

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

**APPROVED MINUTES
February 7, 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, Rod Garcia, Kathie Hodge, Jerry Hunter, Margie Lewis, Gary McGuire, Christie Wallace Noring, Fred Williams, and Sandy Cotter

Visitors: Jim Godsey and Calvin Lee from Macias Gini & O'Connell, LLP

1. Call to Order:

Chairperson Theresa Harvey called the meeting to order at 4 p.m. and asked for committee round-table introductions. Vice Chancellor of Finance and Facilities Fred Williams introduced Rod Garcia, District Manager of Fiscal Affairs, who has been working with the auditing firm of Macias Gini and O'Connell.

Ms. Harvey then amended the agenda to allow the auditors to present their report earlier in the meeting.

2. 2005-06 Financial and Performance Audit:

Jim Godsey and Calvin Lee presented the completed audit of the District's bond program for fiscal year 2005-06. They explained that the audit was conducted in accordance with accepted standards, with no noted exceptions, and was prepared on the cash basis of accounting. Mr. Lee noted that the beginning cash balance on July 1, 2005 was \$182 million and the ending balance for the fiscal year was \$152 million. In response to a question, Mr. Godsey explained what the performance aspect of the audit meant, and that the most common interpretation is also called an "economy/efficiency" audit, which is not required by state law. Also briefly discussed was the practice of rotating audit firms every three to five years, with Mr. Williams noting the District routinely does so and also uses the Request for Bid (RFP) process to obtain good pricing. He suggested the 2006-07 audit RFP results be agendized for the May meeting.

3. Approval of the November 1, 2006 Meeting Minutes:

MSU to approve the minutes as submitted.

4. Bond Projects Status Update Presentation and Budget Analysis:

Mr. Williams led a quarterly review of the bond program projects. He referred to the previously distributed *Budget and Financial Report for the Period Ending December 31, 2006*, and narrated a visual presentation.

Cypress College:

The Remodel for Efficiency of the Tech Ed I Building second floor was completed in October, enabling the Vocational/Technical Division and Photo Department to have renovated classrooms and offices. The project was combined with the Business Building Remodel and the third and fourth floor renovation of the College Complex. The Piazza project has been progressing, with the concrete now complete and new railings installed. The north walkway has been open to access since the first day of classes this spring. The SCE building is also progressing, with a highlight of that project being the erection of the structural steel in only two days. The Tech Ed II second floor remodel is also underway, with a completion date of November 2007, which will transform the area into classrooms and offices for SCE.

The Cypress College Complex, which will house the administration and a conference center on the upper floors, is progressing. Dr. Margie Lewis, College President, noted that the conference rooms would be available to community groups when not being used by the campus community. The elevator project is nearly complete, with the Tech Ed I and Business Building elevators now in use. The Student Center project is also well underway, with the underground work expected to be completed in January, and the foundation work started. Lynn Abouchar complimented the campus grounds and renovated pond area, and stated that she hoped more maintenance budget has been earmarked for upkeep. Mr. Williams responded that funding issues are common with facilities maintenance and operations.

Fullerton College:

The Lemon Street Parking Structure continues to experience elevator problems which are being addressed with the contractor. The street improvement project on Lemon Street is well underway, with completion scheduled for summer. The 300/500 Building access project was complete for the fall semester, and a secondary project to bring the 300 Building stairway into compliance is waiting for DSA approval. The College Center, formerly called the Campus Commons, is on schedule for completion in summer 2007. The new Classroom Office Building broke ground in December, and is scheduled for completion in late spring of 2008. This building will include 16 classroom/lab spaces, 50 faculty office and the Social Sciences Division Office.

The 2000 Building remodel is in design programming phase at the campus level. The PE project is progressing through the design development stage, with the new pool to be bid in June 2007, and construction scheduled for October. The remaining construction and facilities improvements will be bid in late 2007, with construction scheduled for 2008. The campus Chilled Water project began the first phase of construction last June, with over 8,000 feet of pipe already laid. This project is scheduled for completion in late spring of 2007, and is expected to be more reliable and energy efficient.

The 400 Science Building project is moving forward. Funded by Prop 1D, the \$35 million project will require a 10% match of District bond funds. An architect is being chosen for the project now.

District/School of Continuing Education:

The Wilshire SCE renovation and new building project bid was awarded in November, and broke ground in December. Scheduled for completion in March of 2008, this project includes two phases: the addition of a 5,000 sq. ft. Administration Building and the remodel of existing facilities. The build out of the 4th and 6th floors at the Anaheim Campus were awarded in December, with construction scheduled for January to May.

In response to the question of how students are reacting to the project and if student needs are being met, Julie Law commented on how appropriate the College Center rename is, and that students are anticipating enjoying the new building. She also noted the positive student focus on the LLRC and parking. Nicole Wells responded that the students really enjoy the new LLRC, and are looking forward to the new Student Center and to the completion of all the construction projects. Ms. Law questioned the status of the FC Science (400) Building remodel project. Dr. Hunter responded that the project will go forward based on the original project design approved by the State. He noted that that configuration of the building interior is flexible, but the site will remain what was originally approved. Also in response to a question from the committee, Dr. Hunter noted that the Anaheim Campus leases space to two tenants, and that other community-based groups often use available facilities for meetings. Presidents Lewis and Hodge also commented on the various projects and the benefits to students and the campus communities.

Keith Nelson requested a glossary of terms and acronyms be included in the report format, and noted how important audits are to the oversight of programs such as this. Mr. Williams affirmed that the auditors routinely meet with staff, trustees, and administrators.

Kay Bruce commented on the annual Report to Taxpayers communication published by Public Affairs. Dr. Hunter introduced Christie Wallace Noring, District Director of Public Affairs, who reported a draft review by this group for the May meeting, and that a final copy is available on the District webpage. Discussion included increasing the number of individuals receiving copies, purchasing advertising space in the newspapers, and considering

presentations to area city councils. It was noted that the community papers do include much information on the District and colleges, and that staff and administration are active in the community to heighten awareness.

4. Other:

There were no other items.

The meeting was adjourned at 5:00 p.m. The next meeting is scheduled for **4 p.m., May 2, 2007**, at the Anaheim Campus Board Conference Room.

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