

Minutes of the Citizens' Bond Oversight Committee Meeting  
Riverside City College  
4800 Magnolia Avenue, CA 92506  
Dr. Charles A. Kane Student Services and Administration  
Executive Conference Room #224  
4 p.m. – July 21, 2016

**Members Present:**

Morrie Barembaum  
Susan Cash  
James Cuevas  
Clark DuPont  
Raymond Hicks  
Jeff Kraus  
Tyrone Macedon, Sr. (arrived at 4:20 pm)

**Staff/Guests:**

Majd Askar, *Director, Business Services*  
Aaron Brown, *Vice Chancellor, Business and Financial Services*  
Chris Carlson, *Chief of Staff and Director of Facilities Development*  
Peggy Cartwright, *Associate Vice Chancellor, Strategic Communications & Institutional Adv.*  
Bart Doering, *Director, Facilities Development*  
Wolde-Ab Isaac, *President, Riverside City College*

**Members Absent:**

None

**Call to Order: 4:07 p.m.**

**Approval of Minutes**

Approved as amended. Kraus/m Cash/s vote: 3-0, 3 abstentions

**Riverside City College Update**

Riverside City College President, Wolde-Ab Isaac provided the RCC update. The Dr. Charles A. Kane Student Services and Administration Building was officially dedicated on April 23, 2016 and funded through Measure C. The student services staff and operations occupied the building in early July. The college services that were housed in five separate buildings throughout the campus are now consolidated into this 44,000 square foot one-stop customer service center. The facility was designed through a collaboration of representatives from all student service programs. The vacant space is being transformed into student engagement centers for visiting lecturers and specialized student programs.

*A discussion occurred between committee members and Dr. Isaac regarding RCC programs and student success.*

**Measure C Financial Update**

*Project Commitments Summary Series A, Series B, Series A Refunding, Series 2007 C, Series 2010 D, Series 2015 E as of June 30, 2016*

Vice Chancellor of Business and Financial Services, Aaron Brown provided the Measure C Financial Update. Committee members received the financial report which shows expenditure activity and no changes to the commitments since the last report. There is approximately \$5 million in cash expenditures since the last report on March 31, 2016. The major components of the expenditures were the Dr. Charles A. Kane Student Services and Administration building, the Culinary Arts Academy and District Offices and the Coil School for the Arts which represent about 85 percent of the total expenditures. There was a significant continuance of our IT budget for upgrade projects, about \$600,000 to replace equipment such as routers and switches representing about 90% of the total expenditures. The Board did not take action on any additional commitments, yet there is still a lot of activity going on.

*A discussion occurred between committee members and Vice Chancellor Brown regarding the committee's role and the financial report.*

*Brown:* The purpose of this report is to provide information on every single project that involves Measure C money which are committed to a project by the Board of Trustees. You'll see a litany of projects in this report, some that are in progress, some are completed. For normal accounting procedures we account for expenditures against each project. The voters authorized the district to receive \$350 million to leverage state bonds and we haven't seen a state bond since 2006. Since we have a need we continue with the projects, the majority of the projects are fully funded by Measure C. Of July 2015 issuance there is about \$12 million of the \$45 million left. All projects once approved they go through a bid process. Brown asked Madj Askar, director of business services, to present at the next meeting information on the District's bid process. The financial report is in compliance and in accordance with Propostion 39.

*Kraus:* You mentioned that upgrades were made to the digital library.

*Brown:* The digital library is listed under the IT upgrades, in progress projects. We had an IT audit 6 years ago as a result of this there were recommendations, so we set aside around \$6 million to implement these recommendations. The digital library was one of them.

*Barembaum:* Can you give us an update on the next state bond election?

*Answer - Brown:* It is polling well and the likelihood of it passing is high. If it does pass they are guaranteeing that every college will receive an allocation and our district may receive \$2 million over 5 years, it all depends on the projects in the queue and other areas.

### **Measure C Project Update**

Chief of Staff, Director of Facilities and Development, Chris Carlson, provided the Measure C project update. For the benefit of the new members, at each meeting we review all the Measure C related items that the Board has undertaken during the quarter.

*April 2016*

Agenda Item (VIII-D-1) 4-19-16

*Budget augmentation for the Capital Project Management System* - The request for a budget augmentation in the amount of \$25,000 for the Capital Project Management system, a computer-related program used to track projects related to Measure C. This augmentation is to extend the service for two years for \$12,750 per year while we have construction projects on-going.

*May 2016*

Agenda Item (VII-E-1) 5-17-16

*Change Orders No. 4 and No. 5 for Culinary Arts Academy and District Offices Project with Neal Electric* - Change Order No. 4 in the amount of \$259,859.66; Project Change Order No. 5 in the amount of \$61,063.21 and the change orders in excess of ten percent by total of \$133,605.44. These changes are related to audio visual design and electrical revisions/updates in the Culinary Arts Academy and District Offices.

*A discussion occurred between committee members and Chief of Staff, Director of Facilities Development, Carlson regarding budget augmentations and change orders related to Measure C projects.*

*Hicks:* Is there any follow-up if a contractor's change order exceeds the next bid above them?

*Carlson:* There is not necessarily an avenue to do that. Some of the change orders may be ones that the District requests others may be errors or submissions that occurred. There is a thorough vetting process.

*Dupont:* Do you require a bidder's bond?

*Carlson:* Yes, we do. A bid may be the lowest bid, but before it is awarded the contractor can pull the bid before the award posting. They had a period of time when they can validate and decide not to accept the award.

