

**MINUTES**

**OHLONE COMMUNITY COLLEGE DISTRICT  
CITIZENS' BOND OVERSIGHT COMMITTEE MEETING  
MARCH 17<sup>TH</sup>, 2014**

**LOCATION:  
NEWARK CAMPUS,  
ROOM 1100  
39399 CHERRY STREET  
FREMONT, CA 94539  
(510) 659-6000**

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**CITIZENS' BOND OVERSIGHT COMMITTEE, MEMBERS PRESENT**

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

**CITIZENS' BOND OVERSIGHT COMMITTEE, MEMBERS ABSENT**

Mat Weber	Representative, Associated Students of Ohlone College
Dennis Wolfe	Representative, Tax Payers Association

**OHLONE COMMUNITY COLLEGE DISTRICT, STAFF PRESENT**

Patrice Birkedahl	Public Information Officer; Director, College Advancement
Dr. Gari Browning	President/Superintendent
Arti Damani	Bond Accountant
Alex Lebedeff	Director of Purchasing, Contracts, and Auxiliary Services
Ron Little	Vice President, Administrative Services
Thomas Moore	Director of Facilities and Modernization
Farhad Sabit, Director	Business Services
Elaine Trujillo	Purchasing Agent/Contract Analyst for Bond
Christina van Fosson	(Interim) Assistant to the V.P., Administrative Services

**GUESTS**

Heidi Birch	Gilbane/EIS, Measure G Bond Manager
Mike Chegini	Gilbane/EIS, Communications Manager
Ann Kennedy	Gilbane/EIS, Measure G Bond Manager
Casey Michaelis	Gilbane/EIS, Measure G Bond Manager

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**CALL TO ORDER**

The Citizens' Bond Oversight Committee (CBOC) meeting was called to order by Committee Chair, Andrea Francis, at 6:00 PM. Roll call indicated all CBOC Committee members present, except Mat Weber, Representative, Associated Students of Ohlone College, and Dennis Wolfe, Representative, Tax Payers Association, who were absent.

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## **I. APPROVAL OF AGENDA**

Committee member, Dr. Rakesh Sharma, made a motion to approve the agenda as presented. The motion was seconded by Committee member, Brad Hatton. The motion was unanimously carried by the Committee members present.

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## **II. APPROVAL OF MINUTES**

Committee member, Brad Hatton, made a motion to approve the minutes from the previous meeting on January 13, 2014 as presented. The motion was seconded by Committee member, Frank Pirrone. The motion was unanimously carried by all Committee members present with abstentions from Committee members, Dr. Dan Chang, and Luzviminda Macabitas.

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## **III. COMMITTEE MEMBERS' ATTENDANCE REPORT**

An updated attendance report will be presented at the next meeting, on June 16, 2014.

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## **IV. REVIEW OF ESTABLISHED TERM LIMITS**

Ann Kennedy of Gilbane/EIS presented on term limits. Originally members could serve two, consecutive, two-year terms. The law now allows three, consecutive, two-year terms. Ohlone's bylaws still reflect the previous version, but current law now states that three, consecutive terms are permitted.

We will need to present the Board of Trustees with a request for a revision to our bylaws so that the bylaws are updated to include the change in term limits. Then the revised bylaws would be presented to the CBOC. Committee members with terms expiring in April of 2014 can consider serving an additional term. If any members agree to serve a third term, then Dr. Browning can present the Board with a request for their reappointment to a third term.

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## **V. RECOGNITION OF COMMITTEE MEMBERS' TERMS**

Chair Francis noted that the following Committee members' terms are expiring: Dennis Wolfe, Frank Pirrone, and Brad Hatton. The ASOC representative position will also need to be filled. Frank and Brad both indicated that they would serve a third term given the change to the bylaws.

A motion was made by Committee Chair, Andrea Francis, to accept Frank and Brad for a third term. The motion was seconded by Committee member, Dr. Rakesh Sharma, and unanimously carried by all Committee members present.

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## **VI. RECOGNITION OF NEW COMMITTEE MEMBERS**

Dr. Dan Chang, representing the Senior Citizens' Organization, and Luzviminda Macabitas, serving the At Large category, were welcomed as the newest members of the Committee. The Committee thanked them for serving.

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## **VII. COMMUNICATIONS FROM COMMITTEE MEMBERS**

Dr. Chang provided information on his background as Dean of Instruction at Northwestern Polytechnic University in Fremont and as a Civil Service Commissioner to Alameda County.

Ms. Macabitas provided information on her background as an IT professional in IT management, and project management.

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## **VIII. COMMUNICATIONS FROM STAFF**

Ron Little, Vice President of Administrative Services, indicated that the two, new Committee members, Dr. Chang and Ms. Macabitas would be provided with new-member training. The date and location of that training are to be determined. All Committee members are invited to attend the training as a refresher course. The training will be led by David Casnocha and depends, in part, on his availability. Attendees will primarily be educated on the bylaws.

Ron also mentioned that a group photo of the Committee would be taken during the next meeting. The photo will be taken outdoors, at the Fremont campus.

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## **IX. COMMUNICATIONS FROM THE PUBLIC**

There were no comments or inquiries from the public.

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## **X. WEB ANALYTICS REPORT**

Mike Chegini, of Gilbane/EIS, presented an analysis of the CBOC's website, noting an upward trend in web traffic. A majority of the traffic comes from inter-District traffic and search engines. Additionally, most of the site's traffic comes from Bay Area cities. Site activity indicates interest in Measure G projects and construction updates.

