

# North Orange County Community College District Citizens' Oversight Committee

## APPROVED MINUTES

May 2, 2007

Board Conference Room, Anaheim Campus

Committee Members Present: Lynn Abouchar, Kay Bruce, Theresa Harvey, Julie Law, Keith Nelson, Philip Wendel and Nicole Wells

Absent: None

District Staff: Ron Beeler, Nancy Byrnes, Karen Cant, Claudette Dain, Kathie Hodge, Jerry Hunter, Margie Lewis, Christie Wallace Noring, Fred Williams, and Sandy Cotter

### **1. Call to Order:**

Chairperson Theresa Harvey called the meeting to order at 4:06 p.m. Once a quorum was determined, Ms. Harvey called for a round of introductions.

### **2. Approval of February 7, 2007 Meeting Minutes:**

MSU to approve the minutes as submitted.

### **3. Committee Term Reappointments:**

Fullerton College Student Sarah Martin will be replacing Julie Law, who has completed her two year term and will be transferring to a university beginning in fall. Ms. Harvey presented a small token of appreciation to Ms. Law for her contribution to the Oversight Committee. Chancellor Hunter then noted that Ms. Harvey's two-year term is up in June, and asked if she would consider reappointment for an additional term, to which Ms. Harvey agreed. Approval for appointment of Sarah Martin to the committee will go to the Board of Trustees on May 8, and the reappointment of Theresa Harvey will go on May 22 agenda.

### **4. Presentations and Spring 2007 Report to the Community:**

Christie Wallace Noring, District Director of Public Affairs, distributed a draft copy of the Building Progress Report to the Community 2007. She noted that this is an annual report required by Proposition 39 language, and encouraged the committee to review the draft and forward any comments or suggestions to her by May 18. She noted the past distribution of the Report to the Community, and stated that, if

sent to all 300,000 residences within the district, the estimated production and postage costs would be approximately \$38,000 or 13 cents per household. Standard distribution includes: Citizens' Oversight Committee and NOCCCD Board of Trustees members, District employees, college foundation representatives, area city, county and state legislators, area school and college representatives, business and other community partners, and news media. MSP to approve the publishing and distribution of the 2007 Spring Report to the Community to all households within the District service area.

Keith Nelson questioned if the reports needs to be published in additional languages. A discussion followed where it was MSP to recommend to the Board of Trustees that staff investigate the costs, labor and timeline needed to translate the document summary into the five languages used on the election ballots published by the County Registrar of Voters. It was additionally clarified that District marketing funds, not Bond funds, would be used to produce and distribute the Report to the Community.

**5. 2006-07 Financial Audit Firm Selection:**

Vice Chancellor Fred Williams and Claudette Dain, District Director of Fiscal Affairs, reviewed the recent RFP and selection process for the audit firm who will be doing the Proposition 39 Bond Fund audits for 2006-07. From 23 accounting firms contacted, four responses were received and the Board of Trustees approved the selection of Vavrinek, Trine, Day & Co. This firm is experienced with K-14 schools, and will handle the general District, Foundations, and Prop. 39 fund audits.

**6. Bond Projects Status Update Presentation and Budget Analysis:**

Mr. Williams led a quarterly review of the bond program projects. He referred to the *Budget and Financial Report for the Period Ending March 31, 2007*, and narrated a visual presentation. In addition, in response to a request from a committee member at the February meeting, Mr. Williams distributed a list of commonly used acronyms to assist with understanding the report.

*Cypress College:*

In the last quarter, the remodel of the old Library building, now renamed the Cypress College Complex, was completed and staff moved back in during spring break. The third floor now accommodates college administration, and the fourth floor was remodeled to house seven conference rooms. Large restrooms and a catering kitchen were added to allow the area to be used as a conference center to generate rental income. New restrooms in the baseball and softball field areas are almost complete. The piazza project is in the final portion of Phase 3. This phase will impact accessibility to the building, so it has been scheduled for June when staff can be relocated. The edge detail is being finished on other sections of the project, so many areas will be soon complete and fencing will then be removed.

The new School of Continuing Education building is progressing well, and the remodel of the Tech Ed II building is back on track after the resolution of some existing condition issues concerning walls and doors. The Student Center is framed and a topping off ceremony was held on April 11 to celebrate the completion of the skeleton of the building without injury.

