



MT. SAN ANTONIO COLLEGE

REGULAR MEETING OF THE BOARD OF TRUSTEES

Wednesday, January 14, 2015

MINUTES

CALL TO ORDER

The regular meeting of the Board of Trustees of Mt. San Antonio College was called to order by Board President Hall at 6:38 p.m. on Wednesday, January 14, 2015, and the flag salute was led by Dr. Audrey Yamagata-Noji, Vice President, Student Services. Trustees Baca, Bader, Chen Haggerty, Chyr, Hall, Hidalgo, and Santos. Student Trustee Mendoza was absent.

STAFF PRESENT

Bill Scroggins, President/CEO; James Czaja, Vice President, Human Resources; Mike Gregoryk, Vice President, Administrative Services; and Audrey Yamagata-Noji, Vice President, Student Services were present. Irene Malmgren, Vice President, Instruction, was absent, and Joumana McGowan, Executive Dean of Instruction, attended in Dr. Malmgren's absence.

1. ATHLETICS RECEPTION

Prior to the meeting, a reception was held to celebrate Mt. SAC's Football Team and its Women's Cross Country Team for winning their respective State Championships.

2. INTRODUCTIONS

The following employees were introduced:

Classified Employees (Newly Appointed)

- **Anita Bailey**, Student Services Outreach Specialist (High School Outreach) (present)
- **Cesar Barragan**, Library Page (Library and Learning Resources) (absent)
- **Rebecca Cabrera**, Secretary (Arts) (present)
- **Joan Chang**, Admissions and Registration Clerk (English as a Second Language) (present)
- **Diana Diaz-Rodriguez**, Receptionist/Clerical Assistant (Disabled Student Programs & Services) (absent)
- **Sassan Hajrasooliha**, Network Administrator (Information Technology) (withdrew acceptance of position)
- **Lee Jones**, Lead Technician, Data Communication (Information Technology) (present)

The Board reserves the right to modify the order of business in the manner it deems appropriate.

Closed session shall not extend past the designated time, but should the business considered in closed session require additional time, the Board shall reserve time after the public meeting to continue discussion.

Management Employee (Newly Appointed)

- **William (Dave) Wilson**, Chief, Public Safety (Public Safety) (present)

Classified Employees (Promoted)

- **Daniel Lamoree**, Senior Systems Analyst/Programmer (Information Technology) (absent)

Classified Employees (Change of Assignment)

- **Vanessa Ordaz**, Lead Interpreter (Disabled Student Programs & Services) (absent)

Management Employee (Change of Assignment)

- **Jemma Blake-Judd**, Interim Dean of Technology and Health (Technology and Health) (present)

3. RECOGNITION

- The following Management retiree was recognized:
 - **Sarah Daum**, Dean, Technology and Health (Technology and Health Division), 16 years of service (present)
- The Women's Cross Country Team was recognized for capturing the 2014 State Championship! It is the fourth cross country championship under Head Coach **Doug Todd**. The team won the South Coast Conference Title for a second year in a row and placed second in Southern California before their memorable win at the championships in Fresno, beating the competition by 26 points. Congratulations to Coach Todd and the team for an outstanding season.
- The Football Team was recognized for capturing the 2014 State Championship! It had a memorable season, which began with a history-making win for Coach **Bob Jastrab**, who earned his 100th win in only ten seasons, which is the fastest for any California Community College Football Coach. Culmination of the season ended with a State Championship, hosted in what will be the last football game held in Hilmer Lodge Stadium before the major renovation begins. The team beat City College of San Francisco, 27-17, to earn their fourth overall title, finishing the season 11-2 and ranked 4th in the country. Congratulations to Coach Jastrab, the coaching and support staff, along with the student athletes on this historic season.

4. APPROVAL OF MINUTES

Trustee Bader noted that, on Page 5, under H., the seventh bullet should read, "Pomona High School won the **CIF** Football Championship for the first time since 1951." It was moved by Trustee Bader and seconded by Trustee Chyr to approve the minutes of the regular meeting of December 10, 2014, as corrected. Ayes: Baca, Bader, Chen Haggerty, Chyr, Hall, Hidalgo, Santos; Noes: None; Abstained: None.

5. PUBLIC COMMUNICATION

- The following individuals addressed the Board and spoke in opposition of the proposed parking structure: Layla Abou-Taleb and Linda Hiti.
- The following individuals addressed the Board and spoke in opposition of the proposed student housing: Dan Smith, Barbara Gonzales, Dave Lannom, Irma Arvizu, Srividya Krishnan, Jeff Archibald, Joseph Wolf, Dawn Waters, Barbara Huston, Jamie Phillips, Eric Kaljumagi, Elizabeth Mendoza, Diandre McBride, Chisa Uyeki, Thomas Edson, Barbara Crane, Beta (Elizabeth) Meyer, Jennifer Hinostroza, and Karen Braggins.

Ms. Meyer's written comments are posted on the College website with these minutes.

6. REPORTS

Reports by the following constituency leaders were given and are posted on the College website with these minutes:

- **Chris Nguyen**, President, Associated Students
- **Dan Smith**, President, Academic Senate
- **Eric Kaljumagi**, President, Faculty Association
- **Bill Rawlings**, Acting President, CSEA 262 (no written report)
- **Bill Lambert**, Executive Director, Mt. SAC Foundation

7. BOARD COMMUNICATION

A. Trustee Hall read the following reminder: "At this time, the Board of Trustees will report on matters related to attendance at conferences, professional affiliations, and community involvement directly related to their functions as Board members."

B. All Board members shared the following comments:

- They welcomed and congratulated newly appointed and promoted employees Anita Bailey, Cesar Barragan, Rebecca Cabrera, Joan Chang, Diana Diaz-Rodriguez, Lee Jones, William (Dave) Wilson, Daniel Lamoree, Vanessa Ordaz, and Jemma Blake-Judd.
- They congratulated Sarah Daum on her retirement.
- They congratulated both the Women's Cross Country Team and the Football Team for winning their respective State championships.

C. Trustee Santos reported the following:

- She attended lots of holiday events, including an ugly-sweater breakfast.
- She attended the Foundation holiday luncheon at Majestic Realty.
- She attended the Baldwin Park Women's Club holiday event.
- She attended Assemblyman Roger Hernandez's Christmas event.
- She attended some toy drives and food distribution events.
- She participated in a focus group for the City of West Covina that is redoing of their Master Plan.

- She attended a local labor union's alumni dinner and graduation of their new trainees.
- She did her monthly bike ride.

D. Trustee Hidalgo reported the following:

- He attended the San Gabriel Valley Civic Alliance meeting.

E. Trustee Chen Haggerty reported the following:

- She prepared extensively for the API Caucus. She met with Pasadena City College officials and Los Angeles Community College District Trustee Mike Eng. She said that she was looking forward to the CCLC Sacramento Conference to meet with API legislators.

F. Trustee Bader reported the following:

- She attended a lot of holiday parties.
- She attended the State Championship football game against San Francisco.
- She attended the Mt. SAC Nurse's Ball Pinning Ceremony at Pomona Valley Medical Center.
- She'll be attending the Pomona Valley Medical Center's Out-Patient Medical Center dedication in the near future, and she will make sure that some of Mt. SAC's administrators in the nursing program are invited.

G. Trustee Baca reported the following:

- He attended the State Championship football game against San Francisco.
- He was invited to have dinner with Doug Todd and Brian Yokoyama with Olympians Dick Fosbury, Willie Banks, and Dwight Stones, who were doing a training program for kids.
- He attended the Majestic Realty holiday luncheon.
- He participated in the Kiwanis Club holiday basket giveaway, where over 100 baskets were given to those in need, and 10 of them were for Mt. SAC students.

H. Trustee Chyr reported the following:

- He talked about the Football Team and the Women's Cross Country Team and mentioned how proud he was of the individuals who made public comments and how they spoke in such a thoughtful, cogent, and respective manner in sharing their views and perspectives. He said that's what makes Mt. SAC a college of champions.

I. Trustee Hall reported the following:

- He attended the State Championship football game against San Francisco, and he got the game coin after the game was over.
- He attended the San Gabriel Valley Civic Alliance holiday event, where Assemblyman Hernandez gave a presentation.
- He attended the United Walnut Taxpayers Association holiday party and appreciated the courtesy that was shown to him that evening.

- He commended the College's coaches for being mentors and providing continuity to our athletes.

8. PRESIDENT SCROGGINS' REPORT INCLUDED THE FOLLOWING:

- He welcomed and congratulated newly appointed and promoted employees Anita Bailey, Cesar Barragan, Rebecca Cabrera, Joan Chang, Diana Diaz-Rodriguez, Lee Jones, William (Dave) Wilson, Daniel Lamoree, Vanessa Ordaz, and Jemma Blake-Judd.
- He congratulated Sarah Daum on her retirement.
- He congratulated both the Women's Cross Country Team and the Football Team for winning their respective State championships.
- He asked Mike Gregoryk, Vice President, Administrative Services, to introduce Gema Ptasinski, a representative from Vicenti Lloyd & Stutzman, Certified Public Accountants, who then gave an oral report on the Mt. San Antonio Community College District Proposition 39 General Obligation Bonds (Measure R, November 2001; Measure RR, November 2008; Lease Revenue Bonds, 2007; and Bond Anticipation Notes, 2009) Performance and Financial Audits.

Ms. Ptasinski and Mike Gregoryk both recognized and thanked Rosa Royce and Gary Nellesen and their teams for all their hard work and for being responsible for such good audit outcomes.

The same presentation will be given to the Citizens Oversight Committee at their February 5, 2015, meeting.

The audit reports may be found with these minutes on the College website.

- He announced that the Board Study Session is going to be held on February 7, 2015, at the University of La Verne, and he reviewed proposed Board Study Session Agenda items (a copy of which are posted on the College website with these minutes). Trustee Bader suggested that President Obama's proposal to fund community college tuition be included in the agenda, as well.
- He asked Mike Gregoryk, Vice President, Administrative Services; and Rosa Royce, Associate Vice President, Fiscal Services, to give a presentation on the Governor's January Proposal for the 2015-16 Budget.

The presentation may be found with these minutes on the College website.

- Dr. Scroggins mentioned that the Accrediting Commission for Community and Junior Colleges has changed their commission standards; therefore, their site visit to Mt. SAC has been changed from Fall 2016 to Spring 2017. The new standards call for considerable involvement of the Board of Trustees, particularly in Standard 4.

Dr. Scroggins asked Joumana McGowan, Executive Dean, Instruction, to introduce Barbara McNeice-Stallard, Director, Research & Institutional Effectiveness; Christina Allende, English Professor and Department Chair, Literature & Journalism; and Lianne Greenlee, Continuing Education Project Administrator, to give a presentation on Accreditation Self-Evaluation Report Update.

The presentation may be found with these minutes on the College website.

9. CONSENT CALENDAR

The following change was made to the Consent Calendar:

Page 46, Personnel Transactions – under Hourly Non-Academic Employees, for Burton Iosefa, the Department should read “**Student Services.**”

It was moved by Trustee Baca and seconded by Trustee Chyr to approve the following items:

ADMINISTRATIVE SERVICES

1. Approval of the Appropriation Transfers and Budget Revisions Summary.
2. Approval to hire various Independent Contractors in order to acquire the expertise needed to accomplish College goals and to meet deadlines.
3. Approval of 2015-16 Nonresident Tuition Fees.
4. This item was pulled and acted upon separately (see Paragraph No. 11).
5. This item was pulled and acted upon separately (see Paragraph No. 12).
6. This item was pulled and acted upon separately (see Paragraph No. 13).
7. Approval of revisions to furniture purchases for Classroom Building Renovation – Formerly Agricultural Sciences, Building 12; Emergency Operations Center/Facilities Plan Room, Building 46; and Facilities Building Renovation, Building 47.
8. Approval to authorize the College to apply for two California Energy Commission loans to supplement construction costs of energy projects.
9. Approval of an agreement to provide professional design and consulting services with P2S Engineering, Inc. for the Thermal Energy Storage and Central Plant Expansion projects.
10. Approval of the following Contract Amendments:
 - Contract Food Services Building – Marlene Imirzian & Associates Architects - Amendment No. 3.
 - Contract Utility Infrastructure South of Temple Avenue – Psomas – Amendment No. 1.
 - Contract Student Success Center – Psomas – Amendment No. 1.
 - Contract Temporary Space Classrooms – Steven Fader Architects – Amendment No. 2.
 - Contract Modular Buildings Site Installation – Steven Fader Architects – Amendment No. 1.
 - Contract Athletics Modular Structure – Steven Fader Architects – Amendment No. 1.

11. Approval of the following Change Order for the Instruction and Plan Room Modular Buildings project:
 - Contract American Modular Systems (Modular Contractor) – Change Order No. 1
12. Approval of the following Change Order for the Performing Arts Center Chiller Replacement project:
 - Bid No. 2951 Liberty Climate Control, Inc. (HVAC Contractor) – Change Order No. 3
13. Approval of the following Proposed Gifts and Donations to the College:
 - Daniel Strange – DentaLaire Table-Mount Dental System #DTP 607-R, a teaching tool for dental procedures on animals, valued by donor at \$1,100, to be used in the Natural Sciences RVT Program.

HUMAN RESOURCES

14. Approval of Personnel Transactions.
15. Determination on Appeal of Administrative Determination.

INSTRUCTION

16. Approval of additions and changes in the Continuing Education Division.
17. Approval of new and modified courses and modified degrees and certificates effective with the 2015-16 academic year.
18. Approval of participation and travel of Health Occupations students and faculty advisors to the State Leadership Conference.
19. Approval of the Accrediting Commission for Schools under the Western Association of Schools and Colleges 2015 Mid-Cycle Report.
20. Approval of participation and travel of Pep Squad students and faculty advisors to the National Cheerleaders and National Dance Association's Collegiate Cheer and Dance Championships.
21. Approval of participation and travel of Men's and Women's Track & Field Team students and faculty advisors to a track meet.
22. Approval of participation and travel of Fermata Nowhere students and faculty advisor to International Championship of Collegiate A Cappella Competition.
23. Consideration of approval of participation and travel of jazz ensemble "Frontline" students, faculty member, and staff member to the 2015 Reno Jazz Festival/Competition. (See backup packet Page 59.)
24. Approval of participation and travel of Jazz Band students and one faculty advisor to the 2015 Reno Jazz Festival/Competition.

25. Approval of activities for the Child Development Workforce Initiative Grant.
26. Approval of participation and travel of Forensics students and up to three faculty advisors to the International Forensics Association Tournament in Barcelona, Spain.
27. Approval of participation and travel of Forensics students and up to two faculty advisors to the International Debate Education Association Tournament in Harbin, China.

STUDENT SERVICES

28. Ratification of a contract with Filled with Joy Balloons.
29. Approval of a contract with South Bay Workforce Investment Board.

Ayes: Baca, Bader, Chen Haggerty, Chyr, Hall, Hidalgo, Santos; Noes: None; Abstained: None.

10. CONSENT ITEM #4 – RE-ISSUANCE OF STALE-DATED WARRANTS

It was moved by Trustee Bader and seconded by Trustee Chyr to approve this item.

Discussion: Trustee Bader asked for an explanation of the two large dollar amount checks from 2011. Mike Gregoryk, Vice President, Administrative Services, said that they were more than likely international students who didn't cash their warrants, and he said that great efforts are made to locate these students. Rosa Royce, Associate Vice President, Fiscal Services, said that there's a process that has to be done to pay the students before it can be returned to the State Treasurer.

Ayes: Baca, Bader, Chen Haggerty, Chyr, Hall, Hidalgo, Santos; Noes: None; Abstained: None. Student Trustee concurred.

11. CONSENT ITEM #5 – RESOLUTION NO. 14-03 - REBUILD AND REINSTALL HIGH VOLTAGE POWER TRANSFORMER IN ELECTRICAL SUBSTATION NO. 9

It was moved by Trustee Baca and seconded by Trustee Bader to approve this item.

Discussion: Trustee Hall asked to be provided with an information report on the insurance that the College carries for special events, catastrophes, etc. Mike Gregoryk, Vice President, Administrative Services, said that they're getting ready to do a Request for Proposal on the property liability insurance carrier. He said that a report will be done before the end of the year.

Ayes: Baca, Bader, Chen Haggerty, Chyr, Hall, Hidalgo, Santos; Noes: None; Abstained: None. Student Trustee concurred.

