



DESERT COMMUNITY COLLEGE DISTRICT
College of the Desert

Citizens' Bond Oversight Committee Meeting
December 14, 2005
3:00 p.m. – 5:00 p.m.
Foundation Board Room
Minutes

Members Present: Dr. William Feddersen (Senior Citizen Group); Dr. Ward Fredericks (College Support Organization); Chief Gary Jeandron (Member At-Large – Palm Springs); Ms. Marjorie A. Kussman (Taxpayers' Association); Mr. Matthew Vargas (Student)

Members Not Present: Mr. Paul Magana (Business Representative); Ms. Marylou Marrujo (Member At-Large – East Valley)

In Attendance: Mr. Tim White, Program Manager/PinnacleOne, Inc.; Mr. Jon Hudson, PinnacleOne, Inc.; Mr. Matt McCue, Lund & Guttry; Mr. Tom Wixon, College of the Desert's Public Relations Office; Mr. Jerry Patton, College of the Desert's Vice President, Administrative Services; Mr. Steve Renew, College of the Desert's Director of Maintenance and Operations; Linda Costagliola, College of the Desert Administrative Secretary/Recorder.

Call Meeting to Order - Dr. Feddersen called the meeting to order at 3:15 p.m.

Dr. Feddersen welcomed the new student representative, Matthew Vargas, to the committee. Matthew introduced himself.

Approval of Minutes from September 14, 2005 Meeting – Motion to approve minutes as presented by Dr. Ward Fredericks, second by Chief Gary Jeandron. All approved.

Comments from the Public – No public attendees present.

Financial and Performance Audit Results

Matt McCue from Lund & Guttry introduced himself. He joined the meeting today per the request of the committee to discuss the results of the financial and performance audits. Each member received a copy of the financial and performance audits.

Performance Audit: Lund & Guttry examined the Desert Community College District's compliance with the performance requirements for the District's General Obligation Bonds 2004 Election, Series 2004 A and 2005 refunding bond for the fiscal year ended June 30, 2005, under the applicable provisions of Section 1(b) (3) (c) of Article XIII A of the California Constitution and Proposition 39 as they apply to the Bonds and the net proceeds thereof. After the examination was conducted, it was determined that Desert Community College District was in full compliance. Lund & Guttry verified that funds were generally used for the construction, acquisition, furnishing and equipping of District facilities and they verified that funding was not used for salaries of school administrators or other operating expenses of the District. Mr. McCue reviewed the annual expenditures report by projects on page four of the performance audit. Dr. Feddersen mentioned that this annual expenditures report by projects was published in the COC 2004-2005 annual report.

Financial Audit: – Lund and Guttry audited the balance sheet, statement of revenues, expenditures and change in fund balance and statement of revenues, expenditures and change in fund balance – budget and actual for the Measure B Bond Building Fund of the Desert Community College District as of and for the year ended June 30, 2005. Mr. McCue reviewed page 3, Balance Sheet; page 4, Statement of Revenues, Expenditures and Change in Fund Balance for the year ended June 30, 2005; page 6, Accounting Policies and Practices; page 10, Auditors Opinion Related to the Bond Bunds; page 12, Compliance and Internal Control. There was one finding relating to compliance for the year ended June 30, 2005. The premium that was received from the sale of bonds by County of Riverside was deposited in the bond fund instead of the debt service fund. This was the County's error and it has been corrected. The County did not follow the wiring instructions from UBS Financial Services. J. Patton mentioned that College of the Desert should have followed up on the funds.

There was discussion regarding the refunding of the bond monies (page 9). The District received 7.8 million dollars from the refunding of the bond monies. Dr. Fredericks asked if this affected the assessment of property for property owners. Property owners will have a higher interest rate. J. Patton responded that the refunding was a process of opportunity within the bond market. The refunding did not affect the assessment of property.

