

# Mt. San Jacinto Community College District Citizen's Bond Oversight Committee Measure AA



**Wednesday, September 23, 2015  
Menifee Valley Campus - Room 851**

4:00 p.m.

## Minutes

### **Present:**

#### Committee Members

Robert "Bob" Botts, Chair - Member At Large  
Amy Campbell, Co-Chair - Member At Large  
Dennis Anderson - MSJC Support Organization (MSJC Foundation Board)  
Altie Holcomb - Member At Large  
Brenda Maya Esparza - Student Representative  
Salvador Valdivia - Senior Citizen's Representative  
Judy Guglielmana - Taxpayer Association  
Dee Cozart - Business Representative  
Daryl Drott - Taxpayer Association

#### District Staff:

Dr. Roger Schultz, President/Superintendent (via link)  
Becky Elam, Vice President of Business Services  
Brian Orlauski, Dean of Information Technology  
Julie Venable, Dean of Administrative Services  
Brain Twitty, Director of Maintenance and Operations  
Gail Jensen, Interim Director of Budget and Accounting  
Karin Marriott, Director of Public Information  
Jennifer Marrs, Executive Assistant-Business Services  
Marcus Castellanos, Information Technology

#### Guest:

Heidi White, VTD  
Steve Renew, District Consultant

1. **Call to Order** - Chairman Botts called the meeting to order at 4:03pm. He requested that the Approval of the June 23, 2015 Minutes be added to the agenda; the committee unanimously agreed.

2. **Approval of June 25, 2015 Minutes** – On motion by Dee Cozart and seconded by Amy Campbell the June 25, 2015 minutes were approved. Mr. Daryl Drott abstained.
3. **Committee Members Comments** – Altie Holcomb requested that the Pledge of Allegiance be added to the agenda for future meeting. Altie Holcomb led the Committee in the Pledge of Allegiance.

Chairman Botts asked the committee members to review other oversight board web pages to assist in developing their own. He suggested the members review the California League of Bond Oversight Committee web page as they provide valuable statewide resources.

4. **Public Comment** – None. Committee members stated that they received positive feedback on the Bond Oversight Committee press release.

Dr. Schultz addressed the committee and thanked them for their dedication and hard work. It is important to have the public's trust when expending bond dollars and this committee will help build that trust. He stated that MSJC has been identified with the highest growth rate in the state at 11.02%; no other community college has a double digit growth rates. Facilities will be stretch to capacity and future buildings are critical for the District's growth. MSJC is hoping to reach the 11% growth rate, but is being thoughtful and cautious when expanding course offerings. Dr. Schultz also stated that MSJC was again named the Press Enterprise Reader's Choice for favorite school or college, beating out RCC and UCR.

5. **District's Auditor Report** - Becky Elam introduced Heidi White from VTD. She stated that Ms. White has worked with the District's Financial Audits in the past and is extremely familiar with Mt. San Jacinto College. Ms. White explained that there are two scopes of the bond audit process. The first is the Financial Statement audit. She stated that under California's Constitution, article 13A, the District's Financial Statements must meet the requirements of the government accounting standards and that bond dollars must be segregated from the District's other accounts. Ms. White stated that the second part of the audit is compliance. She will look at the college expenditures and verify if those expenditures are what the voters intended the bond to be used for. She stressed that Administrative expenses are not allowable under the bond.

An audit calendar that incorporates the first 15 months of activities will be developed and expenditures will be reviewed every 4 to 6 months. Ms. White stated that she will provide one report at the end of the year that will include both the financial and compliance aspect of the audit process. This document should be posted to the Oversight Committee's website.

Chairman Botts asked if salaries could be paid out of the bond, as this was a concern at the last Board of Trustees meeting. Ms. White stated that yes, classified

salaries can be paid out of bond dollars; Administrative & Instructional salaries cannot. She stated that many times individuals who work for the District can provide expertise on specific projects, however their time must be tied to a specific project and their hours must be clearly documented. Many times District's will hire full time accountants to work exclusively on the bond, this is allowed and is more economical. Ms. White stated that during the audit process salaries will be thoroughly reviewed.

6. **Financial Report** - Becky Elam introduced Julie Venable, Dean of Administrative Services/Controller to review the Financial Reports. Ms. Venable reviewed the 2015-2016 adopted budget bond fund (page 71). She stated that in fiscal year 2014-2015 the District released Series A dollars in the amount of \$70,000,000. During this time the District spent a little over \$7 million of the Series A bond dollars; the majority of the expenditures was the repayment of the 2003 Lease Revenue Bond (long term debt). She stated that District also spent \$113,692 on CEQA studies and \$340,000 on bond planning.

