

MEETING MINUTES

OHLONE COMMUNITY COLLEGE DISTRICT
CITIZENS' BOND OVERSIGHT COMMITTEE MEETING
JANUARY 28, 2019

LOCATION:
STUDENT SERVICES CENTER, ROOM 7101
43600 MISSION BOULEVARD, FREMONT, CA 94539
(510) 659-6000

CITIZENS' BOND OVERSIGHT COMMITTEE, MEMBERS PRESENT

Karen Koshy	Representative, At Large
Dr. Dan Chang	Representative, Senior Citizens' Organization
Nilay Patel	Representative, At Large
Shannon Chan	Representative, Business Organization
Dr. Rakesh Sharma	Representative, Support Organization

CITIZENS' BOND OVERSIGHT COMMITTEE, MEMBERS ABSENT

Vacant	Representative, Associated Students of Ohlone College
Vacant	Representative, Taxpayers Association

OHLONE COMMUNITY COLLEGE DISTRICT, STAFF PRESENT

Dr. Chris Dela Rosa	Interim, Vice President of Administrative Services
Robert Dias	Bond Construction Director
Farhad Sabit	Executive Director of Business Services
Leticia Perez	Staff

CONSULTANTS

Mike Chegini	Gilbane/AKG, Communications Manager
Ann Kennedy	Gilbane/AKG, Measure G Bond Financial Manager
Joel Heyne	Gilbane, Senior Project Manager
Peggy Vande Vooren	Gilbert Associates, Inc.
Alan Davila	Gilbert Associates, Inc.

1. CALL TO ORDER

The Citizens' Bond Oversight Committee (CBOC) meeting was called to order by Committee Chair, Ms. Koshy at 6:00 PM.

2. WELCOME OF NEW MEMBER

Committee Chair, Ms. Koshy, introduced new CBOC member Shannon Chan, a small business owner and President Elect of the Fremont Rotary. Ms. Chan expressed excitement in having the opportunity to serve on the CBOC Committee.

3. APPROVAL OF AGENDA

A motion was made by Committee member, Dr. Sharma, to approve the agenda as presented. Committee Member, Mr. Patel, seconded the motion. The motion was unanimously carried by the Committee members present.

4. APPROVAL OF MINUTES

Committee Member, Dr. Sharma, made a motion to approve the minutes from the previous meeting that took place on June 18, 2018. Committee Member, Dr. Chang, seconded the motion. The motion was carried by a majority of Committee members present. Committee member, Ms. Chan abstained.

5. COMMITTEE MEMBERS ATTENDANCE REPORT

Committee Chair, Ms. Koshy, presented the attendance report to the Committee. The Committee expressed no concerns or changes.

6. ELECTION OF CHAIR AND VICE-CHAIR

Committee member, Dr. Chang, made the motion to nominate Ms. Koshy as Chair. Committee Chair, Ms. Koshy, nominated Dr. Chang as Vice-Chair. Committee member, Dr. Sharma, made a motion to approve the nominations. The motion was seconded by Committee member, Mr. Patel. The motion was unanimously carried by all Committee members present.

7. COMMUNICATIONS FROM COMMITTEE MEMBERS

There were no communications from Committee members.

8. COMMUNICATIONS FROM STAFF

Dr. Dela Rosa presented a video of Dr. Browning's State of the College address that provided information about Measure G. A link to the script of this video may be found on the Bond website.

Committee members viewed a time-lapse video about the Academic Core Project. A link to this video may be found on the Bond website. Dr. Dela Rosa also presented information about Ohlone's Frontage Property project. The College is expected to lose State funding of approximately \$5.4M starting in 2021. This project will provide a steady income stream for the College. This additional revenue will assist in stabilizing our budget and to continue to provide services to our students. Anyone who would like to support the College's efforts was encouraged to contact him.

Committee member, Dr. Sharma suggested this Committee be added to the State of the College address invite list.

9. COMMUNICATIONS FROM THE PUBLIC

There were no communications from the public.

10. UPDATE ON MEMBERSHIP

Dr. Dela Rosa provided a brief update on recruitment, indicating that the Committee, after today, will have two vacancies. He informed the Committee that a Student representative will be appointed soon. We will continue recruitment efforts for the Taxpayers Association representative.

11. REVIEW OF ANNUAL FINANCIAL & PERFORMANCE AUDITS

Mr. Sabit introduced Peggy Vande Vooren and Alan Davila from the firm Gilbert Associates, Inc. who presented the Measure G Financial and Performance Audit Reports. This is the firm's third year with the District; they presented the 2017-2018 Audit Reports to the Board of Trustees in December of 2018. There were no findings. The audit opinions were clean; no issues or concerns came to our attention.

