



DESERT COMMUNITY COLLEGE DISTRICT  
College of the Desert

Citizens' Bond Oversight Committee Meeting  
December 8, 2004  
3:00 p.m. – 4:30 p.m.  
Foundation Board Room  
Minutes

Members Present: Ms. Sylvia Castellon-Calvache (Student); 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. Paul Magana (Business Representative); Ms. Marylou Marrujo (Member At-Large – East Valley)

In Attendance: Mr. Henry Amigable, Program Manager/Douglas E. Barnhart, Inc.; Mr. Bob Bush, Douglas E. Barnhart, Inc.; Ms. Deborah Shepley, tBP/Architecture; 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; Ms. Elaine Snyder, College of the Desert's Purchasing; Ms. Linda Costagliola, College of the Desert Administrative Secretary/Recorder.

The meeting was called to order at 3:00 p.m. by Dr. Feddersen.

Approval of Minutes from September 15, 2004 Meeting – Dr. Feddersen would like the meetings posted on the committee's webpage in draft form. Dr. Feddersen will review the minutes before they are posted.

Motion to approve minutes as presented: Mr. Patton mentioned that we missed a comment from Mr. Jim Gray, Board of Trustee, "The Alumni Association Street Fair will be moved to the west-end corner of the campus and the College may consider moving the timeline of the Alumni Building into the Series 2004A projects."

Moved by Dr. Feddersen, seconded by Chief Jeandron, to approve the minutes of the Citizens' Bond Oversight Committee meeting on September 15, 2004 with the additional comment by Mr. Jim Gray added. All approved.

Proposed Public Comment Policy

The committee reviewed the current policy of Desert Community College District for public participation, proposed policy for committee and request to address the Citizens' Bond Oversight Committee form handouts. These policies and form will be posted on the committee's website.

Motion, second, to approve committee's Public Comment Policy with a change to Item 1 under Oral Communications to the Citizens' Bond Oversight Committee from "~~Secretary to the Board~~" to "the Committee". All approved.

Motion, second, to approve the Request to Address the Citizens' Bond Oversight Committee form with a change in paragraph 1 from "present it to the ~~Secretary~~" to "present it to the Committee". All approved.

### Comments from the Public

There were no comments from the public.

Campus Master Plan Update – by Deborah Shepley, tBP/Architecture. Following is a summary of Power Point Presentation:

1. Planning Principles – Guiding and developing a Campus Plan. Develop a campus in accordance with state standards. It's important to stay in the guidelines, don't overbuild.
  - Maximize existing functional space
  - Eliminate non-functional space
  - Right size proposed new facilities driven by programmatic need
  - Position college to maximize state funds – keeping the Chancellor's Office informed of our process/plans.
2. Viewed Campus Map
  - Views at the campus; main entry is at Monterey Avenue; second entry is at Fred Waring and third entry is at San Pablo.
  - Pedestrian Paths – Experience getting to classrooms. Fluidity: reach out to the whole campus. The Centerpiece of the campus is the Hilb Student Center.
  - Proposed campus Plan with buildings, paths and landscape in place.
  - Temporary buildings will be replaced with permanent building.
3. Master Plan Implementation
  - Campus wide needs
  - Definition of all projects
  - Develop realistic project scopes and budgets
  - Prepare master project schedules
  - Develop campus standards handbook - design guidelines and specifications
  - Coordinate all capital planning (local, state, combined) – discussions with the Chancellor's Office.
4. Viewed Map of Projects of highest Priority – Next Year
  - Nursing Building
  - Learning Commons (houses all of student services programs)
  - Hilb Building will be renovated for use by Faculty Resource Center and Academic Skills Center
  - Public Safety Academy – located northeast corner of campus
  - Information Technology/Classroom
5. Future Projects
  - Business & Community Center
  - Multi-Use Arts
  - Gateway (Entrances)
  - Child Development Center
  - Environmental Science and Technology Area
  - Advanced Transportation
  - Fitness and Wellness Center

Included in the presentation were "fly-through" renderings of the campus plan showing the campus as though one were in a helicopter viewing the campus from all angles and heights.

Ms. Marylou Marrujo asked about the new Eastern Valley Center. Mr. Jerry Patton mentioned that there are several possible land donors, which some are developers. Analysis is on-going for each site for location as well as environmental issues. On December 16, 2004 consultants will be making a presentation to the Board of Trustees. The Board of Trustees will tour the possible sites on December 17<sup>th</sup>. Our goal is to have the review and analysis completed in the first part of next year.

