Citizen’s Oversight Committee

CITIZEN’S OVERSIGHT COMMITTEE MINUTES
DRAFT
September 24, 2013
4:00 – 5:30 PM

Committee Members Present: John Hanley, Charlotte Kissling, Nancy McCarthy, Donna Bjorn, Susan Arati, Jeff Gunderson

Committee Members Absent: Paul Tandler, Doug Wilson

Others in Attendance: Greg Nelson, Laura McCarty, Don Flowers, Peggy Isozaki, Ken Brazzel, Maridel Barr, Brady Bevis, Alice Dieli

Meeting Minutes

Open Meeting

Committee Chair, John Hanley, called the meeting to order at 4:05 pm. Roll call was taken. Regarding non-agenda items, Brady Bevis commented that she is a candidate for College of Marin Board of Trustees. She announced her candidacy and listed some recent endorsements. M/s (Hanley/Kissling) made a motion to approve the agenda of September 24, 2013. The motion passed unanimously.

Minutes

M/s (Hanley/Kissling) made a motion to approve the minutes of April 23, 2013. The motion passed unanimously.

Orientation for new members

Greg Nelson, Interim Vice-President of Finance and Operations, reviewed the by-laws and the duties of the Citizen’s Oversight Committee members. He noted that the two key duties of this committee are to inform the public as to the progress of the Measure C Bond building program and to review the expenditures through regular audits. The audits are done twice a year to verify compliance in spending with the language of the bond. The Annual Report to the Board of Trustees comes from this committee. Laura McCarty noted that in the past a committee member had written this report but, if no one is available, staff can write it for committee review, editing and approval.
John asked if we get matching funds from the state for the building program. Greg replied that in the past, the State had awarded funds for capital improvements but, have not done so for 7 or 8 years. Don Flowers noted that we got about $100,000 recently for maintenance. However, a request to the Community College Chancellor’s office to get money to maintain the new Academic Center was denied. The request was for about $19 million. This year the State only issued bonds for about $55 million dollars for capital construction. However, about $3 billion dollars in requests for funds were made from Community Colleges across the state. John asked if the new Academic Center will add additional square footage to the campus. Laura responded that the Environmental Impact Report speaks to that. John also asked if the budget for maintenance has been increased since adding the new buildings. Don replied no but, we are looking to be more efficient with the staff we have. For example, we are looking into using lightweight vacuums which can be easily moved from place to place. Also, we are documenting what it takes to get things clean and we’ll be able to present that data to the Board of Trustees. The Child Study Program had been in place but, now that it is housed in a separate building there are additional grounds to keep up. Greg Nelson pointed out that this issue is about deferred maintenance and total cost of ownership. Since the ballot proposition started in 2000, over 70% of all community college districts are overbuilt, due to the ability to put bond measures on the ballot.

Election

Donna Bjorn volunteered to serve as Vice-Chair on the committee. M/s Hanley/Arati made a motion to elect Donna. The motion passed unanimously.

Follow-up

Laura followed up on the committee’s suggestion from last meeting to do outreach to the local community. The college ran “Pardon Our Dust” ads in the Marin IJ. Laura stated that she and Maridel walked door-to-door in local neighborhoods posting information at each residence and business. We send a weekly email update on construction activities to neighbors, and we hold a twice yearly modernization community forum. The next community forum is October 29th and will include a discussion on the use of historic columns in the new design. John thanked Laura for the expert coordination of the project and noted no traffic problems due to the construction. Laura noted that due to a rigorous pre-qualification process for the demolition contractor, we hired Silverado Construction and they did an excellent job for us. Susan Arati suggested communication to the student community about the construction could be improved. Laura noted that we now have two students on the Facilities Planning Committee to
help inform students and recently there was an Echo Times article on the building developments. She is open to suggestions on how to improve communication and Nancy McCarthy shared some communications ideas from the building program at her local elementary school. The question arose of whether we will finish within the budget. Laura referred to the next presentation on the Quarterly Report to show what has been spent and what reserves we expect.

**Quarterly Report**

Ken Brazzel of Jacobs Project Management reported on activities from March 1, 2013 through June 30, 2013. The four buildings demolished all had hazardous materials abated. We had eleven general contractors qualified, and seven good bids, all within budget. Wright Construction won the bid and excavation on the Academic Center is underway. There are a number of finished projects which still have some follow-up work going on in terms of furnishings, fixtures and equipment (FF&E). The Science Math Nursing building is completed and occupied. We continue to work on FF&E items but, are almost done. The Fine Arts mechanical room remediation was done this summer which improves access to systems for maintenance. In terms of the Fine Arts weatherization project, there were three proposals to deal with water blowing into the building. All were over budget so we broke the work into 3 packages. However, we can only fund the first floor package. This work will be done over the Christmas break.

ADA upgrades are currently in design for Fusselman Hall, Learning Resource Center and Student Services building.

Charlotte Kissling asked if Mark Caveneros is putting together a master landscape design for the campus. Laura said there is a modest budget to do a little but, not enough to create a comprehensive landscape master plan.

Jeff Gunderson asked why the library was not upgraded. Laura responded that it was not prioritized high enough when the initial list of bond projects were determined. The needs on campus were identified at around $350 million and the Bond measure only $249 million.

Ken continued that the new Academic Center is just getting started and likely will be open by summer of 2015.

Susan asked what the plans are for Austin Science Center. Ken responded that the Board of Trustees has to make a decision on this and the earliest anything could happen would be 2015 as people moved out of the demolished buildings are housed there.
John asked about the Child Study Center (CSC) change orders being over 10%. Laura replied that they had originally asked the Board for $4.5 million dollars to build the CSC but, the board had cut it to $3.4 million. Then over time they found that this was not realistic. Factors contributing to the overrun included the soil conditions and schedule constraints of the clapper rail mating season. There were more site issues including a bus stop and a pedestrian bridge. They had to drill a hole for data services to bring the internet over from PE building. In the end, they built it for under the original $4.5 million dollar estimate.

Susan asked what the item “projected interest” refers to. Laura stated this is additional bond money from interest earned.

**Next Meeting Agenda & Date (4:00 pm, Tuesday, January 28, 2014)**

M/s (McCarthy/Arati) made a motion to adjourn the meeting. Motion carried unanimously and meeting was adjourned at 5:30 pm.