



Chaffey College

MINUTES

BOND CITIZENS' OVERSIGHT COMMITTEE CHAFFEY COMMUNITY COLLEGE DISTRICT

Thursday, November 7, 2019

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

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
Voigt, Audrey.....	Senior Advisory, Upland

Committee Members Absent:

Cook, Ed.....	Member at Large, Montclair
Vargas Pipersky, Ester.....	Member at Large, Montclair

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
Erickson, Kim.....	Executive Director, Business Services, Chaffey College
Ramirez, Eva.....	Executive Assistant, Chaffey College
Riley, Sarah.....	Manager, Facilities Development, Chaffey College
Shannon, Henry.....	Superintendent/President, Chaffey College
Siddiqi, Melanie.....	Associate Superintendent, Administrative Services, Chaffey College
Villegas, Michael.....	Project Director, Kitchell

- I. WELCOME and INTRODUCTIONS — The meeting was convened at 5:05 p.m. by Jamie Harwood, chair of the Citizens' Oversight Committee. Ms. Harwood acknowledged Ester Vargas Pipersky's absence due to a prolonged illness and asked that all members keep her in their thoughts.
- II. PUBLIC COMMENTS – There were no public comments.
- III. APPROVAL OF MINUTES FROM JUNE 4, 2019 – The minutes from the June 4, 2019 meeting were approved as presented.

Yeas: Harwood, Riley, Sanchez, Skeers, Voigt

Nays: None

- IV. INTRODUCTION OF MEASURE P PROGRAM MANAGEMENT FIRM – Melanie Siddiqi, associate superintendent of administrative services, shared that in June the Chaffey College Governing Board approved a five-year agreement with Kitchell/CEM, Inc. for program and project management services for Measure P. She introduced Michael Villegas, project director with Kitchell.
- V. BONDS UPDATE (MEASURES L AND P) — Troy Ament, executive director of facilities and construction, provided an update on Measure L.
- 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.
 - e. Measure L Build-Out
 - i. Completed Projects
 1. Planetarium Renovation – Project scope included upgrades to provide modern instructional space with renovations of electrical and lighting, upgrades to HVAC (heating, ventilating, & air conditioning), accessibility improvements, new finishes, and a new digital projection system. The project budget is \$1,704,758, which includes other funding sources in addition to Measure L funds. This project is now complete and classes are being held.
 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 project budget is \$3,038,235, which includes other funding sources in addition to Measure L funds. The building is complete and occupied.
 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 project budget is \$4,298,107, which includes other funding sources in addition to Measure L funds. The project is complete and occupied.
 4. 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 project budget is \$4,680,400. The project is complete and in use.
 5. Campus Center East Plaza – This project consists 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 project budget is \$1,610,417. This project is complete and in use.
 - f. Project Closeout — All but two of the most recent Measure L Build-Out Projects have been successfully closed and certified with the Division of State Architect.

g. 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 \$330,655,092. The Measure L Bond funds total is \$251,570,312.
- 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 \$4,882,513 (this does not include funds that have been committed or allocated to projects, including the five Measure L Build-Out projects listed above). Dr. Henry Shannon, superintendent/president of Chaffey College, mentioned that additional income came from various investments and matching dollars. Kim Erickson explained that the College used to be able to invest its bond funds outside of the County Treasurer and receive a higher return; however, legislation changed and the College is now investing with the County Treasurer, which has a lower rate of return, currently at about 2%. Myriam Arellano added that some contingency funds may be released at the final closure of the Measure L Build-Out projects and this will provide additional remaining funds. Mr. Ament explained that the remaining balance will be put towards projects such as: Chino Instructional Building, additional way-finding signage, boiler project at the Rancho Cucamonga Campus, and an ADA survey. In response to a question from Jamie Harwood regarding the cost of ADA compliance, Melanie Siddiqi explained that remaining funds will be used to conduct an ADA survey and prepare a plan, not for the ADA compliance work that may be required. The projected cost to correct areas that may not be in compliance is unknown at this time.

- h. Measure P – Mike Villegas, project director with Kitchell provided an update on Measure P activities. He stated that Kitchell began in July working on various initiatives, such as financials, scheduling, standards, architectural finishes, and other tasks to help implement the Measure P program.

