



Chaffey College

MINUTES

CITIZENS' OVERSIGHT COMMITTEE CHAFFEY COMMUNITY COLLEGE DISTRICT

Tuesday, June 4, 2019

**Chaffey College
Michael Alexander Campus Center, Room 208
5885 Haven Avenue
Rancho Cucamonga, CA 91737**

5:00 p.m. – 6:30 p.m. Regular Meeting

Committee Members Present/Area of Representation:

Harwood, Jamie.....Business Organization, Chino
Riley, Richard.....Taxpayer Organization, Ontario
Sanchez, Loren.....Advisory/Foundation, Upland
Skeers, Aaron.....Member at Large, Rancho Cucamonga
Williams, Nikeenia.....Student Member, Fontana

Committee Members Absent:

Cook, Ed.....Member at Large, Montclair
Vargas Pipersky, Ester.....Member at Large, Montclair
Voigt, Audrey.....Senior Advisory, Upland

Chaffey College Personnel Present:

Ament, Troy.....Executive Director, Facilities and Construction, Chaffey College
Arellano, Myriam.....Accounting Manager, Chaffey College
Cabildo, Patrick.....Internal Auditor, Chaffey College
Ell, Hope.....Executive Assistant, Chaffey College
Erickson, Kim.....Executive Director, Business Services, Chaffey College
Riley, Sarah.....Manager, Facilities Development, Chaffey College
Shannon, Henry.....Superintendent/President, Chaffey College
Siddiqi, Melanie.....Vice President, Administrative Affairs

- I. WELCOME and INTRODUCTIONS — The meeting was convened at 5:12 p.m. by Dr. Henry Shannon. Dr. Shannon acknowledged Ed Cook, Ester Vargas Pipersky, and Audrey Voigt who are all continuing on the committee but were unable to attend today's meeting. Dr. Shannon also acknowledged Nikeenia Williams, the new CCSG President/ Student Trustee. Dr. Shannon explained that per the bylaws, the Superintendent/President selects the chair of the committee for the first year. Dr. Shannon thanked Jamie Harwood for agreeing to serve as chair for the first year. He turned the meeting over to Ms. Harwood.
- II. SELECTION OF VICE CHAIR – Chair Jamie Harwood explained that per the bylaws, a vice chair shall be elected by the committee. The vice chair shall act as chair only when the chair is absent. Ms. Harwood asked for any volunteers and/or nominations for the vice chair position; Aaron Skeers volunteered. A motion was made by Loren Sanchez, seconded by Aaron Skeers to elect Aaron Skeers to the position of vice chair.

Yeas: Harwood, Riley, Sanchez, Skeers, Williams

Nays: None

- III. SELECTION OF TERMS – Per Section 5.4 of the bylaws, “At the Committee’s first meeting, members will draw lots or otherwise select a minimum of two members to serve for an initial one (1)-year term and the remaining members for an initial two (2)-year term.” Ms. Harwood shared that Nikeenia Williams will serve a one-year term, as her role as CCSG President is a year-long term. By acclamation, the committee agreed to have two committee members serve a one-year term and selected Ester Vargas Pipersky and Nikeenia Williams for those one-year terms. All other committee members will serve a two-year term.
- IV. PUBLIC COMMENTS – There were no public comments.
- V. APPROVAL OF MINUTES FROM DECEMBER 4, 2018 – A motion was made by Aaron Skeers, seconded by Richard Riley, to approve the minutes from the December 4, 2018 meeting as presented.

Yeas: Harwood, Riley, Sanchez, Skeers, Williams

Nays: None

VI. FACILITIES UPDATE —

- 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 Final Phase
 1. Planetarium Renovation – Project scope included upgrades to provide modern instructional space with renovations of electrical and lighting, upgrades to HVAC, accessibility improvements, new finishes, and a new digital projection system. The projected budget is \$1,704,758. Budget total includes other funding sources in addition to Measure L funds. This project is now complete and classes are being held. Final phase of DSA path of travel work to be completed in the new few months.
 2. Museum Renovation – Project scope included upgrades and renovations to provide modern gallery space and instructional facilities, which includes new HVAC, new patio sun shade structure, and new gallery lighting. The projected budget is \$3,038,235. Budget total includes other funding sources in addition to Measure L funds. The building is completed and occupied; final landscape is near completion. Final phase of DSA path of travel work to be completed in the new few months.
 3. Theatre Wings Renovation-East and West – The existing Theatre Wings, built in 1958, have been upgraded to provide modern instructional space. Renovations included electrical, plumbing and HVAC upgrades, and new finishes (paint/flooring). The projected budget is \$4,298,107. Budget total includes other funding sources in addition to Measure L funds. Current construction activities include brick wall infill

and minor punch list items. Final phase of DSA path of travel work to be completed in the new few months.

ii. Completed Projects

1. Campus Center Shade Structure – This project included the installation of a steel frame shade structure adjacent to the MACC building to provide additional dining and gathering space for students. The projected budget is \$4,680,400. Current construction activities and exterior furniture installations are complete and final punch lists are being reviewed and signed off.
2. Campus Center East Plaza – This project consisted of an exterior gathering location, which includes 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 \$1,610,417. This project is complete and landscape maintenance will be turned over to the District in July.

e. Project Closeout — All but the five most recent Measure L Buildout Projects have been successfully closed and certified with the Division of State Architect.

f. Financials

- i. Construction Cost Summary, Completed Projects 2009–2018 – A summary of construction costs for several major projects was reviewed. The change order percent has a budgeted limit of 10%; however, the average on completed projects has been 6%, which means the remaining funds are 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 \$330,155,092. The Measure L Bond funds total is \$251,070,312.
- 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 \$4,382,507 (this does not include funds that have been committed or allocated to projects, including the five Measure-L Build Out projects listed above). Melanie Siddiqi noted that the college has been dealing with problems related to the central plant hot water heating loop. The District received a legal opinion and remaining Measure L funds can be used to abandon the current system; the District is investigating moving to individual boilers for each building.

