



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

Call to Order

The meeting was called to order at 12:30 pm by Chair Ginny MacDonald. Dr. Dowd introduced the new ASG student representative, Pulkit Kanotra (ASG Senator) who has been appointed by ASG replacing Jesse Lyn who has relinquished her position on the ICOC to focus on her new position of ASG President and Student Trustee.

Members Present: Richard Borevitz, Maurice Haight, Pulkit Kanotra, Ginny MacDonald, Michael McDowell & George Weiner

Members Absent: John Nabors, Jr.

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

Public Comments

Public comments were solicited. There were none.

Approval of September 7, 2008 Minutes

MSC: Borevitz/Wiener with one change; Michael McDowell mentioned he was not present at the September 7th meeting. Minutes were edited to reflect his absence. Minutes as approved will be posted on the ICOC website.

District Photographer Pictures

Melinda Finn, District Photographer, was present to take pictures of ICOC members on an individual basis and also to take some informal group shots while meeting is in session. Photographs will be posted to the ICOC website.

District Report

Committee Contact List: The ICOC committee contact list was updated to reflect Pulkit Kanotra's contact information and copies were distributed to all ICOC members.

Glossary of Terms, Definitions and Commonly Used Acronyms: A document was created for the ICOC committee to help them understand some of the terminology commonly used in different departments (i.e., Facilities, Fiscal Services, etc.) on campus that the members may not be familiar with but will probably encounter while



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serving on the ICOC committee. Dr. Dowd handed out the document to all members and stated that it will be updated as needed.

Master Plan 2022

At the last ICOC meeting some general explanations were raised while the Series A' Projects list was being discussed. ICOC members were asked to bring any additional questions regarding the Master Plan 2022 forward for discussion prior to this meeting; however, Dr. Dowd reported that no questions were received.

Dr. Dowd provided the ICOC with background information on how the Master Plan 2022 was developed. She reported that the 229-page Master Plan 2022 was published in August 2003 for a twenty year plan of the District's facilities needs based upon the educational plan through 2022. She also reported that the District hired a firm to lead the District through the planning process which included all departments represented by over 200 District employees. Facilities plans were developed based on the educational needs, not only for the San Marcos campus, but also existing sites and future sites anticipated. A question was raised as to whether or not future buildings will exceed the current one-story height. Discussion followed including the need to respect community requirements for building heights on a site located in a specific city or community.

The Facilities Department has maps, timelines, and other pertinent information on display in RS-5 (meeting room) and in the Bond Construction workroom located in the department that provides details associated with Master Plan 2022. Dr. Dowd suggested that the next meeting be held in RS-5 so the committee members can see some of the background and planning that is on-going in relation to Proposition M and the Master Plan 2022. Committee members agreed; the next March 7th meeting will be held in RS-5.

SDG&E Energy By Design Award

Dr. Dowd and Mike Ellis (Facilities Department Director) reported to the ICOC that the District Governing Board was presented with a \$131,893 award for the Natural Sciences Building at its last meeting. Mike reported that this is the largest award that has been given by SDG&E to any community college. The monies have been deposited into the District's energy conservation fund for future energy conservation projects.

North Center Environmental Impact Report (EIR) Certification

Dr. Dowd reported that the Palomar College Governing Board is expected to certify the EIR for the Fallbrook site at its next meeting. The EIR is currently available for public review on the Palomar College website. As soon as the EIR is certified, the District will begin the permitting process so initial grading can begin on the land. Bonnie reported that there were no significant findings that could not be addressed through mitigation during the public review process. She reported that the three primary issues requiring mitigation are: traffic, biological and cultural. There were a total of eleven letters received during the public review process which is very minimal for a District of our size and the complexity of the EIR for the North Center. "What really stands out", said President Deegan "is that there has been no or very little concern expressed by anyone by-and-large in response to the North Center to be constructed in Fallbrook. And again



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the college's main interest is in creating an Educational Center that grows with the needs of the community."