12. CONSENT ITEM #6 – IMPLEMENTATION OF PROCUREMENT CARD AND TRAVEL CARD PROGRAMS

It was moved by Trustee Bader and seconded by Trustee Chyr to approve this item.

Discussion: Trustee Hall said that, as an oversight function of the Board, he would like to see an annual report listing to whom cards have been issued. Mike Gregoryk, Vice President, Administrative Services, said that, when he was at Ventura CCD, there were very strict conditions put on the program. He said that about 15 cards will be issued on a trial basis, and there will be strong accountability.

Ayes: Baca, Bader, Chen Haggerty, Chyr, Hall, Hidalgo, Santos; Noes: None; Abstained: None. Student Trustee concurred.

13. ACTION ITEM #1 – ACCEPT AUDIT REPORTS FROM VICENTI, LLOYD & STUTZMAN, CERTIFIED PUBLIC ACCOUNTANTS, FOR THE FISCAL YEAR ENDING JUNE 30, 2014, RELATING TO BOOKS AND RECORDS OF THE MT. SAN ANTONIO COMMUNITY COLLEGE DISTRICT PROPOSITION 39 GENERAL OBLIGATION BONDS (MEASURE R, NOVEMBER 2001; MEASURE RR, NOVEMBER 2008; LEASE REVENUE BONDS, 2007; AND BOND ANTICIPATION NOTES, 2009) PERFORMANCE AND FINANCIAL AUDITS

It was moved by Trustee Baca and seconded by Trustee Bader to approve this item.

Ayes: Baca, Bader, Chen Haggerty, Chyr, Hall, Hidalgo, Santos; Noes: None; Abstained: None.

14. ACTION ITEM #2 – PROPOSAL TO INITIATE FACULTY NEGOTIATIONS SUCCESSOR AGREEMENT, YEAR TWO OF A THREE-YEAR CONTRACT

Correction: Under Background, the last sentence of the first paragraph should be deleted, beginning with, "Public comment on these items...."

It was moved by Trustee Chyr and seconded by Trustee Bader to approve this item, as corrected.

Ayes: Baca, Bader, Chen Haggerty, Chyr, Hall, Hidalgo, Santos; Noes: None; Abstained: None.

15. ACTION ITEM #3 – NOMINATIONS FOR THE 2015 CCCT BOARD OF DIRECTORS

It was moved by Trustee Bader and seconded by Trustee Baca to approve this item.

Discussion: Trustee Bader said that it's a very important board, made up of trustees all around the state. She was a member for six years. She said that the process is a little different than in the past, in that there are more members of the board. This Board of Trustees did not nominate anyone from its board at this time. Trustee Hall said that, if any interest is shown between tonight's meeting and the February 11 Board meeting, it will be agendized again.

Ayes: Baca, Bader, Chen Haggerty, Chyr, Hall, Hidalgo, Santos; Noes: None; Abstained: None.

16. DISCUSSION ITEM #1 – ALTERNATIVES TO THE APPROVED SITE AND DESIGN OF THE 2,200-SPACE STUDENT PARKING STRUCTURE

Dr. Scroggins said that the purpose here is that the College has gone through a process to determine the optimum location and design for a parking structure that has been in our Facilities Master Plan. He said there are two issues to be discussed: First, we've presented some evidence in the form of alternatives that are indeed recommendations for the location and the design. He said that we didn't go any farther than the money because it's clear,

from the analysis, that the alternative is not feasible financially to relocate the parking structure, at this point. He said that the cost for re-design and the cost for delays, etc. would make it prohibitively expensive. The multi-millions of taxpayer dollars spent in one case to produce the same number of parking spaces and in another to actually produce fewer parking spaces is not within the Board's understanding of its shepherding of taxpayer money. Second, this is the first time that there's been a public discussion of alternatives to the parking structure location.

Gary Nellesen, Director, Facilities Planning and Management, talked to a handout regarding the alternative dollars that it would cost to move it from the planned location. He said there are two options to the approved plan, and the first was to reduce the size of the structure at its current location. He said that reducing the eastern most section to surface level would reduce the number of parking spaces by about 200, and that would be made up in another parking location. He said that his experience in trying to reduce the scope and cost of a project would, by the time it was put out to bid, cost more. He went over the handout line by line, and it may be found on the College website with these minutes.

He also talked about the alternative to build academic buildings in the current site of the parking structure, and the parking structure would be built in Student Lot F. A larger structure would need to be built, and the time delay would be about 40 months to start over again. There would also be costs associated with redesigning the current site, relocating utilities, etc. He went over the handout line by line, and it may be found on the College website with these minutes.

Dr. Scroggins said that the cost of funds is not built into the handouts because we don't have residual Measure RR funds, and there is no other source of funds.

Trustee Hidalgo asked about the issue of excavation. Mr. Nellesen said that, if we repurpose the site to build academic buildings, the excavation would still need to take place in order to enter the buildings on a level path of travel into the building.

Trustee Hall asked if Student Lot A was used for another purpose, what would it be? Mr. Nellesen said that there is nothing specific planned. It would need to be addressed when the Facilities Master Plan is reviewed in the next couple of years.

Trustee Chyr asked about the excavation costs, and would it be less expensive to build in Student Lot F. Mr. Nellesen said that the soil conditions would dictate if it would be or not. Trustee Chyr asked how long it would take before we could move ahead, and Mr. Nellesen said that it would be about 2½ years. Trustee Chyr asked if there is an expiration date to go ahead with the current plan if we take the time to look at another location. Mr. Nellesen said that Department of State Architect (DSA) plans are approved for one year. They do make a provision for an extension of a second year. The real impact would be in the construction cost of inflation. Having a project of that magnitude sit for six months, at 4%; that's where the cost would be. President Scroggins indicated that the soil from the Student Lot A site is connected to the Solar site, and he said that we would lose \$750K in incentives on the solar project if we delay its construction.

Trustee Hall asked about a reduced parking structure in Student Lot A and what would it cost, and how does it impact the approval process by DSA? Mr. Nellesen said that there are times when changes can be made to construction documents, but something of that magnitude, we would have to start over and resubmit. He said that there would be significant work to re-do the plan set, submit it to DSA, and stand in line with the State Architect.

Trustee Chyr said that the site originally selected was best for the students. He asked if other sources of funds have been considered or researched. Dr. Scroggins said that, yes, we've considered the possibility of creating an FSID (Facilities School Improvement District), put a bond measure on the ballot, and hold a special election for the residents of the city of Walnut only. This Board would have to approve the cost of the election and pay for it. He said that it would be a 30-year general obligation bond, and it would cost the Walnut taxpayers approximately \$15 for every \$100K of assessed value, assuming that the bond would pass.

Dr. Scroggins also called the Board's attention to the parking forecast handout, which may be found on the College's website with these minutes.

Mr. Nellesen said that we've looked at all the impacts of our building program on parking. He said that, when we do our thermal energy storage project, we're going to impact about 200 spaces in Student Lot H. Right now, with the construction of the Food Services and the Student Success Center, we've taken 120 spaces out of play. We've also allowed for 900 temporary spaces, which will be on the south side of Temple Avenue. In the scenario where a parking structure is built in Student Lot F, we're assuming that about 750 temporary parking spaces would be on the other side of Grand Avenue, which would be on the site where the solar power generating station is planned.

Trustee Baca asked if we chose to go for a bond election, what's the timing. Dr. Scroggins said that it's a minimum of a 90-day notice to the County to hold a special election. He said that the City of Walnut also has taxing authority, so they could also hold a special election for a general obligation bond. He said there would be a campaign, and bond counsel would be needed. He said that if the bond passed, we could get the money in 12-14 months.

Trustee Bader said that it doesn't seem fair to tax the residents of Walnut twice, once for Measure RR and now for this. She said that our priority is to the students. She said that we also have to think about the residents, and the Board has listened very carefully to their concerns. She said that traffic routing needs to be looked at for safety. She also mentioned that the College has acted in good faith. She said that she would be against relocating the structure to Student Lot F, but would consider downsizing the current one by 200 spaces and make it up in a future endeavor.

Dr. Scroggins said that if we did that, without a tax initiative, we would have to cancel one of the other major projects that are planned because we just don't have the money. We would have to scrap either the Athletic Complex or the Business Building.

Linda Hiti, a Timberline resident, said that the residents would not support another bond measure to be taxed twice. She said that many residents paid lot premiums, not to look down on to a parking lot. She suggested that there are a lot of options to build the parking structure, i.e., the Mt. SAC Wildlife Sanctuary.

Layla Abou-Taleb, a Timberline resident, said that she's appalled at the College's plans to go forward with the structure in Student Lot A. She said that they just found out today that this was an item on the agenda. She said that savings are not included in the handout, and she asked where the savings is by reducing the size of the structure. She also talked about the student housing project and said that the residents and employees of the College don't want it.

Trustee Baca said that the Board asked administration for additional information, and it was provided. He said that the discussion is necessary and there's a need for parking for students, and Student Lot A is the best place to put the structure. He said that he appreciates getting this alternative information, and he would entertain the possibility of going forward to the City of Walnut to consider a bond measure.

Dr. Scroggins mentioned that January 28 and February 5 are meetings of the Walnut City Council, and they have requested that our Board members attend one of their meetings. Trustee Hall suggested that representatives of the College and a couple of trustees attend on January 28.

Trustees Chyr and Hall said that they're not comfortable moving to any conclusion right now, and more dialogue needs to happen. Trustee Chyr said that we need to communicate with the residents more, and this discussion should be continued at the February 11 Board meeting.

Trustee Bader asked if there's a timeline that we're being held to, and President Scroggins said that delay has a major cost. He said that, the next step in the process will be at the next Board meeting with a contract for demolition of Student Lot A and, if approved, would be started on approximately June 15, 2015, which is the drop-dead date. He said that, if we delay past June 15, we will incur costs for which there is no source of funds.

Trustee Hall asked Dr. Scroggins to communicate with the Walnut City Council. Dr. Scroggins said that he would attend the Walnut City Council meeting on January 28, and he would bring back the dialogue to the next Board meeting, on February 11.

17. DISCUSSION ITEM #2 – OPTIONS FOR THE PLANNING, DESIGN, CONSTRUCTION, AND OPERATIONS OF STUDENT HOUSING ON CAMPUS

Dr. Scroggins said that he appreciated the comments from those who mentioned this project and, if the project was as described by those making the comments, he wouldn't want the project either. He said that, often discussion is perceived as a decision or action. He said that about 18 months ago, he was approached by a developer venture capitalist looking for an investment project. The Parking Structure was considered, the Solar Field was considered, but neither was a good investment. He said that student housing was discussed with Antarctic Development, an investor, and they looked at survey results and determined that there could be a demand for student housing. He said that the location is not the College's recommendation, that Student Lot F could be feasible, as recommended by Antarctic Development. He said that, through a discussion at President's Advisory Council (PAC), the Student Housing Task Force was created and hasn't met since last May. It's made up of representatives from all of the constituencies. He said that the project is still in the discussion phase. He asked the Board if there are issues that haven't been addressed, and the next steps would be to invest in developing a modified Facilities Master Plan. He said that the task force needs to report to PAC on how the modified Environmental Impact Report and the modified Facilities Master Plan would be done. He asked the Board if they approve him to take the next steps.

Elizabeth, a student employee of the Farm, said that the students are totally against student housing in the Farm area. Dr. Scroggins assured her that it won't be built on the ag land.

Eric Kaljumagi said that, as a member of the Academic Senate and of the Facilities Advisory Committee, he has a unique perspective on this subject. He said that there is very little documented need for student housing, and neither the College Mission nor the College Goals call for the need for student housing. He was concerned about the oversight costs, the indirect costs, and opportunity costs. He said that some of the smaller projects could be jeopardized if cost overruns are experienced with a project such as this. He encouraged the Board to reject further planning for this facility.

Dr. Scroggins agreed that this is not an educational need; it's an opportunity. He said that it is not in our planning, but that doesn't mean it doesn't have value. He agreed with the caveats that Mr. Kaljumagi mentioned, and he said that there should be no monetary impact to the College. He said that each of the things that he mentioned needs to mean there is no impact on the College. He said that, it's through this process of laying out specifications and seeing if there's a developer who meet all those requirements, with zero impact. He said that the Board has to decide if there is enough value added and if we should go to the next step. He said that this is a change to the campus culture, and there's no one saying that this is a needed project. He said that he believes it has value, but it's not his decision to proceed.

Trustee Hall said that this discussion item is going to be too long and should be brought back to the February 11 meeting.

Trustee Baca said that he likes the idea of staying focused on our mission and discussion is fine with him. He said that, as far as student housing goes, first of all, if he was on the City Council, student housing would be a high priority; however, it isn't a high priority for him. He said that, if it affects any instructional program, it's not acceptable.

Trustee Bader said that she was impressed with all the comments about the qualities of our agricultural program. She said that what she's hearing is that there's a request to put a hold on the discussion and to not rush ahead.

Trustee Chyr said that it's obvious that it won't be built on the ag property. He said that on-campus discussion needs to happen before it's brought to the Board for it to consider.

Trustee Santos said that it's an opportunity, and maybe we need to look at the feasibility or the demand before moving forward. She said that it would be great to have a project with no risk or cost to the College.

Trustee Chen Haggerty said that it's always good to look for opportunity, but she agrees with comments made tonight and is not ready to move forward with this project. She said that, if this is going to be a discussion item next month, she wants much more information about the project.

Trustee Hall requested to see a final document from the Student Housing Task Force a week or two before the next Board meeting before he would recommend moving forward.

Trustee Hidalgo said that he's not convinced that there's enough traction to even discuss this project right now. He said that a request for proposal gives the impression that we're moving forward with this project.

The Board had no direction to proceed. President Scroggins said that he would convene the task force to see if they want to proceed.

Trustee Hall wants to see what emerges from the task force before going forward.

18. ADJOURNMENT

The meeting adjourned at 11:14 p.m.

WTS: dl

Public comment: Dr. Elizabeta (Beta) Meyer

On Resolution 2014-06: Student Housing and Educational Programs:

The Senate has passed Resolution 2014-06 on Student Housing in this past Fall 2014 semester **by acclamation**.

The first three Resolves state the following:

- a. The Academic Senate declares its **strong support for the maintenance of educational programs developed by the campus to support student learning, including Agricultural Sciences**; and,
- b. The Academic Senate **opposes** the construction of any student housing on campus **that may have a negative impact on an educational program**; and,
- c. The Academic Senate requests that the College cease all planning activities for student housing **until a study is conducted in conjunction with the Agricultural Sciences Program to determine the impact of the proposed housing on existing educational programs**.

While the administration has indicated that it has already acted to comply with this resolution the fact remains that planning activities continue, as shown by the presence of the subject as a discussion item on today's agenda.

This contradicts the request stated in the third Resolved clause.



Associated Students Report

*Presented by A.S. President Christopher Nguyen
January 14, 2015*

A.S. 2015-2016 Budget Process:

The Associated Students have begun the budgeting process for the 2015-2016 academic year. An email has gone out to all the Deans and A.S. budget advisors inviting them to submit budget requests. The A.S. Budget Committee will convene in March.

Inspiring Women of Mt. SAC:

The Student Life Office is now accepting nominations for Inspiring Women of Mt. SAC, in honor of National Women's History Month. Please nominate a woman that you find inspiring. All members of the Mt. SAC community are encouraged to nominate a Mt. SAC student, alumni, faculty, staff, or administrator by Friday, January 30, 2014. Nomination can be submitted on the A.S. website.

Students of Distinction Nominations:

The Student Life Office is also accepting nominations for Student of Distinction. Nominations are due Friday, January 30, 2014. We encourage Mt. SAC faculty, staff and administrators to nominate an extraordinary student in the areas of personal, academic, service, or competitive achievement.

Recruitment of A.S. Leaders:

A.S. is recruiting students to apply for student government office positions. We currently have 7 senate positions open. In addition, General Student Body Elections will take place April 6-9, and now is the time to encourage students to run for an executive board position; please spread the word.

**Academic Senate Report
to the Board of Trustees
January 14, 2015**

Full Senate Activity

The full Senate is on break until March 5.

The Executive Board met on December 11 and acted on behalf of the full Senate on the bachelor degree pilot program proposals in order to meet the December 19 deadline specified in SB 850. Several programs had been identified by the Bachelor Degree Pilot Program Task Force for this purpose. However, the Executive Board voted to not participate in the program due to a variety of concerns over the timing and resources needed. The work of the task force will likely continue, and the Senate will monitor events at the statewide level.

