



DESERT COMMUNITY COLLEGE DISTRICT
College of the Desert

Citizens' Bond Oversight Committee Meeting
September 20, 2006
3:00 p.m. – 4:30 p.m.
West Annex – Classroom #1
Minutes

Members Present: Dr. William Feddersen (Senior Citizen Group); Mr. Kenneth E. Feenstra (Member At-Large – West Valley); Dr. Ward Fredericks (College Support Organization); Marjorie A. Kussman (Taxpayers' Association); Mr. Alfred A. (Al) McCandless (Member At-Large – East Valley); Mr. Noel Ramos (Business Representative); Mr. Matthew Vargas (Student).

In Attendance: Mr. Tim White, Program Manager/PinnacleOne, Inc.; Mr. Gordon Davis, PinnacleOne, Inc.; Ms. Jennefer Garcia, PinnacleOne, Inc.; Mr. Jerry Patton, College of the Desert's Assistant Superintendent/President, Administrative Services; Steve Renew, College of the Desert's Director of Maintenance & Operations; Mr. Jim Baker, College of the Desert's Facilities Planner Consultant; Mr. Tom Wixon, College of the Desert's Public Relations Office; Michael Hadley, College of the Desert's Information Systems & Educational Technology; Linda Costagliola, College of the Desert Administrative Secretary/Recorder.

Call Meeting to Order - Dr. Feddersen called the meeting to order at 3:00 p.m.

Welcome New Members – Dr. Feddersen welcomed the new members; Mr. Kenneth E. Feenstra (Member-At-Large – West Valley representative), Mr. Alfred A. (Al) McCandless (Member At-Large – East Valley representative), and Mr. Noel Ramos (Business representative). The new members attended an orientation on September 19th with Mr. Patton. Each new member introduced themselves. Dr. Feddersen acknowledged receipt of the updated membership list and administration directory for the COC handbooks that was handed out to the members.

Mr. Patton explained to the new members that in order to stagger terms and provide continuity of members, there are two members with one-year terms and five members with two-year terms. Four members have renewed their term; three for another two years and one for another year. J. Patton had the new members draw for terms, two for a two-year term and one for a one-year term. The results were:

Mr. Kenneth E. Feenstra – 2 Years
Mr. Alfred A. (Al) McCandless – 2 Years
Mr. Noel Ramos – 1 Year

Individual and group photographs of the members of the committee were taken for the Oversight Committee webpage. The new members were also asked to provide a brief biography for the webpage.

Election of New Officers – Dr. Feddersen made a motion to nominate Dr. Ward Fredericks for Chair for a two-year term, second by Ms. Kussman. Dr. Fredericks said that he was honored and delighted to serve as Chair but would only be able to serve as Chair for one year and he recommended that the Vice-Chair move into that position in one year. He has made a

commitment to serve on another committee in one year. All approved Dr. Ward Fredericks serving as Chair for one year. No opposed.

Dr. Fredericks made a motion to nominate Ms. Marjorie Kussman for Vice-Chair for a two-year term, second by Dr. Feddersen. All approved. No opposed.

Dr. Fredericks mentioned that he is grateful to Dr. Feddersen for his service as Chair for the past two years. Dr. Fredericks discussed the organization and format of the committee and encouraged the members to ask questions. The committee is required to honor the bond language. The role of the Committee is oversight.... We are not to be project managers. There is a great deal of wisdom and experience on the Committee, and the College and Project people have taken questions in the past and made improvements in reporting and management.

Approval of Minutes from March 15, 2006 and June 21, 2006 Meetings – Motion to approve minutes as presented by Dr. Ward Fredericks, second by Ms. Kussman. All approved.

Comments from the Public – No public attendees present.

