



MINUTES

CITIZENS' OVERSIGHT COMMITTEE CHAFFEY COMMUNITY COLLEGE DISTRICT

Wednesday, November 30, 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:

Alwin, Travis.....	Student Member, San Bernardino
Givens, Fran.....	Senior Advisory, Fontana
Harwood, Jamie.....	Business Organization, Chino
Sanchez, Loren.....	Advisory/Foundation, Upland
Skeers, Aaron.....	Business Owner, Rancho Cucamonga
Vargas Pipersky, Ester.....	Member, Montclair

Committee Members Absent:

Cook, Ed.....	Member, Montclair
Huff, William J.....	Taxpayer's Organization, 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
Wertanen, Tom.....	Vice President, Bernards
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 welcomed new members Dr. Loren Sanchez and Mr. Travis Alwin. 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. Mr. Alwin is Chaffey College student trustee and president of the Associated Students of Chaffey College.

Ms. Harwood also announced that the following members agreed to serve a second two-year term on this committee and were approved by the Chaffey College Governing Board earlier this year: Ed Cook, Fran Givens, Aaron Skeers, Ester Vargas Pipersky, and Jamie Harwood. Members were thanked for their continued service.

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

- III. APPROVAL OF MINUTES FROM MAY 2, 2016 – A motion was made by Aaron Skeers, seconded by Ester Vargas Pipersky, to approve the minutes from the May 2, 2016 meeting as presented.

Yeas: Alwin, Harwood, Sanchez, Skeers, Vargas Pipersky (Fran Givens was not present during this portion of the meeting)

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.
- 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 on this campus, and the location of a possible future building was indicated. Chair Harwood mentioned that the entire area surrounding the Chino Campus is now built out with housing. The aerial view from 2011 showed no housing surrounding the college. Dr. Shannon added that the fountain at the center of the campus is back on.
 - c. Fontana Campus – An aerial view of the Fontana Campus was shown. Three buildings 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. 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.
 - ii. 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 — Projects that are part of the Measure L Build-Out Plan were reviewed. Construction drawings are under preparation for submittal to the DSA.
 - i. Theatre Wings Renovation – 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/Gallery, 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.
 - 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.
 - 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 a question from Committee Member Sanchez, Bill Winslow explained that the cost of the project is due to it being a sizable steel structure, which will have power and lighting. Furthermore, the existing construction area will need to be demolished and a new foundation will need to be poured. Member Skeers inquired about including solar panels as part of the project. Melanie Siddiqi explained that sufficient energy will be generated from solar carports in parking lots; therefore, it was decided to forego solar on this structure.

- 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 could hinder future construction. Bill Winslow announced that all of the completed projects in the Measure L Bond Program have been successfully closed and certified with DSA. Tom Wertanen added that this is a major accomplishment. Bill Winslow was thanked for his work and diligence in getting all completed projects closed and certified. In response to a question from Chair Harwood, Tom Wertanen explained that there are many reasons for a project to not be closed and certified with DSA. He explained that a project is initially approved by DSA; however, as construction moves forward, changes may occur. These changes are at times not properly reported to DSA. Additionally, various final reports from inspectors, architects, contractors, etc. need to be filed, which may not occur. The DSA process was recently improved, which should help with project close outs.
 - 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 \$326,635,988. 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 \$5,958,625 (this does not include funds that have been committed or allocated to projects). Melanie Siddiqi added that the plan is to use this remaining balance for the new building proposed on the Chino Campus.
- V. PERFORMANCE AUDIT — Patrick Cabildo introduced representatives from the firm Vicenti Lloyd & Stutzman, LLP (VLS), Renee Graves, partner and Laura Vilchez, senior associate. Ms. Graves addressed the committee detailing the results of the performance audit for the Measure L Bond for fiscal year ending June 30, 2016. Ms. Graves explained that this audit is a requirement of Prop 39 and is a performance audit, as opposed to a financial audit. She added that the purpose of the performance audit is to ensure that bond funds have been expended only for the authorized bond projects. The audit also verifies that the college is following education code requirements, such as the makeup of the oversight committee, information

provided on the website, and more. 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. Further, it was noted that the funds held in the Bond Building Fund, and expended by the District, were used for salaries of administrators only to the extent they perform administrative oversight work on construction projects as allowable per Opinion 04-110 issued on November 9, 2004 by the State of California Attorney General.