Resolution 2014-06 Student Housing and Educational Programs

This resolution, passed by acclamation at our December 11 meeting, has four Resolved clauses:

1. Resolved, The Academic Senate declares its strong support for the maintenance of educational programs developed by the campus to support student learning, including Agricultural Sciences; and,
2. Resolved, the Academic Senate opposes the construction of any student housing on campus that may have a negative impact on an educational program; and,
3. Resolved, the Academic Senate requests that the College cease all planning activities for student housing until a study is conducted in conjunction with the Agricultural Sciences Program to determine the impact of the proposed housing on existing educational programs; and,
4. Resolved, the Academic Senate directs the Senate President to communicate the Senate position to the Board of Trustees.

While the administration has indicated that it has already acted to comply with this resolution the fact remains that planning activities continue, as shown by the presence of the subject as a discussion item on today's agenda. This contradicts the request stated in the third Resolved clause. We hope that the college trustees will accept our recommendation, and wait for the impact study being conducted in conjunction with Agricultural Sciences to be completed before proceeding with further planning activities.

There are other reasons for opposing student housing, some of which our faculty and classified employees have already identified. These reasons are not visible within the RFP prepared by the Student Housing Task Force. They include:

1. The Student Housing task force has exceeded its charge, and produced an RFP for a project that is not in the master plans of the college.
2. The need for student housing has not been established. There is an oversupply of student housing already, and the new project does not offer a lower-cost alternative to capture those who may or may not be ready to rent such housing.
3. In order to assure profitability for an outside company millions of dollars of college money would be expended for infrastructure improvements, which might otherwise support programs already within the Ed Master Plan or the Facilities Master Plan.

4. Services would have to be provided for students seven days a week, 24 hours per day, with overlapping public safety and police forces.

While the argument has been made that the Board is not being asked to approve the construction of the project, in fact the public and the faculty perceive that the project is moving forward.

This is not the optimum time for the Board of Trustees to publicly consider another building project which affects the residents of the city of Walnut. As we have witnessed today, there is less consensus for building student housing than there was with the parking structure project.

Flex Activities for Winter

Although the mandatory Flex Day for faculty was held in August, additional professional development goes on throughout the academic year. A day of voluntary professional development activities has been scheduled for February 20. Thirteen workshops are planned which address the myriad changes we expect in the next year, and the various ways in which faculty can help students.

Respectfully submitted,
Dan Smith
President, Academic Senate



Strengthen, Increase, Promote and Advance

**Faculty Association Report
To the Board of Trustees
14 January 2015**

1. Negotiations

The Faculty Association is looking forward to the start of negotiations. The FA team of Eric Kaljumagi as lead, Luisa Howell, and Lance Heard has already started meeting and preparing for the reopener negotiations. The Faculty Association urges the Board to approve Action Item #2 tonight in order to formally initiate negotiations between the District and the Faculty Association.

2. Interest-Based Bargaining Workshop

This week, faculty and managers are attending a workshop on interest-based bargaining principles using materials developed by CTA. While the Faculty Association has not as yet agreed to use these principles throughout our negotiations, many of the tools demonstrated have clear application to our current "hybrid" bargaining approach. The Faculty Association thanks Dr. Scroggins and the College for suggesting the idea and funding the workshop.

3. Puttin' on the Hits 2015

Rehearsals have begun for this year's Puttin' on the Hits, and once again the show promises to be a fun way to bring students, staff, faculty, and management together and raise money for student scholarships. Background musicians are still needed for many numbers, and we are hoping to recruit more managers and Board of Trustee members. This year's shows will be at 7:30 pm on April 24th and at 3:00 and 7:30 pm on April 25th. We hope you will join us. The FA will also accept tax deductible donations to the Faculty Association Student Achievement Fund from those that wish to support the Faculty Association's student scholarships but not wear a costume.

Respectfully submitted by,
Eric Kaljumagi, Faculty Association President



Foundation Report to the Board of Trustees January 14, 2015

I am pleased to report that we have been opening mail non-stop since we came back to campus after the break! We are getting some terrific responses to the mailing we sent to 156,000 Mt. SAC Alumni. People are not only sending in gifts, they are also writing letters back asking a lot of questions and telling stories about their time here at the college. We are getting more gifts every day, but I am really happy to say that we have already received more donations—with a higher average gift—than we saw from a similar effort two years ago. You'll see at the bottom of the page that six months into the fiscal year, we are 84% of the way to our donor goal for all of 2014-15. We also have 33 US mail trays of returned letters so not only are we securing new gifts, we are also taking significant steps toward cleaning our database.

I also would like to share that the Majestic Holiday event was a great success. We had excellent participation from the campus community and with that help, we were able to increase our share of the proceeds by 38% over last year. I want to thank the entire campus community for getting involved in this effort. Also worth noting is that we made excellent connections again this year with our friends on the executive team at Majestic, namely John Semcken. John met and had a personal conversation with three of our Chamber Singers. Turns out that John was in the Choir at the US Naval Academy, so choir music is close to his heart.

I want to bring to your attention as well to a couple of meetings of note in the last month. Thanks to Trustee Bader and Mike Gregoryk, we met with our friend Bill Stead. Bill made a significant gift to us two years ago and Mike and I sat down with him to talk about additional support. We came away from that meeting with a five year commitment to the fire program here at the college.

The President and I also recent met with Jerry Argovitz. Jerry is most famous for being the agent that brought the concept of Free Agency to the NFL—his client list includes some of the most famous and successful players in NFL history. Jerry is retired now but after our conversation, we learned that his sole interest in retirement is to help support young people like those we serve here at the college. This is a hugely important relationship moving forward and also demonstrates how people across campus have a role in this process. This relationship started with the football team, ran through Dr. Baca and now President Scroggins, Denise and the Mt. SAC Foundation are involved. Special thanks to Coach Rod for leading the charge on this. Without his ongoing help, we wouldn't be where we are today with Jerry and his wife Loni.

Annual Giving Stats	FY2013/14	FY2014/15	FY2014/15 Goal	FY2014/15 % to Goal
Total Dollars Raised	\$532,757.53	\$237,641.05	\$559,395.41	42.4%
Total # of Donors	468	412	491	83.9%

Submitted by Bill Lambert, Executive Director, Mt. SAC Foundation

Board Study Session Topics 2015

1. *Changes in Enrollment.* This will include where we were during the period of recession and how we are continuing to produce growth as we come out of recession--particularly being more strategic in getting the growth. We will give an overview of how the enrollment has changed.
 - *Student Services* Effects of registration priority, 100 unit limit, probation restrictions, mandated assessment as advising, BOG waiver restrictions, financial aid restrictions, etc. (Audrey and staff)
 - *Instruction* Repeatability restrictions, reduced student demand, shifting course demand, use of data for course scheduling, etc. (Irene and staff)
 - *Marketing* This presentation will include a discussion on marketing to attract and retain student including web redesign, portal revisions, connecting with students through mobile devices etc. (Yen Mai and Eric Turner)
 - *Concurrent High School Enrollment* Regulatory and statutory restrictions, enrollment priority, off-site issues, meeting campus demand first, etc. (Irene, Audrey, and their teams)
2. *State Actions Changing Community College Mission.* Community colleges used to be open access and now we have prioritized access--and these fundamental revisions have changed the way we are doing business. We will provide a summary of changes and how they have affected Mt. SAC.
3. *Looking Ahead at Future Facility Needs.* (Gary and staff)
 - *Measure RR Projects—Comparing Original List to Actual Project to be Done* The last state facilities bond for education was in 2006. There are needs that were anticipated to be met with Measure RR that were not met because there was no state money.
 - *2017 Facility Master Plan and Measure RRR.* We will discuss strategies both to develop a project list and to develop funding scenarios that include accessing state money as well as another local bond.
4. *Accreditation.* The standards have changed and the role of accreditation regarding college governance has changed in higher education. We want to discuss the role the Board plays in accreditation. There is an expectation of Trustees being more involved than in the past. (Irene and team)
5. *Budget.* We will provide an update in the form of a mid-year analysis in how we did in creating this year's budget and how our expenditures are going. We will also analyze the Governor's January Proposal for the 2015-16 State Budget. (Mike and staff)
6. *The Impact of Proposition 30 Expiration.* The Legislative Analyst's Office has done a report on future state revenues. There will be about three years of largess for community college based on Prop 30 and Prop 98 formulas, but after that, revenue growth will be moderate. Mt. SAC must take advantage of this bubble in community college funding to secure our future. (Mile and staff)
7. *Student Success and Student Equity.* How we are implementing student success and student equity plans. (Audrey and Irene)
8. *Discussion of what's on the horizon.* New state initiatives in workforce training, noncredit instruction, and adult education. (Bill)

MT. SAN ANTONIO COMMUNITY COLLEGE DISTRICT

**PROPOSITION 39, GENERAL OBLIGATION BONDS
(MEASURE R, NOVEMBER 2001)
FINANCIAL AUDIT**

June 30, 2014



MT. SAN ANTONIO COMMUNITY COLLEGE DISTRICT

**PROPOSITION 39, GENERAL OBLIGATION BONDS
(MEASURE R, NOVEMBER 2001)
FINANCIAL AUDIT**

June 30, 2014

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INDEPENDENT AUDITOR'S REPORT

The Board of Trustees
The Citizens' Oversight Committee
Mt. San Antonio Community College District
1100 North Grand Avenue
Walnut, California 91789

Report on the Financial Statements

We have audited, in accordance with auditing standards generally accepted in the United States of America, the basic financial statements of the Mt. San Antonio Community College District, as of and for the fiscal year ended June 30, 2014, and have issued our report thereon dated November 20, 2014. We have also audited the accompanying financial statements of the Bond Construction Fund (Measure R) of the Mt. San Antonio Community College District as of and for the fiscal year ended June 30, 2014, and the related notes to the financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit involves performing procedures to obtain evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, we consider internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

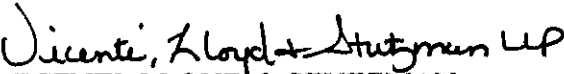
The Board of Trustees
The Citizens' Oversight Committee
Mt. San Antonio Community College District

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the Bond Construction Fund (Measure R) of the Mt. San Antonio Community College District as of June 30, 2014, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated November 20, 2014 on our consideration of the Mt. San Antonio Community College District's internal control over the Bond Construction Fund (Measure R) financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over the Bond Construction Fund (Measure R) financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Mt. San Antonio Community College District's internal control over the Bond Construction Fund (Measure R) financial reporting and compliance.


VICENTI, LLOYD & STUTZMAN LLP
Glendora, California
November 20, 2014

MT. SAN ANTONIO COMMUNITY COLLEGE DISTRICT

BALANCE SHEET
BOND CONSTRUCTION FUND
(MEASURE R)
June 30, 2014

ASSETS

Cash in County Treasury	\$	516,973
Accounts Receivable		<u>1,681</u>
TOTAL ASSETS	\$	<u>518,654</u>

LIABILITIES AND FUND BALANCE

Liabilities

Accounts Payable	\$	<u>18,249</u>
TOTAL LIABILITIES		<u>18,249</u>

Fund Balance

Restricted for Capital Projects		<u>500,405</u>
TOTAL FUND BALANCE		<u>500,405</u>
TOTAL LIABILITIES AND FUND BALANCE	\$	<u>518,654</u>

See the accompanying notes to the financial statements.

MT. SAN ANTONIO COMMUNITY COLLEGE DISTRICT

**STATEMENT OF REVENUES, EXPENDITURES
AND CHANGE IN FUND BALANCE
BOND CONSTRUCTION FUND
(MEASURE R)**

For the Fiscal Year Ended June 30, 2014

REVENUES

Revenues from Local Sources	
Interest Income	\$ 6,016
TOTAL REVENUES	<u>6,016</u>

EXPENDITURES

Supplies and Materials	6,587
Other Expenses and Services	1,351
Capital Outlay	<u>324,637</u>
TOTAL EXPENDITURES	<u>332,575</u>

Net Change in Fund Balance	(326,559)
Fund Balance at Beginning of Year	<u>826,964</u>
Fund Balance at End of Year	<u>\$ 500,405</u>

See the accompanying notes to the financial statements.

MT. SAN ANTONIO COMMUNITY COLLEGE DISTRICT
STATEMENT OF REVENUES, EXPENDITURES
AND CHANGE IN FUND BALANCE - BUDGET AND ACTUAL
BOND CONSTRUCTION FUND
(MEASURE R)
For the Fiscal Year Ended June 30, 2014

	Budget*	Actual	Variance Favorable (Unfavorable)
REVENUES			
Revenues from Local Sources			
Interest Income	\$ 6,016	\$ 6,016	\$ -
TOTAL REVENUES	<u>6,016</u>	<u>6,016</u>	<u>-</u>
EXPENDITURES			
Supplies and Materials	9,187	6,587	2,600
Other Expenses and Services	1,351	1,351	-
Capital Outlay	742,505	324,637	417,868
TOTAL EXPENDITURES	<u>753,043</u>	<u>332,575</u>	<u>420,468</u>
Net Change in Fund Balance	<u>\$ (747,027)</u>	<u>(326,559)</u>	<u>\$ 420,468</u>
Fund Balance at Beginning of Year		<u>826,964</u>	
Fund Balance at End of Year		<u>\$ 500,405</u>	

* The budget for revenues reflects estimated amounts to be received in the current year. The budget for expenditures reflects amounts remaining and available for current and subsequent years' expenditures and does not necessarily coincide with actual planned expenditures in the current year.

See the accompanying notes to the financial statements.

**MT. SAN ANTONIO COMMUNITY COLLEGE DISTRICT
BOND CONSTRUCTION FUND
(MEASURE R)**

**NOTES TO FINANCIAL STATEMENTS
June 30, 2014**

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES:

ACCOUNTING POLICIES

The accompanying financial statements have been prepared in conformity with generally accepted accounting principles as prescribed by the Governmental Accounting Standards Board and *Audits of State and Local Governmental Units* issued by the American Institute of Certified Public Accountants.

FUND STRUCTURE

The Statement of Revenues, Expenditures, and Change in Fund Balance is a statement of financial activities of the Bond Construction Fund (Measure R) related to the current reporting period. Expenditures frequently include amounts for buildings, equipment, etc. Consequently, these statements do not purport to present the result of operations or the net income or loss for the period as would a statement of income for a profit-type organization.

BASIS OF ACCOUNTING

The Bond Construction Fund (Measure R) of the Mt. San Antonio Community College District (the District) is maintained on the modified accrual basis of accounting. As such, revenues are recognized when they become susceptible to accrual, which is to say, when they become both measurable and available to finance expenditures of the current period. Expenditures are recognized in the accounting period in which the liability is incurred (when goods are received or services rendered).

Cash in the County Treasury is recorded at cost, which approximates fair value, in accordance with the requirements of GASB Statement No. 31.

BUDGET

The Statement of Revenues, Expenditures and Change in Fund Balances – Budget and Actual includes a column entitled “Budget”. The amounts in this column represent the budget adopted by the Board and all amendments throughout the year.

**MT. SAN ANTONIO COMMUNITY COLLEGE DISTRICT
BOND CONSTRUCTION FUND
(MEASURE R)**

**NOTES TO FINANCIAL STATEMENTS
June 30, 2014**

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (continued)

FUND BALANCE CLASSIFICATION

In accordance with GASB Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions*, the governmental fund financial statements present fund balance classifications that comprise a hierarchy based on the extent to which the District is bound to honor constraints on the specific purposes for which amounts can be spent. Amounts for which constraints have been placed on the use of the resources either (a) externally imposed by creditors, grantors, contributors, or laws or regulations of other governments, or (b) imposed by law through constitutional provisions or enabling legislation are considered restricted. The fund balance of the Bond Construction Fund (Measure R) is therefore classified as restricted.

CAPITAL ASSETS AND LONG-TERM DEBT

The accounting and reporting treatment applied to the capital assets and long-term liabilities associated with the Bond Construction Fund (Measure R) are determined by its measurement focus. The Bond Construction Fund (Measure R) is accounted for on a spending or “financial flow” measurement focus. This means that only current assets and current liabilities are generally included on the balance sheet. The reported fund balance is considered a measure of “available spendable resources”. Thus, the capital assets and long-term liabilities associated with the Bond Construction Fund (Measure R) are accounted for in the basic financial statements of the District.

