



# Chaffey College

## **BOND CITIZENS' OVERSIGHT COMMITTEE CHAFFEY COMMUNITY COLLEGE DISTRICT**

Monday, March 3, 2025  
Chaffey College Chino Campus, Chino Instructional Building  
5897 College Park Avenue  
Chino, CA 91710

### **Committee Members Present/Area of Representation:**

- ☒ Cook, Ed..... Member at Large, Montclair
- ☐ Greer, Vince..... Member at Large, Rancho Cucamonga
- ☒ Harwood, Jamie..... Business Organization, Chino
- ☒ Miller, Corah..... Student, Chino Hills
- ☒ Riley, Richard..... Taxpayer Organization, Ontario
- ☒ Sanchez, Loren..... Advisory/Foundation, Upland
- ☐ Voigt, Audrey..... Senior Advisory, Upland

### **Chaffey College Personnel Present:**

- ☒ Ament, Troy..... Associate Superintendent, Administrative Services and Emergency Operations, Chaffey College
- ☒ Arellano, Myriam..... Director, Accounting Services, Chaffey College
- ☒ Cabildo, Patrick..... Executive Director, Business Services, Chaffey College
- ☒ Dominguez, Timothy..... Auditor, Chaffey College
- ☒ Ramirez, Eva..... Executive Assistant, Chaffey College
- ☒ Rojero, Norma..... Executive Assistant, Chaffey College
- ☐ Shah, Samir..... Bond Program Manager, Chaffey College
- ☒ Shannon, Henry..... Superintendent/President, Chaffey College

1. WELCOME and INTRODUCTIONS — The meeting was convened at 3:08 p.m. by Jamie Harwood, chair of the Citizens' Oversight Committee. Ms. Harwood welcomed Student Trustee, Corah Miller, and self-introductions were made. Troy Ament introduced Rafael Quezon, project and construction manager for the Chino Instructional Building. In addition, Mike Portillo, technical support specialist, was thanked for his assistance with setting up the technology needed for today's meeting.

Troy Ament provided a quick summary of the Chino Instructional Building, indicating that this building is a partially state-funded building offering 35,000 sq. ft. of space that will house the LVN, CNA, and general education course programming. The building is currently behind schedule due to weather and other issues that arose during construction, but the college will begin occupying the space by summer 2025. Troy Ament provided a tour of the new facility after the meeting.

2. COMMITTEE MEMBER VIRTUAL PARTICIPATION PURSUANT TO AB 2449 – There were no requests for virtual participation.

3. PUBLIC COMMENTS – None

4. COMMITTEE MEMBERSHIP – Dr. Shannon announced that the terms of five committee members will end in April 2025. To ensure a smooth transition, he invited Tim Dominguez, the Chaffey College auditor, to explain the process.

Tim Dominguez shared that he reviewed the by-laws with Chaffey's General Counsel and the Bond's legal counsel. To comply, Chaffey College will advertise to fill the open positions. Current members can stay until replacements are found. The by-laws recommend a minimum of six community members, with no maximum limit. Since many terms are ending, the committee will add two seats. Ms. Harwood and Ms. Voight will remain for one more year while filling the five open seats. Positions will be advertised, and current members will get email notifications when their seats are filled. This process will keep the college compliant.

5. ELECTION OF OFFICERS – Dr. Shannon stated that it is time for the annual election of officers. He asked for nominations.
  - a. Ed Cook motioned for Jamie Harwood to serve as chair. The motion was seconded by Richard Riley and unanimously approved.
  - b. Ms. Harwood motioned for Audrey Voigt to serve as vice chair. The motion was seconded by Richard Riley and unanimously approved.
6. APPROVAL OF MINUTES FROM SEPTEMBER 16, 2024 – The minutes from the September 16, 2024, meeting were unanimously approved as presented. Motion by Loren Sanchez, seconded by Ed Cook.
7. BONDS UPDATE (MEASURES L AND P) — Troy Ament, Associate Superintendent of Administrative Services and Emergency Operations, provided a presentation pertaining to Measures P and L construction projects:
  - a. **Chino Instructional Building** – This project is approximately 99% complete; keys are expected to be turned over in April 2025. A question was asked about additional parking, and the answer is that no additional parking is planned for this campus at this time.
  - b. **Swimming Pool Renovation** – This facility was originally shut down during the pandemic due to campus closure which caused issues with the chlorine and other safety hazards. To address the health and safety issues, the College made the decision to close the pool and use this time to renovate it. This new facility, now known as the Aquatic Center, will provide seating for 400 people, new office areas, a meeting room, and a ticket booth. The College will be hosting a ribbon-cutting ceremony on Thursday, March 20 at 12:00 p.m. and this committee is invited to attend.
  - c. **ADA Barrier Removal** – This project is now complete. Troy shared a campus map showing the paths of travel that have been updated and are now ADA-compliant.
  - d. **Boiler Retrofit Project** – This project entailed replacing the failing underground hot water loop connected to the Central Plant. The loop has now been completely abandoned and there are 24 separate standalone boilers at each individual building. All boilers are up and running and the project should be closed soon.
  - e. **Library/Learning Commons** – This is a flagship; iconic new building located just south of the existing library. This is the College's first design-build project. This project is about a month behind schedule due to unforeseen conditions that occurred in November. Concrete has been poured on the first, second and third floors, as well as the roof as air conditioners will need to be installed on the rooftops. Framing should be going up in the coming weeks, and a lawn or landscape restoration project has been completed in the areas that were disrupted by these projects, improving the

