I. CALL TO ORDER
Ms. Hull called the meeting to order at 3:30pm.

II. INTRODUCTIONS
The committee members, staff and guests introduced themselves.

III. APPROVAL OF MINUTES OF December 3, 2009 MEETING
Ms. Hull asked if everyone was able to review the minutes from the December 3, 2009 meeting. Mrs. Myers moved that the minutes be approved. The motion was seconded by Mr. Hart and the minutes were unanimously approved.

5 Yes
IV. PUBLIC COMMENT
None

V. BOND REPORT – REVENUE AND EXPENDITURES

Administration Building Remodel – We have currently spent $238,165.87 on this project for plans and working drawings.

Fine Arts Building – We have spent $230,060.04 on this project also for plans and working drawings and DSA fees.

Security Building – Carol Horton reported that this year we have spent about $528,000 thousand on this project and the entire project should be about $1.3 million. Carol noted that we have to change the name on the Security Building to Campus Safety. The name will be changed through the Board of Trustees.

Student Services – We have spent $3.8 million this fiscal year. This is a $22 million construction project.

Across all Projects – This includes the salaries of Bob Bradshaw, inspectors and staff who work on the bond projects.

Stadium and Field House – This project is complete and they payment seen is the final retention.

Enterprise System – The Enterprise System is our computer operating system. The original budget was $7.5 million. They are still spending it out and have not over spent the budget.

Center for Innovation – We have spend $39,000 this year on handicap and panic hardware on some doors that needed to be upgraded.

Central Plant – We have had some boiler problems this year. We have spent $185,000 on this project but we will get some insurance money and also some relief from the manufacturer to offset these costs.

Campus Signage- We have been working on signage on the campus for many years. We now have installed the 2 letter designation on most of the buildings which match the campus map and the class schedule. We have spent about $14,000 on this project. The students feel that the new signage has provided easier building recognition.

Telephone Upgrade – Our system was almost 15 years old and we could no longer expand it with the new buildings and offices being added. We upgraded the system over the winter break.
Campus EMS Upgrade – This is an ongoing project with the new construction, and have spent about $27,800 this fiscal year.

Carol noted that we still have $30 million that we have not issued. We have a current balance of $26 million.

VI. CONSTRUCTION UPDATE
Bob Bradshaw distributed and reviewed the Bond Program Status Report as of March 4, 2010.

Administration Building Remodel – Construction documents are 75% complete. There have been several meetings between the architects and the end users of the building. We are expecting to submit the project to DSA summer of 2010. We anticipate starting construction spring 2011, but that depends on the completion of the Student Services Building.

Fine Arts Building – This project was submitted to DSA at the beginning of December 2009. We should receive comments from DSA this month. We are also anticipating beginning construction spring 2011. This project also is dependent on the completion of the Student Services Building.

Karlyn Bradley asked what the DSA is. Carol Horton explained that DSA stands for Department of State Architect. Whenever you build something you have to have engineers that did not design the building review the structural integrity. For schools in particular, there is a lot of oversight required. Schools and hospitals both are subject to the Field Act which is seismic controls and standards. If someone builds a house the city oversees the project and gives the builder permits. Schools throughout the state are required to submit plans for review to the DSA.

