
MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT

Citizens' Bond Oversight Committee

ANNUAL REPORT

2004-2005

Monterey Peninsula College • 980 Fremont Street • Monterey, CA 93940

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STATEMENT OF COMPLIANCE

This Annual Report is submitted to the Board of Trustees by the Monterey Peninsula Community College District Citizens' Bond Oversight Committee. The Committee advises that, to the best of its knowledge, the Monterey Peninsula Community College District is in compliance with the requirements of Article XIII A, Section 1(b)(3) of the California Constitution. In particular, bond revenue has been expended only for the purposes so described in Measure I. As prohibited by Article XIII A, Section 1(b)(3)(a) of the California Constitution, no funds were used for any teacher or administrative salaries or other operating expenses.

Respectfully Submitted By: Jay Hudson, Chair
Citizens' Bond Oversight Committee

Date: November 7, 2005

INTRODUCTION

At the election conducted on November 5, 2002, the Monterey Peninsula Community College District was successful in obtaining more than 55% voter approval to issue and sell general obligation bonds in the amount of \$145,000,000 to fund specific facility projects. The bond election was conducted under Proposition 39 regulations.

Pursuant to Education Code Section 15278, the Board of Trustees established the Citizens' Bond Oversight Committee (CBOC) at their meeting on February 25, 2003 to satisfy the accountability requirements of Proposition 39.

The Citizens' Bond Oversight Committee Bylaws, setting forth the duties and rights of the Committee, were also adopted by the Board at the February 25, 2003 meeting.

The three primary duties of the Citizens' Bond Oversight Committee are to inform the public concerning the District's expenditure of bond proceeds, review and report on the expenditure of taxpayers' monies, and advise the public on the district's compliance with Proposition 39.

SUMMARY OF THE COMMITTEE'S PROCEEDINGS AND ACTIVITIES FOR 2004-2005

Committee Membership

The Bylaws require that the CBOC consist of a minimum of seven members representing students, the business community, senior citizens organization, taxpayers association, college support organization, and the community at large.

Committee members serve without compensation and may be appointed for no more than two consecutive terms. Among those ineligible to serve are elected officials, employees, vendors, contractors, or consultants of the District.

Ten members, appointed by the Board of Trustees, served on the Committee during the past year, including four members (Rick Johnson, Melvin Kline, David Lewis, and Stephen Vagnini) whose 1-year initial term expired in November, 2004 and who were reappointed to serve an additional two-year term. In accordance with the Bylaws, officers were selected at the meeting of the committee held on November 1, 2004.

The officers and members who served during the past year are as follows:

Jay Hudson, Chair	2-year initial term, 11/2003 – 11/2005
Howard Gustafson, Jr., Vice Chair	2-year initial term, 11/2003 – 11/2005
Barbara Canter	2-year initial term, 11/2003 – 11/2005
Christine Ferguson	2-year initial term, resigned 6/2005
Rick Heuer	2-year initial term, 11/2003 – 11/2005
Rick Johnson	2-year second term, 11/2004 – 11/2006
Melvin Kline	2-year second term, 11/2004 – 11/2006
David Lewis	2-year second term, 11/2004 – 11/2006
Stephen Vagnini	2-year second term, 11/2004 – 11/2006
Ken White	2-year initial term, 11/2003 – 11/2005

Meetings of the Citizens' Bond Oversight Committee

The committee conducts its meetings in accordance with provisions of the Ralph M. Brown Public Meetings Act, Government Code Sections 54950 et seq. Meeting notices and agendas are sent to members of the committee within the required period of time, posted at the Monterey Peninsula College Administration Building, and sent to local media.

During 2004-05, the committee convened four quarterly meetings. The annual organizational meeting of the committee was held November 1, 2004, with subsequent meetings held on March 7, 2005, June 13, 2005, and August 8, 2005. The committee will adopt its 2005-06 meeting schedule at its annual organizational meeting on November 7, 2005. Meetings are generally held from 3:00 to 5:00 pm at the Sam Karas Room in the Library & Technology Center.

Financial Report of the Citizens' Bond Oversight Committee

The first bond issuance was June 18, 2003. Total principal amount was \$40 million. Expenditures and payments made from bond funds have been regularly reviewed and accepted by the committee during the course of the year. This annual report shows total expenditures since bond inception and expenditures during the report period of October 1, 2004 through September 30, 2005.

