

## MEETING MINUTES

### OHLONE COMMUNITY COLLEGE DISTRICT CITIZENS' BOND OVERSIGHT COMMITTEE MEETING JANUARY 27, 2020

LOCATION:  
FREMONT CAMPUS,  
BUILDING 7, ROOM 7101, 43600 MISSION BOULEVARD  
FREMONT, CA 94539  
(510) 659-6000

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

Karen Koshy	Representative, At Large
Dr. Dan Chang	Representative, Senior Citizens' Organization
Michael Mayer	Representative, Taxpayers Association
Dr. Rakesh Sharma	Representative, Support Organization
Nilay Patel	Representative, At Large
Eileen McDonald	Representative, Senior Citizens' Organization

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

Osvaldo Granados	Representative, Student Organization
Shannon Chan	Representative, Business Organization

#### OHLONE COMMUNITY COLLEGE DISTRICT, STAFF PRESENT

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

#### CONSULTANTS

Mike Chegini	Gilbane/AKG, Communications Manager
Ann Kennedy	Gilbane/AKG, Bond Financial Manager
Joel Heyne	Gilbane, Senior Project Manager
Peggy Vande Vooren (Via Zoom)	Gilbert Associates, Inc., Certified Public Accountant

#### **1. CALL TO ORDER**

The Citizens' Bond Oversight Committee (CBOC) meeting was called to order by Committee Chair Koshy at 6:02 PM.

#### **2. WELCOME OF NEW COMMITTEE MEMBER**

Committee Chair Koshy introduced new Committee member, Eileen McDonald. Eileen indicated that she is part of the Newark Rotary Club and serves on the Alameda County Office of Education Board. She is an Ohlone graduate, all 4 of her children attended Ohlone, and she has taught at *Ohlone for Kids*.

**3. APPROVAL OF AGENDA**

A motion was made by Committee Member Sharma to approve the agenda items. Committee Member Mayer seconded the motion. The motion was unanimously carried by the Committee members present.

**4. APPROVAL OF MINUTES**

Committee Member Sharma motioned to approve the minutes from the previous meeting that took place on September 23, 2019. Committee Member Mayer seconded the motion. The motion was unanimously carried by all Committee members present.

**5. RECOGNITION OF SERVICE**

Dr. Browning acknowledged Committee Member Chang for his time served on the CBOC with a framed certificate of appreciation. Dr. Chang has served three terms on this Committee; this is his last meeting. Dr. Chang thanked all the members and staff, indicated that he loves the Academic Core Building and is very impressed with the Committee.

**6. COMMITTEE MEMBERS ATTENDANCE REPORT**

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

**7. ELECTION OF CHAIR AND VICE-CHAIR**

Committee Chair Koshy indicated that the Committee needed to nominate a Chair and Vice-Chair. Committee Member Sharma expressed his interest in serving as Chair and nominated Eileen McDonald as Vice-Chair. Committee Member Mayer motioned to approve. Committee Member Patel seconded the motion. All Committee members unanimously carried the motion.

**8. COMMUNICATIONS FROM COMMITTEE MEMBERS**

There were no communications from Committee members.

**9. COMMUNICATIONS FROM STAFF**

Chris Dela Rosa updated the Committee on Dr. Browning's upcoming retirement at the end of this academic year. He expressed his hope that she will continue to stay connected with Ohlone CCD. Dr. Dela Rosa added that the campus has moved into the Academic Core Buildings (ACB). It has been a long time coming, from design to bid to construction and now, today was the first day of classes. There is a different vibe on campus with the 3 new buildings, it's a good boost and change for Ohlone CCD. We are all very happy for these changes. A ribbon cutting event took place last week, and the buildings were dedicated by Board Member Richard Watters.

*Ms. Koshy – How long will this Committee stay active now that the buildings are up and running?*

*Ms. Kennedy – The Committee will remain active until last dollar is spent, including all FF&E; after the final audit and report, the Committee will disband.*

## **10. COMMUNICATIONS FROM THE PUBLIC**

There were no communications from the public

## **11. REVIEW OF ANNUAL FINANCIAL & PERFORMANCE AUDITS**

Peggy Vande Vooren from Gilbert and Associates presented, via Zoom, the Measure G Financial and Performance Audit Reports for the 2018-19 fiscal year. She was happy to present a clean audit report. Bond balance sheet and revenues, expenditures, and change in fund balance starts on page 4, including the DiMino donation. There were no audit adjustments on financials.

*Dr. Sharma– DiMino is not Measure G, why show it here?*

*Ms. Vande Vooren – It is managing a transfer that is going to a bond project.*

*Ms. Kennedy – The DiMino contribution is held separately, offsetting the expenses that were originally part of the bond program; bills coming for FF&E in the ACB, we pay those and then the Foundation reimburses the District. For FF&E, the DiMino gift is the offset, the expense is coming from the bond first because of timing.*

*Dr. Sharma –I understand you have money sitting, have cash that comes via this fund, then foundation pays it. Is there a liability?*

*Mr. Sabit– This is an accounts receivable on our side, and accounts payable on the Foundation side; once money is transferred back this will clear it up.*

*Ms. Kennedy - It is a timing issue.*

*Mr. Sabit -This will continue until we spend the entire donated amount.*

*Dr. Sharma– It is a clean report.*

*Ms. Vande Vooren – Ohlone’s business office has a great department, very clean records.*

*Ms. Koshy – That is a high recommendation of staff.*

*Mr. Sabit – It is a team effort; the credit goes to them.*

For additional information please see the FY1819 Measure G Financial and Performance Audit reports.

