



MJC FACILITIES / CAPITAL CONSTRUCTION ADVISORY COMMITTEE

January 20, 2012

9:30am – 10:30am

Founders Hall 252

AGENDA

DISCUSSION ITEMS

1. Additions to Agenda
2. Measure E Bond Update
3. Audit Report
4. Measure E – Citizen's Bond Oversight Committee
5. Consolidation
 - a. Proposed incorporation of CDAC and Facilities Committees
 - b. Constituent representation
 - c. Responsibilities
6. Focus on Students
7. Next Meeting Discussion

Modesto Junior College
Facilities/Capital Construction Advisory Committee
Meeting Summary
Friday, January 20, 2011
9:30am – 10:30am
Founders Hall 252

The Charge of this committee from the Decision Making Manual:

Reporting to the College President and convened by the Vice President of Administrative Services, this advisory committee analyzes and prioritizes all capital projects including remodels and new construction.

Present:

Melissa Beach, Recorder
Becky Crow, Campus Safety
George Boodrookas, Patterson/Turlock Ed Site Workgroup Chair
Michael Guerra, Vice President of College & Administrative Services
Lloyd Jackson, Campus Safety
Dave Keener, Facilities Planning & Operations
Matt Kennedy, Kitchell
Brian Larson, High Tech Center Workgroup Chair
Maurice McKinnon, Allied Health Workgroup Chair
Ken Meidl, Science Community Center Workgroup Chair
Pedro Mendez, Technical Education
Audrey Mills, Kitchell
Tim Nesmith, Infrastructure/Loop Road Workgroup Chair
Martha Robles, Student Services Building, Co-Chair
Brenda Thames, Student Services Building Workgroup Chair
Sandy Vanwey, Science Community Center, Co-Chair
John Zamora, Founders Hall and High Tech Center, Co-Chair

Absent:

Mark Anglin, Agriculture Project's Workgroup Chair
Mel Ainsworth, Network Analyst, Information Technology
Patrick Bettencourt, BBSS Interim Dean
Donna Blagg, Allied Health, Co-Chair
Mark Boddy, Kitchell
Bill Kaiser, Softball Field Workgroup Chair
John Mendes, Ag
Mark Newton, Kitchell
Marie Otaya, Kitchell
Brian Sanders, Founders Hall Modernization, Workgroup Chair
Elaine Schuber, Allied Health, Co-Chair
Brian Sinclair, High Tech Center, Co-Chair
Sherri Suarez, Facilities/Events Coordinator
Mike Sundquist, Performing, Media and Arts Center Workgroup Chair
Nadia Vartan, Director of Media & Information Technology

MEETING BEGINS: 9:35am

DISCUSSION ITEMS:

Michael Guerra congratulated and thanked Facilities/Operations and Campus Security addressing the excellent job they have done of making sure rooms are locked resulting in asset protection. They have made extra efforts to keep all doors locked and with scarce resources and a student recently robbed, it is our responsibility to assure this campus is safe.

Michael Guerra stated he will be meeting bi-monthly with Matt Kennedy to report out to College Council and Presidents Cabinet on Measure E projects to assure transparency of these meetings.

Brian Larson asked if any budget source has been identified for the homeless and Michael Guerra said we have to find a way to address it. He mentioned possibilities to look into ex: money being spent for rent for storage space; now that the lease is up are those funds still available, etc. In other words, we need to visit all possibilities of funding. He also suggested that folks move in with the understanding of “they get what they get” until the end when we see what the contingency fund actually is.

1. **MEASURE E BOND UPDATE** – Michael Guerra went over all projects: closed, completed, commissioned, still under construction, in design or planning. He reminded everyone that this budget was approved by the Board and there will be no exceeding of funds on any of these projects. He will continue to update this document, bringing it to all meetings and will have Melissa Beach post it to the Facilities webpage. Brenda Thames questioned if it’s known if the Career Center project can be completed with \$450,000 as her staff keep asking and she would like to let them know. Matt Kennedy stated they are holding to that price.
2. **AUDIT REPORT** – Michael Guerra provided Audit report handouts to members, stating these are completed on an annual basis and this one is the Performance Audit as of June 30, 2011. The purpose is to look at the scope of work, processes involved in the Bond to assure we are in compliance with Prop 39 legislative activity and the report shows that we are compliant.
3. **MEASURE E – CITIZEN’S BOND OVERSIGHT COMMITTEE** – Michael Guerra stated he attends the Citizen’s Bond Oversight Committee (CBOC) meetings and these quarterly meetings are held public. They are required by Prop 39 to make sure expenditures are made properly and the group is selected due to their vast experience in finance. He passed out the CBOC meeting minutes to show members the accuracy detail, detailed reports they shared and that the Audit Report was shared there as well. He stated we are all on track to have the Bond money completely spent by 2015.
4. **CONSOLIDATION**
 - A. Proposed Incorporation of CDAC and Facilities Committee – Michael Guerra stated as Measure E projects wind down and are completed, we have a handful of projects left: Student Services, Transfer Center, Science Center, Library, Patterson, etc. and he suggested the remnants of the Facilities Committee be collapsed into the Campus Development Advisory Committee (CDAC.) He stated we can work on the purpose of the committee as a group. Presently, the CDAC meetings hardly ever make quorum. He stated we could rename the committee, set the rules, voting membership, members and of course include members from all governing units. Conversation was held and members present expressed their approval of this idea and liked the idea of having ‘one less meeting to go to.’ It was addressed that these 2 committees overlap one another as well and the CDAC charge was shared for Facilities’ members to see. Members from completed projects are still invited to the meetings, as their input, actually having gone through the whole process, is invaluable to those still in construction. Their experience and expertise will help others still in progress.

Members present requested we hold a joint Facilities/CDAC meeting, bringing the two groups together to better plan what the rules, members, etc., should be for the new committee and Melissa Beach will schedule this meeting ASAP.
 - B. Constituent Representation – Will be addressed at joint meeting.
 - C. Responsibilities – Will be addressed at joint meeting.

Brian Larson asked if the Secondary Effects taskforce group has completed their task and Michael Guerra stated he will report out on that at the next meeting. Major issues have been addressed and the President will share those with College Council on Monday and with governance.

5. **NEXT MEETING DISCUSSION**

MEETING ADJOURNED: 10:25am

Action Items

- **Melissa Beach-Set joint meeting of Facilities/CDAC committees. Add Michael Guerra's Measure E Bond Update paper to webpage.**

Reported by Melissa Beach