



Chaffey College

MINUTES

CITIZENS' OVERSIGHT COMMITTEE CHAFFEY COMMUNITY COLLEGE DISTRICT

Monday, November 16, 2015

Chaffey College Fontana Campus
Lewis Center, Room 122
16855 Merrill Avenue, Fontana, CA 92335

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

5:00 p.m. – 6:00 p.m. Regular Meeting

Committee Members Present/Area of Representation:

Beaver, Caleb.....	Student Member, Rancho Cucamonga
Cook, Ed.....	Member, Montclair
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.....	Member, Montclair

Bernards and Chaffey College Personnel Present:

Arellano, Myriam.....	Project Controller, Chaffey College
Cabildo, Patrick.....	Internal Auditor, 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
Wertanen, Tom.....	Project Executive, Bernards
Winslow, Bill.....	Program Manager, Bernards

- I. WELCOME and INTRODUCTIONS — The meeting was convened at 5:05 p.m. by Sue Ovitt, chair of the Citizens' Oversight Committee. Caleb Beaver was welcomed to his first meeting and it was announced that Bill Huff has started his third term on the committee. All attendees introduced themselves. Prior to this meeting, committee members Fran Givens, Ed Cook, and Aaron Skeers took a tour of the Fontana Campus led by Ms. Lorena Corona, manager of governmental relations, Chaffey College; Dr. Henry Shannon; and Bill Winslow.

Members Fran Givens, Jamie Harwood, Aaron Skeers, Ed Cook, Caleb Beaver, and Sue Ovitt were recognized for attending the Chaffey College Report to Community Luncheon on October 13.

- II. PUBLIC COMMENTS – There were no public comments.

- III. SELECTION OF NEW CHAIR – Dr. Shannon thanked Sue Ovitt for her service on this committee and presented her with a gift. He mentioned that Mrs. Ovitt's husband was recently elected to the Chaffey College Governing Board; therefore, Mrs. Ovitt will no longer be able to serve on this committee.

A motion was made by Fran Givens to appoint Jamie Harwood as chair of the committee.

Yeas: Caleb Beaver, Ed Cook, Fran Givens, William Huff, Sue Ovitt, Aaron Skeers, Ester Vargas Pipersky

Nays: None

- IV. APPROVAL OF MINUTES FROM MAY 6, 2015 – A motion was made by Fran Givens to approve the minutes from the May 6, 2015, meeting as presented.

Yeas: Caleb Beaver, Ed Cook, Fran Givens, William Huff, Sue Ovitt, Aaron Skeers, Ester Vargas Pipersky

Nays: None

- V. USE OF MEASURE L BOND BUDGETED RESERVE – Kim Erickson provided an update on the use of Measure L Bond budgeted reserve funds. The college is investigating using Measure L funds for a solar energy project; a legal opinion confirmed that Measure L bond funds may be used for this purpose. In response to a question from a committee member, Ms. Erickson reported that the consultant used to investigate solar options for the college is based out of Orange County. The next step in this process will be to issue a request for proposals. All options regarding solar are being considered, rooftop solar, solar panels over parking lots, and more. Additionally, the college is considering different funding options from a power purchase agreement to a cash purchase. Sue Ovitt added that the solar panels over parking lots at schools in the Chaffey Joint Union High School District are wonderful as they provide shade during the day and lighting at night.

Ms. Erickson also shared that the architectural firm DLR group has been awarded the contract for architectural services for the remaining Measure L build-out projects, which are in the planning stage. The next step is to meet with stakeholders to develop plans for each of the projects.

- VI. FACILITIES UPDATE – Information regarding construction projects at the Rancho Cucamonga, Fontana, and Chino campuses was presented by Bernard's Program Manager, Bill Winslow. Dr. Shannon presented on the college's mission statement, core values, and board vision. He added that the college's mission statement is changing; a new mission statement is expected to be approved at the next Chaffey College governing board meeting. He also mentioned that Chaffey College held a meeting with community leaders last week to learn about needs in the community. The college is always looking for ways to improve.
- 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.
 - d. Rancho Cucamonga Campus

