

Regular Meeting
Citizens' Oversight Committee
Coast Community College District

District Board Room – 2 p.m.

September 8, 2004

MINUTES

Committee members participated in a tour of Measure C projects at Orange Coast College prior to the meeting. Visits to construction sites at Golden West College and Coastline Community College will take place in the spring.

A Regular Meeting of the Citizens' Oversight Committee of the Coast Community College District was held on September 8, 2004, in the Board Room at the District Office.

I. Call to Order – 2:05 p.m.

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

2. Roll Call

Members Present: Neel Buell, Jim Garmon, Ron Linsky, David Quatman, Lisa Silbar.

Others in

Attendance:

Staff: C. M. Brahmbhatt, Erin Cohn, Ding-Jo Currie, Sharon Donoff, Gene Farrell, Janet Houlihan, Kevin McElroy, Rich Pagel, Ken Yglesias; Dale Berry, Frank Fonseca, Jill Gonzales, Ardith Richey, Virginia Yomogida, Albert Jazwiecki.

Others: Ron Gerhardt, Douglas Barnhart, Glynna Hoekstra.

3. Review of Minutes

It was moved by Vice Chairman Linsky and seconded by Committee Member Quatman that the minutes be approved, corrected to reflect the correct spelling of Vice Chairman Linsky's last name. 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**

Vice Chancellor Brahmbhatt provided information regarding the status of Measure C projects based on the fourth and final quarterly report for year 2003-04.

Retrofit project upgrades have been completed at all three colleges. Eight projects are currently under construction.

Projects out for architectural bids in Fall 2004 include:

- OCC Center for Applied Science Building Renovation
- OCC Consumer Health Science Building
- OCC Interdisciplinary Building
- OCC Student Center
- GWC Math/Science Building Renovation
- GWC Design of New Learning Resource Center
- GWC Cosmetology Building Renovation
- GWC Swimming Pool Renovation

A. Coastline Community College

Vice President McElroy gave a presentation on the progress of construction of the Westminster Learning Center. Construction has begun, with occupancy scheduled for July 2005.

Committee Member Silbar noted that the construction budget went down about \$1 million from the estimates on the March 31 report. McElroy explained that when the construction costs came in higher than originally planned two years ago, the college decided to pay for the building's equipment costs out of its general fund. The actual cost of the entire project has gone up.

Vice Chairman Linsky noted that this item is worth a footnote the next time a budget like this shows a differential. He asked about the "Other Miscellaneous" amount of \$513,000. Ms. Richey said that this amount is the actual property purchased from the City of Westminster. It was requested that another footnote be noted. Vice Chancellor Brahmbhatt reported that the land and building will be listed separately.

B. Golden West College

Vice President Houlihan announced that the students are very excited about the renovation of the 13,660-square-foot Student Center. This project was delayed due to asbestos abatement in the ceiling of the multipurpose room and other unforeseen conditions. The food service area is scheduled to open in late September 2004 and the multipurpose room will be completed in December 2004.

Ms. Houlihan also provided updates on the following projects:

- Structural Repair to Exterior Concrete
- Student Success Center Renovation & Remodel

- Technology Infrastructure Upgrade
- Replace Computer Equipment
- Campus-Wide Lighting Retrofit

Upcoming Campus Projects for 2004-05

- Programming for new Health Science Building
- Renovating swimming pool
- Upgrade Physical Education (e.g.: gym bleachers, locker rooms, etc.)
- Utility feasibility study
- Upgrade Student Center, Phase II
- Renovate Parking Lot Lighting and Walkways
- Replace outdated lab and classroom equipment
- Upgrade Maintenance and Operations facility
- Programming for new Learning Resource Center
- Programming for Student Services Center
- Programming for Cosmetology/Math Building
- Renovate classrooms

Committee Member Silbar asked about the utility feasibility study. Ms. Houlihan stated that the utility feasibility study requires the college to review its current utilities and develop recommendations to improve efficiency.

C. Orange Coast College Measure C Update

Vice President Pagel provided updates on the following projects:

- Learning Resource Center
- Watson Hall Project
- Theater Expansion and Upgrade
- Stadium Upgrade
- Soccer Field
- Field House Complex
- Technology Upgrade
- Utilities Upgrade
- Student Parking Lot and District Transportation Facility

Vice Chairman Linsky asked for clarification regarding the estimated cost of the completed portion or section of a project.

Pagel responded that “completed” means costs as of June 30, 2004. It was suggested that it would be helpful to include the completed activity and the cost up to that point in the next report.

In answer to Vice Chairman Linsky’s question as to whether or not the programming phase of the Theater Expansion and Upgrade with MVE Architecture is part of the architecture and engineering fees, Mr. Pagel replied that the costs reflect fees as of June 30, 2004, invoices totaling \$14,900.

Chancellor Yglesias commented that the OCC stadium is a District-wide stadium and often used by the community, as well. It is heavily used

Wednesday and Thursday nights by high schools, and the two District football teams play there. If other colleges do not have a field, it is used as a home team when they play at Orange Coast College. It is also used for numerous graduation activities. The college has expended all resources to maintain the field.

Chairman Garmon thanked everyone for a well-done tour and complimented the staff that took part in the presentations and those conducting the tours. He encouraged committee members who were not able to attend to visit the sites to see what is being accomplished.

5. **Presentation of the Fourth Quarterly Report**

Vice Chancellor Brahmbhatt gave an overview of the Financial Report as outlined in the Quarterly Report April 1, 2004 – June 30, 2004. The District has spent a little over \$30 million in the first year, with \$13 million spent for 2003-04. The District spent approximately \$1 million per month during the first year of the bond. In 2004-05, project spending will be at a rate of about \$2 million per month. In 2005-06, \$2 million to \$3 million will be spent per month in order to finish the projects. The goal by 2006 is to spend approximately 85 to 95 percent of Phase I bond money, a target of about \$100 million. With this aggressive schedule, the campuses and their Facilities Committees are working as a team to make sure the projects are being completed in a timely manner. Some smaller projects that do not require a significant amount of DSA approvals can be put in the front while planning is taking place for the large buildings.

Planning for the selling of Phase II bonds will begin in 2005. The bonds will likely be sold in April or May 2006.

6. **Annual Report Update**

Chairman Garmon reported that the Annual Report subcommittee of Chairman Garmon and Committee Member Buell recommends moving the deadline for the annual report to January, after Financial and Performance Audits are completed in December.

It was moved by Vice Chairman Linsky and seconded by Committee Member Quatman to move the date for the annual report to January. Motion carried with a unanimous vote.

Committee Member Silbar asked if the financial audit and the performance audit are on the same track or done in a separate timeframe.

Vice Chancellor Brahmbhatt said the performance audit is an earlier audit. The financial audit by law is performed by December 31. If the performance audit is completed, it will be provided to the committee at the next committee meeting.

Vice Chairman Linsky complimented Mr. Brahmbhatt for taking the committee through its first year. He commented that the Fourth Quarterly Report is an excellent report.

Mr. Brahmbhatt thanked the Project Team: Erin Cohn, Ardith Richey, Janet Houlihan, Rich Pagel, Kevin McElroy, Martha Parham and his assistant, Kim

Allen, for all the hard work they have provided. Virginia Yomogida was thanked for her support.

7. **Adjournment.**

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

The meeting was adjourned at 2:45 p.m.

Note: Citizens' Oversight Committee binders will be updated by the District and will be available at each of the meetings.