- i. Recent Accomplishments – The College has accomplished the following so far in 2019: acquired Kitchell as the bond program management firm; formed the Citizens’ Bond Oversight Committee; received proceeds of \$200 million from the first bond issuance; received State funding for the Chino Instructional Building (CIB); acquired HMC Architects as the architectural firm for the CIB project; conducted a townhall and visioning session for the CIB; began developing/issuing requests for proposals/requests for qualifications (RFPs/RFQs) for necessary services such as geotechnical, special testing and inspection, CEQA, etc.; began developing a bond program implementation plan, including program and projects budgets and schedules; began developing a bond program procedures manual.

In response to a question from Jamie Harwood, Mr. Villegas stated that approximately 25-30 individuals attended the townhall meeting.

- ii. Vision 2025 Facilities Master Plan (FMP) Projects – The following projects are included in the FMP:

1. Chino Campus – There are 3 new structures in the plan for this campus, an instructional building, laboratory building, and maintenance building.
 2. Fontana Campus – There are 3 new structures in the plan for this campus, a campus center, instructional building 1, and instructional building 2.
 3. Rancho Cucamonga Campus – There are 11 new structures, 6 structural renovations/expansions, and athletic fields renovations in the plan for this campus. New structures are: library, instructional building 1, instructional building 2, instructional building 3, instructional building 4, campus center, student services building, parking structure, flexible performance space/tv production, operational support building, and maintenance building. Renovations in the plan are: gym reno/expansion, automotive tech, MACC reno/expansion, skills lab, aeronautics, theatre, and athletic fields.
 4. Ontario Campus – There is one new structure in the plan to establish this campus, an instructional/student support building
- iii. Chino Instructional Building Project Details – The Chino Instructional Building will be one of the first Measure P projects. There are numerous constraints in what can be built since the State is providing funding for half of the project and the College must stay within the State’s parameters. The total projected costs are \$25,441,000 (the State is supporting the cost of the building at approximately 50% or about \$12 million). This is a two-story instructional building, 35,323 gross square feet (GSF)/22,960 assignable square feet (ASF) comprised of:
1. 6,900 Assigned Square Footage (ASF) Lecture
 2. 3,660 ASF Office
 3. 6,500 ASF Library
 4. 5,000 ASF Reading/Study Room
 5. 1,500 ASF Open Stack Reading Room
 6. 2,500 ASF AV/TV
 7. 3,400 ASF Meeting Room
 8. Programs/Services
- iv. Chino Instructional Building Projected Schedule
- Complete Preliminary Plans (SD): 03/01/2020
 - Start Working Drawings (DD/CD): 04/01/2020
 - Complete Construction Drawings: 12/15/2020
 - Obtain DSA Final Approval: 07/15/2021
 - Advertise Bid for Construction: 09/15/2021
 - Award Construction Contract: 11/15/2021
 - Advertise Bid for Equipment: 09/15/2022
 - Complete Project: 03/15/2023
- v. Fontana Campus – The recommended campus plan for Fontana was shown. There have been some challenges with acquiring property in Fontana adjacent to the existing Fontana Campus, so this plan may change.
- vi. Vision 2025 Facilities Master Plan Addendum, Recommended Phase 1 Sequencing – the following projects are recommended for Phase 1.
1. Rancho Cucamonga Campus
 - a. Library
 - b. ATL Renovation
 - c. Instructional Building 1
 - d. Surveys (Geo-Tech/Environmental, Utilities, etc.)

2. Chino Campus
 - a. Instructional Building 1
 3. Fontana Campus
 - a. Campus Center
 - b. Instructional Building 1
 4. Ontario Campus
 - a. Instructional/Student Support Building
- vii. Plans for the Next Six Months
1. Finalize Bond Program Implementation Plan
 - a. *Objectives/Guiding Principles*
 - b. *Communications Plan*
 - c. *Program Structure/Roles & Responsibilities*
 - d. *Master Program Budget/Schedule/Cash Flow*
 - e. *Project Budgets/Schedules by Campus*
 2. Finalize Bond Procedures Manual
 3. Complete preliminary plans for the Chino Instructional Building
 4. Finalize sequencing of projects and identify project delivery methods
 5. Identify pre-planning surveys and issue RFPs
 6. Finalize update of design/building standards
 7. Pursue land acquisition in Fontana and Ontario
- viii. Questions
1. Dr. Shannon mentioned that funds to cover all of the College’s facilities needs total approximately \$1.2 billion, and the Measure P bond is \$700 million. The match from the State helps, but there is still a gap to fund all of the College’s needs. Melanie Siddiqi added that AB48, a \$15 billion statewide facilities bond, is going before the voters in March. If it passes, \$2 billion will be allocated to community colleges. Chaffey does have a project proposal on file with the State for funding, and is looking to submit other project proposals to the State for additional funding.
 2. In response to a question from committee member Nikeenia Williams, Ms. Siddiqi explained that the location of the new library on the Rancho Cucamonga campus will be just south of the existing library.
 3. A member of the public and Chaffey College student government vice president Xochitl Escamilla stated that she takes classes at the Chino Campus, and inquired how Measure P will help improve various services at Chino, such as food services, parking, and bus service. Dr. Shannon replied that the food issue is being addressed now. He added that the home builders in the area had planned for a strip mall with food options adjacent to the campus, but that did not materialize when it was supposed to in 2008/09 due to the downturn in the economy. Ms. Siddiqi added that the College later had plans for a container project to provide food services, but that also did not materialize due to issues with the architectural contract. Sarah Riley mentioned that since the CIB has State funding, the College needs to adhere to what the State approved and unfortunately, the College cannot add food services to that building. Ms. Siddiqi added that meetings are underway with a developer who purchased the lot adjacent to the campus to provide input on what would be beneficial to build there, including food services.