MPC Bond Expenditure Report
 July 1, 2003 through September 30, 2005

Bond Principal - First Issuance			\$40,000,000	
Interest Earned			\$1,285,657	
			\$41,285,657	
Expenditures:	7/1/2003 - 9/30/2005	Report Period (2004-05)		
1. Early Start Projects				
a. Walkway/Safety Improvements	\$225,630	\$3,600		
b. Telephone System Upgrades	\$599,414	\$19,765		
c. As Built Drawings - Site Utilities	\$209,792	\$4,196		
d. Roof Repairs	\$480,256	\$0		
e. HVAC	\$612,494	\$152,122		
f. Landscaping	\$437,622	\$42,638		
g. Vehicles	\$187,070	\$0		
h. Analysis/Review of old Library Renovation	\$21,280	\$11,394		
i. Master Signage Program	\$53,890	\$26,704		
j. New Plant Services Building	\$456,854	\$90,009		
k. Demolition of Old Plant Services Building	\$63,522	\$484		
l. Environmental Impact Report	\$25,086	\$25,086		
2. Analysis of Physical Education Facility	\$1,277,975	\$619,278		
3. Furniture / Equipment	\$114,554	\$114,554		
4. Infrastructure / Parking	\$382,206	\$378,413		
5. P.E. Field / Track	\$63,721	\$22,721		
6. Swing Space	\$46,280	\$46,280		
7. Automotive Technology Building	\$16,443	\$16,443		
8. College Center Building	\$998	\$998		
9. Drafting Building	\$13,974	\$13,974		
10. Child Development Center	\$20,502	\$20,502		
11. Fort Ord Education Center	\$13,075	\$13,075		
12. General Institutional Bond Management	\$742,339	\$701,339		
Total Expenditures	\$6,064,977		\$6,064,977	14.7% Expended
2004-2005 Expenditures		\$2,323,575		
Remaining Bond Principal			\$35,220,680	85.3% Remaining

APPENDIX

COMMITTEE ROSTER

COMMITTEE AGENDAS

November 1, 2004

March 7, 2005

June 13, 2005

August 8, 2005

COMMITTEE MINUTES

November 1, 2004

March 7, 2005

June 13, 2005

August 8, 2005

APPENDIX

MONTEREY PENINSULA COLLEGE

Citizens' Bond Oversight Committee Members

- Jay Hudson, Chair, *Community member*
- Howard Gustafson, Jr., Vice Chair, *Community member*
- Barbara Canter, *GENTRAIN Society*
- Christine Ferguson, *Monterey Peninsula College student*
- Rick Heuer, *Monterey Peninsula Taxpayers Association*
- Rick Johnson, *Old Monterey Business Association*
- Dr. Melvin Kline, *Carmel Foundation*
- David Lewis, *Monterey Peninsula College Foundation*
- Steven Vagnini, *Marina Chamber of Commerce*
- Ken White, *Community member*



Monterey Peninsula College

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Dr. Kirk Avery, Superintendent/President

MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT
Citizens' Bond Oversight Committee

Monday, November 1, 2004, 3:00 PM
Sam Karas Room, Library and Technology Center
Monterey Peninsula College

MEETING AGENDA

- 1. Call to Order**
- 2. Public Comment**
At this time, the Citizen's Bond Oversight Committee will listen to communication from the public. Under provisions of the Brown Act, the Committee is prohibited from discussing or taking action on oral requests that are not part of the agenda. Comments are limited to three minutes per person or as determined by the Committee.
- 3. Approval of September 13, 2004 Minutes** ACTION
- 4. Committee Membership** INFORMATION
The current membership and terms of members will be reviewed.
- 5. Officers** ACTION
The committee chair will be appointed by Dr. Avery. Committee members will indicate their interest in serving as vice-chair and a vote will be taken.
- 6. Accept Bills and Warrants Report** ACTION
The list of payments from bond funds expended through September 30, 2004 will be reviewed for acceptance by the committee.
- 7. Annual Report for 2003-04** ACTION
The By-Laws state the Committee shall present to the Board of Trustees, in public session, an annual written report to include a statement indicating whether the District is in compliance with the requirements of Article XIII A, Section 1(b)(3) of the California Constitution and a summary of the Committee's proceedings and activities for the preceding year. A draft annual report will be reviewed for approval and presentation to the Board of Trustees.
- 8. Update on Facilities Projects** INFORMATION
A status report will be provided on all projects.

