



Chaffey College

MINUTES

CITIZENS' OVERSIGHT COMMITTEE CHAFFEY COMMUNITY COLLEGE DISTRICT

Wednesday, May 6, 2015

**Chaffey College
Chino Campus Main Instructional Building, Room 102
5897 College Park Avenue
Chino, CA 91710**

4:00 p.m. – 5:00 p.m. Chino Campus Tour (Optional)

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
Ovitt, Sue.....	Advisory/Foundation, Ontario
Skeers, Aaron.....	Business Owner, Rancho Cucamonga
Vargas Pipersky, Ester.....	Public Service, City of Montclair

Committee Members Absent:

Bohon, Carlotta.....	Student Member, Alta Loma
Cook, Ed.....	Member, Montclair

Bernards and Chaffey College Personnel Present:

Arellano, Myriam.....	Project Controller, Chaffey College
Erickson, Kim.....	Executive Director of Business Services, Chaffey College
Ramirez, Eva.....	Executive Assistant, Chaffey College
Riley, Sarah.....	Manager of Facilities Development, Chaffey College
Shannon, Henry.....	Superintendent/President, Chaffey College
Siddiqi, Melanie.....	Interim Vice President of Administrative Services, Chaffey College
Wertanen, Tom.....	Project Executive, Bernards
Winslow, Bill.....	Program Manager, Bernards

- I. WELCOME and INTRODUCTIONS — The meeting was convened at 5:00 p.m. by Sue Ovitt, chair of the Citizens' Oversight Committee. Ester Vargas Pipersky and Jamie Harwood were welcomed to their first meeting. All attendees introduced themselves. Prior to this meeting, a tour of the Chino Campus was provided by Dr. Henry Shannon, superintendent/president of Chaffey College; Dr. Teresa Hull, dean of the Chino Campus; and Bill Winslow, program manager for Bernards. The committee members in attendance for the tour were Sue Ovitt, Aaron Skeers, and Fran Givens.

- II. PUBLIC COMMENTS – Committee member Fran Givens shared information about a medical issue she is facing.

- III. APPROVAL OF MINUTES FROM NOVEMBER 4, 2014 – A motion was made by Fran Givens, seconded by William Huff, to approve the minutes from the November 4, 2014, meeting as presented.

Yeas: Fran Givens, Jamie Harwood, William Huff, Sue Ovitt, Aaron Skeers, Ester Vargas Pipersky

Nays: None

- IV. USE OF MEASURE L BOND BUDGETED RESERVE – Melanie Siddiqi, interim vice president of administrative services for Chaffey College, provided information about the build-out plan for the remaining Measure L funds. The five projects listed below were approved by Chaffey College’s Governing Board at their meeting on April 23, 2015. The next steps include contracting with architects and stakeholders to develop specific construction drawings for each project; prioritizing projects and identifying tentative schedules for each; and preparing projects for the bid process.

a. List of Future Projects

- i. Theatre Wings Renovation – The general scope of the project includes new acoustical ceilings; new lighting; restroom renovations; new finishes (paint/flooring); infrastructure upgrades; door/hardware upgrades; practice and classroom renovations; and accessibility improvements. The projected cost for this renovation is \$2,803,600.
 - ii. Museum Renovation – The general scope of the project includes accessibility improvements; new gallery lighting; new patio sun shade structure; new entry awning and signage; “Props” sculpture installation; new exterior landscape and irrigation; infrastructure upgrades; renovation to interior space (work room, project space, gallery space); addition of movable gallery walls/partitions; and new finishes (paint/flooring). The projected cost for this renovation is \$1,540,000.
 1. The “Props” sculpture was designed by Amy Maloof and consists of 6-foot tall letters that read Cucamonga (similar to the Hollywood sign). The sculpture, including lighting, will be installed outside of the museum gallery.
 - iii. Planetarium Renovation – The general scope of the project includes new seating; new lighting; new finishes (paint/flooring, including interior dome painting); accessibility improvements; infrastructure upgrades; instructor’s station/console; and a digital projection system. The projected cost for this renovation is \$1,068,000.
 - iv. Campus Center Shade Structure – The general scope of the project includes a steel frame shade structure; new lighting; new snack kiosk; public address audio system; photovoltaic panels with associated equipment and infrastructure; and new hardscape and landscape. The projected cost is \$3,105,400.
 - v. Campus Center East Plaza – The general scope of the project includes new plaza area paving and hardscapes; seat walls and signage; new landscape, trees, and irrigation; modification of traffic routes for service vehicles access to the bookstore, MACC, cafeteria, and costume shop; provision for access to cell towers on theatre rooftop; and rerouting of OmniTrans Access van drop-off to OmniTrans lot. The projected cost for this project is \$1,925,400.
- b. Questions – The following questions were raised by committee members and discussed by the group.
- i. Sustainability and Landscaping — In response to a question from committee member Aaron Skeers, Melanie Siddiqi explained that any new projects will involve drought-tolerant landscaping. Additionally, the college has been actively