VI. PERFORMANCE AUDIT — Patrick Cabildo, internal auditor, introduced Lauraliz Vilchez, auditor from the firm CliftonLarsonAllen (CLA). Ms. Vilchez addressed the committee detailing

the results of the performance audit for the Measure L Bond for fiscal year ending June 30, 2019. She explained that this audit is a requirement of Prop 39 and is a performance audit, as opposed to a financial audit. Ms. Vilchez added that the purpose of the performance audit is to ensure that Measure L 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 Measure L Bond Building Fund and that such expenditures were made for authorized bond projects.

Patrick Cabildo mentioned that Measure P will be included in next year’s audit. In response to a question from Jamie Harwood, Ms. Vilchez explained the audit the process. Dr. Shannon thanked everyone for another great audit.

VII. COLLEGE UPDATE – Dr. Henry Shannon provided an update on College activities.

- a. Aspen Prize – Dr. Shannon explained that Chaffey College placed in the Top 10 for the Aspen Prize for Community College Excellence in 2017. Chaffey College has once again been nominated for the 2021 Aspen Prize. A list of the 150 nominated schools (out of approximately 1,200 nationwide) was distributed. The prize is based on the following categories: completion outcomes, labor market outcomes, learning outcomes, and equitable outcomes.
- b. Recommendation – Associate Superintendent, Instruction and Institutional Effectiveness – Following a nationwide search, Laura Hope has been recommended for this position; she has been serving in this role on an interim basis.
- a. Save the Date – Dr. Shannon shared information about the following upcoming College events: Report to Community on February 25, 2020; Alumni of the Year/Athletic Hall of Fame Dinner on April 9, 2020; Commencement on May 21, 2020; and the Chaffey College Foundation Golf Tournament on June 22, 2020. Dr. Loren Sanchez added that the golf tournament raised \$130,000 last year.
- c. Chaffey College Board Elections – A copy of the election calendar for the California 2020 primary election was distributed. Dr. Shannon noted that November 11, 2019 is the deadline for candidate filing. Three governing board members are up for re-election in March: Gloria Negrete McLeod (district 5), Gary Ovitt (district 4), and Lee McDougal (district 3).
- d. Enrollment Information Fall 2019 – A copy of student enrollment data for the fall 2019 semester was distributed. Dr. Shannon mentioned that Chaffey College’s enrollment is strong and increasing, although many colleges are experiencing declining enrollment.
- e. Newsletter – A copy of Dr. Shannon’s monthly newsletter for October 2019 was distributed.

VIII. QUESTIONS/ANSWERS/DISCUSSION

Chair Jamie Harwood mentioned that the Spooktacular event at Ayala Park in Chino on Halloween had over 6,500 people in attendance.

Xochitl Escamilla mentioned the student-run Bistro at the Chaffey College Chino Community Center. The Bistro offers lunch for \$10 on Thursdays, which includes a beverage, appetizer, entrée, and dessert. Dr. Shannon invited attendees to The Bistro’s Thanksgiving event on the November 21 at 11:30 a.m.

Nikeenia Williams invited all attendees to take part in the Winter Celebration event on December 4 on the Rancho Cucamonga Campus.

Committee member Dr. Loren Sanchez added that Chaffey College’s football team is undefeated and on a winning streak.

IX. ADJOURN – The meeting adjourned at 5:52 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 spring 2020.