ESTIMATES

The preparation of the financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the amounts reported in the financial statements and accompanying notes. Actual results may differ from those estimates.

NOTE 2 – DEPOSITS – CASH IN COUNTY TREASURY:

In accordance with the Budget and Accounting Manual, the District maintains all of its cash in the Los Angeles County Treasury as part of the common investment pool. These pooled funds are carried at amortized cost which may differ from fair value. The fair value of the District’s deposits for the Bond Construction Fund (Measure R) in this pool as of June 30, 2014, as provided by the pool sponsor, was \$515,823, as is based upon the District’s pro-rata share of the fair value for the entire portfolios (in relation to the amortized cost of the portfolio).

**MT. SAN ANTONIO COMMUNITY COLLEGE DISTRICT
BOND CONSTRUCTION FUND
(MEASURE R)**

**NOTES TO FINANCIAL STATEMENTS
June 30, 2014**

NOTE 2 – DEPOSITS – CASH IN COUNTY TREASURY: (continued)

The County is authorized to deposit cash and invest excess funds by California Government Code Section 53648 et. seq. The County is restricted by Government Code Section 53635 pursuant to Section 53601 to invest in time deposits, U.S. government securities, state registered warrants, notes or bonds, State Treasurer's investment pool, bankers' acceptances, commercial paper, negotiable certificates of deposit, and repurchase or reverse repurchase agreements. The funds maintained by the County are either secured by federal depository insurance or are collateralized. The County investment pool is not required to be rated. Interest earned is deposited quarterly into participating funds. Any investment losses are proportionately shared by all funds in the pool.

NOTE 3 – EXCESS OF EXPENDITURES OVER APPROPRIATIONS:

No excess of expenditures over appropriations, by major object codes, occurred in the Bond Construction Fund (Measure R).

NOTE 4 – BONDED DEBT:

On November 6, 2001, \$221 million in general obligation bonds were authorized by an election held within the Mt. San Antonio College District under Proposition 39/Measure R. Proceeds from the sale of the bonds will be used to finance the construction, acquisition, furnishing and equipping of District facilities.

On May 1, 2002 the District offered for sale \$40,000,000 in general obligation bonds. The bonds are the first series (Series A) of general obligation bonds authorized by the November 6, 2001 election. The bonds were issued as current interest bonds. The bonds have since been in-substance defeased.

On February 4, 2004 the District offered for sale \$75,000,000 in general obligation bonds. The bonds are the second series (Series B) of general obligation bonds authorized by the November 6, 2001 election. The bonds were issued as current interest bonds. Certain maturities of the bonds have been in-substance defeased.

On September 7, 2005 the District offered for sale \$75,745,843 in general obligation refunding bonds. The bonds were issued to refund certain outstanding general obligation bonds (Series A and Series B) of the District and to pay for certain capital improvements. The bonds were issued as current interest bonds in the aggregate principal amount of \$63,945,000 and as capital appreciation bonds in the aggregate principal amount of \$11,800,843. The bonds have since been in-substance defeased.

**MT. SAN ANTONIO COMMUNITY COLLEGE DISTRICT
BOND CONSTRUCTION FUND
(MEASURE R)**

**NOTES TO FINANCIAL STATEMENTS
June 30, 2014**

NOTE 4 – BONDED DEBT: (continued)

The proceeds associated with the refunding were deposited in an escrow fund for future repayment. At June 30, 2014 the outstanding balance of the refunded debt to be paid by the escrow agent totaled \$44,170,000 and is scheduled to be repaid in August 2014. The refunded bonds are considered in-substance defeased and are not recorded on the basic financial statements of the District.

On September 8, 2006 the District offered for sale \$79,996,203 in general obligation bonds. The bonds are the third series (Series C) of general obligation bonds authorized by the November 6, 2001 election. The bonds were issued as current interest bonds in the aggregate principal amount of \$78,755,000 and as capital appreciation bonds in the principal amount of \$1,241,203. Certain maturities of the bonds have been in-substance defeased.

The capital appreciation bonds were issued with maturity dates of September 1, 2008 through September 1, 2012. Prior to the applicable maturity date, each bond will accrete interest on the principal component. Accreted interest is included as long-term debt in the basic financial statements of the District.

On July 9, 2008 the District offered for sale \$26,003,609 in general obligation bonds. The bonds are the fourth series (Series D) of general obligation bonds authorized by the November 6, 2001 election. The bonds were issued as current interest bonds in the aggregate principal amount of \$20,065,000 and as capital appreciation bonds in the aggregate principal amount of \$5,938,609.

The capital appreciation bonds were issued with maturity dates of June 1, 2010 through June 1, 2018. Prior to the applicable maturity date, each bond will accrete interest on the principal component. Accreted interest is included as long-term debt in the basic financial statements of the District.

On June 6, 2012 the District offered for sale \$29,850,000 in general obligation refunding bonds. The bonds were issued to refund certain outstanding general obligation bonds (2005 Refunding) of the District. The bonds were issued as current interest bonds. The bonds have been in-substance defeased.

**MT. SAN ANTONIO COMMUNITY COLLEGE DISTRICT
BOND CONSTRUCTION FUND
(MEASURE R)**

**NOTES TO FINANCIAL STATEMENTS
June 30, 2014**

NOTE 4 – BONDED DEBT: (continued)

The proceeds associated with the refunding were deposited in an escrow fund for repayment of the outstanding balance of the defeased debt in August 2012. The refunded bonds are considered fully defeased and are not recorded on the basic financial statements of the District.

On August 1, 2013 the District offered for sale \$74,910,000 (Series A) and \$48,190,000 (Series B) in general obligation refunding bonds. The bonds were issued to refund certain outstanding general obligation bonds (2005 Refunding, Series C, and 2012 Refunding) of the District. The bonds were issued as current interest bonds.

The proceeds associated with the refunding were deposited in an escrow fund for future repayment. At June 30, 2014 the outstanding balance of the refunded debt to be paid by the escrow agent totaled \$122,696,000 and is scheduled to be fully repaid by August, 2017. The refunded bonds are considered in-substance defeased and are not recorded on the basic financial statements of the District.

The outstanding bonded debt of the District at June 30, 2014 is:

Date of Issue	Interest Rate %	Final Maturity Date ⁽¹⁾	Amount of Original Issue	Outstanding July 1,	Issued Current Year	Redeemed Current Year	Outstanding June 30,
2/4/2004 B	2.75-5.00%	8/1/2014	\$ 75,000,000	\$ 4,225,000	\$	\$ 2,075,000	\$ 2,150,000
9/7/2005	3.50-5.00%	8/1/2017	75,745,843	11,800,843		11,800,843	-
9/8/2006 C	4.00-5.00%	9/1/2031	79,996,203	78,755,000		75,815,000	2,940,000
7/9/2008 D	2.92-5.00%	6/1/2033	26,003,609	23,086,084		707,408	22,378,676
6/6/2012	2.00-3.75%	8/1/2016	29,850,000	29,210,000		29,210,000	-
8/1/2013 A	2.00-5.00%	9/1/2028	74,910,000		74,910,000		74,910,000
8/1/2013 B	0.72-4.10%	8/1/2023	48,190,000		48,190,000		48,190,000
			<u>\$ 409,695,655</u>	<u>\$ 147,076,927</u>	<u>\$ 123,100,000</u>	<u>\$ 119,608,251</u>	<u>\$ 150,568,676</u>

⁽¹⁾ Original maturity date prior to refunding:
Series B 8/1/2028
Series C 9/1/2031

**MT. SAN ANTONIO COMMUNITY COLLEGE DISTRICT
BOND CONSTRUCTION FUND
(MEASURE R)**

**NOTES TO FINANCIAL STATEMENTS
June 30, 2014**

NOTE 4 – BONDED DEBT: (continued)

The annual requirements to amortize the bonds payable, outstanding as of June 30, 2014, are as follows:

<u>Year Ended June 30,</u>	<u>Principal</u>	<u>Accreted Interest</u>	<u>Interest</u>	<u>Total</u>
2015	\$ 5,892,021	\$ 217,979	\$ 6,321,183	\$ 12,431,183
2016	7,655,731	254,270	6,136,733	14,046,734
2017	8,161,112	288,888	5,898,886	14,348,886
2018	8,574,812	485,188	5,602,168	14,662,168
2019	10,445,000		5,274,272	15,719,272
2020-2024	66,345,000		18,745,781	85,090,781
2025-2029	36,615,000		6,009,250	42,624,250
2030-2033	6,880,000		832,000	7,712,000
Total Debt Service	<u>\$ 150,568,676</u>	<u>\$ 1,246,325</u>	<u>\$ 54,820,273</u>	<u>\$ 206,635,274</u>

The repayment of debt related to the general obligations bonds is accounted for in the District's Bond Interest and Redemption Fund which is part of the District's basic financial statements. The recognition of premiums or discounts on bonds is recorded with long-term liabilities in the District's basic financial statements. Costs of issuance are expensed when incurred.

NOTE 5 – COMMITMENTS AND CONTINGENCIES:

A. Purchase Commitments

As of June 30, 2014 the District was committed under various capital expenditure purchase agreements for bond projects totaling approximately \$160 thousand associated with the Bond Construction Fund (Measure R).

B. Litigation

The District is involved in various claims and legal actions arising from construction projects. In the opinion of management, the ultimate disposition of these matters will not have a material adverse effect on the District's Bond Construction Fund (Measure R) financial statements.



**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL
OVER FINANCIAL REPORTING AND ON COMPLIANCE AND
OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL
STATEMENTS PERFORMED IN ACCORDANCE
WITH *GOVERNMENT AUDITING STANDARDS***

Board of Trustees
The Citizens' Oversight Committee
Mt. San Antonio Community College District
1100 North Grand Avenue
Walnut, California 91789

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the Balance Sheet, Statement of Revenues, Expenditures and Change in Fund Balance and Statement of Revenues, Expenditures and Change in Fund Balance – Budget and Actual for the Bond Construction Fund (Measure R) of the Mt. San Antonio Community College District (the District), as of and for the fiscal year ended June 30, 2014, and the related notes to the financial statements, which collectively comprise the District's Bond Construction Fund (Measure R) financial statements, and have issued our report thereon dated November 20, 2014.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered the District's internal control over the Bond Construction Fund (Measure R) financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we do not express an opinion on the effectiveness of the District's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect and correct misstatements on a timely basis. A material weakness is a deficiency or a combination of deficiencies in internal control such that there is a reasonable possibility that a material misstatement of the financial statements will not be prevented or detected and corrected on a timely basis. A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL
OVER FINANCIAL REPORTING AND ON COMPLIANCE AND
OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL
STATEMENTS PERFORMED IN ACCORDANCE
WITH *GOVERNMENT AUDITING STANDARDS***

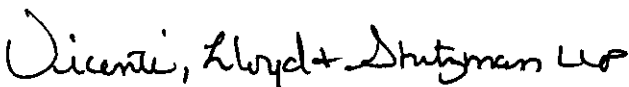
Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the District's Bond Construction Fund (Measure R) financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of non-compliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the District's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.


VICENTI, LLOYD & STUTZMAN LLP
Glendora, California
November 20, 2014

**MT. SAN ANTONIO COMMUNITY COLLEGE DISTRICT
BOND CONSTRUCTION FUND
(MEASURE R)**

**SCHEDULE OF FINDINGS AND RESPONSES
June 30, 2014**

There were no findings related to the financial audit of the Bond Construction Fund (Measure R) for the fiscal years ended June 30, 2014 and June 30, 2013.

MT. SAN ANTONIO COMMUNITY COLLEGE DISTRICT

**PROPOSITION 39, GENERAL OBLIGATION BONDS
(MEASURE RR, NOVEMBER 2008)
FINANCIAL AUDIT**

June 30, 2014



MT. SAN ANTONIO COMMUNITY COLLEGE DISTRICT

**PROPOSITION 39, GENERAL OBLIGATION BONDS
(MEASURE RR, NOVEMBER 2008)
FINANCIAL AUDIT**

June 30, 2014

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INDEPENDENT AUDITOR'S REPORT

The Board of Trustees
The Citizens' Oversight Committee
Mt. San Antonio Community College District
1100 North Grand Avenue
Walnut, California 91789

Report on the Financial Statements

We have audited, in accordance with auditing standards generally accepted in the United States of America, the basic financial statements of the Mt. San Antonio Community College District, as of and for the fiscal year ended June 30, 2014, and have issued our report thereon dated November 20, 2014. We have also audited the accompanying financial statements of the Bond Construction Fund (Measure RR) of the Mt. San Antonio Community College District as of and for the fiscal year ended June 30, 2014, and the related notes to the financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit involves performing procedures to obtain evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

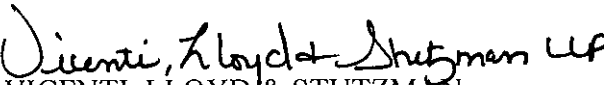
The Board of Trustees
The Citizens' Oversight Committee
Mt. San Antonio Community College District

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the Bond Construction Fund (Measure RR) of the Mt. San Antonio Community College District as of June 30, 2014, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated November 20, 2014 on our consideration of the Mt. San Antonio Community College District's internal control over the Bond Construction Fund (Measure RR) financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over the Bond Construction Fund (Measure RR) financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Mt. San Antonio Community College District's internal control over the Bond Construction Fund (Measure RR) financial reporting and compliance.


VICENTI, LLOYD & STUTZMAN LLP
Glendora, California
November 20, 2014

MT. SAN ANTONIO COMMUNITY COLLEGE DISTRICT

BALANCE SHEET
BOND CONSTRUCTION FUND
(MEASURE RR)
June 30, 2014

ASSETS

Cash in County Treasury	\$ 125,371,392
Accounts Receivable	<u>349,280</u>
TOTAL ASSETS	<u>\$ 125,720,672</u>

LIABILITIES AND FUND BALANCE

Liabilities

Accounts Payable	\$ 4,986,265
Accrued Liabilities	<u>32,846</u>
TOTAL LIABILITIES	<u>5,019,111</u>

Fund Balance

Restricted for Capital Projects	<u>120,701,561</u>
TOTAL FUND BALANCE	<u>120,701,561</u>
TOTAL LIABILITIES AND FUND BALANCE	<u>\$ 125,720,672</u>

See the accompanying notes to the financial statements.

MT. SAN ANTONIO COMMUNITY COLLEGE DISTRICT

**STATEMENT OF REVENUES, EXPENDITURES
AND CHANGE IN FUND BALANCE
BOND CONSTRUCTION FUND
(MEASURE RR)**

For the Fiscal Year Ended June 30, 2014

REVENUES

Revenues from Local Sources	
Interest Income	\$ 596,018
TOTAL REVENUES	<u>596,018</u>

EXPENDITURES

Salaries	620,590
Employee Benefits	159,951
Supplies and Materials	429
Other Expenses and Services	4,118,411
Capital Outlay	<u>21,250,193</u>
TOTAL EXPENDITURES	<u>26,149,574</u>
Deficiency of Revenue Over Expenditures	<u>(25,553,556)</u>

OTHER FINANCING SOURCES

Proceeds from Sale of Bonds	<u>146,255,117</u>
TOTAL OTHER FINANCING SOURCES	<u>146,255,117</u>

Net Change in Fund Balance	120,701,561
Fund Balance at Beginning of Year	<u>-</u>
Fund Balance at End of Year	<u>\$ 120,701,561</u>

See the accompanying notes to the financial statements.

MT. SAN ANTONIO COMMUNITY COLLEGE DISTRICT
STATEMENT OF REVENUES, EXPENDITURES
AND CHANGE IN FUND BALANCE - BUDGET AND ACTUAL
BOND CONSTRUCTION FUND
(MEASURE RR)
For the Fiscal Year Ended June 30, 2014

	Budget*	Actual	Variance Favorable (Unfavorable)
REVENUES			
Revenues from Local Sources			
Interest Income	\$ 750,000	\$ 596,018	\$ (153,982)
TOTAL REVENUES	<u>750,000</u>	<u>596,018</u>	<u>(153,982)</u>
EXPENDITURES			
Salaries	886,610	620,590	266,020
Employee Benefits	180,150	159,951	20,199
Supplies and Materials	38,000	429	37,571
Other Expenses and Services	5,984,462	4,118,411	1,866,051
Capital Outlay	138,082,655	21,250,193	116,832,462
TOTAL EXPENDITURES	<u>145,171,877</u>	<u>26,149,574</u>	<u>119,022,303</u>
Deficiency of Revenue Over Expenditures	<u>(144,421,877)</u>	<u>(25,553,556)</u>	<u>118,868,321</u>
OTHER FINANCING SOURCES			
Proceeds from Sale of Bonds	146,255,117	146,255,117	-
TOTAL OTHER FINANCING SOURCES	<u>146,255,117</u>	<u>146,255,117</u>	<u>-</u>
Net Change in Fund Balance	<u>\$ 1,833,240</u>	<u>120,701,561</u>	<u>\$ 118,868,321</u>
Fund Balance at Beginning of Year		-	
Fund Balance at End of Year		<u>\$ 120,701,561</u>	

* The budget for revenues reflects estimated amounts to be received in the current year. The budget for expenditures reflects amounts remaining and available for current and subsequent years' expenditures and does not necessarily coincide with actual planned expenditures in the current year.