9. Meeting Schedule (PLEASE BRING CALENDARS) INFORMATION/ACTION

Monday, March, 2005

Monday, June, 2005

Monday, August, 2005

Monday, November, 2005 (Annual Organizational Meeting)

10. Suggestions for Future Agenda Topics

11. Adjournment

Posted: October 27, 2004



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Dr. Kirk Avery, Superintendent/President

MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT
Citizens' Bond Oversight Committee

Monday, March 7, 2005, 3:00 PM
Sam Karas Room, Library and Technology Center
Monterey Peninsula College

MEETING AGENDA

- 1. Call to Order**
- 2. Public Comment**
Members of the audience wishing to address the Citizen's Bond Oversight Committee may do so during the public comment period. Under provisions of the Brown Act, the Committee is prohibited from discussing or taking action on oral requests that are not part of the agenda. Comments are limited to three minutes per person or as determined by the Committee.
- 3. Approval of November 1, 2004 Minutes** ACTION
- 4. Accept Bills and Warrants Report** ACTION
The list of payments from bond funds expended through December 31, 2004, will be reviewed for acceptance by the committee.
- 5. Bond Audit Report for 2003-04** INFORMATION
The District's Bond Audit Report, for the fiscal year ended June 30, 2004, will be reviewed. The District's auditor, Mr. Ray Cowles, Vavrinek, Trine, Day & Co., will be present to make this report.
- 6. Update on Facilities Projects** INFORMATION
A status report will be provided on all projects.
- 7. Meeting Schedule** INFORMATION
Monday, June 13, 2005
Monday, August 8, 2005
Monday, November 7, 2005 (Annual Organizational Meeting)
- 8. Suggestions for Future Agenda Topics**
- 9. Adjournment**



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Dr. Kirk Avery, Superintendent/President

MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT
Citizens' Bond Oversight Committee

Monday, June 13, 2005, 3:00 PM
Sam Karas Room, Library and Technology Center
Monterey Peninsula College

MEETING AGENDA

1. Call to Order

2. Public Comment

Members of the audience wishing to address the Citizen's Bond Oversight Committee may do so during the public comment period. Under provisions of the Brown Act, the Committee is prohibited from discussing or taking action on oral requests that are not part of the agenda. Comments are limited to three minutes per person or as determined by the Committee.

3. Approval of March 7, 2005 Minutes

ACTION

4. Accept Bills and Warrants Report

ACTION

The list of payments from bond funds expended through March 31, 2005, will be reviewed for acceptance by the committee.

5. Update on Facilities Projects

INFORMATION

A status report will be provided on all projects.

6. Meeting Schedule

INFORMATION

Monday, August 8, 2005

Monday, November 7, 2005 (Annual Organizational Meeting)

7. Suggestions for Future Agenda Topics

8. Adjournment

MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT
Citizens' Bond Oversight Committee

Monday, August 8, 2005, 3:00 PM
Sam Karas Room, Library and Technology Center
Monterey Peninsula College

*MEETING AGENDA***1. Call to Order****2. Public Comment**

Members of the audience wishing to address the Citizen's Bond Oversight Committee may do so during the public comment period. Under provisions of the Brown Act, the Committee is prohibited from discussing or taking action on oral requests that are not part of the agenda. Comments are limited to three minutes per person or as determined by the Committee.

3. Approval of March 7, 2005 and June 13, 2005 Minutes

ACTION

Approval of the March 7, 2005 minutes was deferred at the June 13 meeting due to lack of a quorum.

4. Accept Bills and Warrants Reports

ACTION

The list of payments from bond funds expended through June 30, 2005, will be reviewed for acceptance by the committee. The March 31, 2005 expenditure report was carried over from the June 13 meeting due to lack of a quorum and will also be reviewed for acceptance by the committee.

5. Physical Master Plan

INFORMATION

A presentation will be given on the recently completed Physical Master Plan, adopted by the Board of Trustees on June 28, 2005.

6. Update on Facilities Projects

INFORMATION

A status report will be provided on all projects.

7. Meeting Schedule

INFORMATION

Monday, November 7, 2005 (Annual Organizational Meeting)

8. Suggestions for Future Agenda Topics

9. Adjournment

Posted: August 3, 2005

MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT

CITIZENS' BOND OVERSIGHT COMMITTEE

November 1, 2004
3:00 PM, Sam Karas Room, Library & Technology Center

Meeting Minutes

MEMBERS PRESENT: Ms. Barbara Canter
Ms. Christine Ferguson
Mr. Howard Gustafson, Jr.
Mr. Rick Heuer
Mr. Jay Hudson
Mr. Rick Johnson
Dr. Melvin Kline
Mr. David Lewis
Mr. Steven Vagnini
Mr. Ken White

ABSENT: None

STAFF PRESENT: Dr. Kirk Avery, Superintendent/President
Mr. Joe Bissell, Vice President for Administrative Services
Mr. Paul Emenhiser, Director of Information Systems
Mr. Steve Morgan, Director of Facilities
Ms. Vicki Nakamura, Assistant to the President

OTHERS PRESENT: Ms. Marilyn Gustafson
Mr. Charles Page

1. Call to Order

The regular meeting of the Citizens' Bond Oversight Committee of Monterey Peninsula College was called to order at 3:01 PM.