pursuing water conservation and sustainability. A meeting has been scheduled with the local water district to assist with the college's water conservation plans, and the college is evaluating existing green areas to determine possible replacement. Chaffey College also recently hired a sustainability officer to help implement the college's sustainability plans. Furthermore, the college is working with the City of Rancho Cucamonga regarding reclaimed water; at this time reclaimed water is not available at the Rancho Cucamonga campus due to the cost involved to pump it uphill.

- V. FACILITIES UPDATE — Information regarding construction projects at the Rancho Cucamonga, Fontana, and Chino campuses was presented by Bernards Program Manager, Bill Winslow. Dr. Shannon added information about the open-access mission of community colleges. He shared that he recently attended a meeting with Janet Napolitano, president of the University of California system, where it was discussed that community college transfer students perform better at UC schools than do students that enter the UC system as freshman. He thanked this committee for their stewardship of the Measure L Bond, which helps Chaffey College fulfill its mission. For the third year in a row, Chaffey College has achieved the largest graduating class in its 130-year history.
- 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 exist at this campus.
 - c. Fontana Campus – An aerial view of the Fontana Campus was shown. Three buildings exist at the Fontana Campus and there are opportunities for expansion to the east and south.
 - d. Rancho Cucamonga Campus
 - i. Library Security Cameras — Seventeen cameras are being installed in both interior and exterior locations for full coverage of the Library area. This project is in the construction phase.
 - ii. Central Plant, Phase 1C TES Tank — The expansion of the campus has led to greater demand for heating and cooling. The Central Plant, Phase 1C – TES Tank project, which is now in the construction phase, will help support this demand and provide greater energy efficiency. Water will be chilled during off-peak periods and stored in the tank. The chilled water may then be used throughout the campus during peak hours. This is a closed-loop system, which means that the water that is in the system stays in the system; there is no need for new water. This project was accepted into the Permanent Load Shift Program by Southern California Edison (SCE). As part of this program, the college will receive over \$700,000 in incentives from SCE. Additionally, the college will realize an estimated \$260,000 in annual savings on energy costs. The estimated completion date is early February 2016.
 - e. Projects in Bid/Award — The Business Education Re-Roofing project on the Rancho Cucamonga campus includes the removal of the existing roof and installation of a new, single-ply PVC roof system.
 - f. Projects in Planning — The list of potential future projects was reviewed (see item IV.a. above).
 - g. Project Closeout — Chaffey College has made it a high priority to certify and close projects with the Division of the State Architect (DSA), as lingering projects on this list could hinder future construction. A list of projects in the close-out process and projects recently closed and certified with DSA was reviewed.
 - h. Financials

- i. Construction Cost Summary, Completed Projects 2009-2012 — A summary of construction costs for several major projects was reviewed.
 - 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.
 - 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 \$3,499,164 (this does not include funds that have been committed or allocated to projects).
- i. Questions – The following questions were raised by committee members and discussed by the group.
- i. Change Orders – In response to a question by committee member Fran Givens, Bill Winslow provided examples of change orders that have occurred on past projects. One example is boulders that were unearthed after digging began on a project. This caused a change order due to special equipment being needed to unearth the boulders. Each project budget includes an additional 10% for changes; however, the college makes every effort to keep these costs at a minimum.
 - ii. Bond Repayment Period – In response to a question by Sue Ovitt, Kim Erickson explained that all of the Measure L Bond series have been issued and are invested with two firms. Funds are drawn down as the funds are spent.

VI. RETENTION OF PERFORMANCE AUDIT FIRM — On behalf of the district, Kim Erickson recommended that the company Vicenti, Lloyd & Stutzman, LLP (VLS) be retained as the performance audit firm for the 2014–2015 Measure L annual audit. A motion was made by Aaron Skeers and seconded by Ester Vargas Pipersky.

Yeas: Fran Givens, Jamie Harwood, William Huff, Sue Ovitt, Aaron Skeers, Ester Vargas Pipersky

Nays: None

VII. QUESTIONS/ANSWERS/DISCUSSION – Dr. Shannon provided an update on activities at Chaffey College. The 2014/2015 academic year is coming to a close and many end-of-year activities, including finals and graduation are coming soon. Additionally, many employee retirements are occurring. The college is preparing the budget for the new fiscal year, which begins on July 1.

VIII. ADJOURN – The meeting adjourned at 6:15 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 2015.