that the committee has had a regular opportunity to understand the expenditures and to understand the original bond project list and that the expenditures are in sync with what the voters approved in Measure G. In addition that report must be made available to the public. Bond funds cannot be used to produce the report. The 1st annual report was part of the college annual report and every year since then it has been a stand alone document. We try annually to have it ready in draft form for the committee review at the December meeting. We will be asking you for your input to the annual report style and content and have those incorporated into the draft. The staff at Citrus has the reproduction resources to produce the report here on site. The report will be presented to the Board of Trustees in January by Mark Ferrari, the committee chairman. We can discuss how many copies that you need so that you can take them to your groups that you meet with. The annual report will also be posted to the website. Mrs. Horton and Mrs. Lehew have met to discuss what they would like to continue to do what they would like to change this year in the report. If the members have any comments or ideas for the annual report, please forward them to Judy Rojas. Since we are going into the 5 year anniversary of the bond we would like to celebrate all the accomplishments of the program, including focusing on facilities and improvements. We want the document to be image rich and more concise in
text so it can be easily absorbed by the general public. We are also talking about a consolidated format to make it more accessible. We will keep the basic things but try to make it in more of a bullet form. Nikki Hull likes that fact that we focus on the buildings and that we want to shorten the document and have more images rather than text. She thinks that it will get a more positive response. She also suggested that we have a campus map with the projects noted. Carol noted that at other schools the financial statements are not as detailed as we have done in the past. Nikki Hull would like photos of the facilities in use such as the stadium.

VIII. WEBSITE UPDATE

Just a reminder that the website always has copies of the agendas, minutes and any reports that you receive at these meetings as well as the annual reports. There is also a calendar with the upcoming meetings noted.

IX. ACCREDITATION UPDATE

Carol Horton reported that Citrus Colleges is accredited by the Western Association of Schools and Colleges every six years. We have spent at least a year in preparation for the accreditation visit which will take place in October. There is a section in the accreditation self study which talks about the Bond program the Oversight Committee and how the bond funds are spent. The self study can be found on the Citrus website. There is one public forum between the 12th and 14th of October. We will notify you when it will take place and hope that you will be able to come and identify what area you represent by speaking to the team after the event. That would be very helpful. There have been a lot of articles in the newspapers about the California Community Colleges and that they have had insufficient ratings on their accreditations. There are 110 community colleges and 37 are on probation or warning which is a very high number. These are well run colleges that have had deficient accreditations. The normal time between accreditations is six years with a three year report. If we start getting warnings we have to re-write a self study in six months and you are under the microscope for the next six years. Our accrediting commission has sited 37 schools last year and the rest of the nation which consists of three other accrediting commissions has only sited 3 colleges. Our accrediting commission is only for community colleges. Nikki Hull asked what common factor was sited in the 37 schools that were sited. Is there a common thread that the accrediting commission is looking for? Carol Horton explained that there are big items that they are looking for. One of the big items is student learning outcomes which have been in effect for a number of years for instruction and now non instruction areas. We have to do program reviews which look at a program and define what it is and cleaning it up. The instruction area must create student learning outcomes writing objectives and writing what the teachers are teaching and then determining how they are going to test through outcomes to determine if they are reaching their goals. The biggest item for Carol Horton’s area is linking of planning to budget. How this committee fits in is reading Standard IIIB Facilities and speaking to the visiting team at the forum. We talk about all of the planning we did for the college with the Master Plan and going for the bond. That has all occurred since our last
accreditation visit. We have to prove and provide evidence that we have done what we said that we did. The things that many colleges are getting dinged for are student learning outcomes, linking planning and budget and program reviews. Judy Rojas will notify you of the date of the forum. Carol Horton stated that the visiting members like to see the public at these events.

X. REQUESTS OF STAFF/ITEMS FOR FUTURE MEETINGS
None

XI. SCHEDULE OF UPCOMING MEETINGS
December 3, 2009 – Administration Building – Room 206
March 4, 2010 – Library Conference Room B204 (Fishbowl)
June 3, 2010 – Campus Tour
September 2, 2010 – Administration Building – Room 206
December 2, 2010 – Administration Building – Room 206

XII. ADJOURNMENT
The meeting was adjourned at 4:37pm.

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