



# Chaffey College

## MINUTES

### CITIZENS' OVERSIGHT COMMITTEE CHAFFEY COMMUNITY COLLEGE DISTRICT

Monday, May 2, 2016

Chaffey College  
Information Services Building  
5885 Haven Avenue  
Rancho Cucamonga, CA 91737

#### 5:00 p.m. – 6:30 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
Skeers, Aaron.....	Business Owner, Rancho Cucamonga
Vargas Pipersky, Ester.....	Member, Montclair

**Committee Members Absent:**

Sanchez, Loren                      Advisory/Foundation, Upland

**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
Siddiqi, Melanie.....	Vice President of Administrative Affairs, Chaffey College
Winslow, Bill.....	Program Manager, Bernards

- I. WELCOME and INTRODUCTIONS — The meeting was convened at 5:10 p.m. by Jamie Harwood, chair of the Citizens' Oversight Committee. Ms. Harwood mentioned that a new member, Dr. Loren Sanchez, has joined the committee, but unfortunately was unable to make it to this meeting. Dr. Sanchez is president of the Chaffey College Foundation Board and serves on numerous community organizations. He is former superintendent of the Upland Unified School District and resides in Upland. Ms. Harwood also acknowledged student member Caleb Beaver with a certificate of recognition for his service on the Measure L Citizens' Oversight Committee. Mr. Beaver will no longer be a student at Chaffey College as he is transferring to a university.
  
- II. PUBLIC COMMENTS – There were no public comments.

- III. APPROVAL OF MINUTES FROM NOVEMBER 16, 2015 – A motion was made by William Huff, seconded by Ed Cook, to approve the minutes from the November 16, 2015, meeting as presented.
- Yeas: Caleb Beaver, Ed Cook, Fran Givens, Jamie Harwood, William Huff, Aaron Skeers, Ester Vargas Pipersky
- Nays: None
- IV. FACILITIES UPDATE — Information regarding construction projects at the Rancho Cucamonga, Fontana, and Chino campuses was presented by Bernards Program Manager, Bill Winslow. Dr. Shannon presented on the college’s mission statement, core values, and board vision. Dr. Shannon mentioned that Chaffey College’s first graduating class in 1885 consisted of two women. This year, the graduating class will be over 4,000.
- 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. 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 in the final construction phase, will help support this demand and provide greater energy efficiency. A sample of the outer insulation material of the tank was passed around the room. 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 for energy savings. Additionally, the program qualified to receive \$42,000 in incentives from the gas company.
    - ii. College Drive, Access Improvements Project – Additional modifications for access improvements are required to close this project with the Division of State Architect. The project is currently in the bid/award phase. Work will be completed over the summer.
  - e. Projects in Planning — Projects that are part of the Measure L Build-Out Plan were reviewed. These are projects using the remaining Measure L funds. Vision sessions with campus facilities staff, architects, and stakeholder groups were held recently to present options and gather feedback.
    - i. Theatre Wings Renovation – Renovations will include electrical, plumbing and HVAC upgrades, and new finishes (paint/flooring). 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, and more. 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, 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 Michael Alexander Campus Center in the quad area to provide for additional dining and gathering space for students. The projected cost is \$3,105,400.
- 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.
- 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. The College Drive Access Improvements project and the Central Plant Build-Out TES Tank are the only two Measure L projects 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 \$325,186,330. The Measure L Bond funds total is \$250,076,923.
  - 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 \$5,423,325 (this does not include funds that have been committed or allocated to projects).
- h. Questions and Comments
  - i. *What is DSA concerned about with the College Drive project?* – In response to a question from member Huff, Bill Winslow explained that when the College Drive project was completed approximately ten years ago, the contractor at the time did not file all change orders with DSA. DSA has requested changes in order to comply with current accessibility codes. The final amount for these changes is expected to cost approximately \$200,000.
  - ii. *How much is the water loss on the tank on a daily use basis?* – Member Huff inquired about water loss for the TES tank. Bill Winslow explained that, although the system is a closed-loop system, a small amount of water replenishment will be needed.
  - iii. *Clarification regarding incentives for the Central Plant Build-Out* – In response to a question from member Huff, Bill Winslow explained that \$42,000 in energy incentives have been received from the gas company for installation of energy efficient boilers. This is separate from the \$700,000 incentive from Edison for electrical load shift for the chillers. Mr. Winslow added that upon receiving a satisfactory inspection, Edison will release the incentive funds. The college is not required to run the system for any length of time. The funds from the gas company have already been received.
- i. Solar Project – Melanie Siddiqi provided information about a possible solar project at the college. She mentioned that a solar feasibility study was recently conducted. Also, a legal opinion was obtained and it was determined that Measure L funds may be used for a solar project. The college plans to issue a Request for Proposals in the next couple of weeks. The college is investigating solar at all three campuses, including the possibility of solar carports and roof mounted solar panels. The college is also considering options for a power purchase agreement or a direct purchase.
- j. Final Project Proposal for an instructional building on Chino Campus – Ms. Siddiqi shared that the college is in the process of developing a Final Project Proposal for an