Phase I Projects Update

T. White 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 – early stages including planning with the cities.
 - a. Infrastructure Installation and Repair – In Process
 - b. Building Classroom Renovation – In Program
 - c. Temporary Classrooms and Office Space – In Progress
 - d. Parking Lot Design and Construction – In Progress
 - e. Site Development – Main Campus
 - f. New Building Construction
 - g. Planning and Design – East Valley Campus Phase I
 - h. Voice Over IP Communication – Complete
 - i. Contingency/Reserve
 - j. Project Performance Measures

3. Current Program Status – These projects are campus wide/global issues.
 - a. Quickstart Projects – These projects represent a small scale within the whole Measure B Bond projects but there is a need for immediate attention due to maintenance problems and/or health safety issues and/or property damage.
 - i. Liberal Arts/Culinary Kitchen – Complete
 - ii. Stadium Locker Room – Seismic Evaluation – Complete
 - iii. Diesel Mechanic Building – The repairs to the roof are complete.
 - iv. Sidewalk Repairs – Complete
 - v. Carol Meier Hall – Complete
 - vi. Gymnasium, Separation Wall (postponed) – Stage Area and Court Area; interfering with education (cannot conduct classes).
 - vii. Soccer Field Upgrades & Softball Field – (within scope) – Relocated the soccer field to the northwest area of the campus and will build a new softball field.
 - viii. Resurfacing Parking Lot at Velma Dawson – Complete
 - ix. Athletics/Scoreboard/Title 9 – Complete & Ongoing

4. Continuing Program Elements (Milestones & Projections)
 - a. Infrastructure Planning – Completed
 - b. ADA Assessment - Completed
 - c. CEQA EIR Documentation - Completed
 - d. Seismic Evaluation of existing Structures – Completed
 - e. Development of Future Campuses – EVC Land Nearing Final Terms

5. Small Projects

- a. Monterey Avenue Improvements – The fence should be up and the landscape should be completed by the end of this month. Other entrances into the College will not have a fence like the one on Monterey Avenue. The fence was added to discourage patronages to stop on Monterey Avenue during the Alumni Street Fair on the weekends. This project was a safety issue.

The fence is a solid element, masonry, and metal with open spaces, height is low and connects with the City of Palm Desert's wall located on Magnesia Falls and runs along Monterey Avenue down south to Fred Waring. There is visibility of the campus from Monterey Avenue and the canopies from the Street Fair. The college engaged with a landscape architect to provide a landscape plan. A landscape committee was formed and they spent approximately six months on this project. They incorporated old/new landscaping at COD, street signage, energy efficiency, and landscape standards within the City of Palm Desert, lighting, desert plants and trees in their planning. The committee traveled to difference sites off campus to view landscaping in the City of Palm Desert. The City of Palm Desert is happy with the new landscaping. The college wanted to arrange the landscape in order to view the campus and obscure the vision of the street fair. The Monterey entrance into the college will be landscaped after the two new buildings near Monterey Avenue are complete.

- b. Nursing Grant Modular – Modulares were placed on the north side of the campus to accommodate the new nursing grant. There will be classrooms and a meeting room. This project is funded by a grant from the State.
- c. South Central Annex – A small village (temporary) of modular trailers have been installed just north of the McCallum Theatre. This will house faculty and students until the existing buildings are remodeled. The Business Building is the first building to be remodeled.
- d. Scene Shop – Site and Scope Revisions. This project will start in the spring 2007. We needed to expand maintenance and operations facility. This will serve as an interim facility for maintenance and operations located north of the campus by Magnesia Falls. This will not be designed for the art program at this time. This project is not funded by Bond monies.

The committee members would like PinnacleOne to add, "(not a bond project)" on reports to projects that are not funded out of the bond monies.

6. New Buildings (Major Projects)

- a. Nursing Complex – Construction Documents is 100% complete. Submit to Division of the State Architect soon for review. From there it will take approximately four to six months for approval. Building construction should start the 2nd quarter next year.
- b. Public Safety Academy (Phase 1) – Construction Documents is 100% complete. Submit to Division of the State Architect soon for review. From there it will take approximately four to six months for approval.