2. Public Comment

None.

3. Approval of Minutes

It was noted that under Item #9, a question was raised at the last meeting whether a college faculty member could serve on the Citizens' Bond Oversight Committee as a community-at-large member. It was explained that Education Code and the Committee's By-Laws prohibit an employee or official of the district from serving on the Committee; however, staff are welcome to share opinions during the public comment period.

It was moved by Mr. Gustafson and seconded by Mr. Johnson to approve the minutes of the September 13, 2004 meeting. Motion unanimously carried.

4. Committee Membership

Dr. Avery reported that the terms of four members, Rick Johnson, Melvin Kline, David Lewis and Steve Vagnini, would have expired November 1. He said he had contacted them regarding their interest in serving a second term. The Board subsequently reappointed each of them at the September Board meeting. Dr. Avery thanked the Committee for their participation and commitment during the past year.

5. Officers

Dr. Avery noted the By-Laws provide for the Superintendent/President to appoint the Chair of the Committee and he reported Jay Hudson had agreed to serve a second term as Chair. It was moved by Mr. Heuer and seconded by Mr. Lewis to nominate Howard Gustafson, Jr. to serve as Vice Chair. Mr. Gustafson's election was unanimously approved.

6. Accept Bills and Warrants Report

Mr. Bissell reviewed the list of payments from bond funds expended through September 30, 2004. It was moved by Dr. Kline and seconded by Mr. Lewis to accept the bills and warrants report. Mr. Heuer commented that the summary should note if a project has been completed and Mr. Bissell agreed to include this information in the future. Motion carried unanimously.

7. Annual Report for 2003-04

Mr. Hudson stated the Committee is required to complete a written annual report per the By-Laws for submission to the Board of Trustees. A draft annual report has been included with the agenda. He observed this is the initial year of the Committee's operation and this first draft report meets the requirement. Mr. Hudson asked the Committee for comments.

Dr. Kline offered support for a brief report. It was moved by Mr. Lewis and seconded by Mr. Gustafson to approve the report for presentation to the Governing Board. The motion carried unanimously.

8. Update on Facilities Projects

Dr. Avery reported property at the former Fort Ord had been conveyed to the College for a satellite center. He noted the significance of these 25 acres to the College's future and indicated the satellite center facilities are included in the bond program. Mr. Bissell added that \$4.2 million of the first phase of bond funding had been allocated to the College's Fort Ord projects. He expected the next step will be to hire the project architect.

Mr. Bissell continued with the update. He stated \$3.7 million had been spent on "early start" projects. There were still minor heating/ventilation and sidewalk safety items to complete. He then provided the status of several projects.

Child Development Center

Mr. Bissell stated Wald, Ruhnke and Dost were selected as the architect for the project and they are working on preliminary plans. Construction is expected to begin in 2006.

Furniture and Equipment

Mr. Bissell said \$1 million had been set aside in each of the phases for furniture and equipment. The College was currently assessing its greatest needs in this area.

Old Library

Mr. Bissell said a conceptual plan was finalized and state funding will be released in July 2005. The next step will be to hire the architect and get started on drawings.

Athletic Facilities

Mr. Bissell stated the architects had obtained cost estimates for the project. He noted the cost of steel and cement had increased significantly. It was necessary for the project team to do value engineering to stay within budget. The next phase will be completion of working drawings. The first phase of construction is expected to begin in Summer 2005.

Swing Space

Mr. Bissell reported the District is looking at ways to save money with swing space by devoting dollars to buildings that will remain on campus. A physical master site plan will be completed before the end of the semester that will cover planning for future phases.

Consultants

Mr. Bissell noted six different firms have been selected to comprise the architect pool for bond projects; Kleinfelder was selected to provide geohazard services; and EMC Planning retained to prepare environmental documents to comply with CEQA (California Environmental Quality Act) requirements. He noted that when the campus site plan is finished, the CEQA documents will be completed.