instructional building at the Chino Campus. She explained that a statewide facilities bond initiative is on the November ballot this year. Community colleges stand to receive \$2 billion dollars if the bond measure passes. Chaffey College is in the process of submitting a Final Project Proposal to the state in hopes of receiving a portion of these funds. In order to be considered competitive with the state, the college will need to commit funds for the project as well, and has proposed a 50% match, which would be between \$6 – \$12 million (yet to be determined).

- k. Shipping Containers at Chino and Fontana – The college is looking into using shipping containers to provide much needed additional food services and bookstore space at the Fontana and Chino campuses. Ms. Siddiqi distributed photos of sample facilities created using shipping containers, which are a sustainable and affordable solution. A design meeting with the architect will be held tomorrow.

V. RETENTION OF PERFORMANCE AUDIT FIRM — Patrick Cabildo recommended Vicenti Lloyd and Stutzman (VLS) to conduct the 2015–16 Measure L performance audit. VLS has conducted the performance audit since the inception of Measure L. The college has been pleased with their work and the firm has institutional knowledge. Mr. Cabildo added that VLS conducts the performance audit, which covers compliance with terms of the bond measure, and a separate firm conducts the financial audit for the entire district, including Measure L funds. Therefore, two separate firms are reviewing the Measure L bond. A motion was made by Fran Givens, seconded by Aaron Skeers, to retain Vicenti Lloyd Stutzman as the performance audit firm for the 2015–16 Measure L performance audit.

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

Nays: None

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

- a. Accreditation Visit, October 3 – 6, 2016 – Dr. Shannon mentioned that Chaffey College is going through the reaffirmation of accreditation process this year. The college’s self-study has been completed. He passed a copy of the self-study around the room. He also distributed a copy of the timeline for accreditation. Dr. Kathy Hart, president from San Joaquin Delta College, will chair the accreditation team that will visit the college in October.
- b. Staffing Update and Organizational Chart – Dr. Shannon distributed a management organizational chart. He explained that the college has hired 33 faculty and 26 classified staff members over the past year. Also, the college has grown to 22,000 students, which requires more employees.
- c. May Events – A list of end-of-year events taking place at the college was distributed and members were invited to take part.
- d. Vision 2025 – Dr. Shannon provided information regarding the Vision 2025 document, which includes facilities plans for the Rancho Cucamonga, Chino and Fontana campuses over the next 10 years. Dr. Shannon added that where the college is now were dreams from 20 years ago. The college is preparing for a future bond to continue to grow and improve.

- VII. QUESTIONS/ANSWERS/DISCUSSION – Fran Givens inquired about discounted rates for classes for senior citizens. Dr. Shannon explained that unfortunately, Chaffey College does not offer discounted rates; however, individuals may audit a class, meaning they may participate in a class without receiving college credit and without paying tuition. Dr. Shannon mentioned that seniors are welcome and many do attend and graduate from Chaffey College.

Member Huff inquired about a Chaffey College band and Dr. Shannon explained that additional funding is needed. The college does have numerous music programs and events. Member Givens suggested inviting professional musicians to offer music clinics.

Eva Ramirez mentioned that several members’ 2-year terms are expiring and she will contact those members to see if they would like to serve another 2-year term on this committee.

- VIII. ADJOURN – The meeting adjourned at 6:25 p.m.

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

**The next meeting of the Citizens’ Oversight Committee will take place in fall 2016.**