*Cuevas:* On the CPM computer system purchased with bond money, are the records kept on-site or housed with another entity?

*Carlson:* It is on their server, we have access to the files.

June 2016

Consent Agenda Item (VI-B-6-e) 6-21-16

*Agreement for Facilities Planning and Construction Services with Professional Personnel Leasing, Inc.* - The agreement for Professional Personnel Leasing, Inc. for the amount not to exceed \$86,526, using Measure C funds to provide part-time consulting services to assist District with coordination of construction efforts and to assist the District with project management, resource development and project oversight for Facilities Planning and Development. The project manager is on the Kane Student Services and Administration project. The request is to extend this position and move it from full-time to part-time.

Agenda Item (VIII-D-1) 6-21-16

*Budget Augmentation for the Culinary Arts Academy and District Offices Project* – The budget augmentation for the Culinary Arts Academy and District Offices project in the amount of \$185,000 for additional construction services requested by Riverside City College not in the original scope of work of the project.

There is one budget for Measure C, we allocated funds for district projects like IT and ADA projects, the rest is allocated to the colleges. The colleges are the decision-makers on the funds allocated to them, so we allow them to make recommendations to the Board for changes such as these. Culinary wanted to make these changes, so we went back to the Board to add \$185,000 to this project to accommodate the changes. It is a budget augmentation.

Agenda Item (VIII-E-1) 6-21-16

*Agreement Amendment No. 2 for the Dr. Charles A. Kane Student Services and Administration Building with Vinewood Company, LLC* – Agreement Amendment No. 2 for the Dr. Charles A. Kane Student Services and Administration Building project at Riverside City College for additional inspection services with The Vinewood Company, LLC in the amount not to exceed \$11,374. There were delays with the elevator. We work with DSA and are required to have a testing inspector. Vinewood Inspecting Services is our inspector. This is a personal services agreement and we needed to extend the agreement.

Agenda Item (VIII-E-2) 6-21-16

*Agreement Amendment No. 2 for the Culinary Arts Academy/District Office Building and Agreement Amendment No. 2 for the Henry W. Coil, Sr. and Alice Edna Coil School for the Arts projects with Tilden-Coil Constructors, Inc.*- Agreement Amendment No. 2 with Tilden-Coil Constructors, Inc., in the amount of \$41,500 for the Culinary Arts Academy/District Offices Building project; and Agreement Amendment No. 2 with Tilden-Coil Constructors, Inc., in the amount of \$41,500 for the Coil School for the Arts project. Tilden-Coil is the project manager at Centennial Plaza.

Agenda Item (VIII-E-3) 6-21-16

*Change Order No. 3 for Culinary Arts Academy and District Offices Project with Pro-Craft Construction, Inc.* Project Change Order No. 3 with Pro-Craft Construction, Inc. in the amount of \$3,199.87 and the change order in excess of 10 percent by a total of \$1,628.40.

Agenda Item (VIII-E-4) 6-21-16

*Change Order No. 3 and No.4 for Culinary Arts Academy and District Offices Project with Kamran and Co., Inc.* - Project Change Order No. 3 with Kamran and Co., Inc. in the amount \$151,863.92; Project Change Order No. 4 with Kamran and Co., Inc. in the amount \$17,244.90 and the change orders in excess of ten percent by a total of \$226,649.20. The two change orders are for kitchen equipment upgrades and additional equipment for the Culinary Arts Academy and District Offices (CAA/DO).

*A discussion occurred between committee members and Chief of Staff, Director of Facilities Development, Carlson regarding change orders related to Measure C projects.*

Agenda Item (VIII-E-5) 6-21-16

*Change Orders No. 6 and No. 7 for Culinary Arts Academy and District Offices Project with Neal Electric - Project Deductive Change Order No. 6 with Neal Electric in the amount of -\$11,151.50; project Change Order No. 7 with Neal Electric in the amount of \$5,107.20 and the change orders currently in excess of ten percent by a total of \$127,561.14.*

**Project Summary**

Chief of Staff, Director of Facilities and Development, Chris Carlson, provided the Measure C current/future project summary.

*Riverside City College*

Coil School for the Arts and RCC Culinary Arts Academy and District Offices – the project is 100% complete. RCC's Master Plan went to the Board in April to serve as an update to the facilities master plan. The state requires us to file a 5-year Capital Improvement Plan and RCC's number one priority is the Life Science/Physical Science Reconstruction, then there is a proposal for a new Cosmetology Building, followed by the Business Education Repurposing.

*Moreno Valley College*

The Network Operations Center is now complete and is DSA certified.

We are selecting an architect on the remodeling and development of a new Student Services building and reevaluating remodeling.

The Ben Clark Training Center ground lease site planning agreement has been completed and the final presentation to the executive team which includes the Economic Development Agency, Riverside County Sheriff's Department and Cal Fire made in July. The goal is to make BCTC into an official center.

MVC's 5-year CIP priority is the Library Learning Center with several additional projects.

*Norco College*

The Land Use Covenant between RCCD and Department of Toxic Substances Control is complete.

NC's 5-year CIP priority projects include the Multimedia and Arts Center, Center for Human Performance along with several other projects.

**Next Meeting**

The next CBOC meeting will be on October 20, 2016 at Norco College.

**Public Comments**

None

**Meeting Adjourned 5:44 pm**

The meeting was adjourned in honor of former CBOC chair, Nick Ferguson who passed away on May 9, 2016.

Kraus/m Cuevas/s