Mr. Hudson asked about the phasing of parking. Mr. Bissell responded the physical master site plan covers future phases of the bond. Student parking will be limited to the west side of campus with parking on the east side being designated for disabled students, visitors, faculty and staff. He continued that 300 parking spaces will be added, noting that spaces are always available in parking lot A and by the Dance studio.

Mr. Vagnini inquired when the Early Start projects will be completed. Mr. Bissell responded that most of the projects have been accomplished. He said the consultant had just been hired for \$25,000 to do the CEQA documents. The Lecture Forum project was on hold until the campus determines what to do with the building. The original plan was to divide Lecture Forum 103 into three classrooms; however, it may remain as a 275-seat classroom to support the Math Science renovation.

Mr. Vagnini noted the first bond issuance was for \$40 million and asked when the next issuance would be. Mr. Bissell explained that 85% of the first issuance must be expended before the next issuance; he estimated the next issuance to be three years from now. Mr. Vagnini observed that the issuance is based on the current valuation, thus, the rate could come down, theoretically. Mr. Bissell concurred, noting that the rate of the first issuance was under 5%.

9. Meeting Schedule

The meeting dates of March 7, June 13, August 8, and November 7 (annual organizational meeting) were proposed for 2005. It was moved by Mr. Johnson and seconded by Mr. Lewis to set these meeting dates. Motion carried unanimously.

10. Suggestions for Future Agenda Topics

A question was asked about how to inform the public about bond activities. Press releases and publishing the annual report on the website were suggested. Mr. Bissell reported that a website was being developed for bond information. He said that the College will also purchase newspaper advertising to provide project information when the physical master site plan is approved by the Board. Mr. Hudson advised that when the site plan is approved, information on both the site plan and annual report could be provided at that time.

11. Adjournment

The meeting was adjourned at 3:25 pm.

vn

MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT

CITIZENS' BOND OVERSIGHT COMMITTEE

March 7, 2005

3:00 PM, Sam Karas Room, Library & Technology Center

Meeting Minutes

MEMBERS PRESENT: Ms. Christine Ferguson
Mr. Howard Gustafson, Jr.
Mr. Jay Hudson
Mr. Rick Johnson
Dr. Melvin Kline
Mr. David Lewis
Mr. Steven Vagnini
Mr. Ken White

ABSENT: Ms. Barbara Canter
Mr. Rick Heuer

STAFF PRESENT: Mr. Joe Bissell, Vice President for Administrative Services
Ms. Vicki Nakamura, Assistant to the President
Ms. Rosemary Barrios, Controller

OTHERS PRESENT: Mr. Joe Demko
Ms. Maxine Cowles
Mr. Ray Cowles

1. Call to Order

The regular meeting of the Citizens' Bond Oversight Committee of Monterey Peninsula College was called to order at 3:00 PM.

2. Public Comment

None.

3. Approval of Minutes

It was moved by Dr. Kline and seconded by Mr. Vagnini to approve the minutes of the November 1, 2004 meeting. Motion carried unanimously.

4. Accept Bills and Warrants Report

Mr. Bissell reviewed the list of payments from bond funds expended through December 31, 2004. Dr. Kline gave a reminder about including information in the summary regarding percentage completion of the projects. It was moved by Mr. Johnson and seconded by Mr. White to accept the bills and warrants report. Motion carried unanimously.

5. Bond Audit Report for 2003-04

Mr. Ray Cowles, Vavrinek, Trine, & Day, reviewed the bond audit report. He noted the college district is required to have an audit and then reviewed the audit procedures required by the state to be completed:

1. Verify that bond funds were kept separate and not commingled with other funds.
2. Verify all bond funds in total were deposited in a separate account.
3. Verify that interest earned was deposited in the bond account.
4. Confirm that internal controls are sufficient; there are proper checks and balances in place; and staff are properly trained.
5. Verify that bond funds were expended for the purpose stated in the bond election.
6. Verify that state and district policies were followed in awarding of bids.
7. Verify competitive prices were used in purchasing materials and supplies.
8. Verify competitive bidding was used for contracting of labor.

Mr. Cowles then reviewed the stated findings. He noted the first bond sale was conducted in June 2003 and expenditures to date were \$1,318,755. The amount of available unspent funds was \$39,167,120, and encumbrances totaled \$1,824,300. In summary, he stated the District was found to be in compliance with each of the audit items and bond funds had been expended as intended by the registered voters of the District.