- i. Business Education Re-Roofing — The project was completed over the summer of 2015 and included the removal of the existing roof and installation of a new, single-ply PVC roof system for the Business Education building. The PVC roof emulates the appearance of a standing metal seam roof system and will match other roof installations on campus. A sample of the roof material was passed around the room.
 - ii. Central Plant, Phase 1C TES Tank — 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. A half-inch thick steel cutout of the tank material was passed around the room. The tank is currently being filled with water and going through the hydro-testing process. Next steps are to add insulation and a metal jacket around the exterior of the tank. The estimated completion date is early February 2016. 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.
- e. Projects in Planning — Projects that are part of the Measure L Build-Out Plan were reviewed.
 - i. Theatre Wings Renovation – Renovations will include electrical, plumbing and HVAC upgrades, new finishes (paint/flooring), accessibility improvements, new lighting, and restroom renovations. The projected budget is \$2,803,600.
 - ii. Museum Renovation – The existing Museum/Gallery will be upgraded and renovated to provide modern gallery space and instructional facilities. The renovations will include new HVAC, new patio sun shade structure, new gallery lighting, moveable gallery walls, and accessibility improvements. The projected budget is \$1,540,000.
 - iii. Planetarium Renovation – This facility will be upgraded to provide a modern instructional space. Renovations will include electrical and lighting upgrades, upgrades to HVAC and Data & Telecom, accessibility improvements, new finishes (paint/flooring), and a new digital projection system. The projected budget is \$1,068,000.
 - iv. Campus Center Shade Structure – This project includes the installation of a steel frame shade structure located east of the MACC in the center quad area to provide for additional dining and gathering space for students. Improvements will include photovoltaic panels, new snack kiosk, audio system, and lighting for evening events. The projected cost is \$3,105,400.
 - v. Campus Center East Plaza – This project will provide an exterior gathering location and will include a new plaza area with landscape and irrigation; the modification of traffic routes for service vehicles to the bookstore, MACC building, and costume shop; and the relocation of parking and Access drop-offs to the adjacent OmniTrans parking lot. The projected budget is \$1,925,400.
- f. 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. Only one project is currently in the close-out process with DSA.

g. 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. The program funds total is \$325,143,130.
- 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 \$4,149,164 (this does not include funds that have been committed or allocated to projects).

h. Questions and Comments

- i. *Was the dynamic nature of electrical rates factored into the savings estimate for the TES Tank?* – Bill Winslow explained that the estimate of \$260,000 in annual savings is a static estimate that was provided by project engineers. It was acknowledged that actual estimates will vary greatly.
- ii. *Does the Rancho Cucamonga campus use reclaimed water/purple pipe?* – Sarah Riley explained that the campus is prepared to receive reclaimed water and has installed purple pipe; however, the City of Rancho Cucamonga has not resolved how to get reclaimed water up the hill to reach residents and business at the northern end of the city.
- iii. *Goats in Chino* – Jamie Harwood commented that she appreciates the use of goats for weed abatement at the Chino Campus, as this is an environmentally friendly and sustainable solution.

VII. PERFORMANCE AUDIT — Patrick Cabildo introduced Dan Warden, auditor with the firm Vicenti Lloyd & Stutzman, LLP (VLS). Mr. Warden addressed the committee detailing the results of the performance audit for the Measure L Bond for fiscal year ending June 30, 2015. The audit document was distributed and the conclusion reads:

The results of our test indicated that, in all significant respects, the Chaffey Community College District has properly accounted for the expenditures of the funds held in the Bond Building Fund and that such expenditures were made for authorized bond projects.

Kim Erickson and Myriam Arellano, along with staff in the budgeting and accounting departments, were thanked for their work leading to a clean audit.

VIII. COLLEGE UPDATE – Dr. Shannon provided an update on college activities.

- a. November 3, 2015, Official Election Results – The three individuals that were elected to the Chaffey College Governing Board will be sworn in on December 17: Lee McDougal, Gloria Negrete McLeod, and Gary Ovitt.
- b. Alisha Rosas, Director of Marketing and Public Relations – Ms. Rosas began in November as the new director of marketing and public relations. Her bio was distributed.
- c. Accreditation 2016 – Chaffey College is in the process of preparing for its regularly scheduled Accreditation visit through the Accrediting Commission for Community and Junior Colleges (ACCJC). A document titled “Countdown to Accreditation, Chaffey College Monthly Newsletter” dated November 2015 was distributed.
- d. Mission Statement – The text from the proposed new mission statement was distributed.

- e. Report to Community 2015 “Chaffey College Catalyst for Growth” – Copies of the booklet from the college’s Report to Community were made available, as was the memento from the event.
- IX. QUESTIONS/ANSWERS/DISCUSSION – Member Bill Huff inquired if a Chaffey College band was started this year. Dr. Shannon replied that the college is investigating the possibility, but needs to find the resources.
- X. ADJOURN – The meeting adjourned at 6:20 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 spring 2016.