



Chaffey College

MINUTES

CITIZENS' OVERSIGHT COMMITTEE CHAFFEY COMMUNITY COLLEGE DISTRICT

Wednesday, June 14, 2017

Chaffey College
Chino Community Center
5890 College Park Avenue
Chino, CA 91710

5:00 p.m. – 6:30 p.m. Regular Meeting

Committee Members Present/Area of Representation:

Givens, Fran.....	Senior Advisory, Fontana
Harwood, Jamie.....	Business Organization, Chino
Huff, William J.....	Taxpayer's Organization, Upland
Sanchez, Loren.....	Advisory/Foundation, Upland
Skeers, Aaron.....	Business Owner, Rancho Cucamonga
Vargas Pipersky, Ester.....	Member, Montclair

Committee Members Absent:

Alwin, Travis.....	Student Member, San Bernardino
Cook, Ed.....	Member, Montclair

Bernards and Chaffey College Personnel Present:

Arellano, Myriam.....	Accounting Manager, Chaffey College
Cabildo, Patrick.....	Internal Auditor, Chaffey College
Erickson, Kim.....	Executive Director of Business Services, Chaffey College
Ramirez, Eva.....	Executive Assistant, Chaffey College
Shannon, Henry.....	Superintendent/President, Chaffey College
Siddiqi, Melanie.....	Vice President of Administrative Affairs, Chaffey College
Wertanen, Tom.....	Vice President, Bernards
Winslow, Bill.....	Program Manager, Bernards

- I. WELCOME and INTRODUCTIONS — The meeting was convened at 5:00 p.m. by Jamie Harwood, chair of the Citizens' Oversight Committee. Self-introductions took place. Ms. Harwood mentioned that student member Travis Alwin has graduated from Chaffey College and is transferring to UC Santa Barbara. A new student member will be introduced at the next meeting.
- II. PUBLIC COMMENTS – There were no public comments.
- III. APPROVAL OF MINUTES FROM NOVEMBER 30, 2016 – A motion was made by Fran Givens, seconded by Aaron Skeers, to approve the minutes from the November 30, 2016 meeting as presented.

Yeas: Givens, Harwood, Huff, Skeers, Vargas Pipersky
(Loren Sanchez arrived later)

Nays: None

- IV. FACILITIES UPDATE — Information regarding construction projects at the Rancho Cucamonga, Fontana, and Chino campuses was presented by Bernard’s Program Manager, Bill Winslow.
- a. District-wide – An estimated 350,000 square feet of new facilities and site improvement projects have been completed through the Measure L program. A partial list was shared showing approximately 75 projects completed since 2002.
 - b. Chino Campus – An aerial view of the Chino Campus was shown. Three buildings currently exist at the Chino Campus.
 - c. Fontana Campus – An aerial view of the Fontana Campus was shown. Three buildings currently exist at the Fontana Campus.
 - d. Rancho Cucamonga Campus – An aerial view of the Rancho Cucamonga campus was shown, which spans approximately 200 acres.
 - i. Projects in Construction and Completed in 2016
 1. Central Plant, Phase 1C TES Tank — Expansion of the campus has led to greater demand for heating and cooling. The Central Plant, Phase 1C Thermal Energy Storage (TES) Tank project, which is now complete, will help support this demand and provide greater energy efficiency. The college is still working with Southern California Edison to obtain energy incentives, which will total approximately \$700,000.

Bill Huff inquired how close the college is to receiving the incentives on the Thermal Energy Storage Tank. Bill Winslow explained that all the requirements are nearly complete and he is certain the college will receive the incentives very soon. An email will be sent to COC members when the incentives are received.
 2. College Drive, Access Improvements Project – This project is complete and certified with the Department of State Architect (DSA). The scope of the project was to make modifications for access improvements.
 - e. Projects in Planning — The five projects that are part of the Measure L Build-Out Plan were reviewed. DSA has submitted back check comments and the hope is to receive approval on the projects by end of July, with construction beginning in October. Construction will take place in phases, starting with the museum and planetarium projects, which are expected to be under construction from October 2017 – January 2018. Next will be the theatre and shade structure projects from January 2018 – July 2018. The plaza will be the final project scheduled for construction in fall 2018. Melanie Siddiqi described the shared-governance process the college uses in the planning and design phases to obtain input for projects from faculty, staff and other interested constituents.
 - i. Theatre Wings Renovation – The Theatre building, which was built in 1958, will receive renovations to the east wing, west wing, and green room. Renovations will include electrical, plumbing and HVAC (heating, ventilating, and air conditioning) upgrades, and new finishes (paint/flooring). The projected budget is \$2,803,600.
 - ii. Museum Renovation – The existing Museum, which was built in 1972, will be upgraded and renovated to provide modern gallery space and instructional facilities. The renovations will include new HVAC, new patio sun shade structure, and new gallery lighting. The projected budget is \$1,540,000. The Cucamonga sign, a sculpture that is similar to the Hollywood sign, will be installed on the south side of the Museum.

- iii. Planetarium Renovation – This facility, which was built in 1967, will be upgraded to provide a modern instructional space. Renovations will include electrical and lighting upgrades, upgrades to HVAC, accessibility improvements, new finishes (paint/flooring), and a new digital projection system. The projected budget is \$1,068,000. The new, state-of-the-art digital projection system that is planned for this project is generating much excitement.
- iv. Campus Center Shade Structure – This project includes the installation of a steel frame shade structure located adjacent to the Michael Alexander Campus Center to provide additional covered dining and gathering space for students. The projected cost is \$3,105,400.

In response to questions from Bill Huff, Mr. Winslow provided additional information regarding the location of the shade structure. Ms. Siddiqi added that especially since the recent growth in enrollment at the college, the dining commons area is not large enough for the number of students the college serves. This project will provide additional covered dining and gathering space for students.

