

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



**Wednesday, April 20, 2016
Temecula Education Complex – Room 201**

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
Salvador Valdivia – Senior Citizen's Representative

District Staff:

Dr. Roger Schultz, President/Superintendent
Becky Elam, Vice President of Business Services
Brian Orlauski, Dean of Information Technology
Michael Beckman, Dean of Math and Science, Menifee Campus
Brian Twitty, Director of Maintenance and Operations
Gail Jensen, Director of Budget and Accounting
Scott Kasper, Project Coordinator – Measure AA
Carole Ward, Contracts Coordinator-Measure AA
Ventia Durgin, Accountant – Measure AA
Jennifer Marrs, Executive Assistant-Business Services
Marcus Castellanos, Information Technology
Steve Renew, District Consultant

Guests:

1. **Call to Order** – Chairman Botts call the meeting to order at 4:01 PM.
2. **Pledge of Allegiance** – Salvador Valdivia led the Committee in the Pledge of Allegiance. It was requested that Roll Call be added to future committee agendas. Jennifer Marrs proceeded with the Roll Call.

3. **Approval of Minutes for the January 27, 2016 Meeting** – On motion by Dennis Anderson and seconded by Amy Campbell the January 27, 2016 minutes were approved as presented.
4. **District Update** — Dr. Roger Schultz stated that the District is waiting for the Governor's May Revise to be released. Committee Member Holcomb asked what the significance of the May Revise is to Community Colleges. It was explained that the May Revise assist the District in developing the assumptions for the Tentative Budget. Community Colleges prepare two budgets on an annual basis, a tentative budget based on the May Revise and the Final Budget that the Board of Trustees approves in September. The May Revise also informs the Districts on the projected growth rate that assists the District in developing the Fall Schedule. Dr. Schultz stated that the District did reach its enrollment target of 11%; he explained that this District is anticipating a 6-7% growth for the next fiscal year. Due to the low unemployment rate the District is seeing a decrease in the number of new applications; this is consistent with previous trends. The District's Marketing team has been meeting to develop strategies to boost enrollment through advertisement.

Dr. Schultz reminded everyone that the State Facilities bond will be on the November 2016 ballot. If the measure passes the District will be eligible for a 50% match for the Menifee Campus STEM Building. It is most likely that the District will ask the Board of Trustees to fully fund the San Jacinto Campus STEM Building as we do not anticipate State dollars until 2020.

Michael Beckham, Interim Dean of Math and Science on the Menifee Campus stated that the District has hired 16 new faculty positions. He is excited to have an incredibly talented group of people join the MSJC Team.

Dr. Schultz provided an update on the upcoming year end activities which included the Scholarship Luncheon, the Nursing Pinning Ceremony and Graduation. The Committee Members were provided with invitations for the San Geronimo Campus Open House/Sunset off-ramp re-opening celebration. This event will be taking place on Friday, May 13th from 4:30-7:00 pm and will include a performance from the MSJC Jazz Band; appetizers and wine will be served. Dr. Schultz was asked if there will be additional marketing for the San Geronimo Pass Campus. He stated that you will continue to see additional billboards, print media, and radio/television advertisement District wide. He stated that two of the Districts delivery vans now have vinyl wraps making these vehicles mobile billboards. Currently the District is a little light with social media and will be ramping up these efforts in the near future.

Co-Chair Amy Campbell stated that her K-12 school district will be cutting back on their summer school enrichment program. Ms. Campbell believes that there is un-tapped potential in recruiting K-12 students to take MSJC classes over the summer. She stated that High School students want a tangible schedule and the electronic schedules are not effective. There was also confusion on the start date of the District's summer school program; many students believed that the District's summer school begins on June 6th however most of the summer school classes begin on June 20th. Dean Beckman will carry

this information back to the District's Enrollment Management Team to see how the District can address in these matters.

5. **Committee Members Report** – None
6. **Public Comment** – None
7. **Year-to-Date Expenditure Report** – Vice President Elam introduced Ventia Durgin the District's new Bond Accountant. Ms. Durgin has extensive knowledge and her experience includes banking, non-profit organizations, insurance companies and manufacturing firms. The District is excited to have Ms. Durgin as the accountant dedicated to the Bond.

Vice President Elam reviewed the Bond Projects Activity Report as of March 15, 2016. She stated that Column A represents the current year budget for each project. The District currently has \$23.7 million allocated for the project listed. The majority of expenditures are for planning and the CEQA studies. The District is anticipating that the CEQA studies will be completed in August and then the District will be able to being construction projects. VP Elam explained that the District must expense at least 85% of the Series A \$70 million allocation within three years. We are monitoring the budgets closely to ensure that we meet this mandate.

