

MINUTES

**OHLONE COMMUNITY COLLEGE DISTRICT
CITIZENS' BOND OVERSIGHT COMMITTEE MEETING
DECEMBER 15, 2014**

**LOCATION:
FREMONT CAMPUS,
ROOM 7101
43600 MISSION BOULEVARD
FREMONT, CA 94539
(510) 659-6000**

CITIZENS' BOND OVERSIGHT COMMITTEE, MEMBERS PRESENT

Dr. Dan Chang	Representative, Senior Citizen Organization
Andrea Francis	Representative, At Large
Brad Hatton	Representative, At Large
Frank Pirrone	Representative, Business Organization
Rakesh Sharma	Representative, Foundation

CITIZENS' BOND OVERSIGHT COMMITTEE, MEMBERS ABSENT

K.P. Ghoman	Representative, Associated Students of Ohlone College
Luzviminda Macabitas	Representative, At Large
Hector Rastrullo	Representative, At Large
VACANT	Representative, Tax Payers Association

OHLONE COMMUNITY COLLEGE DISTRICT, STAFF PRESENT

Patrice Birkedhal	Public Information Officer; Director, College Advancement
Dr. Gari Browning	President/Superintendent
Ron Little	Vice President, Administrative Services
April Merritt	Confidential Assistant to the V.P., Administrative Services
Thomas Moore	Director of Facilities and Modernization
Farhad Sabit	Director Business Services
Elaine Trujillo	Bond Purchasing Agent

GUESTS

Heidi Birch	Gilbane/EIS, Measure G Bond Program Manager
Mike Chegini	Gilbane/EIS, Communications Manager
Heather Daud	Christy White Associates, Accountant
Joel Heyne	Gilbane/EIS, Measure G Bond Senior Project Manager
Ann Kennedy	Gilbane/EIS, Measure G Bond Financial Manager

CALL TO ORDER

The Citizens' Bond Oversight Committee (CBOC) meeting was called to order by Committee Chair, Andrea Francis, at 6:02 PM. Roll call indicated all CBOC Committee members present, except K.P. Ghoman, Hector Rastrullo and Luzviminda Macabitas, who were absent.

I. APPROVAL OF AGENDA

Committee member, Rakesh Sharma, made a motion to approve the agenda as presented. The motion was seconded by Committee member, Frank Pirrone. The motion was unanimously carried by all Committee members present.

II. APPROVAL OF MINUTES

Committee member, Rakesh Sharma made a motion to approve the minutes from the previous meeting on September 15, 2014 as presented. The motion was seconded by Committee member, Frank Pirrone. The motion was unanimously carried by all Committee members present.

III. ELECTION OF CHAIR AND VICE CHAIR

Committee member, Rakesh Sharma made a motion to nominate Andrea Francis for additional year as Chair of the Committee. The motion was unanimously carried by all Committee members present. Committee Chair, Andrea Francis made a motion to nominate Rakesh Sharma for additional year as Vice Chair of the Committee. The motion was unanimously carried by all Committee members present.

IV. RECOGNITION OF APPOINTED/REAPPOINTED COMMITTEE MEMBERS

Committee Chair Andrea Francis invoked the Chair's Right to Personal Privilege to inform the Committee of the passing of Committee Member Dennis Wolfe.

Andrea Francis was recognized on her reappointment. K.P. Ghoman was recognized on his first appointment. Andrea's term will expire in September 2016. K.P.'s term will expire in November 2016.

V. COMMUNICATIONS FROM COMMITTEE MEMBERS

Rakesh Sharma and Andrea Francis spoke about Dennis Wolfe and his commitment to the Committee.

Rakesh Sharma: It was a personal shock to me. He was a great guy. Dennis was so proud of what the College was doing. To have a compliment from Dennis was a great thing. Dennis, we will miss you.

Andrea Francis: Dennis Wolfe...he was bigger than life. He loved this Committee.

VI. COMMUNICATIONS FROM STAFF

Ron Little presented an update on the Swing Space move. The largest portion of the move took place over the weekend. Ron thanked Thomas Moore, his team and the Gilbane team for their hard work in facilitating a successful move. The South Parking Structure continues on schedule and on budget.

VII. COMMUNICATIONS FROM THE PUBLIC

No items were presented to the Committee.

VIII. REVIEW AND APPROVAL OF THE ANNUAL REPORT 2013-14

Mike Chegini began the presentation with a thank you to Andrea Francis and Frank Pirrone for their hard work on the report. Mike then presented the report to the Committee. The report followed the same format as last year.