Ms. Graves also provided information regarding AB 2738, which becomes effective January 1, 2017 and prohibits bond funds from being invested outside the county. Kim Erickson added that 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%. Ms. Erickson added that 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. She is concerned about the future loss of revenue this could present for Chaffey College, and she mentioned she would be speaking with the county about future investment options with higher returns.

Mr. Cabildo added that the district-wide financial audit has been completed and will be presented to the Chaffey College Governing Board at their January meeting. Members of the Measure L COC will be invited to attend the presentation and will also be provided with a copy of the report.

- I. COLLEGE UPDATE – Dr. Shannon thanked the committee members for their service and provided an update on college activities. A packet of information was distributed.
 - a. November 8, 2016, Official Election Results – Dr. Shannon explained two propositions passed in the last election that will greatly benefit Chaffey College, and he thanked those who voted in favor of these propositions.
 - i. Proposition 51 – Melanie Siddiqi explained that Proposition 51 is a \$9 billion statewide construction bond for K-14 schools, \$2 billion of which is slated for community colleges. In anticipation of the bond's passage, Chaffey College submitted a project proposal to the state for funding for a new instructional building in Chino. The estimated cost of the building is \$20 million. The college would put up 50% of the cost and requested 50% in state funding. The college will be notified in January 2018 if the state will fund the proposal, with funding available in July 2018.
 - ii. Proposition 55 – Henry Shannon explained that Proposition 55 also passed and is an extension of Proposition 30, which is a tax on incomes over \$250,000 and provides funding for K-12 and community colleges.
 - b. Report to Community 2016 – Dr. Shannon distributed copies of the Report to Community 2016 booklet and noted the following articles.
 - i. Aspen Prize for Community College Excellence – Chaffey College has been selected as one of the top ten colleges in the nation for the Aspen Prize for Community College Excellence for 2017. The Aspen Prize is based on excellence in four areas: completion outcomes, labor market outcomes,

- learning outcomes, and equitable outcomes. Dr. Shannon stated he has received congratulatory messages from across the nation. The top school, which will be announced in March 2017, will receive \$1,000,000.
- ii. 2015–16 Graduating Class – Dr. Shannon announced that the graduating class this past year far exceeded his expectations. The college's goal was to have 4,000 graduates by 2018; however, the college achieved over 4,300 in the 2015–16 academic year. The new goal is to achieve 5,000.
 - iii. Economic Impact – Chaffey College's economic impact was noted and is significant.
 - iv. Enrollment and Growth – Chaffey College was in the top 7 community colleges for enrollment growth in the state this year, and last year was in the top 3.
 - v. Accreditation 2016 – Dr. Shannon explained that Dr. Kathy Hart, president of San Joaquin Delta College, chaired the team that conducted a site visit for Chaffey College's reaffirmation of accreditation in October 2016. Dr. Shannon recently received the team's report, which is very positive. The Accrediting Commission for Community and Junior Colleges will use this report, along with other information, to determine whether or not the college will be reaccredited. Based on the positive report, Dr. Shannon expects the college to be reaccredited for the maximum time possible, which is seven years.
 - vi. Meridith Randall, Associate Superintendent of Instruction and Institutional Effectiveness – Chaffey College has a new associate superintendent of instruction and institutional effectiveness, Meridith Randall, which comes from Shasta College.
 - vii. Travis Alwin – Committee Member Travis Alwin was featured in the Report to Community, along with his grandfather, who is an alumnus of Chaffey College.
- c. Newsletter – A copy of Dr. Shannon's monthly newsletter was distributed. COC members will be added to the email distribution list to receive the newsletter.
 - d. 100th Commencement Exercises – Dr. Shannon shared that the 100th graduation ceremony for Chaffey College will be held at Citizens' Business Bank Arena on May 18, 2017. The 100th celebration is a significant event.
- II. QUESTIONS/ANSWERS/DISCUSSION – Jamie Harwood mentioned that she has attended many events at the Chaffey College Chino Community Center and the building is a great asset to the community.
- III. ADJOURN – The meeting adjourned at 6:10 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 2017.