



CITIZENS' BOND OVERSIGHT COMMITTEE

MEETING MINUTES

Tuesday, October 02, 2012 - 5:30 PM
SJECCD District Office Conference Room #9
4750 San Felipe Road, San Jose, CA 95135

Present: Joseph Becker Community At-Large
Kathy Kyne Senior Citizens Organization
Ann Mancuso-Engdahl Community At-Large
Spencer Horowitz Community At-Large

Guest:

Absent: Bob Nunez Community At-Large
Daniel Kojiro Community At-Large
Linda Lam Student Representative
Carol Lizak Community At-Large
Dr. Rita Cepeda Chancellor, SJECCD
Dr. Barbara Kavalier President, San Jose City College
Greg Nelson Vice President Administrative Services, SJCC
Mark Miller Gilbane

Staff: Douglas Smith Interim Vice Chancellor, Administrative Services
Henry Gee Vice President Administrative Services, EVC
Peter Fitzsimmons Director of Financial Services, SJECCD
Linda Wilczewski District Staff Accountant, SJECCD
Casey Michaelis Gilbane
Scott Jewell Gilbane
Ann Kennedy Gilbane
Mike Chegini Gilbane

AGENDA:

1. Call to Order

A quorum was not present. The meeting was called to order at 6:06 p.m. and was only information; no action was taken.

An optional tour was offered from 5:15 p.m. to 5:45 p.m. for the Evergreen Valley College of the Solar Photovoltaic Project and the future site of South Campus.

2. Approval of Agenda

N/A

3. Approval of Minutes for June 5, 2012

The committee reviewed the previously distributed June 5, 2012 meeting minutes and asked for comments. There were no comments. Only four (4) Citizens' Bond Oversight Committee Members were present at the October 2, 2012 meeting. No action was taken for the meeting

minutes dated June 5, 2012 due to five (5) Members is required to take action of the previous meeting minutes.

4. Public Comments

There were no public comments.

5. Communications Received by Citizens' Bond Oversight Committee Members

As of December 2012 Ms. Linda Lam is resigning from the Citizens' Bond Oversight Committee.

6. Staff Reports

Vice Chancellor Smith informed the committee that Dr. Mike Russell, CampusWorks CISO – Contractor assumed the leadership role of Chief Technology Officer to the San Jose Evergreen Valley Community College District in August 2012. Dr. Russell is working with the internal technology staff to develop and prepare a Technology Master Plan. The first step in developing the Technology Master Plan is to establish the criteria for evaluating the missing section of the current technology. The criteria are the most important factors and will determine the data to be collected. The Technology Master Plan is scheduled to present to the Board of Trustees on Tuesday, October 9, 2012.

Vice Chancellor Smith informed the committee that the financial Auditors are completing their final analysis of the District for the year end finish of June 30, 2012. The Auditors are scheduled to present to the Board of Trustees on Tuesday, December 11, 2012. The District will meet with the Sub-Committee of the Board, which is the Audit Committee to review in detail with the Auditors, prior to November 21, 2012. There are no significant findings of the financial reports.

Vice Chancellor Smith gave a brief overview of the Measure G-2004 Bond Sale of Series A and Series B. The District is currently in the planning process of when to issue Series C, which is the final Series of the Measure G-2004 Bond Program, approximately thirty one million dollar bond funds. The District anticipates submitting to the Board of Trustees, November 2012, for their review and approval to proceed with the Bond Sale of Series C.

Vice Chancellor Smith informed the committee of refunding the existing Bonds and that the District is considering to refinance the existing Bonds (Series A and B) because at this time the interest is at a low rate to save 2.5 to 3 million to the tax payer. The District will give further updates in the next Citizens' Bond Oversight Committee meeting.

Mr. Fitzsimmons noted that each year the District works with the County to determine how much per one hundred thousand dollars is going to adhere to the tax payer property tax bill to cover the depth service associated with the Bond.

7. Annual Report: Distribution of Post Cards

Ms. Kathy K. and Ms. Ann K shared the CBOC Annual Report and agreed to continue with the web base format of the CBOC Annual Report. A draft CBOC Annual Report will be distributed for review in the next meeting.

The following CBOC Members agreed to volunteer as a CBOC Subcommittee Member:

1. Ann Mancuso-Engdahl
2. Spencer Horowitz

8. Committee Membership – Measure G-2004 and Measure G-2010

Ms. Ann K. distributed a detailed report of the San Jose-Evergreen Community College District Measure G-2004 and Measure G-2010 Committee Membership.

Ms. Ann K. also gave a brief overview of the Committee Membership, which a minimum of 7 Members is required and informed the committee that the time frame of filling the Citizens' Bond Oversight Committee Member seats is December 2012.

a. Follow-up on Terms:

Accepted to Extend Committee Membership Declined to Extend Committee Membership

Mr. Daniel Kojiro

Mr. Spencer Horowitz

Mr. Bob Nunez

Ms. Ann Mancuso-Engdahl

Ms. Carol Lizak "Tentative"

Potential Committee Members

Mr. Michael Casas, Student Representative of San Jose City College

Mr. Shawn Sieu-Nguyen, Student Representative of Evergreen Valley College

b. Recruitment/Application/Selection

Vice Chancellor Smith asked the Committee Members on their thoughts of recruitment to attract Citizens? The committee agreed that word of mouth is the best way to recruit.

