



## **COLLEGE OF THE SISKIYOU'S CITIZENS' BOND OVERSIGHT COMMITTEE**

### ***MINUTES***

#### ***2<sup>nd</sup> Meeting – Regular Meeting - October 2, 2006***

Item 1. Call to Order and Attendance

At 2:05 p.m. David Pelham, Superintendent/President, called to order the 2<sup>nd</sup> meeting, a regular meeting of the College of the Siskiyou's Bond Oversight Committee in the Board Room on the Weed Campus.

The following members were present:

Allison Leal  
Barbara Dillmann  
Dwayne Jones  
Norman Shaskey  
Jessica Thomas  
Earl Wilson  
James Wrobel  
W. David Pelham, Superintendent/President

Absent: Robert McCrillis  
Tom Moore  
Rand Roselli

Also Present:

Kent Gross, Controller  
Steve Crow, Vice President, Administrative Services  
Robert Rice, Board of Trustees  
Dan Prideaux, Project Manager  
Rose Applewhite, Recording Secretary

Item 2. Tour of Residence Halls & Welding Shop

Committee members were given a tour of the recently renovated Residence Halls and the Welding Shop to evaluate the new ventilation system.

Item 3. Public Comment

There was no public comment.

## **STAFF REPORTS**

### Item 4. Progress Report on Proposed Projects

The Committee received the following progress reports on proposed projects:

- ✓ Summary of Bond Projects
- ✓ Schedule of Project Expenditures

Dr. Pelham stated that the next project to be completed will be the Sewer Lift Station. We have made sure that there is adequate capacity to expand, if necessary. The Fire Science Building, adjacent to the Fire Training Tower, will house bathrooms. This portion of the project should be done approximately by Christmas. The Fire Science Building should be up and going by January 2008.

Dwayne Jones posed the question of what happens to funds left over from a particular project. Dr Pelham stated that any unused funds for a particular project would go back into the pot and be used for other projects. The Resolution was written so that any project listed in the Strategic Master Plan, which was unanimously approved by the Board of Trustees, could also qualify for use of bond dollars. By law, 85% of bond dollars have to be spent on appropriate projects within 3 years. The first bond sale was \$15/M.

We are still in the planning stages with regards to the Rural Health Science Building to be located on the Yreka Campus. A preliminary draft for that building has been made but is not final. Market Research on programs to be housed in the facility is in progress. In fall 2007 we will begin the new LVN-RN Step-Up Program on the Weed Campus. We will transition that program to the Yreka Campus once the Rural Health Science Building is complete.

### Item 5. Report from Project Manager

Dan Prideux, Parsons 3D/I, provided the Committee with an outline of his role and responsibilities as Project Manager which includes the following:

1. Program Management – Coordinate all phases of project as well as ongoing activities.
2. Project/Construction Management – Oversee focus of project's construction manager
3. Master Budget/Schedule – Timing is important. Ensure projects are on target and adequate funds have been committed to each project. Determine when it is necessary for the District to sell additional bonds, and look for other sources of funding to help stretch bond dollars.

## **ACTION ITEMS**

### Consent Agenda

### Item 6. Reading of the Minutes – Enclosed

Minutes of the 1<sup>st</sup> meeting, a regular meeting held on Monday, June 19, 2006, of the College of the Siskiyous Citizen's Bond Oversight Committee was approved.

Item 7. Schedule of Project Expenditures

A statement showing a detailed description of project expenditures by vendor was reviewed.

Item 8. Summary of Bond Projects

A statement showing a summary of revenue and expenditures for all bond projects in progress was reviewed.

Item 9. Set Date and Location for Next Committee Meeting

The next Committee meeting will be held on Monday, February 5, from 2:00 p.m. until 4:00 p.m. in the Board Room.

It was moved and seconded (Wilson/Wrobel) to approve the consent agenda. The motion carried with the following vote: 7 ayes, 0 noes, 3 absent.

### REGULAR AGENDA

Item 10. Selection of Committee Chair

In lieu of the Superintendent/President appointing a Chair to serve an initial one (1) year term, James Wrobel volunteered to serve as Chair. It was moved and seconded (Leal/Jones) to elect Barbara Dillmann as Vice-Chair. The motion carried with the following vote: 6 ayes, 0 noes, 1 abstention, 3 absent.

Item 11. Terms for Committee Members

Although the Bylaws state:

“Each member shall serve a term of two (2) years, commencing on the date of the first meeting of the Committee. No member may serve more than two (2) consecutive terms. Members will select a minimum of two members to serve for an initial one (1) year term and the remaining members for an initial two (2) year term.”

Dr. Pelham designated James Wrobel/Dwayne Jones to serve a term of one (1) year. The terms for the remaining Committee members will be determined at a later date.

The following questions were posed to Dr. Pelham:

**1. How were the specific bond projects selected?**

A campus-wide Strategic Planning Process provided us with a list of possible projects for consideration. A public opinion poll that included the following projects was used:

- ✓ Rural Health Science Institute
- ✓ Fire Science Project
- ✓ Distance Learning for High Schools
- ✓ Residence Hall Remodel
- ✓ Life Science Remodel – we want to use state dollars to leverage bond dollars for this project.

**2. Why was the decision made to build the Rural Health Science Institute in Yreka?**

It would cost approximately 1/3 more to build the RHSI on the Weed campus because classrooms would also have to be built. The Yreka Campus allows us to make use of the space already there.

Sustainable Aspect: In order to receive additional funding for the Yreka Campus (currently we do not receive state funding for Yreka) we are required to have approximately 500 students enrolled on campus. The additional building along with student enrollment should help us to accomplish this goal.

As a side note, Dr. Pelham informed the Committee that the College has received a Title III Grant that will provide the District with approximately \$2/M over a period of 5 years. An endowment of 20% can be set aside to start building an endowment for maintaining the Health Science Facility. Approximately \$380,000, in new dollars, has to be raised (matching funds) in order to receive the 20% set aside monies from Title III.

Item 12. Adjournment

There being no further business to come before the Committee, the meeting was declared adjourned at 3:27 p.m.