

**Regular Meeting**  
**Citizens' Oversight Committee**  
**Coast Community College District**

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District Board Room – 2 p.m.

February 25, 2004

**MINUTES**

A Regular Meeting of the Citizens' Oversight Committee of the Coast Community College District was held on February 25, 2004, in the Board Room at the District Office.

**1. Call to Order – 2:05 p.m.**

Committee Chairman Jim Garmon called the meeting to order at 2:05 p.m.

**2. Roll Call**

Members Present: Tony Almaguer, Heather Arroyo, Neel Buell, Katrina Foley, Jim Garmon, John Lindgren, Ron Linsky, David Quatman, Lisa Silbar.

Others in

Attendance:

Staff: William M. Vega, C. M. Brahmbhatt, Ding-Jo Currie, Gene Farrell, Ken Yglesias, Doug Bennett, Erin Cohn, Bill Conley, Janet Houlihan, Kevin McElroy, Jim McIlwain, Rich Pagel, Ardith Richey, Jorge Sanchez, Valerie Venegas, Virginia Yomogida; Student: Vida Greer Martin; Others: Ann Nicholson and Eloy Retamal.

**3. Approval of Minutes**

It was moved by Committee Member Foley and seconded by Committee Member Arroyo that the minutes of the May 21, 2003 meeting be approved. Motion carried with a unanimous vote.

**4. Opportunity for Public Comment**

There were no requests to address the Committee under Public Comment.

## 5. Measure C Project Update

C. M. Brahmbhatt, Vice Chancellor, Administrative Services, gave a status report on Measure C projects based on the second quarterly report. The report included project details, status, start date, estimated completion, cost incurred to date, and the total estimated cost for each of the projects.

Projects reviewed included:

### Ongoing Projects

- District Transportation, Boatyard/Student Parking (vacant land on NW portion of OCC campus).
- Coastline Community College Westminster Learning Center
- Orange Coast College Library/Learning Resource Center
- Orange Coast College Watson Hall Renovation
- Orange Coast College Computer Server Room
- Golden West College Student Center Renovation
- Orange Coast College Sailing Center
- District-Wide Other Project Description of Second Quarter Expenses for District, CCC, GWC, and OCC.

### Upcoming Projects

- Orange Coast College Theater Arts Complex
- Orange Coast College Center for Applied Science
- Orange Coast College Field House Complex
- Orange Coast College Soccer Field and Stadium
- Golden West College Track Safety Upgrades
- Golden West College Library Renovation
- District – Office Complex

### Financial Update

Series 2003A Bond Issue	\$ 110,000,000.00
Available Funds with Interest	\$ 110,544,888.09
Expenses 2002/2003	\$ (17,976,395.03)
Expenses 2003/2004	\$ ( 3,694,072.35)
Balance of Funds	\$ 88,874,420.71

Vice Chairman Linsky asked why the new transportation facility includes a boatyard. Vice Chancellor Brahmbhatt responded that most boats donated to the OCC Foundation need repair and the District is required to retain boats two years before they can be sold.

Committee Member Foley asked about monies spent on preliminary programming. Vice Chancellor Brahmbhatt responded that the amount allocated for preliminary programming is included in the cost of the working drawings.

Vice Chairman Linsky asked for an explanation of “assignable” square feet. Vice Chancellor Brahmbhatt responded that the Westminster Learning Center (WLC) is 35,000 gross square feet; 68 to 70% of that figure is the assignable square feet. Vice Chairman Linsky also asked if the City of Westminster has any

financial obligation to this project. Vice Chancellor Brahmbhatt said that the District has purchased the land for this facility; the City of Westminster will provide the parking area.

Committee Member Foley requested that in future reports the District provide an extra column indicating whether projects are over or under budget.

Discussion ensued regarding whether specific District projects were in Proposition 55's language. Vice Chancellor Brahmbhatt offered to provide the committee with a copy of specific District projects that will be funded by Proposition 55 if the proposition is approved by the voters. He said that if Proposition 55 is not approved by the voters, the projects will be funded by Measure C, and reviewed and prioritized by each campus.

Committee Member Silbar asked what portion of the \$1.6 million for OCC's Computer Server Room is for hardware and software rather than structural purposes. Vice Chancellor Brahmbhatt responded that the majority of dollars for this project are for structural purposes. Committee Member Foley requested a breakdown of the budget for the server room be provided to the committee.

Committee Members discussed the details of several projects, and Committee Member Foley requested clarification of what is included in a project's "preliminary programming" and its "working drawings" phase. It was requested that in the future more detailed reports be provided by the District. Committee Member Silbar requested financial information from other funding sources to be included in the reports also.

In discussion relating to the OCC soccer field and stadium, Committee Member Silbar asked if it would be a cost savings to the District to install artificial turf. President Farrell said the college will save money by installing artificial turf, and in fact, expects to more than pay for the cost of the new turf in savings over several years.

Committee Member Silbar asked how the District prioritized building the District Office Complex project over other projects that might seem to benefit students more. Vice Chancellor Brahmbhatt explained that moving the District office to a smaller parcel of vacant land across the street will allow the District to develop the more than 13 acres on the existing District site and generate close to \$1 million in new revenue each year that can be invested in the classroom and benefit students.

## 6. **Second Quarterly Report – October 1, 2003 – December 31, 2003**

Copies of the Second Quarterly Report were distributed prior to and at the meeting.

### Performance and Financial Audits

Richard Pagel, CCCD Internal Auditor, reported that the District hired the firm of Vicente Lloyd & Stutzman, LLP to conduct the financial and performance audits

required by Proposition 39. The financial audit for the Bond was reviewed during the District's annual Financial Audit conducted in October 2003. The Financial Audit Report was prepared and presented to the Coast Community College District Board in January 2004. The financial audit will be provided to the Oversight Committee during the first 2004 quarterly update. The performance audit will include the entire fiscal year 2003-04 and the months of May and June 2003. Vicente Lloyd & Stutzman, LLP will conduct the performance audit in the months of April and May 2004. The performance audit will be presented to the Oversight Committee at a future meeting. Future financial and performance audits will be conducted on an annual basis to cover the twelve-month period from July 1 through June 30.

## **7. Member Terms**

Chairman Garmon reported that terms for the three members who are serving a one-year term will expire on March 31, 2004. Committee Members Silbar and Quatman have indicated interest in serving a second term. Committee Member Lindquist may consider serving a second term. Student Committee Member Arroyo, appointed to a one-year term, has indicated interest in serving another year, if allowed to do so. The District will be forwarding names to fill the open seats on the committee to the Board of Trustees.

Members currently serving a two-year term are: James Garmon, Tony Almaguer, Neel Buell, Katrina Foley and Ron Linsky.

## **8. Future Meeting Dates**

Chairman Garmon opened discussion on the committee's future meetings schedule. It was moved by Committee Member Linsky and seconded by Committee Member Buell to hold the next regular meeting on September 22, 2004. Motion was carried with a unanimous vote.

Committee members discussed scheduling committee meetings on a quarterly basis in order to keep abreast of the Measure C ongoing and upcoming projects.

It was moved by Committee Member Silbar and seconded by Committee Member Almaguer that the committee meet on a quarterly basis per year following the quarterly report, with the next meeting scheduled in June. Motion was carried with a unanimous vote.

## **9. Adjournment**

There being no further business, it was moved by Committee Member Silbar and seconded by Committee Member Foley that the meeting be adjourned. Motion was carried with a unanimous vote.

The meeting was adjourned at 3:15 p.m.