Ms. Marylou Marrujo is concerned with the transportation problem that exists in the Coachella Valley. She asked if we were looking into having our own transportation system, for example; campus to campus and bringing students to campus. Mr. Paul Magana thought that maybe partnering with UCR and CSUSB. Mr. Patton mentioned that COD had discussed a transportation system, possibly with Sun Lines and partnering with CSUSB for housing.

Phase I Projects Update & Phase I Bond Project Financial Report – by Henry Amigable, Douglas E. Barnhart, Inc. Mr. Amigable presented a PowerPoint presentation to the committee. Following are highlights of the items that were discussed.

Website – overview of Citizens' Bond Oversight Committee webpage that will be released soon – a cost effective, efficient communication venue that will serve as an internal and external source of information about Measure B.

Financial Report – Mr. Amigable reviewed Series A Expenditure to Date/Analysis #1 Project by Expense Category, description on what was spent is listed; Analysis #2/Project Status by Expenditure, reviewed the status on the temporary classrooms and office space, Voice Over IP Communication and Parking Lot design; Dr. Ward Fredericks commented that we may want to add another column for timeframe and a column showing the completion costs; and Analysis #3/Spending Levels. Currently we've spent 55.35% on construction and 32.88% on equipment. Dr. Ward Frederick is questioned the cost estimates accuracy out to 2015. Mr. Patton explained that we will show the budget projection and what projects are left to complete. We will make sure that we capture whether we are ahead of, behind or on budget.

Dr. Fredericks asked how many square feet did we start with? We started with 250,000 square feet of assignable and 400,000 square feet of building. We are continuing to refine the numbers and they will change as the campus plan is refined and as the individual design teams work with project architects on the design of each building.

Chief Jeandron questioned the water usage on campus as shown on the campus plan. Ms. Shepley stated that the water features will be reviewed to determine the feasibility relating to evaporation, waste, etc. Of all the features of a college campus, students choose a college to attend by the facilities over all other factors. All of the campus plan touches environmental concerns regarding water, plants and grass.

Ms. Sylvia Castellon-Calvache asked about the number of parking spaces that will be available. Phase I, increased approximately 500 spaces and 500 existing were improved. The number of parking spaces is determined by the number students enrolled. The statewide average of community colleges is around a 1:5 ratio, 1 space for every 5 students enrolled.

Financial & Performance Audits – With the enabling legislation of Proposition 39, there are two types of audits required: Financial and Performance. The committee's role is to review the audits prepared by the Board of Trustees regarding how we are spending Bond revenues according to Education Code Section 15278 and following.

Annual Financial Audits – Board of Trustees shall conduct an annual financial audit. An independent accounting firm should be utilized to perform the financial audit, separate and distinct from the performance audit.

Recommendations: Financial Audits are to be completed by a qualified audit firm. Douglas E. Barnhart, Inc. has an accounting firm that they use and are experienced with if the College is interested. The College will most likely will be the auditing firm that is selected to prepare the College's Financial Audit.

Annual Performance Audits - The Board of Trustees shall conduct an annual independent performance audit to ensure that the bond proceeds have been expended only on the facilities projects listed in the Measure B Bond program language.

Recommendations: Performance audits to be performed independently of the financial audits and by firms that are construction professional consultants. The Board of Trustees will solicit proposals and will select the best qualified firm for the performance audit.

Audit expenditures come out of the College's general fund. Our fiscal year is July 1<sup>st</sup>.

The presentations today by tBP and D.E. Barnhart, Inc. will be posted on the committee's website. The committee suggested that we show these presentations to all the Chamber of Commerce, other organizations in the desert and to increase awareness and marketability to sell the next bond issue locally.

#### Future Agenda Items

- Future Meetings Dates: March 16, 2005 and June 15, 2005 (We may schedule meetings for the entire 2005-06 fiscal year at the June meeting – so bring your calendars)
- Tour Campus – Beginning of meeting (2:00 p.m.) View Status of Projects and Inspect Buildings
- Project Updates
- Update on Financial and Performance audits
- Campus plans for Eastern Valley Center and Western Valley Center

The meeting was adjourned at 4:30 p.m.