- v. Campus Center East Plaza – This project will provide an exterior gathering location, which will include a new plaza area with landscape and irrigation, and the modification of traffic routes for service vehicles to access several locations. The projected budget is \$1,925,400.

In response to questions from Bill Huff, Melanie Siddiqi explained that the future plaza location is currently a parking lot containing staff and metered parking stalls. She further explained that an assessment of available parking was conducted and it was determined that the college has sufficient staff parking to absorb the loss of the parking lot. Some metered parking will remain in the plaza area.

- f. Project Closeout — All of the completed projects in the Measure L Bond Program have been successfully closed and certified with the Division of State Architect now. In 2016, the College Drive-Access Improvements and the Central Plant Build Out – TES Tank Projects were closed and certified with DSA.
- g. Financials
 - i. Construction Cost Summary, Completed Projects 2009–2016 – A summary of construction costs for several major projects was reviewed. The change order percent is set at 10% for each project; however, the average on completed projects has been 6%, which means the remaining 4% is available to be used for other projects.
 - ii. Summary of Funds – A summary of program funds for the Measure L Bond, as well as other funding sources, was reviewed. Other funds include redevelopment funds, city and county funds, etc. The program funds total is \$327,071,443. The Measure L Bond funds total is \$250,876,923.
 - iii. Remaining Funds – A summary of remaining funds for the Measure L Bond, as well as other funding sources, was reviewed. The remaining balance is \$6,051,787 (this does not include funds that have been committed or allocated to projects, including the five Measure-L Build Out projects listed above).

- V. RETENTION OF PERFORMANCE AUDIT FIRM — Patrick Cabildo recommended Clifton, Larson, Allen (CLA) to conduct the 2016–17 Measure L performance audit. Mr. Cabildo explained that Vicenti Lloyd and Stutzman (VLS), the company formerly used to conduct the performance audit, recently joined CLA. The same local office that has conducted the Measure L performance audit as VLS in the past will do so again this year under the new CLA name. A motion was made by Fran Givens, seconded by Loren Sanchez, to retain Clifton, Larson, Allen as the performance audit firm for the 2016–17 Measure L performance audit.

Yeas: Givens, Harwood, Huff, Sanchez, Skeers, Vargas Pipersky

Nays: None

- I. COLLEGE UPDATE – Dr. Henry Shannon provided an update on college activities. He mentioned this is his tenth year at Chaffey College, and he believes it is the best year so far. He thanked college administrators for their work.
- a. Accreditation – Dr. Shannon distributed the college’s accreditation self-study book, along with information about accreditation. He announced that the college was reaccredited for 7 years, which is a great accomplishment.
 - b. Aspen Prize for Community College Excellence 2017 – Chaffey College was named a Top 10 college in the nation by the Aspen Institute, which is a great honor. The Aspen Institute looks at completion, equity, and labor market, and learning outcomes. Only 2 colleges in California made the Top 10.
 - c. Economic Impact – Dr. Shannon distributed a fact sheet prepared by consultant Economic Modeling Specialists International, which evaluated the college’s economic impact. The total impact of Chaffey College in FY 2014-15 (latest available) was added income to the region of \$617.30 million and 10,376 jobs.
 - d. Enrollment and Growth – Dr. Shannon explained that the college’s goal was to award 4,000 degrees and certificates for the year by 2018; however, this year the college achieved 5,100 degrees and certificates, far exceeding the goal. Chaffey College has one of the highest number of degree and certificate earners among 2-year institutions of comparable size.
 - e. 100th Commencement Exercises – Dr. Shannon announced that the 100th graduation ceremony for Chaffey College was held at Citizens’ Business Bank Arena on May 18. COC Member, Dr. Loren Sanchez spoke at the event. Dr. Shannon mentioned that the college has outgrown the football field and had to move the graduation ceremony to this larger location.
 - f. Newsletter – A copy of Dr. Shannon’s monthly newsletter was distributed.

II. QUESTIONS/ANSWERS/DISCUSSION

- a. In response to a question from Fran Givens, Bill Winslow explained the process for ensuring that new projects are ADA compliant (Americans with Disabilities Act). Tom Wertanen added that the Rancho Cucamonga Campus poses a special challenge because of the significant slope of the land. Ms. Givens suggested that the college add a statement in its reports notifying the public that construction projects are ADA compliant, as this will help better inform the public.
- b. Bill Huff inquired about a Chaffey College band and Dr. Shannon explained that the college has not yet found the resources. However, the college does have a great music program; invitations to music events will be sent to COC members.
- c. Jamie Harwood mentioned that the Chino area is really growing and she sees students are very interested in taking classes at Chaffey College. Dr. Shannon responded that another bond will be needed to continue growing the Chino Campus.

- d. Kim Erickson provided information about AB 2738, which became effective January 1, 2017 and prohibits bond funds from being invested outside the county. Chaffey College has invested Measure L bond funds outside of the county and has realized a great return of approximately 3%, as opposed to the county rate of approximately 0.7%. The college requested a legal opinion and was informed that the bond funds that are already invested outside of the county may remain as such. Ms. Erickson has been working with the county about investment options with higher returns.
- e. Dr. Shannon mentioned that Eva Ramirez, executive assistant, is taking on a new role at Chaffey College as interim director of purchasing services; therefore, she will no longer be providing support to this committee. Ms. Ramirez was congratulated and was also thanked for her service to this committee.

III. ADJOURN – The meeting adjourned at 6:12 p.m.

Documents referenced in these minutes are available on the Chaffey College Measure L Bond Citizens’ Oversight Committee website: www.chaffey.edu/coc.

The next meeting of the Citizens’ Oversight Committee will take place in fall 2017.