See the accompanying notes to the financial statements.

**MT. SAN ANTONIO COMMUNITY COLLEGE DISTRICT
BOND CONSTRUCTION FUND
(MEASURE RR)**

**NOTES TO FINANCIAL STATEMENTS
June 30, 2014**

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES:

ACCOUNTING POLICIES

The accompanying financial statements have been prepared in conformity with generally accepted accounting principles as prescribed by the Governmental Accounting Standards Board and *Audits of State and Local Governmental Units* issued by the American Institute of Certified Public Accountants.

FUND STRUCTURE

The Statement of Revenues, Expenditures, and Change in Fund Balance is a statement of financial activities of the Bond Construction Fund (Measure RR) related to the current reporting period. Expenditures frequently include amounts for buildings, equipment, etc. Consequently, these statements do not purport to present the result of operations or the net income or loss for the period as would a statement of income for a profit-type organization.

BASIS OF ACCOUNTING

The Bond Construction Fund (Measure RR) of the Mt. San Antonio Community College District (the District) is maintained on the modified accrual basis of accounting. As such, revenues are recognized when they become susceptible to accrual, which is to say, when they become both measurable and available to finance expenditures of the current period. Expenditures are recognized in the accounting period in which the liability is incurred (when goods are received or services rendered).

Cash in the County Treasury is recorded at cost, which approximates fair value, in accordance with the requirements of GASB Statement No. 31.

BUDGET

The Statement of Revenues, Expenditures and Change in Fund Balances – Budget and Actual includes a column entitled “Budget”. The amounts in this column represent the budget adopted by the Board and all amendments throughout the year.

**MT. SAN ANTONIO COMMUNITY COLLEGE DISTRICT
BOND CONSTRUCTION FUND
(MEASURE RR)**

**NOTES TO FINANCIAL STATEMENTS
June 30, 2014**

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (continued)

FUND BALANCE CLASSIFICATION

In accordance with GASB Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions*, the governmental fund financial statements present fund balance classifications that comprise a hierarchy based on the extent to which the District is bound to honor constraints on the specific purposes for which amounts can be spent. Amounts for which constraints have been placed on the use of the resources either (a) externally imposed by creditors, grantors, contributors, or laws or regulations of other governments, or (b) imposed by law through constitutional provisions or enabling legislation are considered restricted. The fund balance of the Bond Construction Fund (Measure RR) is therefore classified as restricted.

CAPITAL ASSETS AND LONG-TERM DEBT

The accounting and reporting treatment applied to the capital assets and long-term liabilities associated with the Bond Construction Fund (Measure RR) are determined by its measurement focus. The Bond Construction Fund (Measure RR) is accounted for on a spending or “financial flow” measurement focus. This means that only current assets and current liabilities are generally included on the balance sheet. The reported fund balance is considered a measure of “available spendable resources”. Thus, the capital assets and long-term liabilities associated with the Bond Construction Fund (Measure RR) are accounted for in the basic financial statements of the District.

ESTIMATES

The preparation of the financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the amounts reported in the financial statements and accompanying notes. Actual results may differ from those estimates.

NOTE 2 – DEPOSITS – CASH IN COUNTY TREASURY:

In accordance with the Budget and Accounting Manual, the District maintains all of its cash in the Los Angeles County Treasury as part of the common investment pool. These pooled funds are carried at amortized cost which may differ from fair value. The fair value of the District’s deposits for the Bond Construction Fund (Measure RR) in this pool as of June 30, 2014, as provided by the pool sponsor, was \$125,092,540, as is based upon the District’s pro-rata share of the fair value for the entire portfolios (in relation to the amortized cost of the portfolio).

**MT. SAN ANTONIO COMMUNITY COLLEGE DISTRICT
BOND CONSTRUCTION FUND
(MEASURE RR)**

**NOTES TO FINANCIAL STATEMENTS
June 30, 2014**

NOTE 2 – DEPOSITS – CASH IN COUNTY TREASURY: (continued)

The County is authorized to deposit cash and invest excess funds by California Government Code Section 53648 et. seq. The County is restricted by Government Code Section 53635 pursuant to Section 53601 to invest in time deposits, U.S. government securities, state registered warrants, notes or bonds, State Treasurer's investment pool, bankers' acceptances, commercial paper, negotiable certificates of deposit, and repurchase or reverse repurchase agreements. The funds maintained by the County are either secured by federal depository insurance or are collateralized. The County investment pool is not required to be rated. Interest earned is deposited quarterly into participating funds. Any investment losses are proportionately shared by all funds in the pool.

NOTE 3 – EXCESS OF EXPENDITURES OVER APPROPRIATIONS:

No excess of expenditures over appropriations, by major object codes, occurred in the Bond Construction Fund (Measure RR).

NOTE 4 – BONDED DEBT:

On November 4, 2008, \$353 million in general obligation bonds were authorized by an election held within the Mt. San Antonio College District under Proposition 39/Measure RR. Proceeds from the sale of the bonds will be used to finance the construction, acquisition, furnishing and equipping of District facilities and to liquidate the outstanding bond anticipation notes.

On August 1, 2013 the District offered for sale \$205,586,691 (Series A) and \$11,715,000 (Series B) in general obligation bonds. The bonds were issued to liquidate the bond anticipation notes of the District and to pay for certain capital improvements. The Series A bonds were issued as current interest serial bonds in the aggregate principal amount of \$5,280,000, as current interest item bonds in the principal amount of \$22,520,000, as capital appreciation serial bonds in the aggregate principal amount of \$28,534,146, and as convertible capital appreciation term bonds in the aggregate principal amount of \$149,252,545. Series B bonds were issued as current interest bonds.

Proceeds of \$78,815,326 associated with the bond issue were deposited in an escrow fund for future repayment of the bond anticipation notes of the District.

**MT. SAN ANTONIO COMMUNITY COLLEGE DISTRICT
BOND CONSTRUCTION FUND
(MEASURE RR)**

**NOTES TO FINANCIAL STATEMENTS
June 30, 2014**

NOTE 4 – BONDED DEBT: (continued)

The capital appreciation bonds were issued with maturity dates of August 1, 2019 through August 1, 2033. Prior to the applicable maturity date, each bond will accrete interest on the principal component. The convertible capital appreciation term bonds were issued with conversion dates of August 1, 2023 and August 1, 2028. Prior to the applicable maturity date, each bond will accrete interest on the principal component. Accreted interest is included as long-term debt in the basic financial statements of the District.

The outstanding bonded debt of the District at June 30, 2014 is:

Date of Issue	Interest Rate %	Final Maturity Date	Amount of Original Issue	Outstanding July 1, 2013	Issued Current Year	Redeemed Current Year	Outstanding June 30, 2014
8/1/2013 A	2.00-6.25%	8/1/2043	\$ 205,586,691	\$	\$ 205,586,691	\$	\$ 205,586,691
8/1/2013 B	0.72-4.10%	8/1/2023	11,715,000		11,715,000		11,715,000
			<u>\$ 217,301,691</u>	<u>\$ -</u>	<u>\$ 217,301,691</u>	<u>\$ -</u>	<u>\$ 217,301,691</u>

The annual requirements to amortize the bonds payable, outstanding as of June 30, 2014, are as follows:

Year Ended June 30,	Principal	Accreted Interest	Interest	Total
2015	\$ 2,800,000	\$	\$ 1,564,708	\$ 4,364,708
2016	2,595,000		1,523,529	4,118,529
2017	2,885,000		1,459,622	4,344,622
2018	1,365,000		1,399,030	2,764,030
2019	1,135,000		1,368,076	2,503,076
2020-2024	9,563,313	2,826,688	7,690,444	20,080,445
2025-2029	36,802,668	32,827,332	25,932,605	95,562,605
2030-2034	21,488,467	30,416,533	101,264,875	153,169,875
2035-2039	55,334,015	58,290,986	85,117,250	198,742,251
2040-2044	83,333,228	126,436,770	35,704,064	245,474,062
Total Debt Service	<u>\$ 217,301,691</u>	<u>\$ 250,798,309</u>	<u>\$ 263,024,203</u>	<u>\$ 731,124,203</u>

The repayment of debt related to the general obligation bonds is accounted for in the District's Bond Interest and Redemption Fund which is part of the District's basic financial statements. The recognition of premiums or discounts on bonds is recorded with long-term liabilities in the District's basic financial statements. Costs of issuance are expensed when incurred.

**MT. SAN ANTONIO COMMUNITY COLLEGE DISTRICT
BOND CONSTRUCTION FUND
(MEASURE RR)**

**NOTES TO FINANCIAL STATEMENTS
June 30, 2014**

NOTE 5 – COMMITMENTS AND CONTINGENCIES:

A. Purchase Commitments

As of June 30, 2014 the District was committed under various capital expenditure purchase agreements for bond projects totaling approximately \$14.3 million associated with the Bond Construction Fund (Measure RR).

B. Litigation

The District is involved in various claims and legal actions arising from construction projects. In the opinion of management, the ultimate disposition of these matters will not have a material adverse effect on the District's Bond Construction Fund (Measure RR) financial statements.



**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL
OVER FINANCIAL REPORTING AND ON COMPLIANCE AND
OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL
STATEMENTS PERFORMED IN ACCORDANCE
WITH *GOVERNMENT AUDITING STANDARDS***

Board of Trustees
The Citizens' Oversight Committee
Mt. San Antonio Community College District
1100 North Grand Avenue
Walnut, California 91789

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the Balance Sheet, Statement of Revenues, Expenditures and Change in Fund Balance and Statement of Revenues, Expenditures and Change in Fund Balance – Budget and Actual for the Bond Construction Fund (Measure RR) of the Mt. San Antonio Community College District (the District), as of and for the fiscal year ended June 30, 2014, and the related notes to the financial statements, which collectively comprise the District's Bond Construction Fund (Measure RR) financial statements, and have issued our report thereon dated November 20, 2014.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered the District's internal control over the Bond Construction Fund (Measure RR) financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we do not express an opinion on the effectiveness of the District's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect and correct misstatements on a timely basis. A material weakness is a deficiency or a combination of deficiencies in internal control such that there is a reasonable possibility that a material misstatement of the financial statements will not be prevented or detected and corrected on a timely basis. A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL
OVER FINANCIAL REPORTING AND ON COMPLIANCE AND
OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL
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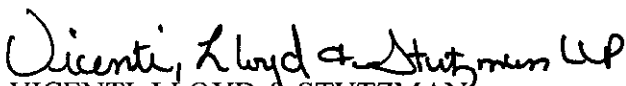
Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the District's Bond Construction Fund (Measure RR) financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of non-compliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the District's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.


VICENTI, LLOYD & STUTZMAN LLP
Glendora, California
November 20, 2014

**MT. SAN ANTONIO COMMUNITY COLLEGE DISTRICT
BOND CONSTRUCTION FUND
(MEASURE RR)**

**SCHEDULE OF FINDINGS AND RESPONSES
June 30, 2014**

There were no findings related to the financial audit of the Bond Construction Fund (Measure RR) for the fiscal years ended June 30, 2014.

MT. SAN ANTONIO COMMUNITY COLLEGE DISTRICT

PERFORMANCE AUDIT
OF
PROPOSITION 39, GENERAL OBLIGATION BONDS
(MEASURE R, NOVEMBER 2001 & MEASURE RR, NOVEMBER 2008)
LEASE REVENUE BONDS (2007)
BOND ANTICIPATION NOTES (2009)

June 30, 2014



MT. SAN ANTONIO COMMUNITY COLLEGE DISTRICT
PERFORMANCE AUDIT
OF
PROPOSITION 39, GENERAL OBLIGATION BONDS
(MEASURE R, NOVEMBER 2001 & MEASURE RR, NOVEMBER 2008)
LEASE REVENUE BONDS (2007)
BOND ANTICIPATION NOTES (2009)

June 30, 2014

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INDEPENDENT AUDITOR'S REPORT

The Board of Trustees
The Citizens' Oversight Committee
Mt. San Antonio Community College District
1100 North Grand Avenue
Walnut, California 91789

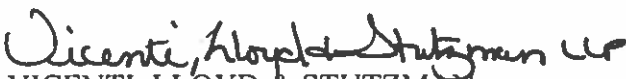
We have conducted a performance audit of the Mt. San Antonio Community College District's (the District), Measure R and Measure RR General Obligation Bond funds for the year ended June 30, 2014. In addition, in anticipation of the District's plan to use Measure RR General Obligation Bond funds to defease temporary financing debt, we have conducted a performance audit of the District's use of proceeds from lease revenue bonds (2007) and bond anticipation notes (2009) for the fiscal year ended June 30, 2014.

We conducted our performance audit in accordance with *Government Auditing Standards* issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain sufficient, appropriate evidence to provide a reasonable basis for our findings and conclusion based on our audit objectives. We believe that the evidence obtained provides a reasonable basis for our findings and conclusion based on our audit objectives.

Our audit was limited to the objectives listed on pages 5-6 of this report which includes determining the District's compliance with the performance requirements for the Proposition 39 Measure R and Measure RR General Obligation Bonds under Section 1(b)(3)(C) of Article XIII A of the California Constitution and under certain provisions of Sections 15264 and 15272 – 15286 of the California Education Code. Management is responsible for the District's compliance with those requirements.

Solely to assist us in planning and performing our performance audit, we obtained an understanding of the internal controls of the District to determine if internal controls were adequate to help ensure the District's compliance with the requirements of Proposition 39, as specified by Section 1(b)(3)(C) of Article XIII A of the California Constitution and certain provisions of Sections 15264 and 15272 – 15286 of the California Education Code. Accordingly, we do not express any assurance on internal control.

The results of our tests indicated that for the fiscal year ended June 30, 2014 the District complied, in all significant respects, with the requirements of Proposition 39, as specified by Section 1(b)(3)(C) of Article XIII A of the California Constitution, and certain provisions of Sections 15264 and 15272 – 15286 of the California Education Code. In addition, the District expended proceeds from the lease revenue bonds and bond anticipation notes for the fiscal year ended June 30, 2014, only for the purposes approved by the voters and only on the specific projects developed by the District's Board of Trustees under Measure RR, in accordance with the requirements of Proposition 39, as specified by Section 1(b)(3)(C) of Article XIII A of the California Constitution.


VICENTI, LLOYD & STUTZMAN LLP
Glendora, California
November 20, 2014

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BACKGROUND INFORMATION

In November 2000, the voters of the State of California approved Proposition 39 authorizing the issuance of general obligation bonds by California public school districts and community colleges under certain circumstances and subject to certain conditions.

Measure R

In November 2001, a general obligation bond proposition (Measure R) of the Mt. San Antonio Community College District was approved by the voters of the District. Measure R authorized the District to issue up to \$221 million of general obligation bonds to finance various capital projects and related costs, as specified in the bond measure provisions.

Accordingly, the following bonds were issued:

- In May 2002, the first series of bonds, Series A, in the amount of \$40 million was issued.
- In February 2004, the second series of bonds, Series B, in the amount of \$75 million was issued.
- In September 2005, \$75.7 million in general obligation refunding bonds were issued to refund certain outstanding Series A and Series B bonds. In addition, the refunding bonds generated \$8.6 million in proceeds received by the District (net of the original bond issuance costs).
- In September 2006, the third series of bonds, Series C, in the amount of \$80 million was issued.
- In July 2008, the fourth and final series of bonds, Series D, in the amount of \$26 million was issued.
- In June 2012, \$29.9 million in general obligation refunding bonds were issued to refund certain outstanding 2005 refunding bonds.
- In August 2013, \$74.9 million in general obligation refunding bonds (Series A) were issued to refund certain outstanding 2005 refunding bonds, Series C bonds, and 2012 refunding bonds.

