

MEETING MINUTES

OHLONE COMMUNITY COLLEGE DISTRICT CITIZENS' BOND OVERSIGHT COMMITTEE MEETING SEPTEMBER 28, 2020

LOCATION:
ZOOM CALL

CITIZENS' BOND OVERSIGHT COMMITTEE, MEMBERS PRESENT

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| Karen Koshy | Representative, At Large |
| Eileen McDonald | Representative, Senior Citizens' Organization |
| Michael Mayer | Representative, Taxpayers Association |
| Dr. Rakesh Sharma | Representative, Support Organization |
| Abhigyan Biswas | Representative, Member At Large |
| Oswaldo Granados | Representative, Student Organization |
| Shannon Chan | Representative, Business Organization |

OHLONE COMMUNITY COLLEGE DISTRICT, STAFF PRESENT

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| Dr. Eric Bishop | Superintendent/President |
| Dr. Chris Dela Rosa | Vice President, Administrative and Technology Services |
| Oscar Guillen | Bond Construction Director |
| Farhad Sabit | Executive Director, Business Services |
| Desire Andjou | Accounting Manager |
| Leticia Perez | Staff |
| Elaine Trujillo | Staff |
| Elenita Voigtlander | Staff |

CONSULTANTS

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| Mike Chegini | Gilbane/AKG, Communications Manager |
| Ann Kennedy | Gilbane/AKG, Bond Financial Manager |
| Tricia Heine | Gilbane, Senior Project Manager |

CALL TO ORDER

The Citizens' Bond Oversight Committee (CBOC) meeting was called to order by Committee Chair Sharma at 5:02 PM.

WELCOME OF NEW COMMITTEE MEMBER

Committee Chair Sharma introduced new Committee member at large, Abhigyan Biswas. He is also a student at Ohlone College and ASOC Senator.

APPROVAL OF AGENDA

A motion was made by Vice-Chair McDonald to approve the agenda items. Committee Member Granados seconded the motion. The motion was unanimously carried by the Committee members present.

APPROVAL OF MINUTES

Vice-Chair McDonald, made a motion to approve the minutes from the previous meeting that took place on June 22, 2020. Committee Member Mayer seconded the motion. The motion was unanimously carried by all Committee members present.

COMMITTEE MEMBERS' ATTENDANCE REPORT

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

COMMUNICATIONS FROM COMMITTEE MEMBERS

There were no communications from Committee members.

COMMUNICATIONS FROM STAFF

Dr. Chris Dela Rosa introduced the following new members of the Ohlone College Executive Team:

- Superintendent/President, Dr. Eric Bishop
- Vice President/Deputy Superintendent, Academic Affairs, Dr. Anthony DiSalvo
- Vice President of Student Services, Dr. Milton Lang

Dr. Dela Rosa further informed the Committee that the college will continue virtually and with limited services in certain areas (Science/Labs/RT and PT programs) for the Spring of 2021. This is to maintain the health and safety of students, staff, and the community. The campus is also excited to announce that building 3 has opened a student study center (with limited hours) for students to use.

Karen Koshy – Has enrollment been impacted by COVID-19?

Chris Dela Rosa – We saw an increase in the summer and now for the fall we saw a decrease; we are not sure why. All other community colleges are also experiencing the same.

Dr. Rakesh Sharma – Why is this?

Chris Dela Rosa – We are still evaluating this. We believe it may have been initially high school students who wanted/needed to take classes to catch up that increased the numbers in the summer.

COMMUNICATIONS FROM THE PUBLIC

There were no communications from the public.

PREPARATIONS FOR ANNUAL REPORT

Mike Chegini briefly explained the annual report and its timeline. This process is done via e-mail. He asked for 2 volunteers along with the Chair to participate in this process. It will take two review cycles, then a final Committee review will be done. Once approved, the Chair will present it to the Board of Trustees at either the February or March Board meeting. The volunteers were Committee Chair Sharma, Committee Vice-Chair McDonald, and Committee Member Biswas.

PROJECT UPDATES

Tricia Heine of Gilbane presented updates/status of projects on campus to the Committee. Below is a list of current and upcoming projects:

- Geothermal Phase-2, kick off meeting 10/1/2020
- ACB close out is under way, with less than 100 items left on punch list
- Building 5 Renovation is under way

- Site Improvements
- Small Capital Improvements
- Campus Way-finding Signage
- IT (PH 3)
- North Parking has been completed
- Building 4 and the Multicultural Student Center has been completed

Dr. Sharma – Geothermal Phase 2, is this part of the original or is this a new plan?

Tricia Heine – It is part of the original plan, a small part that will help support Building 5 after its renovation.

Oswaldo Granados – Have all the classrooms in Hyman Hall been refurbished?

Tricia Heine – The majority of them have been.

FINANCIAL UPDATE

Ann Kennedy of AKG provided an overview of financial reports for period ending 6/30/20. ACB still had the highest construction expenses, with \$2.4M and then Building 4 Renovation with \$602k. Project 9106 had \$1M in FF&E expenses (previously in Project 9113) transferred to another funding source (DiMino). For more details, please see the financial reports provided.

Shannon Chan – How does the \$1M transfer work?

Ann Kennedy – Each funding source has their own set of rules; the foundation oversees this and makes sure the expenses are eligible for transfer. Our team provides them with back up documentation.

Shannon Chan – Regarding the punch list, it went from a big amount to 100?

Ann Kennedy – Yes, Tricia and her team go through each building and each item is checked and signed off.

Dr. Sharma – In respects to the Foundation, items are reviewed and then the funds are released. We have all the documentation to show the DiMino Foundation that it was done appropriately.

Committee Member Chan made a motion to approve the Measure G Financial Reports as presented. Committee Vice-Chair McDonald seconded the motion. The motion was unanimously carried by the Committee members present.

Ann Kennedy reviewed Bond List Revisions #22 and #23 with the Committee. Bond List Revision #23 recorded budget transfers from Projects 9113 and 9500 to Project 9101, Renewable Energy. For further details, please see the Bond List Revisions provided.

Dr. Sharma – Renewable Energy is moving into Phase-2; was this in the original plan? How important is it? Was it already in the budget?

Ann Kennedy – We can provide this information to you at our next meeting.

TOPICS FOR NEXT MEETING

- a. Proposed Future Meeting Dates
- b. Election of Chair and Vice-Chair
- c. Review and Approval of Annual Report
- d. Financial and Performance Audit Reports

PROPOSED FUTURE MEETING DATES

The following are proposed future meeting dates:

January 25, 2021

March 15, 2021

June 21, 2021

September 20, 2021

January 24, 2022

ADJOURNMENT

Meeting was adjourned at 6:05pm