Mr. Vagnini asked about the direct assessment on bond and if the money was used to pay down the debt. The auditor responded yes, that the tax was taken out of property taxes. Mr. Cowles observed that education is under-funded and the state is experiencing fiscal problems. Given this situation, he said the District needs a revenue source outside of the College's general fund. Mr. Vagnini expressed interest in the amount that was generated by the assessment in the first year.

Mr. Lewis asked if an audit is required each year. Mr. Cowles explained the state requires an annual audit be completed and presented to the oversight committee. He commented that a six month audit may also be completed at the discretion of the committee.

6. Update on Facilities Projects

Mr. Bissell reported the Board of Trustees had authorized Dr. Avery to execute the Quit Claim Deed from the U.S. Dept of Education for 25 acres at the former Fort Ord. This property will be used for a satellite center. He noted an environmental assessment of the property was required and was in process. Mr. Bissell also reported an educational needs survey had been conducted and 400 responses had been received from Seaside and Marina residents. The survey results are being evaluated and Dr. Avery will be chairing a planning committee for the satellite center.

Mr. Bissell continued with updates on specific facility projects.

Old Library

Mr. Bissell said renovation of the old Library building would be 50% state-funded and 50% bond-funded. The architect selection process was completed and Ratcliff Architects had been selected to design the project.

Student Services Building

Mr. Bissell reported architect selection was in process.

Physical Master Plan

Mr. Bissell stated the purpose of the physical master plan for the campus was to determine building locations, provide for additional parking, and address access issues. The physical master planning team has conducted several campus workshops and a draft document is expected in May.

He added the plan will then be presented to the trustees and shared with the public. Mr. Bissell hoped that an advertisement to publicize the physical master plan and other bond projects could be placed in June. He also noted a bond project website was under development and would be activated to coincide with the release of the physical master plan.

Child Development Center

Mr. Joe Demko, Bogard + Kitchell, continued with the facilities projects update. He reported the Child Development Center would be located at the site of the former Plant Services facility. Preliminary drawings were completed February 28 and cost estimates are being sought. As this is a state-funded project, the preliminary plans will be submitted to the State Public Works Board for approval to go to working drawings. He stated the approval process would take four months. The next step would be Division of the State Architect approval, with the construction bidding process to take place next February.

Physical Education Complex

Mr. Demko explained the field, track, and bleachers portion of the project had been split from the fitness building and was undergoing a separate review to save processing time -- the building is expected to require a longer review from the state. The District hopes to break ground on the stadium facility in late June 2005, with bidding expected to take place in May. He said the fitness building was anticipated to begin a month later (July 2005) than the stadium facility.

Swing Space

Mr. Demko said some interim housing moves had been determined. The massage therapy program will vacate their facility and move to the old Library. The weight training area will move to a modular building located adjacent to the gym.

Music/Theater Project

Mr. Demko reported the Music building and Theater facility had been combined into one project as it was considered advantageous for state funding. He explained that completion of the Initial Project Proposal (IPP) is the first step to qualify for state capital outlay funding. In this phase, the project proposal describes the program and projects the budget and square footage requirements. The IPP is due in the state Chancellor's Office on June 1. The amount of bond funds allocated to this project is \$11.1 million.

Math/Science Complex

Mr. Demko noted the budget for this project consists of \$18.7 million in bond funds and \$11.3 million from the state. A Final Project Proposal (FPP) is currently being prepared for the Math/Science Complex. Mr. Demko explained the FPP is the last requirement before the state approves and this phase provides more definition of the program and the cost involved. The FPP is also due in the state Chancellor's Office by June 1.

Infrastructure

Mr. Demko reported topographic surveys were being prepared for the entire campus site to locate utilities. He said the existing utilities are 40 years old and an upgrade is planned to ensure there is adequate service for the facility projects to be constructed or renovated. An engineering firm has been hired and Mr. Demko predicted the infrastructure work would occur in phases.

Dr. Kline asked if infrastructure included data processing lines. Mr. Bissell answered yes and explained future needs were being determined to ensure the technology infrastructure would be adequate for the next thirty years.

Mr. White asked about the participation of department staff in building design. Mr. Bissell explained that each project has a project team assigned and the membership of the team includes representatives of divisions and departments. He said the goal is to have the user involved in building design to the extent possible.

Dr. Kline asked if the project management firm would be producing schedules and timelines for the projects. He commented this information would be helpful to the Committee. Mr. Demko responded that he could provide a summary of the schedules at the next meeting.