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BACKGROUND INFORMATION (continued)

Measure R (continued)

- In August 2013, \$48.2 million in general obligation refunding bonds (Series B) were issued to refund certain outstanding 2005 refunding bonds, Series C bonds, and 2012 refunding bonds.

Measure RR

In November 2008, voters of the District approved an additional general obligation bond proposition (Measure RR) of the Mt. San Antonio Community College District. Measure RR authorized the District to issue up to \$353 million of general obligation bonds to finance various capital projects and related costs, as specified in the bond measure provisions.

Until the current year, assessed property values were insufficient to allow the approval of a bond issuance under Measure RR. In order to continue with planned construction projects, the District sought temporary financing sources. In June 2008, the District issued \$10.8 million in lease revenue bonds to provide the financing of equipment, relocatable structures, and building projects. In April 2010, the District issued \$64.9 million in bond anticipation notes to (a) finance the repair, upgrading, acquisition, construction and equipping of certain District property and facilities and (b) refund the District's outstanding lease revenue bonds.

In anticipation that the bond anticipation notes, together with the interest thereon, will be paid from the proceeds of the sale of Measure RR bonds, the District requested that expenditures paid with the proceeds from lease revenue bonds and bond anticipation notes be audited to ensure funds have been expended only for the authorized Measure RR bond projects described in the Official Ballot for the Bond Measure.

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BACKGROUND INFORMATION (continued)

Measure RR (continued)

Property values have since appreciated to a level sufficient to allow the District to issue bonds under Measure RR. Accordingly, the following bonds were issued:

- In August 2013, the first series of bonds, Series A, in the amount of \$205.6 million was issued to pay off certain outstanding bond anticipation notes and to finance projects approved under Measure RR.
- In August 2013, the second series of bonds, Series B, in the amount of \$11.7 million was issued to pay off certain outstanding bond anticipation notes.

Citizen's Oversight Committee

Pursuant to the requirements of Proposition 39, and related state legislation, the Board of Trustees of the District appropriately established a Citizens' Oversight Committee and appointed its initial members. In January 2009, the Board of Trustees of the District expanded the scope of the current Measure R Citizens' Oversight Committee and designated it to also serve as the independent bond oversight committee for Measure RR.

The principal purpose of the Citizens' Oversight Committee, as set out in state law, is to inform the public as to the expenditures of the proceeds of the bonds issued pursuant to the applicable bond measure. The Citizens' Oversight Committee is required to issue at least one report annually as to its activities and findings.

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BACKGROUND INFORMATION (continued)

Performance Audit

Section 1(b)(3)(C) of Article XIII A of the California Constitution requires the District to conduct an annual independent performance audit to ensure that the proceeds of the bonds have been expended only for the authorized bond projects. Consistent with this provision, Section 15286 of the California Education Code requires the performance audit to be conducted in accordance with *Government Auditing Standards* issued by the Comptroller General of the United States and be submitted to the Citizens' Oversight Committee by March 31st of each year.

OBJECTIVES

The objectives of our performance audit were to:

- Obtain documentation for the expenditures charged against the Mt. San Antonio Community College District bond construction funds, bond anticipation note funds (hereinafter referred to as the "BAN funds"), and lease revenue bond funds (hereinafter referred to as the "lease revenue funds").
- Determine whether expenditures charged against the bond construction funds for the fiscal year ended June 30, 2014 have been made in accordance with the bond project authorization approved by the voters through the approval of Measure R in November 2001 (Measure R Bond Projects) and Measure RR in November 2008 (Measure RR Bond Projects).
- Determine whether expenditures charged against the BAN funds for the fiscal year ended June 30, 2014 have been made in accordance with the bond project authorization approved by the voters through the approval of Measure RR in November 2008 (Measure RR Bond Projects).
- Determine whether expenditures charged against the lease revenue funds for the fiscal year ended June 30, 2014 have been made in accordance with the bond project authorization approved by the voters through the approval of Measure RR in November 2008 (Measure RR Bond Projects).

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OBJECTIVES (continued)

- Note incongruities, system weaknesses, or non-compliance with specific Education Code Sections related to oversight of fund expenditures and provide recommendations for improvement.
- Provide the District Board and the Citizens' Oversight Committee with a performance audit as required under the requirements of the California Constitution and Proposition 39.

SCOPE OF THE AUDIT

The scope of our performance audit covered the fiscal year ended June 30, 2014. Our sample selection considered object and project codes associated with the Measure R and Measure RR Bond Projects including those projects originally funded by BAN and lease revenue funds. However, not all planned projects incurred expenditures in the current year, and not all projects with expenditures were tested. The propriety of expenditures for capital projects and maintenance projects funded through sources other than the funds described above, including interest thereon, were not included within the scope of our audit. Expenditures incurred subsequent to June 30, 2014 were not reviewed or included within the scope of our audit or in this report.

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PROCEDURES PERFORMED

We obtained the general ledger and the project expenditure summary reports and detail prepared by the District for the fiscal year ended June 30, 2014 for the bond construction funds, lease revenue funds, and BAN funds. Within the fiscal year audited, we obtained the actual invoices and other supporting documentation for a sample of expenditures to ensure compliance with the requirements of Proposition 39, Measure R and Measure RR, funding. We performed the following procedures:

- For Measure R, we reviewed the Campus Master Plan Bond Project publicized list of intended projects. For Measure RR, we reviewed the list of intended projects published in the Official Ballot.
- We selected a sample of expenditures for the fiscal year ended June 30, 2014 and reviewed supporting documentation to ensure that funds were properly expended on the authorized bond projects, met the requirements for bidding, if applicable, and were not used for salaries of school administrators or other operating expenses of the District. The following table illustrates the sample selected for each source of funding, as well as the percentage of total expenditures tested.

Fund	Number of Transactions Tested	Dollar Value of Transactions Tested	Total Project Expenditures	Percentage of Total Expenditures
Bond Construction Fund #1 – Measure R	4	\$ 181,208	\$ 332,574	54%
Lease Revenue Funds	3	6,237	10,047	62%
BAN Funds	141	9,145,141	12,454,443	73%
Bond Construction Fund #2 – Measure RR	127	14,387,928	24,717,114	58%

Detailed results of our testing are identified by project beginning on page 8.

- We compared total project expenditures to budgets to determine if there were any expenditures in excess of appropriation.

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PROCEDURES PERFORMED (continued)

Each of the projects has been given a specific project identification number and budget within the District's financial reporting system. Actual expenditures are matched against the budget to prevent cost overruns.

We reviewed documentation, including the District's website, to verify compliance with certain bond oversight requirements of the California Education Code, including the membership make-up of the Citizens' Oversight Committee, publication of committee proceedings, and issuance of an annual report to the public.

RESULTS OF PROCEDURES

Measure R Bond Projects – Bond Construction Funds

In 2001, the District put forward, as adopted by the Board of Trustees, 17 projects for use with the Measure R bond funding in a Campus Master Plan. During 2005, the Master Plan was reconfigured to better accommodate the projects and improvements associated with bond funding. Several of the original Measure R projects have been modified to balance cost effectiveness of bond funds, state funding priorities and campus needs. Budget amounts below were provided by the District and may be subject to further revision. The District has incurred cumulative total costs of \$242,109,245 through June 30, 2014 of which \$332,574 were expended during the fiscal year ended June 30, 2014. The projects and related costs are outlined below:

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RESULTS OF PROCEDURES (continued)

Measure R Bond Projects – Bond Construction Funds (continued)

		<u>Total Budget</u>	<u>Actual Costs for Fiscal Year Ended June 30, 2014</u>	<u>Cumulative Costs through June 30, 2014</u>
Project 1	Science Laboratories	\$ 14,367,145	\$ 1,778	\$ 14,361,620
Project 2	Workforce Training Center	290,433		290,433
Project 3	Campus-wide Energy Conservation Program	15,544,446		15,544,446
Project 4	Off-Campus Learning Centers	389		389
Project 5	Agricultural Science	19,754,858	7,124	19,719,654
Project 6	Child Development Center	1,800,774		1,800,774
Project 7	Campus Classroom Improvements	32,940,965	3,078	32,787,919
Project 10	Design and On-line Technology Center	13,700,123	68,373	13,654,922
Project 11	Physical Education/Wellness Facility and Athletic Fields	10,400,851		10,400,851
Project 12	Campus Center	73,882		73,882
Project 13	Student Support Services Renovations	7,365,547	576	7,364,858
Project 14	Welding/Air Conditioning Programs	6,181,760		6,181,760
Project 15	Language Center	9,776,059		9,776,059
Project 16	Health Careers Center	9,789,393		9,789,393
Project 17	Campus-Wide Improvements	100,386,097	251,646	100,205,296
	Bond Investment	156,990		156,990
	Bond Refunding Reserves/Interest Reserves	79,937		
		<u>\$ 242,609,649</u>	<u>\$ 332,575</u>	<u>\$ 242,109,246</u>
Budget Reconciliation:				
	Measure R Proceeds	\$ 220,999,812		
	Bond Refunding Proceeds	8,606,226		
	Bond Investment Funds	13,003,611		
		<u>\$ 242,609,649</u>		

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RESULTS OF PROCEDURES (continued)

The following list outlines the detailed expenditures tested for the fiscal year ended June 30, 2014. The costs tested appear appropriate for the respective projects.

Project 10 – Design and On-line Technology Center

Current year expenditures tested included general construction.

Project 17 – Campus-Wide Improvements

The campus-wide improvement project has been sub-divided into nine categories. Not all project categories had expenditures during this period. Expenditures were reviewed in the following area:

- 17f. Campus-wide improvements – Current year expenditures tested included site improvements and fencing fabrication and installation.

Related Measure RR Bond Projects – Lease Revenue and BAN Funds

In 2008, the District put forward, as adopted by the Board of Trustees, the Official Ballot for Measure RR which describes the projects to be completed with the bond funding. Project costs have been expended using proceeds from lease revenue bonds and bond anticipation notes, which will be repaid using Measure RR proceeds. Budget amounts below were provided by the District and may be subject to further revision. The District has incurred cumulative total costs of \$11,010,803 and \$62,862,223 through June 30, 2014 with the use of lease revenue funds and BAN funds, respectively. Of these amounts \$10,047 and \$12,454,443 are current year expenditures, respectively. The projects and costs are outlined below:

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RESULTS OF PROCEDURES (continued)

Lease Revenue Funds

	<u>Total Budget</u>	<u>Actual Costs for Fiscal Year Ended June 30, 2014</u>	<u>Cumulative Costs through June 30, 2014</u>
Project 7 Campus Classroom Improvements	\$ 3,725,707	\$	\$ 3,725,707
Project 17 Campus-wide Improvements	<u>7,300,746</u>	<u>10,047</u>	<u>7,285,096</u>
	<u>\$ 11,026,453</u>	<u>\$ 10,047</u>	<u>\$ 11,010,803</u>
Budget Reconciliation:			
Lease Revenue Bond Proceeds	\$ 10,904,256		
Bond Investment Funds	<u>122,197</u>		
	<u>\$ 11,026,453</u>		

Project 17 – Campus-wide Improvements

The campus-wide improvement project has been sub-divided into four categories. Not all project categories had expenditures during the period tested. Expenditures were tested in the following area:

- Admin. Administration Building Remodel – Current year expenditures tested included lighting and electrical work and the purchase of furniture and equipment. Costs were tested and appear proper for the project.

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RESULTS OF PROCEDURES (continued)

BAN Funds

	<u>Total Budget</u>	<u>Actual Costs for Fiscal Year Ended June 30, 2014</u>	<u>Cumulative Costs through June 30, 2014</u>
Project A Library, Learning Resources and Campus Center	\$ 197,529	\$	\$ 197,529
Project B Business and Computer Technology	526,083	24,312	493,417
Project C Child Development Center	16,728,825	2,914,490	16,564,182
Project D Athletics Complex Phase 2	38,772		38,772
Project E Career and Technical Education Building Renovation	92,043		92,043
Project F Classroom Building Renovation	4,567,312	144,083	4,488,411
Project G Laboratory Building Expansion Sciences	791,200	5,761	788,101
Project H Fire Academy	215,030		106,161
Project J Parking, Public Safety, and Traffic Improvements	582,638	223,567	581,551
Project K Scheduled Maintenance	2,451,118	284,727	2,247,158
Project L1 Infrastructure Improvement Utilities, Site, Traffic, Energy	5,408,921	1,761,758	4,868,300
Project L3 Temporary Space	1,691,489	851,712	1,553,582
Project L4 Demolition	269,724	96,731	261,813
Project L5 Administration Building Remodel	1,120,131	15,958	1,120,131
Project L7 Campus-wide Improvement Projects	16,305,742	5,828,894	14,237,112
Project L8 Construction Support	5,865,193	302,450	5,627,959
Lease Revenue Bonds (COPS) Debt Retirement	9,596,001		9,596,001
Bond Investment/Interest Reserves	41,401		
	<u>\$ 66,489,152</u>	<u>\$ 12,454,443</u>	<u>\$ 62,862,223</u>

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RESULTS OF PROCEDURES (continued)

The following list outlines the detailed expenditures tested for the fiscal year ended June 30, 2014. The costs tested appear appropriate for the respective projects.

Project C – Child Development Center

Current year expenditures tested included architectural design, labor and materials for earth work and site improvement, purchase of furniture, project management, flooring, landscaping, HVAC, fire and sprinkler system.

Project F – Classroom Building Renovation

The classroom building renovation project has been sub-divided into two categories. Not all project categories had expenditures during the period tested. Expenditures were tested in the following area:

- F1. Phase I – Building 45 Renovation – Current year expenditures tested included architectural design.

Project G – Laboratory Building Expansion – Sciences

Current year expenditures tested included construction costs for the Astronomy Dome – Building 60.

Project J1 – Parking Structure

Current year expenditures tested included architect fees.

Project K – Scheduled Maintenance

The scheduled maintenance project has been sub-divided into 35 categories. Not all project categories had expenditures during the period tested. Expenditures were reviewed for the following areas:

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RESULTS OF PROCEDURES (continued)

Project K – Scheduled Maintenance (continued)

- K4. Miscellaneous Improvements Auxiliary Services – Current year expenditures tested included electrical services.
- K5. Miscellaneous Improvements Auxiliary Services – Current year expenditures tested included labor and materials.
- K19. Farm Drainage Repairs – Current year expenditures tested included inspection and testing services.
- K20. Boiler Repair / Replacement – Current year expenditures tested included the installation of boiler at building 9A.
- K22. Scheduled Maintenance 2012/13 – Current year expenditures tested included fire alarm system repair.

Project L1 – Infrastructure Improvement (Utilities, Site, Traffic, Energy)

The infrastructure improvement project has been sub-divided into 24 categories. Certain project categories have been further divided into multiple projects to allow for tracking of different buildings or activities. Not all project categories had expenditures during the period tested. Expenditures were reviewed for the following areas:

- L1-A. San Jose Hills Entrance Intersection – Current year expenditures tested included construction and inspection.
- L1-C. Site Improvement/Grading South Temple Ave. – Current year expenditures tested included engineering services.

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RESULTS OF PROCEDURES (continued)

Project L1 – Infrastructure Improvement (Utilities, Site, Traffic, Energy)
(continued)

- L1-E. Bonita and Walnut Intersection – Current year expenditures tested included electrical work.
- L1-I2. Campus Interior Site Improvements South of Building 12 – Current year expenditures tested included construction and architectural services.
- L1-I5. Campus Student Seating Areas – Current year expenditures tested included landscaping.
- L1-P. Architect and Engineering Project, North Quad Utility Improvements – Current year expenditures tested included architectural design services.
- L1-Q1. Utility Infrastructure SW Building 47 – Current year expenditures tested included construction and lead and asbestos abatement.
- L1-U2. Energy Projects, Building 23A – Current year expenditures tested included construction, labor, and materials.

Project L3 – Temporary Space

The temporary space project has been sub-divided into 11 categories. Not all project categories had expenditures during the period tested. Expenditures were reviewed for the following areas:

- L3-F1. Temporary Space, Building 21E – Current year expenditures tested included rental costs for temporary restrooms.
- L3-F2. Temporary Space, Building 21F – Current year expenditures tested included construction.

