



MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT
Citizens' Bond Oversight Committee

Monday, August 6, 2012
1:30 PM – Committee Tour of Marina Education Center and
Seaside Public Safety Training Center Facilities
3:00 PM – Regular Meeting
Room 202, Seaside Public Safety Training Center
2642 Colonel Durham Road
Seaside, California

Meeting Minutes

MEMBERS PRESENT: Mr. Daniel Cervantes
Mr. Wayne Cruzan
Dr. Sophal Ear
Mr. J. Fagan, Vice Chair
Mr. Rick Heuer
Mr. Birt Johnson, Jr.
Mr. James Panetta
Mr. Niels Reimers

ABSENT: Mr. Stewart Fuller
Mr. Bob Mulford, Chair
Ms. Patty Rossi

STAFF PRESENT: Ms. Rosemary Barrios, Controller
Dr. Douglas Garrison, Superintendent/President
Mr. Stephen Ma, Vice President for Administrative Services
Ms. Vicki Nakamura, Assistant to the President

OTHERS PRESENT: Mr. Joe Demko, Kitchell

The Committee convened at 1:30 PM for a tour of the Marina Education Center and Seaside Public Safety Training Center facilities, both projects funded by the bond.

1. Call to Order

The regular meeting of the Citizens' Bond Oversight Committee of Monterey Peninsula College was called to order at 2:56 PM by Vice Chair Fagan.

2. Public Comment

There were no public comments.

3. Approval of June 11, 2012 Minutes

A handout was distributed to the committee and Mr. Ma provided follow up on questions in the minutes regarding expenditures on the bills and warrants report.

Motion to approve the minutes of June 11, 2012, incorporating the responses regarding expenditures, was made by Mr. Reimers and seconded by Mr. Johnson. Mr. Heuer abstained from the vote. Motion carried unanimously.

4. Accept Bills and Warrants Report

Mr. Ma presented the June 30, 2012 report and asked for questions.

Mr. Cruzan asked about the difference between a retention payment and a payment application for the new Student Services building on page 1. Mr. Demko explained the contractor is paid only 90%, with 10% held in retention. The retention may be handled in different ways.

Mr. Reimers noted several billings to U.S. Bank Service Center and asked for further information. Ms. Barrios responded the state has a contract with U.S. Bank to provide agencies with credit card service, known as the Cal-Card. Employees are able to use the Cal-Card for business purchases instead of using personal funds requiring reimbursement. Vice Chair Fagan commented the U.S. Bank entries do not say where the equipment was purchased. Ms. Barrios said she will include the vendor information on future reports.

Mr. Heuer requested information on the authorization process for Cal-Card purchases. It was explained that typically, approval is provided by the department head. For new buildings, department heads submit requests through Kitchell, and Mr. Ma approves payment. Mr. Heuer followed with a question regarding why spur of the moment purchases were necessary. Mr. Ma responded that equipment purchases are not part of the construction contract. Many vendors do not accept purchase orders; a Cal-Card may be the only way to make a purchase.

Mr. Heuer also questioned a travel reimbursement on page 2 for the architect for the music facilities project. Mr. Ma stated the District agreed to pay reimbursables to the architect, who is located outside of the area. Mr. Demko added that the usual practice is for project architects to include meetings as part of their fee; however, this contract is an unusual case. Vice Chair Fagan advised describing why the contract is different. Dr. Garrison explained the District required specific expertise for the music facilities project and the best architect was sought to address the specialized needs of the music program.

Questions were asked regarding equipment purchases on page 3 for the Humanities and Student Supportive Services building. Mr. Panetta asked about the purchase of floor lamps for the humanities conference room. Mr. Demko said the room lighting met specifications, but staff stated the light was inadequate. Vice Chair Fagan inquired about the difference between making a space ready versus a department's use of the space. He pointed to a purchase of standard footrests from Office Depot. Mr. Ma responded an ergonomic review recommended this purchase. Mr. Heuer commented he doesn't dispute the value of ergonomic equipment, but he expressed concern that 20-year bond funding is being used to customize workspace for employees who may leave the District. He said the department budget should fund this purchase. Mr. Fagan asked if this type of purchase was appropriate from the bond. Mr. Ma said keyboard trays and chairs have also been

purchased to address ergonomic issues. Mr. Heuer stated there should be one workspace standard established.

Mr. Cruzan noted the expenditure for cleaning of athletic uniforms under the swing space category on page 5 and asked why this service was a bond expense. Mr. Demko stated the expense was related to the renovation of the first floor of the Physical Education building where the team washers were located. It was more cost effective to send the uniforms out for cleaning rather than modify swing space to use the washers.

Dr. Ear referred to a purchase of a refrigerator for life science for \$3,027.78 on page 4 from Monterey Bay Restaurant Supply and the purchase of three refrigerators, one washer and dryer, and one microwave at \$3,702.25 on page 5. He asked why there was a difference in the cost. Dr. Garrison replied the equipment purchased is driven by the needs of the anatomy and physiology programs.

The purchase of 36 AppleCare protection plans on page 5 was questioned. Vice Chair Fagan noted the purchase of computers was not on the same list. Mr. Heuer stated his concern about using long-term bond funds for one year service contracts. Mr. Ma said he would get the specifics on the purchase. Mr. Heuer indicated he brought up the same issue of using bond funds for operational expenses at the first or second meeting of the committee during his first tenure. Dr. Garrison said staff would research and seek input from the Board of Trustees.