Discussions continued about the North Center and included:

- The fact that biological assessment and mitigation would include setting aside some land as natural habitat; considering breeding seasons, plant life, wetlands, etc. The actual amount or ratio of land set aside to land use is part of the mitigation process.
- The property has been used in the past for grazing land; as far as is known by the college, there was no farming on the site. The grazing was discontinued a while ago so it is now mostly native area.
- A Phase I Hazards Assessment was done on this site and nothing was found. Mike Ellis reported that Palomar College currently operates a complete Hazardous Management Program at San Marcos which is a very in-depth program; we can store hazardous waste for 90 days before it has to be certified. Palomar's Environmental Health and Safety Department goes out and bids on an annual basis to obtain certified haulers for all hazardous waste materials. Palomar's program is very closely monitored -- the San Diego County Hazardous Materials Division normally does an inspection every year, last year they did not find one problem with Palomar's program so now Palomar is on inspection every two years because it has done such a good job of controlling and managing these materials.

Construction Projects Review (Exhibit A)

Dr. Dowd reminded the ICOC that most of the projects in Series A are for design work for buildings to be constructed from proceeds of future series bond sales. She also stated that approximately one-third of Series A bond proceeds have been used to purchase the North Center (Fallbrook) land and begin initial grading.

Mike Ellis reported that a Bond Accountant and Facilities Planning Specialist have been hired and have started work on Series A projects. These positions are being paid with Prop M funds. Both of these positions work only on Prop M projects and will be eliminated when Prop M funds are depleted. Mike Ellis provided a handout (Attachment A) to provide an update of Series A projects. (Note: The North Ed Center EIR certification has been postponed pending additional traffic study current underway.)

Mike concluded his report as to the status of construction projects under Series A. Discussion followed with questions regarding several issues including, how A&E teams were selected; whether or not the college is reaching out to local businesses, the status of a pedestrian overpass from Palomar Station to the college's entrance and whether or not the ICOC approves construction costs associated with Proposition M. The following summaries the responses and discussions that took place:

- The fact that a majority of the approved A&E teams are San Diego based or at least have local offices located here in San Diego. An RFQ was published with 57 firms responding, 27 were interviewed via the shared governance process as



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a first level interview, and 9 firms were selected at the second level and listed as “short-list” of approved A&E teams for Series A projects. Projects have been assigned with one firm declining due to the fact that it was too small for their firm. The project is be reassigned to another one of the “short-listed” firms.

- Palomar has continued to develop a plan for “Doing Business with Palomar” so small business firms have the same opportunity to work with The District. A “Doing Business with Palomar” site is available on the website and is constantly updated. This site provides businesses with information on how to apply as a vendor successfully; what to do to help them to be competitive and informing them of any state requirements that need to be followed. A special link has been added to the Home Page specifically for ease of use to get to this information quickly. Also noted is the fact that, vendors are required to pay prevailing wages, which is a requirement of all public works entities.
- Mission Road pedestrian traffic will continue to be dealt with as a crosswalk on Mission until such a time as the Palomar Station is fully constructed which is anticipated will include an “overpass pedestrian crossing” over Mission Road.

In response to a question, Dr. Dowd reminded the ICOC that as stated in its By-Laws, the Palomar College Governing Board reviews all construction and Prop M items including any recommendations from departments for final approval. The ICOC oversees the process and expenditures to provide input if any concerns exist.

Website Review

Dr. Dowd demonstrated the ICOC website and its link from the Palomar College main homepage including the “Doing Business with Palomar” link for quick access. This information is also crossed referenced via links on the Construction, Business Services and ICOC web pages. Bonnie reported that Palomar has had a lot of interest from the community and continues to spread the opportunities wide by attending conferences such as “Paths to Partnership” which helps local businesses work with public entities such as Palomar College. In addition, Palomar has a listing of over 300 vendors for future projects and updates this listing with new vendors as requests are made to be included. A copy of the EIR for North Center is also on the college’s homepage for public review. Finally, a brief overview of the ICOC website was shown to demonstrate that all elements discussed at the last meeting have been incorporated into the site. Photographs of the ICOC members that were taken today will be integrated into the site in the future.

