

Regular Meeting
Citizens' Oversight Committee
Coast Community College District

District Board Room – 2 p.m.

June 17, 2004

MINUTES

A Regular Meeting of the Citizens' Oversight Committee of the Coast Community College District was held on June 17, 2004, in the Board Room at the District Office.

1. Call to Order – 2:01 p.m.

Committee Chairman Jim Garmon called the meeting to order at 2:01 p.m.

2. Roll Call

Members Present: Tony Almaguer, Heather Arroyo, Neel Buell, Katrina Foley, Jim Garmon, Ron Linsky, David Quatman,

Others in

Attendance: Staff: C. M. Brahmbhatt, Ding-Jo Currie, Gene Farrell, Ken Yglesias, Erin Cohn, Dave Cant, Janet Houlihan, Rich Pagel, Ardith Richey, Jorge Sanchez, Robert Davis, Bill Conley, Wes Bryan, Monte Perez, Rick Forsberg, Hilary Thomas, Diane Sharp, Martha Parham, Anita Lucarelli, Arlene Eckstein; Others: Steve Cole, Ron Gerhardt, Mark Kenney, Raul Guiso, Renee Graves and Eloy Retamal.

3. Review of Minutes

Chairman Garmon requested approval of the minutes of the last meeting be postponed until a future meeting. Committee Member Foley asks that the minutes not only reflect what was presented at the meeting but also what was discussed.

4. Opportunity for Public Comment

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

5. **Measure C Project Update**

Vice Chancellor C. M. Brahmbhatt provided an introduction and overview of the status of Measure C projects based on the third quarterly report for 2003/2004. He reported that seven projects are currently under construction throughout the District. Four projects have submitted architectural drawings to the Division of State Architect (DSA). The District Administration Building architect has been hired and working drawings will be submitted to DSA by September. Finally, eight projects will be going out to bid for architectural services in Fall 2004.

Vice Chancellor Brahmbhatt introduced the District Programming Team, which includes Erin Cohn, Director of Public Affairs; Kim Allen, Director of Fiscal Affairs; Ardith Richey, Physical Facilities Coordinator; Rich Pagel, OCC Vice President, Administrative Services; Janet Houlihan, GWC Vice President, Administrative Services; Dave Cant, OCC Director of Maintenance & Operations (filling in for Kevin McElroy, CCC Vice President, Administrative Services); and the Internal Auditor (presently vacant).

A. Coastline Community College Measure C Project Update:

Dave Cant, CCC Director of M&O, presented an update on the following Measure C projects based on the third quarterly report:

- Westminster Learning Center -- contractor is S. J. Amarosa Construction
- Safety & Security System
- HVAC Mechanical Upgrades

Vice Chairman Linsky asked if the wireless panic alarm system would work inside and outside on the safety & security system. Mr. Cant said that repeaters were installed to ensure full coverage at all locations.

B. Golden West Community College Measure C Project Update:

Janet Houlihan, Vice President, Administrative Services, presented an update of the following Measure C projects based on the third quarterly report:

- Student Center Renovation
- Structural Repair to Concrete
- Library – Student Success Center
- Upgrade Running Track
- Technology Infrastructure Upgrade
- Replace Computer Equipment
- Campus-Wide Lighting Retrofit

Committee Member Arroyo requested clarification regarding the cost of certain projects. The total estimated cost on the computer equipment is \$700,000 and the total estimated cost for the campus-wide retrofit is \$1.3 million.

Committee Member Foley asked if the word “complete” on the Phase I project list meant the project was absolutely finished. Ms. Houlihan explained that “complete” meant it would be done at the end of Phase I, which is June 30, 2006. Committee Member Foley requested future information show whether the project was over/under budget.

Committee Member Arroyo asked if the student center renovation is on schedule for completion in 120 days. Currently the contractor is estimating 148 days to complete the project but since the contractor signed a contract to complete it in 120 days, they are working on ways to get the project back on schedule.

Committee Member Buell shared comments from senior citizens on the pool renovation and comfortable chairs in the classroom.

Vice Chairman Linsky asked if each of the campuses had developed some sort of strategy to handle cost increases on their projects. Ms. Houlihan said that the District tries to build a contingency in the budget for those unplanned increases. The District is also trying to compensate for price increases by finding other funding sources, such as state funding, so that all projects will have adequate funding.

Committee Member Foley asked if contingencies were being used for every campus, or just individual campuses. Ms. Houlihan reported that there is a consistent percentage used to build contingencies. Committee Member Foley asked if GWC had to solicit bids more than once and if the bids were over/under the budgeted amount. Ms. Houlihan said they had at least two bids for each project so they didn’t have to solicit bids more than once. Committee Member Foley requested future information show whether the bid was over/under budget.