Vice Chair Fagan asked if the expense on page 8 from Cardinale Moving and Storage Co. for moving the Kitchell office from the Marina Education Center back to the Monterey campus was appropriate. Mr. Demko stated Kitchell has never charged reimbursable expenses. He said there is no rate mark-up if the District handles office set up and moving expenses.

On page 9 of the report, Mr. Fagan noted the purchase of 27 Houston receptacles. He asked if these were trashcans. Staff will research and report back. Also on page 9, Mr. Panetta questioned the overtime expense for Collins Electric. Mr. Demko said the District preferred the work to be done on the weekend to maintain service to the campus.

Vice Chair Fagan asked about the Wasson's Cleaning expense on page 10 and why campus janitorial service was not used. Mr. Demko explained custodians are not responsible for buildings under construction. When a building is completed, a final cleaning is done before the facility is turned over to the District. As this expense was for the Humanities and Student Supportive Services building, part of a state-funded project, Mr. Demko noted the state would pay for half of the expense.

Vice Chair Fagan also questioned the Val's Plumbing expense on page 11 and asked why the service was not included in the installation of the equipment. Mr. Demko said the problem needed to be fixed and he will negotiate later regarding reimbursement.

Mr. Cruzan noted there were expenditures for HGHB Architects on page 1 for design services for the Arts Complex for the months of February, April, and May. He asked if the March billing was missing. Mr. Demko said it was possible that two months may have been combined on one invoice. Ms. Barrios said she would check and report back.

It was moved by Mr. Cervantes, and seconded by Mr. Panetta to accept the June 30, 2012 bills and warrants report. Motion carried unanimously.

5. Bond Expenditure Status Report

Mr. Ma reported two projects, Auto Technology building and Business, Math, Computer Science, had been moved from the in process category to the completed projects listing. He noted there was increasing activity in the Arts Complex and Music Facilities projects to reflect recent planning efforts. Ms. Barrios added the General Contingency Budget was increased by amounts remaining from the Auto Technology and Business, Math, Computer Science projects.

6. Update on Facilities Projects, Timelines, and Schedules

Mr. Demko reviewed the status of active facility projects.

Humanities/Business Humanities/Student Services - Mr. Demko said the Humanities building renovation will begin in January, 2013 due to swing space needs. Following completion, the Business Humanities building will be demolished and parking added.

Theater – The project is progressing. The upper floors have been painted and the ceiling system with all light fixtures has been installed. Heating and ventilation work is also underway.

Life Science/Physical Science Buildings – Mr. Demko reported the Life Science building is complete. Physical Science programs are moving to the General Classrooms Building and temporary modular for swing space and the building is undergoing hazardous materials abatement. The Physical Science building renovation will be completed by June 2013.

Gym 1st Floor – The contractor has accelerated the schedule. The interior is being painted and all windows have been installed.

Swing Space - Mr. Demko noted there were information technology issues needing resolution.

Pool/Tennis Courts - Mr. Demko said the pool renovation is on hold until the Gym project is completed.

Student Center – The architects, HGHB, are working on design drawings. He noted there was an issue regarding whether to include food service operations in the building.

Arts Complex – Mr. Demko reported designs have been completed on two buildings. The budget seems inadequate to complete all three buildings.

Music Building – The architect has developed a conceptual plan. Fundraising will be necessary to address the full project scope as the budget is insufficient. The college plans to apply for state funding for part of the project.

Dr. Garrison asked what the General Classrooms building will house after the Physical Science renovation is completed. Mr. Demko replied the building will provide swing space while the Arts Complex and Student Center projects are underway. He noted earlier plans included demolition of the General Classrooms building. Swing space needs will eventually decline after summer 2014.

7. Meeting Schedule

The next meeting is scheduled for Monday, November 5, 2012 and is the annual organizational meeting. The draft annual report will be reviewed and a group photograph will also be taken at the meeting.

8. Suggestions for Future Agenda Topics and Announcements

There were none.

9. Adjournment

Vice Chair Fagan adjourned the meeting at 4:01 p.m.

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MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT
CITIZENS' BOND OVERSIGHT COMMITTEE
Monday, November 5, 2012

Follow-up Items from August 6, 2012 CBOC Meeting

Per the Meeting Minutes, #4 Accept Bills and Warrants Report:

1. On page 9 of the report, Mr. Fagan noted the purchase of 27 Houston receptacles. He asked if these were trashcans. Staff will research and report back.

Per Kitchell staff: These items are exterior trash receptacles and have an indefinite lifespan. Photo below:



2. The purchase of 36 AppleCare protection plans on page 5 was questioned. Vice Chair Fagan noted the purchase of computers was not on the same list. Mr. Heuer stated his concern about using long-term bond funds for one year service contracts. Mr. Ma said he would get the specifics on the purchase. Mr. Heuer indicated he brought up the same issue of using bond funds for operational expenses at the first or second meeting of the committee during his first tenure. Dr. Garrison said staff would research and seek input from the Board of Trustees.

This issue is on the CBOC agenda as a separate item.

3. Mr. Cruzan noted there were expenditures for HGHB Architects on page 1 for design services for the Arts Complex for the months of February, April, and May. He asked if the March billing was missing. Mr. Demko said it was possible that two months may have been combined on one invoice. Ms. Barrios said she would check and report back.

Per staff: The March payment to HGHB was made on 4/26/12 for \$22,400. The invoice was not included on the quarterly report, for the period ending June 30, 2012, because it was not attached to the purchase order. Staff will include the March invoice on the next quarterly report, for the period ending December 31, 2012.