7. Suggestions for Future Agenda Topics

A review of project schedules was proposed as a topic for a future agenda.

8. Adjournment

The meeting was adjourned at 3:38 p.m.

MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT

CITIZENS' BOND OVERSIGHT COMMITTEE

June 13, 2005

3:00 PM, Sam Karas Room, Library & Technology Center

Meeting Minutes

MEMBERS PRESENT: Ms. Barbara Canter
Mr. Jay Hudson
Mr. Ken White

ABSENT: Howard Gustafson, Jr.
Mr. Rick Johnson
Dr. Melvin Kline
Mr. David Lewis
Mr. Steven Vagnini
Mr. Rick Heuer

STAFF PRESENT: Dr. Kirk Avery, Superintendent/President
Ms. Rosemary Barrios, Controller
Mr. Joe Bissell, Vice President for Administrative Services
Dr. Carole Bogue-Feinour, Vice President, Academic Affairs
Mr. Rich Montori, Public Information Officer
Mr. Steve Morgan, Director, Facilities
Ms. Vicki Nakamura, Assistant to the President

OTHERS PRESENT: Mr. Joe Demko
Ms. Marilyn Gustafson, Executive Director, MPC Foundation

1. Call to Order

The regular meeting of the Citizens' Bond Oversight Committee of Monterey Peninsula College was called to order at 3:09 PM.

2. Public Comment

None.

3. Approval of Minutes

Due to lack of a quorum, action on this item was deferred.

4. Accept Bills and Warrants Report

Due to lack of a quorum, action on this item was deferred.

5. Update on Facilities Projects

Dr. Avery gave an update on the status of the college's Fort Ord properties. He noted an environmental assessment had been completed on the satellite campus parcels. Dr. Avery also reported the college has been notified that the conveyance process has been initiated on a 15-acre portion of a parcel formerly used as officer's quarters.

Mr. Bissell continued with updates on specific facility projects.

Old Library

The contract with Ratcliff Architects is being finalized. Construction is estimated to start in September 2006 and be completed by June 2007.

Student Services Building

Mr. Bissell reported the firm of Hammel, Green, and Abrahamson was selected as the architect for the project.

Music/Theater Project

Mr. Bissell said an Initial Project Proposal (IPP) had been completed and submitted to the state Chancellor's Office on June 1.

Math/Science Complex

A Final Project Proposal (FPP) was prepared for the Math/Science Complex and submitted to the state Chancellor's Office on June 1.

Physical Master Plan

Mr. Bissell reported the Physical Master Plan had been completed. A Board of Trustees workshop has been scheduled for June 23, with adoption planned at the June 28, 2005 Board meeting.

Mr. Joe Demko, Bogard + Kitchell, commented that the Physical Master Plan will be carried out by the bond implementation plan, which is being developed. The bond implementation plan will include project budgets, the interim housing plan, and the master schedule. It was suggested that the master schedule be reviewed at the next meeting.

Mr. Demko also reviewed a bond expenditure report that included information regarding percentage cost completion and percentage schedule completion. Mr. Bissell noted this information had been added in response to Dr. Kline's request for information regarding percentage completion of the projects.

6. Suggestions for Future Agenda Topics

None.

7. Adjournment

Dr. Avery reported that the student representative, Christine Ferguson, was transferring to Humboldt State University and had resigned her position. A replacement is being sought. Dr. Avery announced a change in support for the committee – Victoria Phillips will be assuming this role. He thanked Vicki Nakamura for her work to get the committee underway since its inception.

The meeting was adjourned at 3:45 p.m.

MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT

CITIZENS' BOND OVERSIGHT COMMITTEE

August 8, 2005

3:00 p.m., Sam Karas Room, Library & Technology Center

Meeting Minutes

MEMBERS PRESENT: Mr. Jay Hudson, Chair
Ms. Barbara Canter
Mr. Howard Gustafson, Jr.
Mr. Rick Heuer
Mr. Rick Johnson
Dr. Melvin Kline
Mr. Dave Lewis

MEMBERS ABSENT: Mr. Steven Vagnini
Mr. Ken White

STAFF PRESENT: Dr. Kirk Avery, Superintendent/President
Mr. Joe Bissell, Vice President for Administrative Services
Dr. Bill Cochran, Dean of Liberal Arts
Ms. Vicki Nakamura, Assistant to the President
Ms. Victoria Phillips, Executive Assistant to the Superintendent/President and Governing Board

OTHERS PRESENT: Mr. Joe Demko
Ms. Marilyn Gustafson

1. Call to Order

The regular meeting of the Citizens' Bond Oversight Committee of Monterey Peninsula College was called to order at 3:03 p.m.