A Citizens Bond Oversight Committee Measure G-2004 and Measure G-2010 Bond Programs "Information Packet" will be prepared by Gilbane and distributed to the Vice Chancellor and the Committee Members for review and approval.

9. Potential Revision to the Committee Calendar

The committee reviewed the potential revision to the committee calendar and asked for comments. There were no comments. Only four (4) Citizens' Bond Oversight Committee Members were present at the October 2, 2012 meeting. No action was taken for the potential revision to the committee calendar.

10. Measure G-2010

a. Project Highlights:

1. San Jose City College: Mr. Jewell informed the committee of project status updates on behalf of Dr. Barbara Kavalier and Vice President Greg Nelson

Highlights include:

- Theater & Vocational Technology project this project is a combination of two projects combined. The reason they were combined is because the location of the projects was at the center of the campus and it was an opportunity to get an economy of scale and not have two conflicting contractors at the same place at the same time. This project is currently in the programming phase.
- Utility Extension for New & Existing Building this project is essentially bringing some of the chilled and hot water and new electrical.

- Jaguar Gym Roof Replacement project was decided to remain in place. This project is currently in the design phase and is anticipated to start next summer, 2013.
- General Education Building and Technology Center Painting project is currently in the bidding phase. This project will be completed in two phases and is scheduled to start next Spring, 2013.
- North Parking Lot Rehab project is one of the first summer projects that are completed, which is a maintenance project. The parking lots were patched, repaired, slurry sealed and restriped.
- The Gym Floor project is also a project that was completed in the summer of 2012. The Gym Floor was sanded, restriped, refinished and bleachers were repaired.

2. Evergreen Valley College: Vice President Henry Gee gave a brief overview of the project highlights.

Highlights include:

- Photovoltaic solar array project is a total of 1.4 megawatt system. The solar array system is currently being finalized for approval by PG&E.
- The existing Central Energy Plant is 800 to 900 square feet. EVC anticipates the police station to be the headquarters for campus security. This project is currently being reviewed by the Division of State Architect (DSA) for their review of approval.
- South Campus project includes various projects; Math/Science labs and classrooms, Social Science building and the Fitness Center. EVC agreed to include the four projects as one project to award this project to one general contractor and architect firm. EVC anticipates the total square footage of the main buildings to be between 80 to 90 thousand square feet.
- Sequoia HVAC project – EVC received the programming wish list from the internal staff.
- The Automotive department that is in the Acacia building will be moved to the West campus.
- Scheduled Maintenance project includes a variety of projects. Synthetic Turf, MEP/Fire Protection, Gullo Roof, Sequoia Building HVAC Upgrade, Door Hardware Upgrade, Utilities Projects and Upgrades. EVC anticipates the 21kV (21,000 volt line) project start date in December 2012 and completion date on January 22, 2013,
- Campus Site Improvements project – Portables have been removed as of July 2012. EVC is working with a Landscape Architect to sewage the line backup.

b. Web Site Activity

Mr. Chegini reported on the web Site statistics and informed the committee that the Citizens' Bond Oversight Committee Annual Report was launched in February 2012. Mr. Chegini also informed the committee of the tracking code activity of viewing the annual report as follow:

- 1,849 visited the web site
- 3,080 web site page views

c. Bond List Revision(s)

Ms. Kennedy gave a brief overview of the action agenda dated June 12, 2012, Bond List Revisions 1 and 2 dated June 30, 2012. Ms. Kennedy also informed the committee that the Bond List Revision distribution sheet includes detailed information and the most current Bond List Revision will be distributed and discussed in future meetings.

d. Measure G-2010 Financial Reports:

Ms. Kennedy presented a brief overview of the Measure G-2010 Financial Report dated June 30, 2012 and gave an update regarding the cost and schedule status of the program.

11. Measure G-2004

a. Project Highlights:

- i. San Jose City College: Mr. Nelson did not attend the Citizens' Bond Oversight Committees meeting on October 2, 2012, therefore no updates were discussed.
- ii. Evergreen Valley College: Vice President Gee informed the committee members and gave an overview of several projects; Health/Physical Education Center, Utilities Infrastructure, Furniture and Equipment.

b. Bond List Revision(s)

Ms. Kennedy summarized the detailed report of the Bond List Revision that was submitted to the Board of Trustees on June 12, 2012 in reference to the Measure G-2004 Bond List Revision and Project Realignment.

c. Measure G-2004 Financial Report

Ms. Kennedy referred to the Financial Reports through June 30, 2012 with updates to the District, SJCC campus and EVC campus. Ms. Kennedy also reminded the committee regarding the Financial Reports (AKA: Rainbow Report) informs the members when projects indicate red the District will report to the Board of Trustees and will not report on projects that indicate yellow.

12. Future Agenda Items:

Ms. Kennedy asked the committee if they would like to add any agenda topics to the next Citizens' Bond Oversight Committee meeting for December 18, 2012. There were no comments opposing the next meeting agenda.

13. Adjournment:

The meeting adjourned at 7:36 p.m.

The next scheduled meeting is March 5, 2013 at 5:30PM - 7:00PM. This meeting will be held at the District Conference Room #9 SJECCD. 4750 San Felipe Road, San Jose, CA.