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## **XI. MEASURE A & G BOND PROJECTS UPDATE**

Heidi Birch, of Gilbane/EIS, presented a Measure G project update, including the parking south structure groundbreaking. The parking structure is scheduled to be completed by the Fall 2015 semester and has remained within budget. There is adequate parking, with over 900 parking spaces. Additionally, we will be adding a small, 49-space parking lot between Lot K and Building 19 so that there is parking closer to campus.

The Academic Core Building will create a new center cluster of buildings at the campus center, in accordance with campus programming needs. The design development phase was completed last month.

Construction of the Athletic Fields will begin in the summer of 2015. The existing baseball and softball fields are being updated for safety, accessibility, and playability. These fields will be reconfigured in their current locations. The soccer field was displaced by the installation of the photovoltaic system. It will be relocated north of the softball field to an area that is currently a parking lot.

A site analysis for landscape standards was conducted at both the Fremont and Newark campuses. We have recommended native, drought-resistant plants.

Draft standards for LED lighting are under review so that we can determine the best lighting with low up-glare. Those mockups will be submitted later this month. We are also consolidating mockups for squirrel control.

Thomas Moore, Director of Facilities and Modernization, informed the Committee that geo-coil repairs were successfully completed and replaced.

*Andrea: Did the District pay for this?*

*Thomas: The District paid for part of it. The other portion was paid through a settlement. The contractor's design led to the problems, so we improved the design and the contractor's insurance paid for most of the project.*

The South Parking Structure is a \$26M project. We anticipate its completion in the summer of 2015.

The Data Center Relocation is a \$700,000 project. The Board took action to increase that budget to anticipate for upgrade needs up to \$1.3M. This has a very short duration. We anticipate ramping up before the 4<sup>th</sup> of July weekend.

We are right on track with following our Measure G Spending Plan.

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## **XII. MEASURE G FINANCIAL UPDATE**

Ron presented the Committee with a Measure G Financial Update. We are about to sell another series of bonds. Based on our current program we are in need of \$70-75M sometime this summer. The sale will comply with new regulations.

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Ron reviewed different types of bonds, providing a comparison of bonds. Most bonds are 25-30 years, not 10 years. Most schools want to issue current interest bonds. That is what the team has been weighing – the ratio of CABs and CIBs

Ron then explained repayment ratios: Some districts have debt repayment ratios as high as 10:1. Ours is 2:1. We use mostly current interest bonds. We must be very transparent with the public and with the Board. We will also discuss what it would look like if we had no CABs.

*Rakesh: How does this affect the interest rates? Do you take advantage of current low interest rates?*

*Ron: We try to be conservative in our assumptions. We base it on historic trends. We are at 17-20% with our CABs mix, keeping well below the maximum debt-repayment ratio.*

*Hector: What determines the ratio of CIBs and CABs?*

*Ann: The tax rate, market interest, and length of payoff are contributing factors in determining the ratio. Property value increase is also a contributing factor.*

We are working on the construction projects moving forward. We are adhering to our estimated timelines. The real building will occur in 2016 and our expenditure will really ramp up during that time. You can see the breakdown – (6105 Swing Space). Swing Space portables will be placed on campus in May and more will be moved in, during the summer and early fall.

Ann presented the quarterly report, ending Dec 31, 2013, to the committee, and reviewed the reporting fields. The next fiscal quarter ends in March. Our reports are generated quarterly.

*Rakesh Sharma: How much interest is that? Why do we have a lower dollar value?*

*Ann Kennedy: The bond funds are held in the county pool and are currently earning at a rate of about .56%. As funds are spent, there is less return. However, the endowment has a broader investment opportunity and potential to yield a greater return.*

*Hector Rastrullo: Are the endowment funds in another investment? Does Ohlone do the investing?*

*Ron Little: Yes, our team works with Piper Jaffrey in strategic, short and long-term investing. We actively manage those investments*

Committee member, Brad Hatton, moved to accept the Quarterly Financial Reports as presented. The motion was seconded by Committee member, Dr. Rakesh Sharma. The motion was unanimously carried by the Committee members present with abstentions from Committee members Dr. Dan Chang and Luzviminda Macabitas.

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### **XIII. MEASURE A FINANCIAL UPDATE**

Ron provided a Measure A financial update. Budget Sources total \$164,465,005. Expenses, to-date, total \$163,648,169, which leaves us with a budget balance of \$116,836.

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#### **XIV. CONFIRMATION OF UPCOMING MEETINGS**

Andrea, notified the Committee that she would be absent for June 16<sup>th</sup>, 2014 CBOC meeting. Another Committee member must volunteer to chair the June 16<sup>th</sup> meeting.

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#### **XV. EVALUATION OF CURRENT MEETING**

This meeting was successful.

The Committee evaluated the meeting and agreed that it had successfully addressed the matters brought before it.

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#### **XVI. TOPICS FOR NEXT MEETING**

The topics for the next meeting will be the site tour and training for our new members. All are welcome to attend the training. The time and date for the training sessions will be forthcoming. The training will take approximately an hour to an hour and a half. All Bylaws, Committee members' responsibilities, and other Board topics will be reviewed.

Committee Chair, Andrea Francis, made a motion to adjourn the meeting at 7:30 PM. The motion was seconded by Committee member, Brad Hatton, and unanimously carried by all Committee members present.

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