2. Public Comment

None. Mr. Hudson observed that this was Dr. Avery's last official committee meeting as Superintendent/President of Monterey Peninsula College. He congratulated Dr. Avery on his upcoming retirement and invited him back to attend as many CBOC meetings as he would like.

3. Approval of Minutes

It was moved by Mr. Johnson and seconded by Mr. Gustafson to approve the minutes of the March 7, 2005 and June 13, 2005 meetings. Motion carried unanimously.

4. **Accept Bills and Warrants Reports**

Mr. Bissell commented that there were two sets of Bond Expenditure Reports to be accepted for the periods ending March 31, 2005 and June 30, 2005. He noted that a new category was added to the June 30, 2005 list for furniture and equipment. The Board approved budget for the bond includes a total of \$4 million for furniture and equipment with \$1 million allocated for each phase. Campus shared governance groups will identify \$333,000 for expenditure each year.

It was motioned by Mr. Gustafson and seconded by Mr. Johnson to accept the bills and warrants reports. Motion carried unanimously.

5. **Physical Master Plan**

Mr. Joe Demko reported that the Physical Master Plan was approved by the Governing Board at their June 28, 2005 meeting. This Physical Master Plan includes more projects than the Bond measure will be able to fund. Mr. Demko stated that an architectural firm, Esherick, Homsey, Dodge & Davis (EHDD), was asked by Dr. Avery to take an unfettered look at the campus and to make recommendations to make better use of the 87 acre campus. The planning team established four guiding principles for the master planning effort of Clear Connections, Academic Neighborhoods, Promote Natural Features, and Sustainability.

Mr. Demko said the goals of the Physical Master Plan are to provide a framework to current and future campus development over the next 20 years and determine suitable building sites for new facilities on campus. He noted that the process for input was campus-wide with workshops and meetings.

Mr. Demko reported that most of the parking will be located on the west side of the campus, and a new main entrance is proposed off Fremont. There will be hubs and bridges leading to specific discipline areas. There will be a main spine of infrastructure set-up through the middle of the campus. The district wants to make sure that the buildings are similar and that we have a physical master plan for the future. We will have pedestrian promenades, a performing arts center, and a new fitness building. We will attempt to keep like academic programs together. There will be clusters for creative arts programs, math and science, and humanities. Student Services will be consolidated. Divisions will serve their academic clients better. Student Services and the Student Center will be closer together. The Physical Education Complex will be pulled together to include the fields, stadium, and the new fitness building.

6. **Update on Facilities Projects**

Child Development Center

Mr. Joe Bissell reported the college is receiving \$3.3 million in state funding for construction of the Child Development Center and that the estimates on the preliminary plans indicate the project is 18% over budget. The district is in the process of changing

architects to redesign the facility and bring the project in line with the budget. He expressed hope that the project would be able to meet the same completion date.

Student Services Building

Mr. Bissell reported that the Student Services building is in the second phase of the bond. Hammel, Green and Abrahamson, Inc. (HGA) architectural firm has been selected to design the project. They are meeting with Student Services personnel to define their needs, prepare site plans, and budget for the building.

Swing Space

Mr. Bissell said that swing space needs are being discussed for the campus and that the college's Fort Ord property is being considered for some potential uses.

Physical Education Complex

Mr. Demko discussed the Physical Education Complex Plan. The district is doing separate bids for the turf, the stadium, and Building 24 (fitness). Turf bids were opened on July 22, 2005. Three bids were received; all were under budget. Bids on the stadium are due on August 19, 2005. Value engineering was required for Building 24 and the plans are currently in the Division of State Architect (DSA). The goal is to have the fields done for the fall 2006 football season.

Bond Projects/Tracking/Reports

Mr. Demko said bond projects are tracking well. The plan is to make sure there is money available for all the projects.

Mr. Demko reviewed the Bond Expenditure Status Report and referred to the % Cost Complete, % Schedule Complete, and Completed Projects sections.

Mr. Heuer noted that some projects are listed as 100% complete on the first page, but aren't listed on the second page under Completed Projects. Mr. Demko stated that he wanted to make sure that all bills were in and paid before he listed them as completed.

7. Suggestions for Future Agenda Topics

A review of projects and schedules will be a topic for the next agenda.

8. Adjournment

The meeting was adjourned in honor of Dr. Avery at 3:53 p.m.

vp