Mike continued the presentation of the Annual Report with a demonstration of the drilldown capabilities of the online report.

Dr. Browning: Where can the South Parking Structure be found in the project list?

Ann Kennedy: It is listed as a subproject. To make it clear to community members who access the report online, would it be best if we place the subprojects in parenthesis and list the main project?

The Committee decided to list both parent project and sub-project names in the featured projects section of the Annual Report.

Rakesh Sharma: All of the parking projects were rolled into one item.

Ann Kennedy: I encourage that we list consolidated projects with a project cost of \$0. Then create a link that allows users to expand a list of the consolidated projects. We always try to maintain the history because it is one of the most common questions.

Committee member, Rakesh Sharma made a motion to approve the Annual Report with the following changes: address the passing of Committee Member Dennis Wolfe, create a hyperlink that includes all of the consolidated projects and list both parent project and sub-project names in the featured projects section. The motion was seconded by Committee member, Frank Pirrone. The motion was unanimously carried by all Committee members present.

IX. REVIEW OF THE ANNUAL FINANCIAL AND PERFORMANCE AUDITS

Heather Daud of Christy White Associates presented a page by page overview of the audits. Heather noted that on page four of the report, the auditors' "unmodified" opinion is listed. This is one of the most important sections of the audit. The auditors agreed with the numbers presented by the Bond and College's financial team. Heather also noted the auditors reported the District's internal control procedures meet financial and compliance objectives as required by applicable laws and regulations.

Dr. Dan Chang: On page two, it states that members are appointed by the District's Board of Education. We are appointed by the Board of Trustees. Also, the audit is signed by a company instead of a person. Can that be changed?

Heather Daud: The correction to page two is noted, and an updated report will be sent. The signature is legal. Can it be changed? I do not know.

Frank Pirrone: I see no problem with the signature.

Rakesh Sharma: The signature is acceptable.

Committee member, Rakesh Sharma made a motion to approve the Annual Financial and Performance Audit with the following change: the statement regarding appointment of members should read 'appointed by the Board of Trustees'. The motion was seconded by Committee member, Brad Hatton. The motion was unanimously carried by all Committee members present.

X. MEASURE G FINANCIAL UPDATE

Ann Kennedy presented the Measure G Financial Update. Ann stated the highlight of the previous quarter was that it was the most active quarter thus far in the bond. In the last quarter, \$11.2 Mil was spent. Ann stated that a steep curve in expenditures is expected with the ramping up of construction. Overall, the program is in good shape. One bond list revision occurred during the previous period. It was not in the accounting period but occurred before the meeting. It was to clean up the scope.

Andrea Francis: Does the catastrophic contingency represent something that must be kept by law?

Ann Kennedy: It is not regulated by law. The contingency was decided upon by the management team. Once the activity is past, the risk will be reevaluated and adjustments made.

Rakesh Sharma: In the next quarter, we will move the Academic Core from design to construction?

Ann Kennedy: You are absolutely correct.

Committee member, Rakesh Sharma made a motion to approve the Measure G Financial Update. The motion was seconded by Committee member, Frank Pirrone. The motion was unanimously carried by all Committee members present.

XI. MEASURE G PROJECT UPDATE

Joel Heyne presented an update to the Committee on the logistics of upcoming campus construction. Joel noted that logistics plans have been shared with Facilities, College Council and the Board of Trustees. Safe pathways of travel were presented to the Committee in the update (*see presentation*).

Rakesh Sharma: When you are creating paths at night, are you ensuring an adequate amount of lighting to ensure a safe pathway.

Joel Heyne: Yes. The focus is on creating permanent lighting. Our biggest focus is on student safety.

Rakesh Sharma: Will our students be delayed in getting to class if they have to wait for the gate to open?

Joel Heyne: Training procedures for construction personnel are in place to ensure that students have a safe and efficient pathway to travel on campus during construction.

XII. CONFIRMATION OF UPCOMING MEETINGS

The next meetings will be held on Monday, March 16 and Monday, June 15.

Committee member, Rakesh Sharma made a motion to approve the upcoming meeting dates. The motion was seconded by Committee member, Frank Pirrone. The motion was unanimously carried by all Committee members present.

XIII. TOPICS FOR NEXT MEETING

An optional tour of the Fremont Portables will be available to Committee members immediately preceding the March 16 meeting.

XIV. ADJOURNMENT

The meeting was adjourned at 7:30 pm.