Phase I Project Updates – PowerPoint presentation from Tim White, PinnacleOne, Inc. Tim reviewed the following items listed below:

1. Measure B Citizens' Objectives
 - a. New Construction
 - b. Building Repurposing
 - c. Additional Campuses

2. Series A - August 2004
 1. Infrastructure Installation and Repair – in process
 2. Building Classroom Renovation – in program
 3. Temporary Classrooms and Office Space – in process
 4. Parking Lot Design and Construction
 5. Site Development – Main Campus
 - i. Master landscaping plan
 1. Change the look of the campus – in planning and design.
 6. Planning and Design – East Valley Campus Phase I
 7. Voice Over IP Communication – complete
 8. Contingency/Reserve

3. Current Program Status
 - a. Quickstart Projects – A need for immediate attention due to maintenance problems or life safety issues.
 - i. Gymnasium – complete
 - ii. Liberal Arts/Culinary Kitchen – Kitchen still under construction. Completion at the end of December.
 - iii. Stadium Locker Room – complete.
 - iv. Diesel Mechanic Building – major overhaul of roof system. This project will be completed by February because we don't want to interfere with classes.
 - v. Sidewalk Repairs – complete
 - vi. Carol Meier Hall – complete

 - b. New Building Design Teams
 - i. Nursing & Public Safety Academy – the programming phases have received approval by the Board of Trustees and are in the schematic

design phase. Since these are the first two buildings, it will take more time than the other buildings because it will be setting a standard with the construction of the campus as it exists today.

- ii. Alumni – finished with the programming phase; received approval from appropriate officials and now in the schematic design phase. Alumni building will be located northwest corner of the campus to better serve the street fair.
- iii. Central Plant – under design
- iv. Learning Commons – in programming phase and is difficult to stay within the state guidelines because there are so many needs of these services. It is important not to rush at this stage and that we look at the overall project.
- v. Multi-Purpose Classroom Building (formerly Classroom IT Building) – in the programming phase. Plans have been reviewed and changes were made. The interdisciplinary lecture/labs will be housed in this building along with Information Systems/Media Center. IS/Media Center are currently located in the basement of the Hilb Student Center.

- c. Financial Update
- d. Overall Performance Summary

4. Continuing Program Elements (milestones & projections)

a. Campus Wide Utilities and Services

- i. Milestone – Master Infrastructure Plan Completed July 2005.
- ii. Projection – Schematic Design to be completed by February 2006.
- iii. An agreement has been reached with TMAD Engineering Firm, who after an extensive selection process, has been selected to develop an infrastructure master plan. Start of construction is scheduled later part of the summer and early fall.

b. ADA Assessment

- i. Milestone – Submittal of Initial Report Completed February 2005
 - 1. Review by College including DSCS Completed September 2005
 - 2. Revise and Finalize Completed December 2005

c. Environmental

- i. Milestone – EIR Report
 - 1. Complete Study and Initial Draft Completed 11/30/05
 - 2. Review and Finalize Draft Completed 12/07/05
- ii. Projection
 - 1. EIR filed by 12/23/05
- iii. Milestone
 - 1. Seismic Surveys completed 12/01/05

Next week the EIR report will be filed with the DSA and the State. Marjorie Kussman asked if the State would have any problems with the report. Tim said, "not at all". Following the process with the State, the whole community will get a chance to comment or protest on the EIR report.

d. Master Planning

- i. Milestone
 - 1. Campus Standards Handbook Completed 8/19/05
 - 2. Landscape Master Plan Completed 8/19/05

Update on the Eastern Valley Campus – At the November Board Meeting, the Board of Trustees approved an agreement for donated property for our new Eastern Valley Campus. The land is located on Buchanan and Avenue 62 near the Thermal Airport. We

have 90 days to do the land analysis, which is through the middle of February 2006. The infrastructure is included with the donation of the land. PinnacleOne is currently working on the RFPs (request for proposals) for a master planning architect for the whole campus at EVC. The Educational Master Plan is in the works for EVC. There are two advisory committees that are excited about the new Eastern Valley Campus and want classes to begin as soon as possible. COD would like to have portable classrooms in place for classes to begin as early as next fall. There are concerns about the cost to pump water to the portable restrooms. COD would like to start on the infrastructure as soon as possible but we are at the mercy of the land owner. COD may look into the possibility of funding the utilities up front and then have the land owner reimburse us. We are impacted (at full capacity) for State funding at the current Indio campus. Currently there are approximately 700 students that attend classes at the Indio campus and 10,000 at the Palm Desert Campus. We are paid by the State for the number of students enrolled.