VII. RETENTION OF PERFORMANCE AUDIT FIRM — Patrick Cabildo recommended retaining Clifton, Larson, Allen (CLA) to conduct the 2018-19 Measure L performance audit. The audit will be available at the fall 2019 meeting. A motion was made by Aaron Skeers, seconded by Loren Sanchez to retain Clifton, Larson, Allen (CLA) as the performance audit firm for the 2018-19 Measure L performance audit.

Yeas: Harwood, Riley, Sanchez, Skeers, Williams

Nays: None

VIII. MEASURE P – Melanie Siddiqi provided an overview of Measure P, which was passed by District voters in the November election. Measure P is a \$700 million general obligation bond which will provide the college with the ability to upgrade classrooms, labs, and technology to help prepare students to transfer to four-year colleges and/or acquire the skills needed to earn higher paying jobs. Ms. Siddiqi shared poster boards that visualize the changes to the Rancho, Chino, and Fontana campuses, as well as a new site in Ontario. The Rancho Campus plans

include 11 new structures and demolition of 14 existing buildings. The Chino Campus plans include a new instructional building, a new lab building, and a new maintenance building. The shipping container project is not moving forward due to timeline issues with the architects. That project was planned to house a variety of spaces including food service, campus police, the campus store, supplemental instruction, as well as indoor and outdoor dining/gathering space. The instruction building planned at the Chino Campus may be changed to a multi-use building to accommodate some of the services that were planned for the container project, if the approved final project proposal (FPP) on file with the state for the instructional building at the Chino campus isn’t funded in the 2019/20 year. The Fontana Campus plans include land acquisition along Sierra and Merrill Avenues to allow for a new campus center at that location. In addition, two new instructional buildings would be built along Sierra Avenue and a redesigned front entrance to the campus off Sierra. The oldest existing building (FNFC) will be demolished. A new campus is proposed for the city of Ontario. In order to complete the projects at Fontana and Ontario, property must be acquired. The District has been working with both cities and a real estate agent in that regard. The north plot of land at the Fontana site will take more time to acquire as it is currently occupied by a fast food establishment. In Ontario, the District is looking at various sites to determine a location that is best suited for Chaffey College and its students.

An agenda item to award a contract to project management firm Kitchell will be sent forward to the June governing board meeting for approval. Loren Sanchez asked if Kitchell would essentially act in the same role as Bernards did for Measure L. Ms. Siddiqi shared that Kitchell will oversee the bond program as a whole. When construction is set to begin, the District also plans to issue an RFP for construction management services. Kitchell will have the opportunity to submit a proposal for those services as well. Dr. Sanchez also asked if Kitchell would be recommending architects; Ms. Siddiqi noted that they may be involved in the selection process, however the District would be issuing the RFQ/RFP and making the determination. Once Kitchell is officially approved, they will start working with the District on master planning, including project sequencing, delivery methods, and budgeting.

In relation to bond issuances, three separate resolutions will go to the July governing board meeting. The first resolution will be a bond issuance for a not to exceed amount of \$200 million. The District will just be starting its master planning with Kitchell in July; a not to exceed amount allows more flexibility since budgeting will not yet be finalized. The District is targeting receipt of funds for the first issuance around September. The second resolution will be a tax levy. This will allow the county to begin levying taxes this year so that collection would begin in 2019-20. The third resolution relates to Measure L refinancing, which will save taxpayers approximately \$3 million. It does not extend the term of the bond; it is strictly an interest rate reduction. Dr. Shannon recommended that the District provide a quarterly progress report to the committee as things continue to move forward; committee members felt that would be helpful.

Patrick Cabildo noted that Measure P will start with the 2019-20 fiscal year. The District has decided to have both a performance and financial audit specifically for Measure P bond activities. With Measure L, the District relied on the District’s financial audit and a separate performance audit; both audits will become separate for Measure P.

- IX. COLLEGE UPDATE – Dr. Henry Shannon provided an update on college activities.
- a. Strategic Realignment – Dr. Shannon distributed an email that was sent to college employees, as well as an organization chart that goes into effect July 1, 2019. With the end of Measure L and the start of Measure P, it was necessary to realign the management structure. Dr. Shannon noted that one of the additional positions will be a

capital fundraising manager. One of the things noted during research for Measure P is that needed capital projects in the District are in excess of \$1 billion. Measure P is only a \$700 million bond. This position will focus on fundraising for capital projects to help fill in that gap.

- b. Chaffey College 102nd Commencement – Dr. Shannon reported that the 102nd commencement ceremonies were held Thursday, May 23 at Citizens Business Bank Arena in Ontario. Over 1,100 students were in attendance. The college was selected to have a special speaker, Karamo Brown, brought in by Extra Gum. Extra Gum gave the District \$50,000 for this special program.
- c. Chaffey College Board Elections 2020 – Dr. Shannon shared that the governing board elections for 2020 are expected to move to March. This is due to the move of the California state primary.
- d. Newsletter – A copy of Dr. Shannon’s monthly newsletter was distributed.

X. QUESTIONS/ANSWERS/DISCUSSION

ADJOURN – The meeting adjourned at 5:56 p.m.

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

The next meeting of the Citizens’ Oversight Committee will take place in fall 2019.