- c. Alumni Center (small project) – Construction Documents is 100% complete. Submit to Division of the State Architect soon for review. Building breakdown is the 4th quarter next year or 1st quarter the following year. This project has been delayed for approximately six months due to the placement of eight coolant towers for the Central Plant. The Central Plant will be located in an open area near Walter N. Marks Art Gallery and the new Alumni Building. Access to the site is inconvenient with the location of the Alumni Building. Instead of tearing down any walls at the new Alumni site, it has been decided to build out the Central Plant first then start on the Alumni Building.
 - d. Student Services Center (formally named Campus Center and Learning Commons) – Design Development is 75% complete. Building name has changed to Student Services Center from Campus Center. This project is moving slowly. This is a complex building with multiple programs. Building construction should start the 4th quarter next year.
 - e. Classroom Building – Schematics is 75% complete. The name of this building has been changed to Classroom Building (formerly Multi-Purpose Classroom and Classroom IT Building).
 - f. Central Plant – Construction Documents is 25% complete. This is a critical item now. These are thermal energy storage tanks that will burn ice during the day and make ice at night. This is the college's cooler and heat.
7. Continuing Program Elements (Milestones and Projections)
- a. Campus Wide Utilities and Services
 - i. Milestone – Master Infrastructure Plan completed
 - ii. Projection – Final Design to be completed by 11/1/06
 - b. ADA Assessment – correcting all ADA deficiencies throughout the campus
 - i. Milestone
 - 1. Submittal of Initial Report completed
 - 2. Review by College including DSCS completed
 - 3. Revise and Finalize completed
 - c. Environmental
 - i. Milestone
 - 1. EIR Report
 - a. Complete Study and Initial Draft Completed
 - b. Review and Finalize Draft Completed
 - ii. Projection
 - 1. EIR Filed complete
 - iii. Milestone
 - 1. Seismic Surveys complete (included with all new buildings)
 - d. Master Planning
 - i. Milestone
 - 1. Campus Standards Handbook complete – Ms. Costagliola will send the committee members a CD of the handbook via U.S. mail.
 - 2. Landscape Master Plan complete
8. New Building Design Teams
- a. Nursing Complex – HMC Architects
 - i. Current preliminary cost estimate: \$7,290,337
 - b. Student Services Center – WWCOT Architects
 - i. Current preliminary cost estimate: \$18,044,857
 - c. Public Safety Academy (Phase 1) – HMC Architects
 - i. Current preliminary cost estimate: \$20,143,759
 - d. Classroom Building – Steinberg Architects
 - i. Current preliminary cost estimate: \$16,408,756
 - e. Alumni Center – Holt Architects

- i. Current preliminary cost estimate: \$2,469,285
- f. New Gymnasium/Fitness Center – To be determined
 - i. Current preliminary cost estimate: \$18,754,702. N. Ramos referred to March's minutes that the committee would continue discussion regarding the costs at the next meeting. The issue here was to either spend the money on renovating the old gym or build a new one. After analyzing the renovation of the gym (structural and seismic studies and renovation needs), it was decided that a much more effective and efficient use of bond monies would be to build a new gym rather than renovate the existing gym. The bond language gives the college the ability to reallocate bond monies to help cover this cost. The additional cost for a new gym would come out of redevelopment funds. J. Patton went on to explain the redevelopment process. J. Patton showed the committee the potential location of the gym on the facilities and landscape master plan. The logical location would be where the old pools are now. The pools will be located near the San Pablo entrance which the College is working with the City of Palm Desert on that project.

9. Development of Future Campuses

- a. East Valley Campus – donated land is located on Avenue 62 and Buchanan.
 - i. Letter of Intent to accept donated land completed 11/16/05
 - ii. Due Diligence review of property completed by 10/01/06
 - iii. Selection of Master Planners completed 3/8/06
 - 1. HMC Architects
 - iv. Interim Housing completed by TBD

The college received a donation of 100 acres of land and infrastructure for a new East Valley Campus. The site is located in Thermal at Avenue 62 and Buchanan. There is 2000 acres that will be developed surrounding the East Valley Center as well. The developers are developing a master plan community in conjunction with Riverside County. The College due diligence has been approved by CPEC (California Postsecondary Education Commission and by the Chancellor's Office. The developer has not done his due diligence and the plan is not approved by the Riverside County yet. The construction is postponed until fall of 2008. The infrastructure is delayed too. The issue now is how much does the College want to invest in infrastructure right now? The college may incur the costs for the infrastructure and then get reimbursed from developer.