Phase I Bond Project Financial Report – PowerPoint presentation by Jon Hudson.

1. Measure B – Series A – Project by Expense & Budget – 11/30/05
 - a. Reviewed the Percentage of Total Spending by Phase
 - i. Programming, Planning, Other – 20.67%
 - ii. Design – 4.55%
 - iii. Construction – 59.10%
 - iv. Equipment – 15.68%
 - v. Total Spending equals 100%. Percent complete is based on the budget column.
 - b. Voice Over IP Communication – Dr. Fredericks asked if this project was complete because the report shows 95% complete instead of 100% complete. J. Hudson said that this project is 100% complete.
 - c. Gymnasium – Proposal to replace the gym instead of renovating it. It will cost approximately 10 million to renovate the gym versus 12 million to build a new one. It would be foolish to spend 10 million on an old building. The bond language gives the college the ability to reallocate bond monies to cover this additional cost.

The committee would like to see a template to track changes from meeting to meeting and a 90 day milestones and budget report.

Committee Self Evaluation: Continuation of September 14th Discussion

1. Change of Meeting Time from 3:00 p.m. to 3:30 p.m.
 - a. The committee decided to continue starting the meetings at 3:00 p.m. but end at 4:30 p.m. instead of 5:00 p.m. March and June's meetings will be from 3:00 p.m. to 4:30 p.m.
 - b. During the March meeting the committee will schedule the next meetings for 2006-07.
2. Additional Ways to Communicate with the Public – Per the request of the committee members, Tom Wixon, Public Relations Officer, joined the meeting to discuss with the committee ideas on other ways of informing the public. The agendas, minutes and the first annual report are on the Citizens' Bond Oversight Committee Webpage but not everyone has access to the internet. The committee has legally met its obligation under prop 39, but desires to enhance the public's awareness of its role and that bond funds are being spent as promised and specified in the ballot language.
 - a. Ideas:

- i. Placing a half page ad in the local newspaper regarding completed projects. Dr. Feddersen brought in a sample from another college.
 - ii. Press releases regarding hi-lights of the passing of the Bond, our annual report, the new student representative, meeting milestones, building designs and tell the public where to get this information. It's tangible and its good news for communicating. Tom Wixon agreed to send out this kind of press release as soon as possible.
 - iii. Letter to the Editor – Dr. Fredericks mentioned that this may have a negative affect.
 - iv. A campus report to send out to the community that's not too detailed. Dr. Feddersen showed an example. May want to check into the possibility of having this campus report inserted into the local newspaper.
 - v. Summary of information and then list the website for additional information.
- b. Developing a Marketing and Communication Plan
- i. Produce a progress report
 - ii. Don't spend a lot of money
 - iii. Approval process
 - iv. Press Releases
 - v. Marketing
 1. Public service announcement at radio stations
 2. Public service announcement at TV stations
 3. Place a notice in class schedules – This year approximately 167,000 Spring 2006 class schedules were mailed to households in the Coachella Valley. COD has not done this in the past. Normally we order 30-40,000 class schedules.
 4. Chamber of Commerce newsletters
 5. College newspaper
 6. On-going public relations on phases of work
 7. Paper notices of meetings

Based on discussion of the above ideas, T. Wixon agreed to develop a draft Marketing and Communication Plan, and send it to committee members when it is ready. A final plan will be approved at the March meeting.

3. 1st Annual Report
 - a. Presented at the November Board Meeting.
 - b. The cost to produce the annual report came out of the college fund and not the bond fund.
 - c. The distribution of the annual report to the different organizations in the Coachella Valley will be sent out in the next couple of weeks.

Future Agenda Items

Schedule meetings for 2006-2007 fiscal year
Marketing and Communication Plan, final review and approval
Reappointment/Appointment process and membership rotation plan

Adjournment - Meeting adjourned at 4:35 p.m.