The Theatre Arts and Gym II Remodel, both Remodels for Efficiency projects, have begun with a completion date expected in time for the start of the fall 2007 semester. The Humanities Building Remodel project has begun and is in the design phase. Construction is expected to begin in the summer of 2008 and complete in the summer of 2009.

Lastly, CW Driver was hired to replace PCM3 as the Construction Manager at Cypress College. The agreement, approved by the Board of Trustees in March, continues through April 2008, and will focus on the Campus Center, School of Continuing Education building, and several remodel projects.

*Fullerton College:*

The Lemon Street Parking Structure opened in May of 2006, but continues to experience reliability issues with the new elevators. A final settlement is in progress with the manufacturer. Last December, the City of Fullerton began the street improvement project, which completely rebuilt the street, adding median strips, turn lanes and sidewalks. The final phase of this project will be to add new lighting and landscaping adjacent to the parking structure. This is expected to be completed in summer.

The 300/500 access project, which included the addition of an elevator to the 300 building, will soon be complete with the additional corrective work to the 300 stairway scheduled for late spring and early summer. The new \$25 million College Center Building project is on schedule. The roof and drywall have been installed, and the scheduled completion date is summer of 2007. The new Classroom Office Building broke ground in December, and the steel frame is being erected. This \$20 million project will house 16 classroom/lab spaces, 50 faculty offices, and the Social Sciences Division Office. It is scheduled for completion next spring.

The Physical Education project has completed the design development stage, and the bid process is being prepared. This project will include a new 50-meter pool, football field, field house, resurfaced tennis courts, and renovations to the north and south gyms. This project is currently over its \$26 million budget, and will proceed once the campus identifies additional resources. The Chilled Water Project is scheduled for completion in late spring. This \$12 million District project began the first phase in June, 2006, and will provide a chilled water distribution for the campus, replacing the current building refrigeration systems.

The replacement of the 400 South Science building is now in design development. The project cost is estimated at \$35 million, which includes a 10% District contribution of bond funds. Construction is scheduled to begin in June of 2008 and

complete in 2010. The Technology Complex renovation, which includes buildings 700, 900, and 910, is in the expected 2007/08 state budget, and architects are being sought for the project.

The 2000 building is scheduled for a substantial remodel to accommodate a "First Stop" center, and is budgeted for \$8 million. The First Stop Center will include Admission and Records, Financial Aid, EOPS and Counseling, and the Bookstore.

*District/School of Continuing Education:*

The Wilshire School of Continuing Education renovation and new building bid was awarded and construction began in early December. The completion of this project, a 5,000 sq. ft. Administration Building and the remodel of existing facilities, is scheduled for March of 2008.

The Anaheim Campus build-out of the 4<sup>th</sup> and 6<sup>th</sup> floors began in January, with a completion date of July, 2007. Additionally, the Board of Trustees approved hiring E. Fitzgerald, Inc. to replace FL Construction Management as the Program Manager for the Facilities Bond Construction Program. This agreement is effective through June of 2008.

Mr. Williams and Ron Beeler, District Director, Facilities and Planning, clarified the Proposition 1D funds, noting that the District attempts to stretch its resources by combining State Capital Outlay funds with Bond resources. An example is the remodel of the Fullerton College Technology Complex. They also noted that state-funded projects only include basic construction, with furnishings and any upgrades to be covered by District or campus resources. Mr. Beeler also stated that state funds are usually obtained when asbestos or lead abatement is needed.

In response to a question on expenditure of Bond funds, it was clarified that there is no legal requirement to expend all funds by a specific date; however there is a potential tax liability if funds are not expended timely. Staff has hired the audit firm to prepare arbitrage conclusions to determine if there is a potential tax issue. But state and matching fund projects do have specific timelines that must be met.

**7. Other:**

Dr. Hunter encouraged committee members to forward any thoughts or suggestions on changes for the quarterly report, as the present format was developed and refined with the input of previous committee members.

The meeting was adjourned at 5:05 p.m. The next meeting is scheduled for **4 p.m., August 1, 2007**, at the Anaheim Campus Board Conference Room.

Respectfully submitted,  
Sandy Cotter  
Executive Assistant, Chancellor's Office