## **12. REVIEW AND APPROVAL OF THE FY2018-2019 ANNUAL REPORT**

Mike Chegini briefly explained that the annual report is available via a link on the bond website. He thanked Karen and Michael for their participation. The report includes a letter from the Committee Chair, Karen Koshy, along with the required compliance statement, listing of Committee members and links to relevant information. 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, there will be a print friendly version. The Annual Report will be presented to the Board of Trustees on 2/12/20 by the Committee Chair. There were no questions or edits.

For detailed information please see the annual report on the bond website.

A motion was made by Committee Member Sharma to approve the FY2018-2019 Annual Report. Committee Member Mayer seconded the motion. The motion was unanimously carried by the Committee members present.

### 13. UPDATE ON MEMBERSHIP

Ann Kennedy indicated that we have members coming to the end of their term. Karen Koshy's and Nilay Patel's terms will end in May. If members would like to stay on the Committee, we can move forward with a reappointment commitment tonight, if not, by the next meeting. Rakesh Sharma indicated his interest in continuing to serve and asked that his original application be submitted for approval. Rakesh Sharma's name will move forward to the Board of Trustees in February.

### 14. PROJECT UPDATES

Joel Heyne provided a brief presentation on construction projects as follows:

- Soccer field lighting: It is nearly complete (1-2 weeks); it will be used for evening practices and rentals.
- North Parking project: Lots T, U, V and X are new. Most of the work is done and in place. The new project includes a new block wall building to replace old theater storage containers. The new parking will be available the first week in March.
- All portables were removed from the Fremont campus: We will be getting money back due to quickness of the removal; the area will remain fenced in until we determine what to do.
- Bldg 4: Minor renovation work; swing space for Bldg 5.
- Newark Site Security project: Wrapped up.
- Bldg 5: It is the largest current project; the cafeteria and other spaces will get a face lift. Moving into the bid phase soon.

*Dr. Sharma – How many parking spaces were added?*

*Mr. Heyne – About 70 new spaces. The intent is to meet larger crowds for Smith Center events.*

*Dr. Sharma– Staff parking lots do not have meters. Smith Center, if they are parking in certain areas, would they have to pay? I'm trying to figure out how the parking is going to be.*

*Mr. Heyne – We will work with operations to make sure it is all striped and/or labeled as the College desires.*

### 15. FINANCIAL UPDATE

Ann Kennedy briefly provided an update on financial reports for period ending 9/30/19. In the whole program report, she pointed out the Inaccessible Bond Authorization. As bonds are sold in amount of \$5k increments, the packets at times do not neatly align. There is \$4,570 that is not accessible; it is not uncommon. We then have to remove it. It is being pointed out tonight because the total bond and other funding and totals under costs status do not match; in quarter two it will be a wash. She also pointed out that we are starting to see DiMino funds come in.

*Dr. Sharma– The DiMino funds will have to be moved?*

*Ms. Kennedy – The original funds for FF&E for ACB can go into the construction side versus the FF&E side; approval was received from Board of Trustees via a bond list revision On the Newark Site Security project there is a credit, it's a reversal of an accrual for Johnson Controls. All other aspects of report they are straight forward.*

*Dr. Chang – Who is DiMino?*

*Dr. Dela Rosa – Mr. DiMino did not grow up here. A faculty member connected him with the college and we connected him with our Foundation. He gave \$9.8 mil for the Academic Core FF&E and other related activities. This was to advance his advocacy for under-privileged students, giving them opportunity to succeed.*

*Dr. Chang – Why Ohlone?*

*Dr. Dela Rosa– We gave him a good presentation and stated a good case for Ohlone. We provided him with lots of information and told him what our vision was; we convinced him that Ohlone deserved the donation. We were very fortunate to have received this.*

Ann Kennedy discussed Bond List Revision #19. This change happened after September and is not reflected in this financial report. The revision moved \$8M into ACB. This explains where the money came from; some of it came from catastrophic and program contingency, as the program nears the end, and this money will need to be spent.

*Mr. Mayer - Was the scope of the ACB project increased?*

*Mr. Heyne - No, it was more of a schedule extension that was the primary driver for this.*

#### **16. PROPOSED FUTURE MEETING DATES**

The following are proposed future meeting dates:

- March 30, 2020
- June 22, 2020
- September 14, 2020

#### **17. TOPICS FOR NEXT MEETING**

There were no topics proposed for the next meeting.

#### **18. ADJOURNMENT**

Meeting was adjourned at 7:02