VP Elam highlighted the Bond positions on the spreadsheet and stated that the District cannot, and has not, use any Bond funding to pay for Administrative salaries. The expenditures reflected on this line include the District's support staff which include the Bond Accountant, Project Coordinator and Contract Coordinator.

The question was asked if the Committee Members can advocate for the Statewide Bond Measure. Vice President Elam stated the District does work with the Advocacy firm CASH, Coalition for Adequate School Housing, and they are organization that prepared the ballot measure.

8. **Project Status Report** – Steve Renew, consultant from Facilities Planning and Program Services, provided an update on the District's Bond projects. He stated that the two documents provided to the Committee, Summary of Measure AA Projects and Measure AA Implementation Plan, include the same projects they are just presented in different formats. He emphasized that the dollars on the Measure AA Project sheet do not match the financials provided by VP Elam, these documents represent the allocation from the original bond document.

Mr. Renew stated that the MSJC Board of Trustees authorized to move forward with a solar field on the San Jacinto Campus. The solar field will be ground mounted and placed on vacant land on the north end of the campus. The District anticipates that the Board of Trustees will award the bid for this project at the September 2016 meeting and anticipates project completion in December 2016. The District is looking at the carport solar structure on the Meniffee Campus, however this project is scheduled farther down the line. The main reason the San Jacinto Campus is going with a solar field is that there is about

30 acres of surplus property on campus and the ground mounted solar panels are less expensive to install than the carport style. The District is working with Southern California Edison on incentives to help offset expenses. However, the District is only allow to produce the amount of energy that we currently consume.

Mr. Renew stated that the planning documents (i.e., Engineering, Master Plan, HazMat Studies, ADA Plan, etc.) and the CEQA studies are progressing nicely. He reviewed the legend on the Measure AA implementation document as follows:

Green: Planning – District develops the scope of work

Yellow: Design – District works with user groups to develop need and functionality of space. Work with Architect on design.

Red: DSA – Department of the State Architect review. The District has no control over the length of time it takes DSA to review and approve a project. In most cases the District estimates a six month review period. The District is not allowed to move forward with the bid until DSA approves the project.

Blue: Bid/Award – This phase can take up to two months. The District is required to advertise the bid in local papers, conduct jobs walks as needed, and obtain Board approval.

Purple: Construction – In addition to construction, this is the phase where the District would order furniture for buildings (if needed).

Orange: Closeout – The District would start occupancy of building, begin the notice of completions (NOCs) for contractors, submit DSA paperwork for formal close out and finish any punch list items.

Mr. Renew stated that the Solar Project does not have a DSA component and will move through the process quicker. The District is paying close attention to the timelines to ensure that a projected doesn't get stalled and have a negative impact on expending the Bond dollars.

The question was asked what the penalty amount would be if the District did not spend the required Bond dollars. Vice President Elam stated that she did not know the penalty and will find out for the next meeting. If the District was fined we would use District dollars not, bond dollars.

9. **Preview of Measure AA Website** – The District has enlisted the help of Evearo, a local firm from Murrieta, to develop the Measure AA Website. The District is in the early stages of development but wanted to provide the Committee with the look and feel of the site. Evaero is developing both a Desktop and Mobile site. The site is currently using placeholder pictures that will be replaced by MSJC photos.

The homepage for Measure AA will include links to the Oversight Committee, latest news, Bond Projects (past and present) and frequently asked questions. There will also be a link to the District's website and social connections.

The Oversight Committee webpage will include a welcome from the committee chair and links to committee members, meeting agenda and minutes, bylaws, and annual reports and audits. Ms. Marrs will work with Evearo to ensure that there is a Spanish version on the website available.

10. **Upcoming ICOC Vacancies** – The District currently has two upcoming vacancies on the Oversight Board. It is the District’s goal to have the two vacancies filled and approved by the Board of Trustees prior to the next Oversight Committee Meeting. Vice President Elam stated that we are impressed and pleased with the Committee members and appreciates the great questions they continue to ask. She stated that our Committee Members are vital in keeping the communities informed on the Measure AA Projects.
11. **Scheduling of Next Meeting** – The next Committee Meeting will take place on Wednesday, July 27, 2016 at 4:00 pm. The meeting will be held on the San Jacinto Campus in the Boardroom.
12. **Adjournment** – The Citizens’ Bond Oversight Committee was adjourned at 5:02 pm.