C. Orange Coast College Measure C Project Update:

Rich Pagel, Vice President, Administrative Services, presented an update on the following Measure C projects based on the third quarterly report:

- Library/Learning Resource Center
- Watson Hall Renovation
- Theater Arts/Music Complex
- Soccer Field Upgrade
- Stadium Modernization
- Field House Complex

- Communications/Information Technology
- Sailing Center Seawall & Ramps
- Parking Lots & District Transportation Facility
- CCCD Administration Buildings

Vice Chairman Linsky asked what percentage of the \$20 million Watson Hall project is a contingency. Mr. Pagel estimated 10% is a contingency. Vice Chairman Linsky asked if that figure was adequate with what we've observed already. Mark Kinney, the project's construction manager, responded that they are doing everything they can to stay on their targeted budget, but they may experience some cost increases since the current construction market is so volatile.

In discussion relating to the stadium modernization, Committee Member Foley asked if local high schools were notified of the possibility that the stadium renovation would not be completed in time for their football season. Mr. Pagel reported that OCC's athletic director has contacted the local high schools of this potential problem.

Discussion ensued regarding synthetic turf being used on the field. OCC President Gene Farrell said everyone replacing fields now is using synthetic turf.

Committee Member Foley inquired about the size of the setback to the street on the soccer field and if it would have landscaping. Mr. Pagel said the soccer field setback would be as big as the old soccer field used to be and landscaping will be installed.

Committee Member Buell asked if there would be access to the field for seniors and the disabled. Mr. Pagel assured the committee that everything the District builds is in compliance with state requirements and ADA accessible.

Discussion ensued regarding the cost of the \$9.9 million field house complex. This cost includes four different projects: a new field house, restroom/ticket office building, new softball field and renovation of the baseball field

Committee Member Buell asked if the new communications/information technology center would be user-friendly for seniors and people with disabilities. President Farrell said that all computers are compliant with industry standards that ensure accessibility to people with disabilities.

Vice Chairman Linsky inquired whether the District had planned on building a double-decker parking facility on OCC. Mr. Pagel stated it would be too costly.

D. District Office Measure C Project Update

Vice Chancellor C. M. Brahmbhatt stated that the only Measure C project based on the third quarterly report for the District is the District Administration Building being built on the vacant land across Adams Avenue, adjacent to the OCC campus. Committee Member Foley asked what the District's plans were for the property on which the current District Administration Building stands. Vice Chancellor Brahmbhatt said the Board of Trustees is currently looking into ways to develop this property.

6. **Conclusion of Measure C Project Updates**

Committee Member Arroyo requested that the committee be given adequate time to review the information prior to each meeting.

7. **External Auditor Report**

Renee Graves of Vincenti, Lloyd, Stutzman, reported that besides a regular financial audit; according to Proposition 39, the District has two additional audits to complete: an additional financial audit and a performance audit. The audits will cover a 14-month period, from April 2003 to June 2004.

Committee Member Quatman asked how the audits are looking so far with the financial forecast. Renee said they have audited approximately 71% of the expenditures to date and did not have any exceptions to the bond fund as well as any of the other internal controls.

The District closes its books on June 30, 2004, and the first auditor's reports should be available by the committee's September meeting. It will include a complete set of financial statements, a performance audit, an auditor's opinion and footnotes.

8. **Presentation of the Third Quarterly Report – January 1 – March 31, 2004**

Vice Chancellor Brahmbhatt presented the financial report for the period of January 1, 2004 to March 31, 2004. So far this year the District has spent almost \$25 million. Vice Chancellor Brahmbhatt anticipates spending \$2 to \$3 million per month at the end of Phase I on projects in construction presently. Every project may not come to closure by June 30, 2006, but the District will probably spend 90% of the \$110 million dollars the bond provides. Proposition 39's language states you must spend 85% of your dollars by this date.

9. **Future Meeting Dates**

Chairman Garmon suggested that the committee meet quarterly when the quarterly reports come out. It was moved by Vice Chairman Linsky and seconded by Committee Member Arroyo that the committee meet at 2 p.m. on

the following dates: September 8, 2004; December 8, 2004; March 9, 2005; and June 8, 2005. Motion was carried with a unanimous vote.

Vice Chancellor C. M. Brahmbhatt invited the committee to participate in a walking tour of each campus at 10 a.m. before the formal meeting on September 8, 2004. Lunch will be provided.

10. Other Business

Chairman Garmon stated that in the committee's bylaws, Section III, item 3.3, it is required to provide an annual report. Chairman Garmon suggested the committee appoint a subcommittee to create this report and present it to the committee at the next meeting. It was moved by Vice Chairman Linsky and seconded by Committee Member Foley that Committee Members Garmon and Buell be members of this subcommittee. Motion was carried with a unanimous vote.

Committee Member Arroyo moved that we cancel the September 22 meeting (set at the 2/25/04 meeting) to avoid any confusion to the public. Vice Chairman Linsky seconded the motion. Motion was carried with a unanimous vote.

11. Adjournment

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

The meeting was adjourned at 3:45 p.m.