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RESULTS OF PROCEDURES (continued)

Project L3 – Temporary Space (continued)

- L3-F3. Temporary Space, Building 21G – Current year expenditures tested included construction.
- L3-F4. Temporary Space, Building 21H – Current year expenditures tested included construction.
- L3-F5. Temporary Space, Building 21I – Current year expenditures tested included construction.
- L3-F6. Temporary Space, Building 21J – Current year expenditures tested included construction.

Project L4 – Demolition

The demolition project has been sub-divided into four categories. Not all project categories had expenditures during the period tested. Expenditures were reviewed in the following areas:

- L4-B. Building 16 Demolition – Current year expenditures tested included demolition.

Project L7 – Campus-wide Improvement Projects

The campus-wide improvement project has been sub-divided into 21 categories. Not all project categories had expenditures during the period tested. Expenditures were reviewed in the following areas:

- L7-B. Building 12 Renovation for Classroom Space – Current year expenditures tested included architectural design, construction, flooring installation, and painting.

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RESULTS OF PROCEDURES (continued)

Project L7 – Campus-wide Improvement Projects (continued)

- L7-C1. Building 47 Facilities Plan Room and Renovation – Current year expenditures tested included architectural services, construction, the purchase of furniture, and lead and asbestos abatement.
- L7-C2. Food Service Building – Current year expenditures tested included architectural planning.
- L7-C8. Student Service Annex – Current year expenditures tested included architectural and pre-construction services.
- L7-C12. Agricultural Sciences – Current year expenditures tested included architectural services and construction.
- L7-C13. Design and Online Technology – Current year expenditures tested included mechanical improvement and purchase of furniture.
- L7-C19. Founders Hall Alterations – Current year expenditures tested included construction and furniture.

Project L8 – Construction Support

Current year expenditures tested included architectural planning and design and professional services for the District's five-year construction plan.

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RESULTS OF PROCEDURES (continued)

Measure RR Bond Projects – Bond Construction Funds

In 2008, the District put forward, as adopted by the Board of Trustees, the Official Ballot for Measure RR which describes the projects to be completed with the bond funding. During August 2013, the District issued Series A and B of the Measure RR bonds. Budget amounts below were provided by the District and may be subject to further revision. The District has incurred cumulative total costs of \$24,717,114 through June 30, 2014, all of which were expended during fiscal year ended June 30, 2014. The projects and related costs are outlined below:

	<u>Total Budget</u>	<u>Actual Costs for Fiscal Year Ended June 30, 2014</u>	<u>Cumulative Costs through June 30, 2014</u>
Project B Business and Computer Technology	\$ 21,033,918	\$ 1,882,032	\$ 1,882,032
Project C Child Development Center	500,000	255,404	255,404
Project D Athletics Complex Phase 2	26,500,000	1,039,958	1,039,958
Project F Classroom Building Renovation	1,204,574		
Project H Fire Academy	6,130,000	782,811	782,811
Project J Parking, Public Safety, and Traffic Improvements	25,235,380	2,021,674	2,021,674
Project K Scheduled Maintenance	5,170,000	339,807	339,807
Project L1 Infrastructure Improvement Utilities, Site, Traffic, Energy	13,855,470	3,795,804	3,795,804
Project L3 Temporary Space	1,075,000	171,414	171,414
Project L4 Demolition	800,000	48,918	48,918
Project L5 Administration Building Remodel	3,957,750	1,279,833	1,279,833
Project L6 Contingency	1,181,475		
Project L7 Campus-wide Improvement Projects	31,179,088	9,597,105	9,597,105
Project L8 Construction Support	5,916,760	3,502,354	3,502,354
Bond Projects Reserve	1,083,240		
Bond Investment/Interest Reserves	750,000		
	<u>\$ 145,572,655</u>	<u>\$ 24,717,114</u>	<u>\$ 24,717,114</u>

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PERFORMANCE AUDIT
OF
PROPOSITION 39, GENERAL OBLIGATION BONDS
(MEASURE R, NOVEMBER 2001 & MEASURE RR, NOVEMBER 2008)
LEASE REVENUE BONDS (2007)
BOND ANTICIPATION NOTES (2009)

June 30, 2014

RESULTS OF PROCEDURES (continued)

The following list outlines the detailed expenditures tested for the fiscal year ended June 30, 2014. The costs tested appear appropriate for the respective projects.

Project B – Business and computer technology

Current year expenditures tested included architectural services and construction.

Project C – Child Development Center

Current year expenditures tested included a settlement paid for project completion.

Project D – Athletics Complex Phase 2

Current year expenditures tested included architectural services and construction.

Project J – Parking, Public Safety, and Traffic Improvements

Current year expenditures tested included architectural design and construction.

Project K – Scheduled Maintenance

The scheduled maintenance project has been sub-divided into 35 categories. Not all project categories had expenditures during the period tested. Expenditures were reviewed for the following areas:

- K-26. Scheduled Maintenance 2013/14 – Current year expenditures tested included DSA fees for plan review.

Project L1 – Infrastructure Improvement (Utilities, Site, Traffic, Energy)

The infrastructure improvement project has been sub-divided into 24 categories. Certain project categories have been further divided into multiple projects to allow for tracking of different buildings or activities. Not all project categories had expenditures during the period tested. Expenditures were reviewed for the following areas:

- L1-I2. Site Improvement – South of Building 12 – Current year expenditures tested included construction.

MT. SAN ANTONIO COMMUNITY COLLEGE DISTRICT
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June 30, 2014

RESULTS OF PROCEDURES (continued)

Project L1 – Infrastructure Improvement (Utilities, Site, Traffic, Energy)
(continued)

- L1-Q1. Utility Infrastructure South West Building 47 – Current year expenditures tested included construction.
- L1-S1. Utility Infrastructure North East Building 12 – Current year expenditures tested included construction.

Project L3 – Temporary Space

The temporary space project has been sub-divided into 11 categories. Not all project categories had expenditures during the period tested. Expenditures were reviewed for the following areas:

- L3-F1. Portable Building 21E – Current year expenditures tested included construction.
- L3-F2. Portable Building 21F – Current year expenditures tested included construction.
- L3-F3. Portable Building 21G – Current year expenditures tested included construction.
- L3-F4. Portable Building 21H – Current year expenditures tested included construction.
- L3-F5. Portable Building 21I – Current year expenditures tested included construction.
- L3-F6. Portable Building 21J – Current year expenditures tested included construction.

MT. SAN ANTONIO COMMUNITY COLLEGE DISTRICT
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June 30, 2014

RESULTS OF PROCEDURES (continued)

Project L5 – Administration Building Remodel

The Administration Building Remodel project has been sub-divided into 7 categories. Not all project categories had expenditures during the period tested. Expenditures were reviewed for the following areas:

- L5. Administration Building Remodel and Site Improvement – Current year expenditures tested included labor and material for construction.
- L5-B1. Technology Network Equipment – Current year expenditures tested included purchase of technology and networking equipment.
- L5-B2. Technology Computer Replacement – Current year expenditures tested included purchase of computers.

Project L7 – Campus-wide Improvement Projects

The campus-wide improvement project has been sub-divided into 21 categories. Not all project categories had expenditures during the period tested. Expenditures were reviewed in the following areas:

- L7. Building 2 Chilling/Cooling Tower – Current year expenditures tested included labor and material for chiller replacement.
- L7-B. Building 12 Renovation for Class Space – Current year expenditures tested included labor and material for construction.
- L7-C1. Building 47 – Facilities Plan Renovation – Current year expenditures tested included labor and material for construction.
- L7-C12. Agricultural Science – Current year expenditures tested included architectural services and construction.
- L7-C13. Design and Online Technology – Current year expenditures tested included architectural services.

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June 30, 2014

RESULTS OF PROCEDURES (continued)

L7-C22. Audiovisual Upgrade Improvement – Current year expenditures tested included purchase of audio visual equipment.

Project L8 – Construction Support

Current year expenditures tested included legal services related to District bond issuances and various construction contracts.

MT. SAN ANTONIO COMMUNITY COLLEGE DISTRICT
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LEASE REVENUE BONDS (2007)
BOND ANTICIPATION NOTES (2009)

June 30, 2014

CONCLUSION

The results of our tests indicated that, in all significant respects, the Mt. San Antonio Community College District has properly accounted for the expenditures associated with bond construction funds, lease revenue funds, and BAN funds. Additionally, expenditures associated with bond construction funds were made on authorized Measure R and Measure RR bond projects, and expenditures associated with lease revenue funds and BAN funds were made on authorized Measure RR bond projects. Further, the bond construction funds, lease revenue funds, and BAN funds were not used for salaries of school administrators or other operating expenditures.

In addition, the results of our tests indicated that, in all significant respects, the District complied with the applicable California Education Code requirements for which the purpose of a Citizens' Oversight Committee is established. Our audit does not provide a legal determination on the District's compliance with these requirements.

ACCREDITATION UPDATE

Vol I

Wednesday, January 14, 2014

Kristina Allende
Barbara McNeice-Stallard
Lianne Greenlee

 Students Need Mt. SAC !!

On our Way

Accreditation Steering Committee Formic



Students Need Mt. SAC!!

What is Accreditation?

Accreditation is a system of self regulation developed by higher education institutions to evaluate overall institutional quality and encourage continual improvement.



On our Way

Accreditation Steering Committee Formed



Purpose and Function:

The Accreditation Steering Committee guides progress and the processes related to ongoing Accrediting Commission for Community and Junior Colleges (ACCJC) accreditation. Members are to become experts on accreditation policies and standards and serve as a resource to the campus.

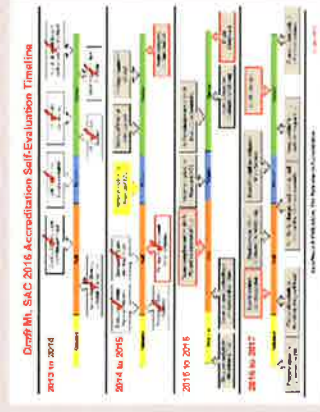
All Constituency groups are represented



Timeline

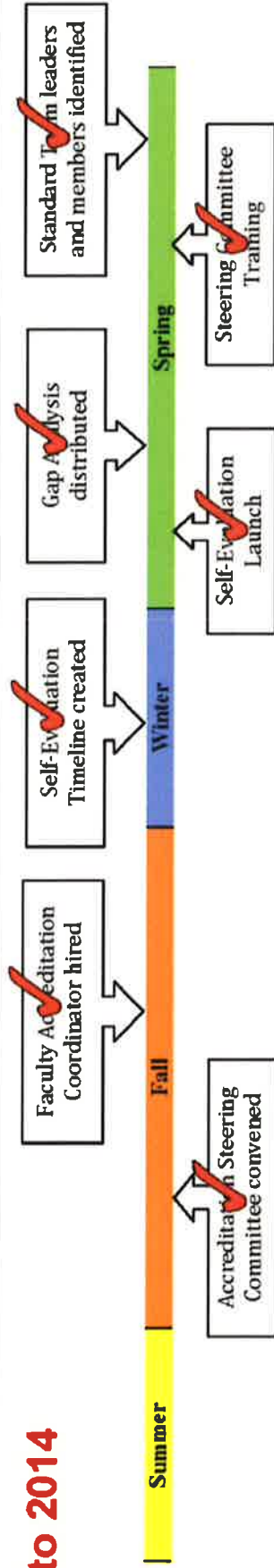
Current Progress

- Campuswide Training
- Writing Team work has begun

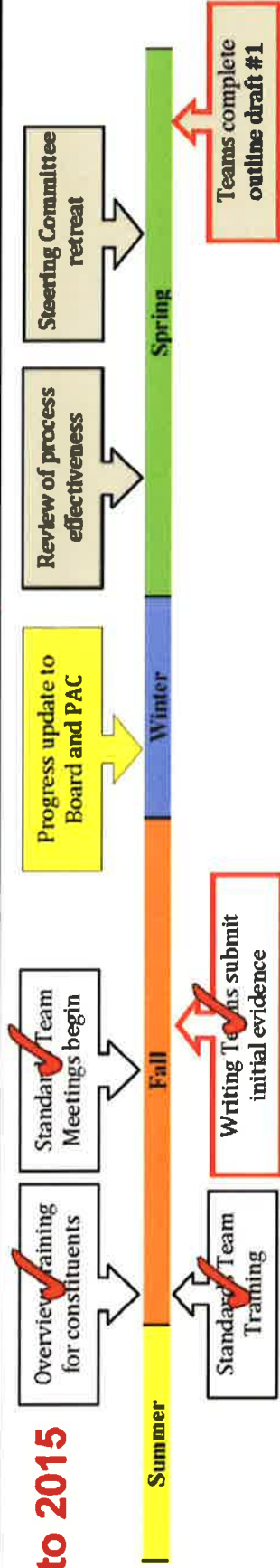


Draft Mt. SAC 2016 Accreditation Self-Evaluation Timeline

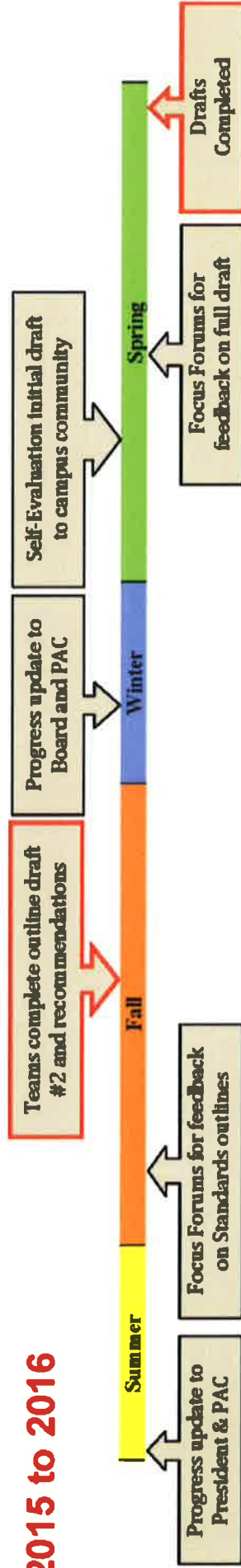
2013 to 2014



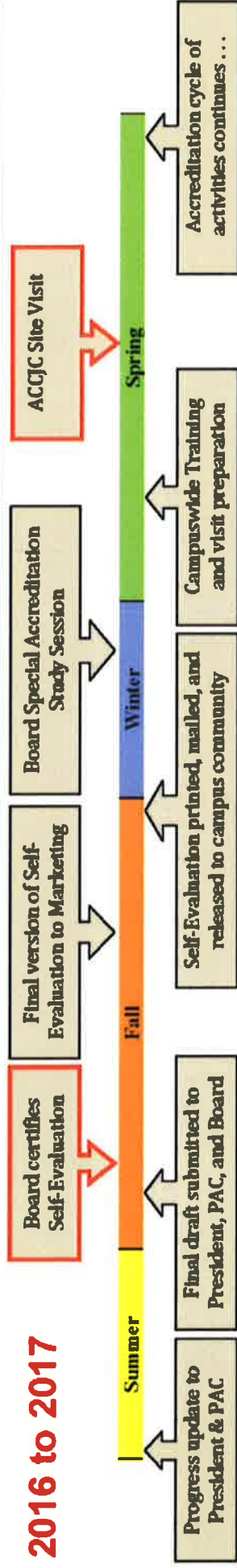
2014 to 2015



2015 to 2016



2016 to 2017



Moving Forward on Big 3

Recommendations for Improvement

- That the college continue its dialogue with classified leadership to improve classified employee participation in the participatory governance process
- That the college review and clarify its student learning assessment terminology to alleviate potential confusion involving “measurable outcomes” and “student learning outcomes.”
- That the college award degrees and certificates based on student achievement of a program’s stated learning outcomes.



New Standards Implemented

ACCJC 2014 Standards

- **At its June 2014 meeting, the Accrediting Commission adopted revised Eligibility Requirements and Accreditation Standards.**
- **Mt. SAC will be evaluated under these new standards**



Gap Analysis Discoveries

Themes

- College Mission
- Outcomes
- Library
- Evaluation
- Online Instruction

Next Steps



- That the college continue its dialogue with classified leadership to improve classified employee participation in the participatory governance process
- That the college review and clarify its student learning assessment terminology to alleviate potential confusion involving "measurable outcomes" and "student learning outcomes."
- That the college award degrees and certificates based on student achievement of a program's stated learning outcomes.