- b. West Valley Campus – College of the Desert received two proposals for donated land in Palm Springs and in Desert Hot Springs. The property in Palm Springs, utilities are right next to the site (across the street) and the property in Desert Hot Springs, the utilities are farther away from the site. No final decision has been made and probably will not be made until January or February of next year.

The committee viewed the facilities and landscape master plan design. T. White showed the committee the locations of the Public Safety Academy Building, Classroom Building, Nursing Complex, Student Services Center, Gym and Fitness Center, softball field, soccer field, tennis courts and the new parking lot that was completed over the summer. The Communication and Business Center will house the Center for Training and Development department and have large meeting rooms for the community to use. Multi-Use Arts Building is later in the sequence of events.

N. Ramos asked if we were building more than what we can accommodate. J. Patton responded that we cannot build what we don't have a need for. The College reviewed the growth of each program offered, building to accommodate programs, curriculum, and faculty. The demand for certain programs change from year to year. It's hard to plan what the future will bring. N.

Ramos wanted to know, in relation to the bond language, that if there was a demand for an academic change which would change the facilities master plan, do we have the right to change the facilities master plan without violating what the voters voted on. Students are demanding out 15 years. On top of that, growth we have right now, programs are busting out the seams. We change programs quicker than a four year university. J. Patton responded that yes, the College can change their Facilities Master Plan and not violate the Measure B language. He referred to the full text of the ballot language.

A. McCandless asked if the College is working with CSUSB (California State University, San Bernardino) in a joint nursing program. The College is collaborating with CSUSB. They will offer a baccalaureate and a master's degree which helps the college. Currently the college has approximately 230 students enrolled in the nursing program and has a waiting list of 500 students.

10. Project Performance Measures – T. White reviewed pages sixteen and seventeen of the presentation.
 - a. Dining Hall – will start meeting with Dr. Bugay regarding the food service.
11. Performance Report – page nineteen
 - a. Dr. Fredericks asked the committee to review this report and will bring it back to the table.

Phase I Bond Project Financial Report – T. White reviewed the financial report with the committee.

- There is \$74 million budgeted to spend during bond series A. Last year the College refinanced the bonds at a better rate, reducing the debt and payback time. The design phase and research phase is not where you spend the money. You will start seeing more money spent when the actual construction starts.
- Tax Exempt Bonds – IRS rule is that you have a certain amount of time to spend arbitrage. The College has thirty-six months to spend \$65,000,000.00. It is critical for the College to stay on schedule to spend arbitrage.
- Last year the fund balances of both the College and the County Treasurer indicate that \$274,756.07 for Debt Service was deposited along with the \$65,000,000 bond proceeds in the Building Fund instead of in the Debit Service Fund. This has been corrected.
- Soft Costs – To date, the bond projects well under the state-wide average of 30% soft costs. Soft costs are at 25% currently. M. Kussman requested that the percent of soft costs be added to the financial report. PinnacleOne will add it to the report and have L. Costagliola send it out to the members.

Future Agenda Items

Review future meeting dates.

Other

Special Sessions – K. Feenstra asked if the committee had met for a special session to discuss any issues. Dr. Fredericks commented that the committee had not in the past, but if there was a need in the future, it can be arranged.

Financial and Performance Audits – The audits should be finished up this week and will be mailed to the committee members. The auditor, Lund and Guttry, will join the next meeting to discuss the results.

05-06 Annual Report – need to start working on the 05-06 annual report. We will increase the size of the paper. Dr. Fredericks said that we do not want to spend a lot of money. Dr. Feddersen suggested that Dr. Fredericks write the cover letter since he is now the Chair. Dr. Fredericks accepted. Dr. Fredericks suggested communicating the annual report out to the public by having the public information office do a press release and add the report in the class schedule. L. Costagliola will send copies of the communication plan to the new members.

Website – N. Ramos complimented the College on the COC website. He wanted to know how many hits has the website had. The College will check with their information systems office.

Feedback – Both Dr. Fredericks and J. Patton encouraged any feedback from the committee or any changes that the committee felt would be useful to please bring it up. Any suggestions are welcomed.

Next Meeting - Wednesday, December 13, 2006.

Adjournment – Motion to adjourn by Dr. Fredericks, second by Ms. Kussman. All approved.