appearance of the campus.

- f. **Michael Alexander Campus Center (MACC)** – This project consists of adding additional structures to the existing MACC building. This project is about one month ahead of schedule and will add an additional 9,000 sq. ft. of space for dining and student gatherings. This project is scheduled to be completed in May of 2026.
- g. **New Fontana Campus** – The design-build firm for this project, DPR and Smith Group, has been hired and has completed the schematic design phase. The project is now ready to move into the design development and construction document phases, with plans to submit to Division of State Architects (DSA) in the next few months. Completion is scheduled for December 2028. This project will include a total of five new buildings located in the southern portion of Fontana off Sierra Avenue and Underwood, south of the 10 freeway. A presentation was made in November to the Fontana City Council. A decision has not been made about what to do with the existing Fontana Campus after all programs are relocated to the new campus. There have been discussions to either use it as a workforce center or possibly sell the property, but nothing has been determined at this time.
- h. **New Ontario Campus** – The land purchased for this new construction is situated on Ontario Ranch Road between Haven Avenue and Hamner Avenue. Recently, the board approved the master planning for this project, and it is in the criteria document phase with LPA Architects and the user groups on campus to focus on identifying programming needs and the total number of buildings required. So far, discussions have proposed options for a welcome center, a cybrary, and a tech center and/or a university center model.
- i. **12kV PILC Project** – This project has been completed. An investigation revealed that the existing 45-year-old infrastructure had reached the end of its life expectancy and needed to be replaced. This replacement is essential to ensure that the new buildings being constructed will not overburden the current infrastructure and cause critical failures.

Troy provided historical background regarding the investigation that took place to discover why the college was experiencing underground hot water leaks. Around 2014, a firm was hired to conduct a flyover with infrared to do thermal imagery at night. The survey was then rectified with the build plans and geo-rectified with latitude and longitude points to identify where things were underground. About a year after the survey was completed, the first leak appeared, and the College was able to confirm that the small hot spots on the thermal map were most likely leaks. A recommendation was made to the Governing Board to abandon the hot water loop and replace it with individual boilers. Hampton Tedder was hired to complete all the 12kV underground work. The District is now confident that the electrical infrastructure is in great shape.

- j. **Haven Sidewalk Project** – This is a city grant-funded project. The Governing Board has approved an easement that grants the City of Rancho Cucamonga access for the maintenance and repairs related to the Haven sidewalk project. With the city actively working on this initiative, the sidewalk along the VSS building on College Drive will now connect to the Haven sidewalk project. This project is fully funded through a city grant and is scheduled to begin at the end of April. Efforts are being coordinated so that it does not interfere with major events on campus. Also, over the winter break the pavers to the main entrance were replaced.

- k. **Facilities Master Plan Vision 2025 Revamp** – The Vision 2033 Facilities Master Plan is under review to address square footage, brick and mortar needs, and to ensure that the document in place is still a viable plan. The goal is to share the draft in the next couple of weeks with all faculty to get their input before they leave for summer break. Once input is received, it will go before the Governing Board for final approval.
- l. **Measure L and P Funding** – Troy commended Myriam Arellano, director of Accounting Services, for her outstanding work in managing the bond funding. Samir Shah, the bond program manager, has ensured projects are on track, progressing, and staying within budget. Currently, all projects scheduled for Phase I have sufficient funding to move forward according to plan. At this time, all Measure L funds have been expended except for \$500,000, which will be used for a future project. All existing projects at this time are being funded by Measure P funds.

Patrick Cabildo, executive director of Business Services, also shared that the college recently conducted a bond issuance using Measure P funds. This bond transaction generated over \$174 million in new funds. Additionally, the college completed a refunding of existing bonds. Through this refunding, the college was able to eliminate \$7.2 million in debt, effectively reducing the bond debt repayment period by six years for our taxpayers, all while keeping costs below \$25 per \$100,000 of assessed value. One interesting note about this transaction is that the college received orders from 90 different investors totaling \$1.2 billion dollars and some of those investors were from top tier investment companies and international investors from countries such as Norway and Portugal.

