



INDEPENDENT CITIZENS' OVERSIGHT COMMITTEE
Friday, September 7, 2007
MINUTES

Members Present: Richard Borevitz, Maurice Haight, Jesse Lyn, Ginny MacDonald & John Nabors, Jr.

Members Absent: Michael McDowell, George Weiner

District Representatives: Robert Deegan Superintendent/President
Bonnie Dowd, Asst. Superintendent/Vice President,
Finance & Administrative Services
Mike Ellis, Director of Facilities
Phyllis Laderman, Director of Fiscal Services
Christine Brady, Staff Assistant

Call to Order

The meeting was called to order at 12:30 pm by Dr. Dowd, facilitator for the meeting.

Public Comments

Public comments were solicited. There were none.

Approval of July 20, 2007 Minutes

Minutes were approved MCS Borevitz/MacDonald and will be posted on the ICOC website.

Chair 2007-08 Announcement

Dr. Dowd introduced President Deegan and he announced the appointment of Ginny MacDonald as the initial ICOC Chair for the term of one year and then turned the meeting over to the new Chair.

Vice-Chair Volunteer Appointment

John Nabors volunteered and was approved by the committee as Vice-Chair for a one year term.

ICOC Meeting Schedule for 2007-08 Academic Year

The 1st Friday of each quarter was recommended and approved for the 2007-08 academic year (fiscal year ends June 30, 2008) Members discussed and agreed that meetings could be added or changed as needed to accommodate the needs of the committee within the once a month maximum set by the By-Laws.

MCS Lynn/Haight: To establish ICOC meetings as follows for FY2007-08:

December 7, 2007
March 7, 2008
June 6, 2008



INDEPENDENT CITIZENS' OVERSIGHT COMMITTEE

Friday, September 7, 2007 MINUTES (continued)

District Report

ICOC Website: A review of the proposed ICOC website covered: 1) the ICOC home page, 2) By-Laws, 3) Members, 4) Meetings; Schedule, Agendas and Minutes and 5) an Annual Report section. The ICOC website also includes links to: 1) Proposition M home page, 2) Construction and 3) Business Opportunities websites.

The website was approved for posting. Clarifications on the ICOC website included posting of meeting minutes only after being approved and completion and posting of the first annual report in a 14 month period (Fall 2008) per bond counsel's suggestion. Members also discussed and agreed to incorporation of their pictures on the ICOC website in the future. Dr. Dowd informed the members that this was their website and would be updated and changed as needed/requested.

Construction Projects and Expenditures: Dr. Dowd provided a brief overview of what steps Palomar is taking to facilitate vendors doing business with the District, including but not limited to, a website, a workshop and participation in an annual conference, "Paths to Partnerships" in San Diego on September 20, 2007.

Dr. Dowd introduced Mike Ellis, the Director of Facilities to review the Series A (\$160 million) Projects list which was derived directly from the Master Plan 2022. This list contains the description, scope and timeline for each project including supporting codes that tie directly back to the Governing Board Resolution for specific facilities needs per project and to the Master Plan 2022 which provides additional background information for each project.

It was clarified for the committee that the cost breakdown for each project was done utilizing state designated guidelines for how space is allocated and all associated construction costs. This information was gathered by creating a breakdown sheet for each project called a JFC32 which includes every line item cost for each project from all the studies that need to be done such as CEQA, to services such as architectural, engineering, plumbing, etc., to any testing and other related costs, even to building inflation rates into the appropriate items as needed. A brief discussion was held on the RFQ and an RFP process and the differences between the two solicitations. All documentation presented and discussed along with additional construction information is available on the Palomar construction website at:
<http://www.palomar.edu/constructionup/>.

Dr. Dowd introduced the Director of Fiscal Services, Phyllis Laderman, to explain the accounting process that has been implemented to track all Proposition M costs by project tied to election resolution calling for Proposition M. Mrs. Laderman explained that each project has its own distinct accounting code which is in accordance with the state's budgeting and accounting manual. This code allows Fiscal Services to provide



INDEPENDENT CITIZENS' OVERSIGHT COMMITTEE

Friday, September 7, 2007 MINUTES (continued)

Construction Projects (continued):

a complete breakdown of all costs associated with a specific project and fund so Palomar can code down to a very detailed level, but still look at the overall cost-to-date and accrued costs all the way through to a fund and/or project's completion even if a project and/or fund spans several fiscal years.

Comments from Members

Nabors: Any items to approve?

Dowd: No, ICOC doesn't approve items the Governing Board does that – the ICOC's role is to review to ensure that we are in accordance with the Proposition M resolution approved by the voters.

Nabors: Any actions to consider?

Dowd: The ICOC is responsible for providing an annual written report. Mark Oggel, Palomar Communications' Department Director, will assist the committee and was introduced to you at the initial meeting.

MacDonald: Would it be a good idea for the committee members to attend a Governing Board meeting?

Deegan: Yes, our Governing Board meetings are held every second Tuesday of the month and we would be glad to have committee members attend an upcoming meeting to be introduced to the Governing Board.

MacDonald: We will tentatively plan to attend the October 9th meeting. Dr. Dowd will communicate with all ICOC members to confirm a date that accommodates everyone's schedule for attendance.

Borevitz: Will agendas be distributed prior to scheduled meetings?

Dowd: Yes, agendas will be sent to the committee prior to each scheduled meeting and in accordance with Brown Act requirements they will be posted 72 hours in advance of each meeting.

MacDonald: The Master Plan 2022 is an extensive document; can we get some more background information on the philosophy on the plan? There appears to be a "gap" between the Master Plan 2022 as it was published in 2003 and the ICOC is now commencing to review its contents. Perhaps committee members could review the information covered today and you could give us your questions before the next meeting to give Palomar time to respond with explanations? The committee members agreed to this approach.

Adjournment

The meeting adjourned at 2:15pm MCS Nabors/Lynn.