



## Regular Meeting Citizens' Oversight Committee

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March 8, 2006  
District Board Room  
2:00 p.m.

### MINUTES

A Regular Meeting of the Citizens' Oversight Committee of the Coast Community College District was held on March 8, 2006 in the Board Room at the District Office.

1. **Call to Order**

Committee Vice Chair, Lisa Silbar, called the meeting to order at 2:05 p.m.

2. **Roll Call**

Members Present: Tony Aguilar, Alex Alvarez, Todd Bowen, Katrina Foley, John Lindgren, Hank Panian, David Quatman, Lisa Silbar, and Kim-Danh Nguyen-Lam

District Staff: Ken Yglesias, C.M. Brahmhatt, Ding-Jo Currie, Bob Dees, Janet Houlihan, Kevin McElroy, Rich Pagel, Ardith Richey, Richard Kudlik, Martha Parham, Jim McIlwain, Dave Cant, Don Bailor, Dale Berry, Lynne Thissell, Paula Brady and James Farrow

Others in Attendance: Rene Graves and Dan Worden from Vicenti, Lloyd & Stutzman, and representatives from C.W. Driver

3. **Opportunity for Public Comment**

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

4. **Approval of Minutes**

Member Silbar asked if anyone had questions or additions to the minutes. It was moved by Member Quatman and seconded by Member Aguilar that the minutes of the December 14, 2005 meeting be approved. Motion carried with a unanimous vote.

5. **Election of Officers**

Member Bowen nominated Member Foley for the Chair position. All members were in favor. Member Foley accepted the nomination. Member Bowen nominated Member Alvarez for the Vice Chair position. All were in favor. Member Alvarez accepted the nomination.

6. **Financial & Performance Audit Reports**

Richard Kudlik, Director of Internal Audit for Coast District, reported there were no issues or audit findings in the annual audit report. He introduced Independent Auditors, Ms. Graves and Mr. Worden of Vicenti, Lloyd & Stutzman. Ms. Graves explained the State requirements for a performance audit and Mr. Worden reviewed the audit in more detail with committee members. He reported that Coast CCD had no exceptions and was exemplary.

7. **Measure C Project Update**  
**Quarterly Report: October 1, 2005 – December 31, 2005**

Vice Chancellor, C.M. Brahmbhatt, invited everyone to the Ground Breaking Ceremony for the new Learning Resource Center at Orange Coast College, to be held March 14 at 10:00 AM. This project is being paid by the State of California.

Vice Chancellor Brahmbhatt gave a status report on the numerous projects underway District-wide.

Completed Projects:

- OCC Watson Hall construction is on target and will be ready for the Fall semester
- CCC Westminster Learning Center had a very successful grand opening and is offering 25 additional sections to students

In Construction:

- OCC F House Utility Upgrade
- GWC structural repair is ongoing and a lengthy process
- Watson Hall is on target and will be ready by the Fall semester
- OCC Resource Learning closed the bids and going to March Bid
- OCC Arts Pavilion Cafe
- OCC Fitness Center, Baseball Field Renovation Phase II is underway

Architects hired, working drawings created and submitted to DSA for approval:

- GWC Classroom Improvement – International Students
- GWC Swimming Pool Renovation

- GWC Locker Room Renovation

Architect Hired, working drawings underway:

- District Administration Building
- GWC Utility Infrastructure Master Plan
- OCC Theater/Music Complex
- OCC Center for Applied Science Renovation
- OCC Consumer Health & Science Building
- GWC Student Services Remodel
- GWC Design of Library/Learning Resource Center
- OCC Student Union Building
- OCC Campus Signage Design
- OCC Campus wide Exterior Lighting
- GWC Health Sciences Building
- OCC East & West Utility Upgrade

GWC Health Sciences Building will take precedence due to the need of educating nurses due to the demand in the community.

RFQs/RFPs for architectural services for the following projects went out in Fall 2005:

- OCC, GWC, and District Site Environmental Impact Report

Phase I should be completed by July/August 2006 and secondary funding will come into play starting July 1, 2006

RFQs/RFPs for architectural services for the following projects will go out in Spring 2006:

- OCC Hall
- GWC Math/Science Building Renovation
- GWC Cosmetology Building Renovation
- OCC Landscape Architect
- OCC Math & Interdisciplinary Building

Member Aguilar expressed his concern of possible additional environmental requirements that may affect the cost. Vice Chancellor Brahmbhatt said the environment impact reports would not likely impact the cost because there is not significant increase in square footage. Member Bowen expressed concern for volatility of the budget. Vice Chancellor Brahmbhatt reported that the District is bringing a third party on board to review funding and will bring information to the Committee.

COASTLINE UPDATE

CCC Vice President, Kevin McElroy, thanked committee members for attending the tour and luncheon at the Le Jao Center. He further thanked Member Silbar and Member Quatman for their service on the Committee and congratulated Member

Foley and Member Alvarez on their new assignments. He expressed his excitement about the new Le Jao Westminster Center, saying it is a real jewel in the community. Enrollment is exceeding expectations and Coastline is receiving good feedback from the community. The next project focuses on acquiring land for the next center.