#### Questions

- i. Jamie Harwood asked if the bonds requested from Norway and Portugal were from sovereign wealth funds? Patrick will provide a listing from underwriters of who the major purchases were from.
  - ii. Loren Sanchez asked about fire prevention and how safe is the campus? Troy responded that the only target hazard that he would be concerned about on campus is the preserve located at the northeast corner of the campus. The College has met with Rancho Fire and they have a plan already because of all the residential units that are on the east of the campus. The fire lane is completely weed-free at all times, which allows their fire units to get in and do structure protection. The College is also proactive in addressing weed abatement on Banyan Avenue, the slope below the campus, as this can create anxiety for residents when they see dry brush. Most of the structures on campus are fire resilient, being either brick or stucco. The roofs are of sloped metal standing seam that help with fire prevention. Also, in case of a fire, the College becomes a staging location for the fire department.
8. **FINANCIAL AUDIT** – Timothy Dominguez, Interim Internal Auditor, provided information about the Measure P Bond financial audit for the year ending June 30, 2024. Mr. Dominguez shared that the financial audit is conducted by EideBailly, a local CPA company. The audit is a test of basic financial statements; it's essentially a test of the classification of accounting. The independent auditors reported no findings; in other words, it was a clean audit.

## Questions

- i. Jamie Harwood asked how long it takes to complete such an audit. The audits are completed concurrently with the college-wide audit, but extracting what they review would only be a matter of days.
9. PERFORMANCE AUDIT – Patrick Cabildo presented information about the performance audit for the year ending June 30, 2024, which covers Measure L and Measure P. In this audit, the firm tests expenses incurred by the Bond. The audit took approximately one week to complete and resulted in a clean audit.
10. RETENTION OF FINANCIAL AND PERFORMANCE AUDIT FIRMS FOR FISCAL YEAR ENDING JUNE 30, 2024 – Patrick Cabildo, executive director of business services, made a recommendation to retain EideBailly for the financial audit and CliftonLarsonAllen, LLP for the performance audit for the fiscal year ending June 30, 2025. On a motion by Ed Cook, seconded by Richard Riley, the recommendation was unanimously approved.
11. COLLEGE UPDATE – Dr. Henry Shannon provided a college update, and in his report, he shared the following activities:
  - a. Commencement – Commencement will be held on May 22, 2025, at the Toyota Arena. Bond COC is invited to attend. The President's Office will provide information to the committee as the event approaches.
  - b. Summer Hours – The college will be operating on a 4/10 schedule during the summer beginning June 2 – July 25. The college will be closed all Fridays with the exception of the week of Juneteenth and 4<sup>th</sup> of July in observance of the holidays.
  - c. Organizational Chart – Dr. Shannon shared the District's organizational chart and shared that the College is in the middle of conducting a search for a permanent associate superintendent of instruction and hopes to have someone in place by July or August of 2025.
  - d. Aquatics Center Ribbon Cutting Ceremony – A ribbon cutting ceremony will be taking place on Thursday, March 20, at 12:00 pm, weather permitting.
  - e. Spring Enrollment – Dr. Shannon shared data regarding enrollment, which is strong and has surpassed expectations. It was also noted that the college puts significant effort into ensuring its financial health. This includes maintaining a strong reserve, keeping salaries and benefits at no more than 85% of the total budget, and adhering to the Faculty Obligation Number (FON) set by the state, which requires staying within 50% of that number.
  - f. Corah Miller, student trustee and student government president, mentioned that student government has been very active lately, with student representation nearly tripling. She has observed a growing trend among students who are eager to become more involved on campus and are enrolling in more in-person classes. Additionally, she expressed her excitement for the upcoming commencement and is looking forward to addressing her fellow students and guests during the commencement ceremony in May.
  - g. Dr. Shannon reported that during a recent Executive Team meeting, the team engaged with a group of four student leaders who emphasized the importance of designated

resting areas for students that spend hours on campus between classes. The student leaders proposed the installation of hammocks in shaded locations and offered additional suggestions aimed at creating suitable spaces for students to rest and recharge.

12. ADJOURN – The meeting was adjourned at 4:30 p.m. The next meeting will be held in the fall of 2025.

*Documents referenced in these minutes are available on the Chaffey College Bond Citizens' Oversight Committee website: <https://www.chaffey.edu/facilitiesdevelopment/citizens-oversight.php>*