For the 15/16 Fiscal year the District has \$62.9 million dollars remaining of the original \$70 million Series A allocation. The District estimates it will expense \$17.8 million dollars during the 2015/2016 fiscal year. Projects for the 15/16 fiscal year include, but are not limited to:

District - Athletics	3,000,000
District - CEQA	600,000
District - Emergency Communications Upgrades	600,000
District - Instructional/Non Instructional Equipment	500,000
District - IT Design Standards and Guidelines	100,000
District - LRB	361,416
District - Planning	1,297,500
District - Video Conferencing Upgrades	340,000
District - Video Security Enhancements (Cameras & Media Storage)	380,000
District - Water Conservation	350,000
District - Wayfinding and Exterior Enhancements	600,000
District - Wireless Deployment	500,000
MVC - Building 3000	2,650,000
MVC - M&O bldg.	30,000
MVC - Science Labs	3,500,000
SJC - Asbestos Removal	30,000
SJC - Safety Projects	3,000,000
<b>Total:</b>	<b>17,838,916</b>

It was asked if bond dollars were being used for the CEQA lawsuit. Mrs. Elam stated that the bond dollars are only being spent on the CEQA studies and no bond dollars are being used on the lawsuit.

The Committee requested clarification on what the Athletic project entails. Mrs. Elam stated these dollars will be spent to refresh the gym, shower locker-room, baseball and football fields on the San Jacinto Campus. The athletic facilities on the San Jacinto Campus are very tired and inadequate.

6. **Facilities Report** - Becky Elam introduced Steve Renew, consultant from Facilities Planning and Program Services, Brian Orlauski, Dean of Information Technology and Brian Twitty, Director of Maintenance and Operations.

Mr. Renew stated that the District is working on the following studies and plans:

- CEQA – The CEQA studies are being completed for the San Jacinto and Menifee Campus and should be completed in June 2016.
- ADA Transition Plan – This plan will bring all facilities to current ADA standards.
- Civil Survey/Underground Utilities
- Hazmat Survey
- Geotechnical Survey (Soil Study)
- Design Standards and Guidelines
- Infrastructure Master Plan
- Photovoltaic Feasibility Study – The District is working with experts in the field to size system to properly reduce demand.

Mrs. Elam stated that the District will be following all legal bidding processes for these services; the District is targeting local firms. All buildings completed with Measure AA funding will be ADA compliant. All District buildings are ADA compliant but they might fall under an older code.

Brian Twitty provided the Committee with the District's water conservation efforts. The District has partnered with EMWD to supply reclaimed water to the soccer and softball fields at the Menifee campus. The District is unable to partner with EMWD on the San Jacinto campus as the infrastructure is unavailable at this time. The District will be replacing current landscape with xeriscaping and already installed low flush toilets.

Mr. Twitty explained the District is looking to create outdoor educational learning environments that will include sun shelters. In addition to the Athletic field upgrades, the District is developing plans to update the simulation labs for the Nursing Program and refresh the Science classrooms.

Mrs. Elam stated that the Statewide Facilities Bond will be on the November 2016 ballot and, if passed, community colleges will receive \$2 billion of the \$9 billion bond measure. The District is in the queue for a STEM building on each campus and will most likely receive \$20 million from the state for each project.

Brian Orlauski shared updates on the following technology projects:

- Installation of Video Conferencing equipment – The new equipment will allow the District to interact with outside agencies. They have been placed in training rooms to allow remote instruction.
- IT Design Standards and Guidelines - This includes video surveillance and emergency communications.
- Wireless Access: Deployed 45 access points; additional access points to follow.

**8. Adjournment** – Prior to adjourning it was decided the next Committee Meeting would take place on Wednesday, January 27, 2016 at 4:00pm. The meeting will take place on the San Gorgoino Pass Campus, room TBA. Directions and a campus map will be sent to the committee members.

*Mt. San Jacinto College offers accessible, equitable and innovative educational programs and services to students aspiring to achieve their academic, career and personal development goals. We provide students a safe environment in which to pursue basic skills, career and general education pathways. Our programs lead to transfer, associate degrees and certificates which meet workforce development needs in our diverse communities. Our commitment to student success empowers students with the skills and knowledge needed to participate meaningfully in today's complex world.*

*Approved by the Board of Trustees on November 13, 2014*