Member Panian commented on the January open house saying it was very effective. The speakers emphasized Measure C and many public officials were present, including the Mayor of Westminster, as well as members of the community. He commended Mr. Aguilar for his outstanding presentation.

### GOLDEN WEST UPDATE

GWC Vice President, Janet Houlihan, thanked committee members for attending the GWC tour earlier in the day. She reported on the progress of the pool and locker room renovation. The existing pool is being rebuilt and will be an Olympic size pool. A new lap pool is being built for Adaptive PE classes and Campus will work with community hospitals for physical therapy use. The project is slightly behind schedule with a bid opening of March 28. Vice President Houlihan added that there are additional compliance issues with an Olympic size pool. Member Silbar commented that the project was anticipated for completion by Fall and asked how the delay will impact classes and teams in the Fall. Vice President Houlihan replied that other campuses and facilities in the area have been contacted to use during the construction. The project should be completed by Spring.

Vice President Houlihan further reported that construction on the Health Sciences/Health Center Building is being fast tracked because of the need for the Nursing Program.

### ORANGE COAST UPDATE

OCC Vice President, Rich Pagel, invited everyone to the Learning Resource Center Ground Breaking ceremony on March 14, 2006. He introduced the Project Management Team for the Learning Resource Center Project, from C.W. Driver.

Library/Learning Resource Center – He reported the project is \$700,000 under the estimated budget and on schedule.

Arts Pavilion and Café – The Arts Pavilion and Café are scheduled to open August 2006. The Portside Café will be demolished when the Arts Pavilion Café is opened. A Starbucks will be located within the Arts Pavilion and will include food service. Revenue from Starbucks will go back to instructional programs.

Member Foley asked if money generated from Starbucks is required to go back to pay for the cost of the building before going to instructional programs. Vice Chancellor Brahmbhatt explained that money coming from the Campus and Associated Students

(ASOCC) which helped fund the café, should receive revenue from it. He will research and report his findings to the Committee.

Member Foley also inquired if changes are being made to improve the process between the District and DSA. How are problems being identified? Vice President Pagel stated that construction managers and DSA agents are working together to determine problem areas and ways to correct them.

Theatre Arts/Music Complex – Currently working on plans for DSA approval.

Fitness Center-Baseball Field – The Baseball Field is complete and is being used. The Fitness Center foundation is being poured today, March 8. A site visit is scheduled for September.

Early Childhood Lab School – the budget for the upgrade looks sound. Member Bowen said there was rumor that oil was hit. Vice President Pagel explained that it was the water table.

Other projects include:

- Watson Hall Renovation
- Upgrade Campus Classrooms
- Sailing Center
- Utility Infrastructure – F House

Member Foley inquired if changes are being made to improve the process between the District and DSA. How many problems are being identified. Vice President Pagel stated that construction managers and DSA agents are working together to determine problem areas and ways to correct them.

## 8. **Financial Report**

Vice Chancellor Brahmbhatt reviewed the financial report organized by projects and by project code references by site.

Vice Chancellor Brahmbhatt said the budget is on target with \$82 million spent as of December 31, 2005. The District has started process with bank for future Bond money. Member Panian asked how the sale of the bond looked. Vice Chancellor Brahmbhatt said the District is in excellent shape and is financially stable. Citigroup, along with two other firms, handle the sale of the bond due to the large amount of money involved.

Member Bowen asked if it would be possible to provide dates of the original estimates on projects. Mr. Brahmbhatt said it would be difficult to assess on a monthly basis. Chancellor Ken Yglesias added that original estimates were not done by professional cost estimators but rather by campus business vice presidents and support people.

A motion was made to approve the quarterly report. The motion was seconded and approved by unanimous vote.

Vice Chancellor Brahmbhatt distributed the 2004/2005 Annual Report and asked committee members to review and provide any comments to Martha Parham before the next meeting.

Chancellor, Ken Yglesias, addressed the committee on the tremendous impact community colleges have on the Orange County community and said that Coast CCD is doing their own research to see how much.

Member Silbar mentioned that the soft cost issue would be important to include in the annual report. She added that Coast CCD does an excellent job and if there is negative information out there, a more positive outlook would be provided. Vice Chancellor Brahmbhatt said the information could be obtained from the performance audit and added to the financial report and recommended doing it the following year. Member Silbar recommended getting comments back from Board members on the final draft before approving.

Member Silbar thanked everyone for the opportunity to be a part of the committee and to serve the community. Armando Ruiz, thanked Member Silbar and Member Quatman for their service on behalf of the Board of Trustees.

### **Discussion of Future Meetings**

The next scheduled meetings are as follows:

Wednesday, June 14, 2006, at 2:00 p.m.

Wednesday, September 13, 2006 at 2:00 p.m.

Wednesday, December 13, 2006 at 2:00 p.m.

### **9. Adjournment**

There being no further business, it was moved by Member David Quatman and seconded by Member Foley that the meeting be adjourned. The motion carried with a unanimous vote.

The meeting adjourned at 3:35 p.m.