

**North Orange County Community College District  
Citizens' Oversight Committee**

**APPROVED MINUTES**

February 1, 2006

Anaheim Campus, Board Conference Room

Committee Members Present:                   Don Baldwin, Mary Bouas, Rowland Hill, Julie Law, and George Tsuda

Absent:   Tatyana Alvarez, Darryl Essex, and Theresa Harvey

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

Visitors:   Ed Fitzgerald, Al Schafer from FLCM; Jim Godsey, Calvin Lee from Macias Gini and Company

**1. Call to Order:**

Acting Chairman Don Baldwin called the meeting to order at 4:03 p.m. He welcomed everyone and noted there was a quorum present.

**2. Approval of November 2, 2005 Meeting Minutes:**

MSU to approve the minutes as submitted.

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

Fred Williams, Vice Chancellor, Finance and Facilities, presented the quarterly update on significant events and issues for the facilities bond program. He distributed the *Budget and Financial Report for the Period Ending December 31, 2005*, and led a presentation of current projects on each campus.

*Cypress College:*

The newly completed Library Learning Resource Center (LLRC) opened to students this week. The second floor holds the entire library that took two floors in the former building. The Learning Resource Center has 140 computers for student use, and the entire tutoring services in one location. The building is described as a "clean, modern design" with "a light airy feeling." Outside landscaping is almost complete, and staff are "positive" and "very excited" about the new building. The Student Support Services/Cypress College Complex was the former Library/Administration Building, and is scheduled to reopen after renovation is complete in February. This area will now house campus student services programs on the first two floors. The Maintenance and Operations Building is progressing, with walls up and the roof underway. The Piazza renovation is also progressing, with railings and electrical

being installed, as well as a redesign of the drainage system to prevent future deterioration. The new elevator projects are also progressing, and the Central Plant is nearing completion.

*Fullerton College:*

The Fire Hydrant and Storm Drain Improvement project is now complete, and the Lemon Street Parking Structure is near completion with a target date to open in March. The Lemon Street improvements, including a new traffic signal at Grove Place, should begin soon. The Campus Commons project is out to bid, with construction expected to begin in April. The Classroom Office Building project is at DSA now, with approval expected in March and construction to begin in June. The 2000 Building “First Stop Center” remodel design is ready to move ahead. The Physical Education Renovation/New Addition project came in \$12 million over budget and was formally rejected by the Board of Trustees in December. Staff are involved in a redesign process that will rework the design with a fresh approach, without “reinventing the wheel.” It was clarified that the cost for the new architect will come from bond funds. The Chilled Water project is in design phase with construction scheduled to begin in June.

*District/School of Continuing Education:*

Design work is continuing on the Wilshire SCE Renovation project, and the project was submitted to DSA this week. Upcoming projects include property acquisition and build-outs of the 4<sup>th</sup> and 6<sup>th</sup> floors at the Anaheim Campus.

Mr. Williams and staff then responded to questions from the committee, including a request for clarification on the District’s progress in responding to recommendations made in the Construction Controls Group report of spring 2005. Dr. Hunter stated that staff believes that all groups are working more efficiently together, with increased oversight from District administration and better communication. He explained that some of the report recommendations were not accepted, such as adding additional staffing at the construction manager level. Ron Beeler explained the process for submitting designs to DSA, noting that taking care to submit a complete package results in faster approval timelines. The change order process was also discussed, with Mr. Williams emphasizing that all change orders are scrutinized by staff, with appropriate backup information, and are finally submitted to the Board of Trustees for approval.

**4. Review of 2004-05 Financial and Performance Audit:**

Mr. Williams introduced Claudette Dain, the new Director of Fiscal Affairs. Ms. Dain introduced Jim Godsey and Calvin Lee from Macias Gini and Company, who conducted the 2004-05 Financial and Performance Audit of the General Obligation Bonds. Mr. Godsey distributed a presentation handout that highlighted the audit process and findings, noting the proceeds of \$176 million with \$3.9 million in interest income from the issuance of the 2005 bond, \$164.9 million in escrow for advance refunding of Series A and 2003B bonds, \$20.5 million in project expenditures, and an ending cash balance of \$182.8 million. He further stated that he was confident in the findings of full compliance with the requirements of Article XIII A of the State Constitution. Upon questioning, he noted that no management letter was issued with this audit report.

## **5. 2006 Meeting Calendar:**

After some discussion on the meeting calendar for 2006, the following dates were agreed upon: May 3, August 2 and November 1. The committee also agreed that the 4 p.m. time was satisfactory to the majority. Cypress College President Margie Lewis extended an invitation to the committee to hold the May 3 meeting at the new Cypress College Library Learning Resource Center.

Dr. Hunter then briefly outlined the process underway to fill the four upcoming committee vacancies, plus the Student Representative from Cypress College. He noted that responses from those nominated have been requested by February 24, with the anticipation of making appointments in May. Mr. Baldwin suggested that the nomination list be shared with the committee for any comments or suggestions.

## **6. Other:**

In response to earlier comments, Al Schafer noted that the current contract rate of 2% with FL Construction Management for program management services is roughly half of the standard rate of 4%. The construction managers (PCM3 and CWDriver) under contract receive 7.5 and 8%. Mr. Schafer stated that the soft costs of the bond program are less than many other comparable programs.

The meeting was adjourned at 5:10 p.m. The next meeting will be May 3 at the Cypress College LLRC.

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