Series A Expenditures Spreadsheet

Phyllis Laderman, Fiscal Services Director, distributed a handout entitled: Financial Data Report which is attached as Exhibit B.

Discussion followed. A question was raised as to the amount of interest earned and paid on the bonds in Series A. Phyllis reported that accumulated interest through 9/30/07 in the amount of \$2,830,727.00 has been earned which is at a rate of approximately 5% interest. The outgoing interest being paid on the bonds sold is about 4.5%.



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Phyllis explained that future Financial Data Report spreadsheets will have the same information plus new expenditures resulting in movements in the accumulated columns and any budget adjustments from one project to another. For example: When the S Building Remodel was determined to be a rebuild of the building, it requires that budget be shifted in Series A to this project from another project – which will be shown on this report as a budget adjustment and will be marked accordingly while maintaining the original budget of \$160,000,000.

Dr. Dowd noted that the District anticipates being eligible for state capital outlay funds in the amount of \$277 million in addition to the Proposition M \$694 million. A request was made to have a second sheet to indicate by project those that would be eligible for state matching funds for the committee to review. A suggestion was made to include this on the website so that the community can see how much Palomar is leveraging Proposition M to enable it to be able to fund most of its Master Plan 2022. It was noted that the \$694 Prop M bond was the largest bond passed for any community college district in California.

This concluded the District's report to the ICOC Committee.

Comments from Members Generated the Following:

- A question was raised as to what was happening with enrollment. Dr. Dowd reported that enrollment is rising at this time; she also reported that the Chancellor's Office does not anticipate any mid-year budget cuts at the District level for FY07-08. However, she also noted that FY08-09 does not look good statewide. Bonnie also stated that historically when the state economy is down, enrollment goes up; however, funding usually goes down due to state economic conditions.
- Kanotra: Expressed his delight in being appointed to committee stating that it should be a good opportunity for him to represent the students during the changes occurring here at Palomar. He hopes to learn a lot because he is engineering' major and all the major construction should be very interesting. Ginny responded that the committee is very pleased to have Pulkit on the ICOC.
- Richard asked about whether the District was building with LEEDS Certification. Bonnie and Mike Ellis responded that Palomar asks each A&E team to design, build and bid to LEEDS Certification standards with regard to sustainability. Palomar's Governing Board is very interested in building sustainable buildings; however, the costs associated with a LEEDS certification for a building is quite expensive. For instance, to have a building LEEDS certified requires an additional \$150,000 to \$200,000 just for the certification piece of paper for that building. The District is concerned that this depletes funds for actual renovations and/or new buildings. Mike reported that Palomar also looks at SDG&E and their Energy by Design program which garnered \$131,000 for Palomar for the Natural Sciences building. There is also a sustainable community program that will have a much higher payback and is closely related to the Energy by Design program that Palomar will utilize for future projects. Palomar is also actively looking at any recycling that can occur from renovations and new building construction. Mike reported that Palomar has the best recycling program in the state – 50% of our



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waste is recycled. A press release is scheduled to be done on the SDG&E \$131,000 payback. The members requested that Palomar add this information to the website to inform the public of all the efforts made by the college to maximize all resources for additional funding.

- Ginny reported that she was sad to hear how badly Palomar's faculty, staff and students were impacted by the recent fires. She stated that it was nice to hear at the recent Governing Board meeting that the ICOC members were introduced at that the Palomar College Foundation raised just under \$54,000 and had disbursed about \$52,000 to those affected by the fires.

Adjournment

The meeting adjourned at 2:25pm with Ginny thanking everyone, asking them to all please stay healthy over the holidays.

The next meeting will be held in RS-5 on March 7th.