Hayden Hall – This is a remodel project of the oldest building on campus. We have state approval for the project but are waiting for funding from the state. The funding is dependent on a state-wide higher education facilities bond in November 2010. Mrs. Myers asked if that bond is being put on the ballot by the legislature. Mrs. Horton stated that it is not getting any legislative support at this time. We did a fundraiser for the CCFC (California Community College Facility Coalition) arm that raises funds for state-wide bonds. We raised about $39,000 to help with the political campaign but it still is not getting any support. Many bonds did not pass at the last election. Hayden Hall is a 50% split with the state and it is about a $4.5 million project. Carol Horton reported that there is a little money left from the previous two bonds from 2004 and 2006. Carol Horton has suggested to the Chancellor’s Office that some of the smaller projects at the colleges be funded with these limited resources. Our priority is not high on Hayden Hall but we cannot renovate the Campus Center until Hayden Hall is complete. Mr. Hart asked if all of the projects on the financial report that have 0’s are 50/50 funding splits. Mrs. Horton responded no, that this project is the only one. Some are completed projects or just have not had expenditures during this period. We did
spend money on Hayden Hall for an architectural firm to do an Initial Project Proposal to the state for a request for funding and a Final Project Proposal. Because of all of the new projects starting Carol Horton is not sure that we have the human resources to handle all of the projects that are started now and the upcoming projects if we added Hayden Hall at this time. Ms. Hull asked if there is any stipulation on the start date of the project if funding is approved. Mrs. Horton stated that there are guidelines from the state that say that we must have the bid let within two years from when the funding is appropriated and about 5 years to get the construction completed. Mrs. Horton feels very comfortable with those guidelines. We have received over $66 million from the state and have never had to return any of the funds. The reason that there are funds left over from previous bonds is because other districts do not meet the state timing guidelines and they have to turn the money back to the state.

Main Gym Remodel – Bob Bradhsaw informed the committee demolition has begun. The project should be complete by the end of August 2010

Security Building – This project is approximately 65% complete. They are beginning to stucco and when that is complete the roof will go on. Grading is a little behind due to rain. We are working with the Security staff regarding furniture and equipment. They should be substantially complete in May and occupy the building in June.

Student Services – Framing is almost complete. Stucco will start next week. The outside insulation is in place. The contractor is projecting and end of August completion date but we feel that it will not be done until at least December 2010.

Technician Development Center (Tech D) and Technology & Engineering (Tech E) – Phase 2 is 25% to 30% complete. Roof is on and framing is starting on the upper portions. The slab is almost poured. Completion is scheduled for May or June 2010 and we will be up and running for the fall semester.

West Gym- Public Restrooms - This building will be on the footprint of the existing women’s gym. It will have public restrooms and a storage room for our custodial staff. We will reuse the plans from the building at the softball field.

VII. ANNUAL REPORT
Carol Horton thanked everyone who came to the January Board of Trustees meeting when Mark Ferrari presented the Annual Report for 2009. Andy Gonzales from School Advisors thanked everyone who helped him work on the report. He is very happy with the new format. The report will be posted to the website. Anyone who need extra copies of the report, please see Judy Rojas

VIII. ACCREDITATION UPDATE
Carol Horton thanked those that attended the accreditation forums; Pat Myers, Nikki Hull and Mark Ferrari. Nikki also sent a friend to one of the forums. Carol
Horton is very proud and noted that you were the only members of the community that attended. The chair of the accrediting committee talked to Mark Ferrari and Mark’s comments were very impressive. Colleges that have issues have forums that turn into complaint sessions for disgruntled staff, students and community. Our forum was very positive and visiting committee was pleasantly surprised. We have been reaffirmed for 6 years. Of the 11 or 12 community colleges that they accredit each 6 months maybe 2 were reaffirmed. The rest have been put on warning or probation, so we are very proud. There are 4 major standards with sub standards within them. Out of 10 total standards there were 4 areas that were met completely. Facilities also received one of the commendations in the report and the committee chair was very impressed with the look and cleanliness of the campus. Mrs. Myers stated that she is involved in some community activities in Monrovia and they are very proud of the Citrus re-accreditation.

IX. WEBSITE UPDATE
Judy Rojas reminded the committee that all the reports, agendas and minutes that you receive at these meetings are posted on the website. Andy Gonzales noted that he and Ariane Lehew will be reviewing the website for any updates. If anyone would like to make any suggestions, or have their bios updated, please feel free to call him or Judy Rojas.

X. REQUESTS OF STAFF/ITEMS FOR FUTURE MEETINGS
Ms. Hull asked if anyone had any items for future meetings. None at this time.

XI. SCHEDULE OF UPCOMING MEETINGS
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 4:15pm.

XIII. NEXT MEETING DATE:  June 3, 2010, 3:00pm, Campus Tour

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