Dr. Sharma: You say that you checked that no compensation was given to the college?

Ms. Vande Vooren: It is in there under performance audit on page 3; we verified that it was not used for administrative costs.

Ms. Chan: Ann provided me with information about this, as I had the same question as well.

Dr. Chang: On page 5 of the packet, there is a confusion on Series A. Was it in 2010 or 2011?

Ms. Vande Vooren: I do not know if it is based on passage of bond, we will double check that for you; we do the same practice in the State auditor's report.

Ms. Kennedy: Yes, the bond election was in 2010, then the bond series was issued in 2011.

For additional information please see the FY1718 Measure G Financial and Performance Audit reports.

12. REVIEW AND APPROVAL OF THE FY2017-2018 ANNUAL REPORT

Mr. Chegini presented the Fiscal Year 2017-2018 Annual Report on Measure G. You will find the Committee Chair letter, Bylaws, and Master Plans on the Bond website. Expenditures and budgets are listed by category as well as construction contingencies. The format is the same as in previous years; pie graphs change to reflect fiscal year budgets and expenditures. There is also a featured projects section. Once the report is finalized, we will have a print friendly version. The Annual Report will be presented to the Board of Trustees on 2/13/19 by the Committee Chair. There were no questions or edits.

Committee member, Dr. Sharma, made the motion accept the FY2017-2018 Annual Report. Motion was seconded by Committee member, Mr. Patel. The motion was unanimously carried by all Committee members present.

13. MEASURE G FINANCIAL UPDATE

Ms. Kennedy presented the Measure G financial update. Unallocated fund earnings and unallocated endowment is listed on page 31.

Dr. Sharma: Who decides 5% for Furniture and Equipment?

Ms. Kennedy: It was built into the budgets at the very beginning.

Dr. Sharma: It's not enough to do this.

Ms. Kennedy: Its budget is 5% overall.

Dr. Dela Rosa: We received funding from a donation, specifically for FF&E that we can use for the ACB.

Dr. Sharma: Logistically, was this part of the bond language, only 5% can be spent?

Ms. Kennedy: Bond language does not limit the amount; it was budgeted by leadership through process at the original bond planning meeting.

Dr. Sharma: We are lucky to have this donation. If we didn't have that \$10M, would we be able to provide enough furniture and equipment with only 5%?

Ms. Kennedy: The budget for FF&E has been consistent, but technology needs continue to grow while State funding for technology continues to be reduced.

Committee member, Dr. Sharma, made the motion to accept the Measure G Financial Report. The motion was seconded by Committee member, Mr. Patel. The motion was unanimously carried by all Committee members present.

Ms. Kennedy provided information on the Bond List Revision. She explained that when the District needs to make changes, it submits a bond list revision request to the Board of Trustees. For example, in your packet on page 35, a Board item that was taken to the Board for approval on 11/14/2018 requested for shifting of budget and additional back up information was provided. In the bond list revision summary, it shows funds moved to provide resources to ACB and to the Athletic Fields project.

Dr. Sharma: Green means adding budget and red removing budget? The money is there, they are just moving it around?

Ms. Kennedy: Yes, some projects had savings upon completion which was transferred to other projects, or there might be scope changes or additional budget needs. For example, on page 40, under the proposed revision column, interest earned is allocated to the Athletic Fields project, which had a scope change to include lighting.

Ms. Kennedy: There is a timing issue in the reporting tonight: the audits represent FY 2017-2018 Quarter 4, the financial reports represent FY 2018-2019 Quarter 1, and the bond list revision took place in FY 2018-2019 Quarter 2.

Mr. Patel: On page 36, Bird (Swallow) Environmental Alternatives project, what is that?

Mr. Heyne: This is for the mitigation of nesting swallows. If they are nesting, we can't do construction; in order to control that we put up netting so they do not come back in the spring. This way we can finish our projects.

Ms. Chan: This is temporary?

Ms. Kennedy: It is directly related to the construction so the bond can pay for this.

Ms. Chan: On page 40, \$810K is for interest. Where is it?

Ms. Kennedy: You can see it on page 31. If there is project needing funds, we will allocate it there. If not, we put it in a holding bucket. This will be approved in your next period report; it will have the additional monies. It is a timing issue.

14. PROPOSED FUTURE MEETING DATES

March 18, 2019

June 24, 2019

September 23, 2019

January 27, 2020

15. TOPICS FOR NEXT MEETING

There were no topics added for the next meeting.

16. ADJOURNMENT

The meeting was adjourned at 6:56pm.