- At its June 2014 meeting, the Accrediting Commission adopted revised Eligibility Requirements and Accreditation Standards.
- Mt. SAC will be evaluated under these new standards



- College Mission
 - Outcomes
 - Library
 - Evaluation
 - Online Instruction
- Next Steps



Board of Trustees



Support Needed

- Understand accreditation process
- Stay informed
- Remain engaged

2017 Visit Preparation

- Understand Standard IVC. Governance
- Review Self-Evaluation Documents

Questions ???



Questions ???



COST + SCHEDULE IMPACTS RESULTING FROM RELOCATING THE MT. SAC PARKING STRUCTURE

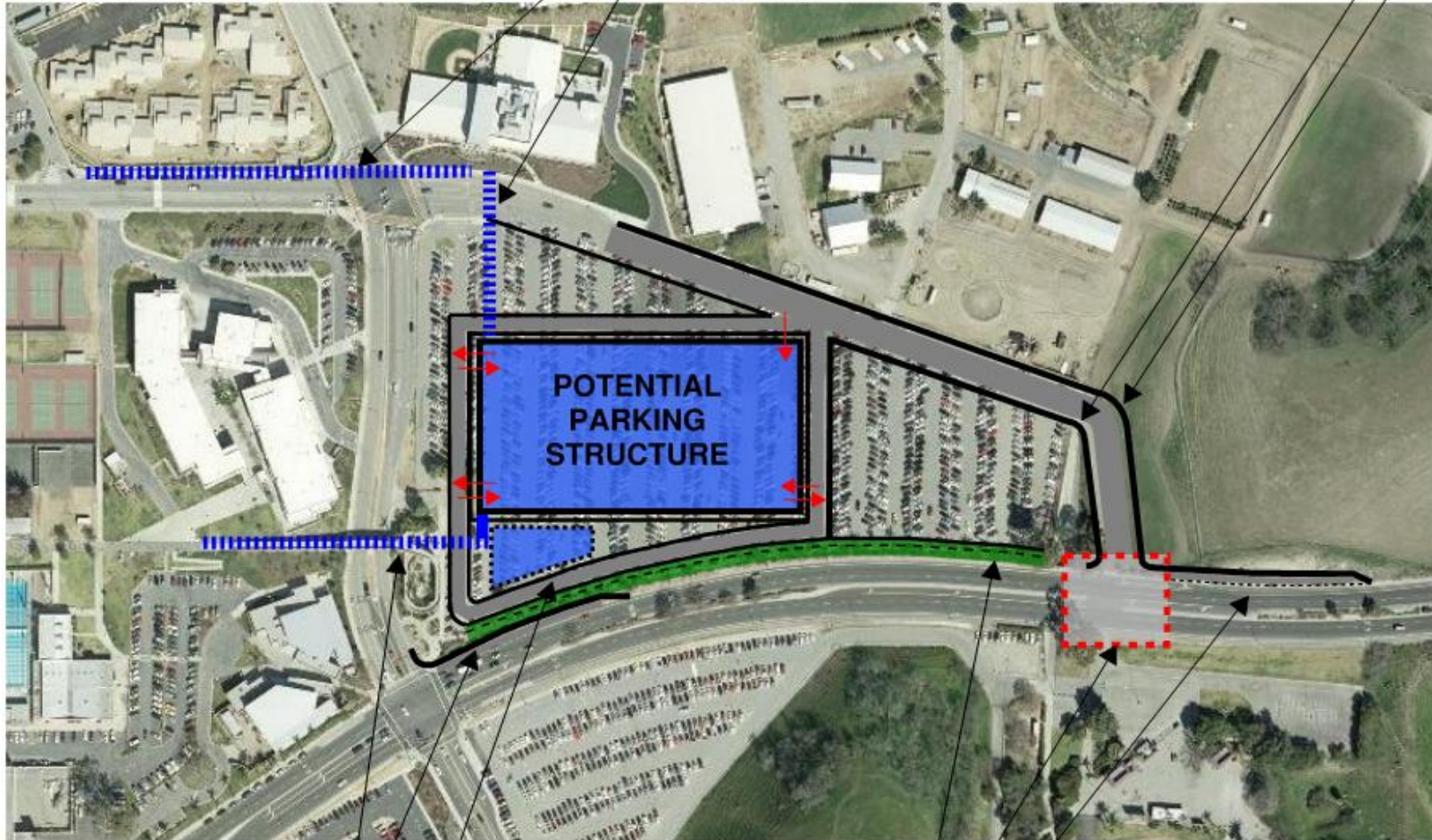
1/12/15: gg

DESCRIPTION	SCHEDULE	COST
Planning: <ul style="list-style-type: none"> Revise North Precinct Plan Develop Lot F Precinct Plan Update Utilities Master Plan 	6 months	\$290,000
CEQA Updates: <ul style="list-style-type: none"> Prepare new Subsequent EIR (SEIR) Prepare new Traffic and Parking Study 	6 months	\$90,000
CEQA Approval: <ul style="list-style-type: none"> SEIR approval 	6 months	\$0
Design: <ul style="list-style-type: none"> Revised north precinct design documents (plaza, utilities, vehicular access and support buildings) Lot F parking structure design documents 	18 months	\$2,650,000
Agency Approvals: <ul style="list-style-type: none"> DSA – revised north precinct plan project (plaza, utilities, vehicular access and support buildings) DSA – Lot F parking structure project (including reconstructed pedestrian bridge across Bonita) City of Walnut – Lot F parking structure off-site improvements 	4 months	\$400,000
Additional Scope: <ul style="list-style-type: none"> Signalized intersection at Temple Avenue and east entrance to Lot F Right turn lane from Temple Avenue to east entrance to Lot F (includes retaining) Vehicle circulation improvements along perimeter of Lot F Pedestrian tunnel accessibility improvements (potentially structural as well) Reconstruction of pedestrian bridge across Bonita (includes elevator tower) Other pedestrian improvements Relocate Lot F utilities (domestic water, electrical, sanitary sewer, storm water, telecommunications) Any other additional improvements required by the EIR process 		\$750,000 \$400,000 \$1,000,000 \$250,000 \$1,000,000 \$250,000 \$500,000 \$ TBD

Cost + Schedule Impacts Resulting from Relocating the Mt. SAC Parking Structure | 2

Delay to Other Projects: <ul style="list-style-type: none"> • Construction of the chilled water supply for Athletics Complex East • West Parcel Solar Power Generation Station (earthwork) 	Included in planning above	\$40,000 \$500,000
Escalation: <ul style="list-style-type: none"> • 40 months @ 4% per year 		\$5,600,000
Other Unresolved Issues: <ul style="list-style-type: none"> • Provision of temporary parking during construction in Lot F • Loss of solar incentives 		\$ 750,000
TOTAL COST IMPACT	40 MONTHS	\$14,470,000

**LOT F
PARKING STRUCTURE STUDY**



NEW PEDESTRIAN
IMPROVEMENTS
CONSTRUCT NEW
PEDESTRIAN BRIDGE

WIDEN EXISTING ACCESS TO NEW
4-LANE ROAD
UPGRADE ACCESSIBILITY TO
EXISTING TUNNEL

CONSTRUCT NEW
PEDESTRIAN BRIDGE

NEW TURNING LANE

FUTURE TRANSIT CENTER

WIDEN EXISTING GREENBELT WITH
UTILITY ZONE

NEW TRAFFIC SIGNAL AND
OFFSITE IMPROVEMENTS

NEW TURNING LANE

**POTENTIAL
PARKING
STRUCTURE**



PARKING STRUCTURE: LOT A – BLOCK C REDESIGN COST + SCHEDULE IMPACTS

12/12/14: gg

DESCRIPTION	SCHEDULE	COST
Planning: <ul style="list-style-type: none"> Revise North Precinct Plan 	1 months	\$50,000
CEQA Updates: <ul style="list-style-type: none"> Not required 		
CEQA Approval: <ul style="list-style-type: none"> Not required 		
Design: <ul style="list-style-type: none"> Revised lot A parking structure plans 	9 months	\$1,000,000
Agency Approvals: <ul style="list-style-type: none"> DSA – Lot A revised parking structure plans 	6 months	\$100,000
Additional Scope: <ul style="list-style-type: none"> Deletion of 200 stalls from current Parking Structure and replace with surface parking Design and construction of 200 stalls in Future Parking Structure 	TBD	<\$2,000,000> \$3,000,000
Delay to Other Projects: <ul style="list-style-type: none"> Not required at this time 		
Escalation: <ul style="list-style-type: none"> 18 months @ 4% per year (Parking Structure construction delay) 108 months @ 4% per year (Future Parking Structure increase of 200 stalls) 		\$2,400,000 \$1,270,000
Other Unresolved Issues: <ul style="list-style-type: none"> Not required at this time 		
TOTAL COST IMPACT	18 MONTHS	\$5,820,000



Measure RR Parking Forecast - 2014-25 Moderate Growth Scenario

Year (spring semester)	2014 State Forecast - Unduplicated Headcount	Growth - Percent over prior year	Forecasted need 1 space per 5 students +5% for Staff and other	Available Spaces - Parking Structure AS DESIGNED	Net Spaces Parking Structure AS DESIGNED	Available Spaces Parking Structure REDESIGNED (lot A)	Net Spaces Parking Structure REDESIGNED	Available Spaces Parking Structure RELOCATED (lot F)	Net Spaces Parking Structure RELOCATED
2014	35310	2.75%	7415	7760	345	7760	345	7760	345
2015	36281	1.50%	7619	7640	21	7640	21	7640	21
2016	36825	2.00%	7733	7652	(81)	7810	77	7810	77
2017	37562	2.00%	7888	7852	(36)	7802	(86)	7802	(86)
2018	38313	2.00%	8046	9202	1156	7852	(194)	7852	(194)
2019	39079	2.00%	8207	9202	995	8952	745	8175	(32)
2020	39861	2.00%	8371	9202	831	8952	581	8175	(196)
2021	40658	2.00%	8538	9202	664	8952	414	8175	(363)
2022	41471	2.00%	8709	9202	493	8952	243	9175	466
2023	42301	2.00%	8883	9202	319	8952	69	9175	292
2024	43147	2.00%	9061	9202	141	8952	(109)	9175	114
2025	44010	2.00%	9242	9202	(40)	8952	(290)	9175	(67)

NOTES: Parking Structure AS DESIGNED assumes a 2200 space structure that replaces 658 spaces in LOT A Parking Structure REDESIGNED assumes a 2000 space structure, with surface parking only on the east end, that replaces 658 spaces in LOT A Parking Structure RELOCATED assumes a 2900 space structure that replaces 1335 spaces in LOT F

Request for Proposals – Student Housing

RFP Outline -

- I. **Introduction** - Provides a brief description of the purpose of the Request for Proposals (RFP).

- II. **Key Dates** - Identifies the dates that the various elements of the RFP are due.

- III. **Program Background and Description** – Provides background information about the District.
 - A. **Contractual Relationships** – This section indicates that the District wishes to maintain a single contract for the entire project, including planning, design, construction and operations.

 - B. **Description of the Program** – This section indicates the scope of the project. It refers to a preliminary market study, and fixes the number of beds in the initial phase at 500. The potential for future development of another 500 beds is noted.

 - C. **Term** – This section indicates that the contract term is for up to 40 years, plus the duration of the planning, design and construction phases. The 40 year term is a maximum as defined in the public contract code.

- IV. **Proposer Qualifications** – Identifies the minimum acceptable qualifications for any firm that wishes to submit a proposal.

V. **Proposal Requirements** – A general list of all areas of the project that proposers must address in their response, including many operational issues that have been raised by the committee. This includes both design and construction issues and operating issues. **Proposers will be required to provide a detailed description of their approach to the following issues:**

- A. **Safety and Security, including policies for video surveillance.** *At a minimum, the proposers should indicate the number of security personnel that will be assigned to monitor the facility their schedule of operations, and the minimum qualifications for security personnel. A written statement describing how video surveillance might be implemented should be included.*
- B. **Services for disabled students.** *At a minimum, proposers should address how students with disabilities will be served and accommodated in the facility. Any special services or assistive enhancements to the facility should be indicated.*
- C. **Student eligibility requirements.** *At a minimum, proposers should indicate what criteria students will be required to meet upon application for housing in the facility.*
- D. **Student health and welfare, including mental health.** *At a minimum, proposers should indicate what services will be provided to assist students with physical or mental health conditions.*
- E. **Student discipline.** *At a minimum, proposers should indicate how student discipline will be administered at the facility.*
- F. **Maintenance and operations of the facility, including building trades, energy management and utilities, grounds care, custodial services and housekeeping.** *At a minimum, proposers should indicate what provisions will be made to maintain the facility. Staffing levels and staff qualifications should be indicated, and a commitment should be made to provide for the long term maintenance of the buildings and grounds.*
- G. **Student life activities.** *At a minimum, proposers should identify what types of activities and events will be provided for students occupying the facility.*
- H. **Food services.** *At a minimum, proposers should indicate what food services options will be available to students occupying the facility.*

I. Integration of the services provided by the operator with the corresponding campus services. *Proposers must include a detailed operating plan that will indicate how housing operating will interact with on campus staff. It should be clear what duties will be the responsibility of housing staff, and what the expectations of campus staff will be.*

VI. Proposal Contents – Identifies how the proposal response is to be organized. Included are an executive summary, table of contents, identification of the proposer, legal form of the proposers company, staffing resources, consultants, experience, technical competence, a requirement to disclose past problems and legal issues encountered by the proposer, and a requirement to submit audited financial statements.

VII. Pre-Submittal Activities – Describes the mandatory pre-proposal meeting and the procedures for submitting questions to the District prior to submitting a proposal.

VIII. Submittal Requirements – Describes the format and page limitations of the actual proposal document.

IX. Evaluation and Award of Contract – Describes the process and criteria by which proposals will be evaluated, and includes qualifications that the District may elect to not award under this RFP, or that the District may change the process at its discretion. **The following elements will be considered in evaluating the qualifications of the proposers:** *A team of evaluators will read each proposal and individually score the proposals using a scale that weights each criterion. For example, since “operations” is crucial to the success and continued demand for student housing on campus, the possible point score could be 25 points for that element, where the possible point score for design and construction criteria may total 10 points. Typically the maximum total score would be 100. A score for the team presentation would be added to the 100 points possible from the evaluation proposal document. Any of these scoring criteria can be revised, replaced or removed at the direction of the Board of Trustees.*

- a. Proposal quality and responsiveness to the RFP (format and detail).** *The evaluating team should consider how closely and thoroughly the proposal follows the required format.*
- b. Planning methodology and team qualifications.** *The evaluating team should base their “planning methodology” score each proposal on the quality of the team proposed to work on the project, the experience of the planning team, and/or the quality and experience of any planning consultants.*
- c. Design methodology and team qualifications.** *The evaluating team should base their “design methodology” score for each proposal on the quality of the team proposed to work on the project, the experience of the planning team, and/or the quality and experience of any planning consultants. Architects proposed for the design team should have an extensive portfolio of student housing projects, and should know the specific DSDA requirements for student housing on California higher education campuses.*
- d. Construction methodology and team qualifications.** *The evaluating team should consider the experience and qualifications of the contractor proposed to build the project, and should look closely at the builder’s leadership team proposed to manage the contractor’s activities. The*

developer's contribution towards the infrastructure improvements necessary to develop the site should be given a very high point value, as should their strategies to manage risk on the project.

- e. Operating team qualifications.** *The evaluating team should base their "operating team qualifications" score for each proposal on the quality of the team proposed to work on the project, the experience of the operating team, and/or the quality and experience of any supporting consultants.*
- f. Proposed level of service during the operations phase.** *This element is likely the most important aspect of the proposal, and the team should examine all proposal requirements listed in section V. Creative offerings in this area should be given special value.*
- g. Demonstrated focus on students.** *The evaluating team should look closely at any evidence offered in the proposal that shows excellence in serving students. Surveys and other instruments that show high student satisfaction at other higher education housing facilities should be highly valued. The evaluating team should investigate the authenticity of any such information included in the proposal.*
- h. Consideration toward sustainability.** *The evaluating team should value a demonstrated commitment to sustainability in planning, the design and construction phases as well as the operating phase.*
- i. Consideration toward safety.** *The evaluating team should study the proposers safety record in both the construction and operations phases.*

X. General Provisions – Identifies legal issues related to the RFP process.

XI. Attachments – Provides a list of documents that will be given to interested firms to assist in their development of a proposal.