

**CITIZENS' BOND OVERSIGHT COMMITTEE**

MEETING MINUTES

Thursday, February 25, 2016 - 5:30 PM  
Evergreen Valley College, Building 12, Gullo II Room

<u>Present:</u>	Leo Cortez	Community At-Large
	Daniel Kojiro	Community At-Large
	Cory Demar	Student – Evergreen Valley College
	Bethel Kim	Student – Evergreen Valley College
	Johnny Lee	Community At-Large
	Jimmy Nguyen	Taxpayer's Association
	Elias Portales	Community At-Large
	Rose Regalado	Senior Citizen's Organization
<u>Guest:</u>	Tina Treis	Crowe Horwath
<u>Absent:</u>	Carol Lizak	Community At-Large
	Matthew Mahood	Business Community
	President Byron Breland	Administrative Services, SJCC
	Vice President Jorge Escobar	Administrative Services, SJCC
	Casey Michaelis	Gilbane
	Andrew Spiller	Gilbane
<u>Staff:</u>	Chancellor Deborah Budd	SJECCD
	Vice Chancellor Douglas Smith	Administrative Services, SJECCD
	Peter Fitzsimmons	Director of Fiscal Services, SJECCD
	Owen Letcher	Director of Facilities and Bond Programs, SJECCD
	President Henry Yong	EVC
	Interim Vice President Linda Wilczewski	Administrative Services, EVC
	Director of College Fiscal Services John Ives	EVC
	Tim McBrian	Gilbane
	Scott Jewell	Gilbane
	Ann Kennedy	Gilbane
	Mike Chegini	Gilbane
	Anna Tiscareno	Gilbane
	Jeff Scogin	Gilbane

**AGENDA:**

1. Call to Order

The meeting was called to order at 5:45 PM

An optional tour was offered from 4:30 p.m. to 5:15 p.m. for the Evergreen Valley College South Campus Development and Automotive Technology Buildings.

2. Approval of Agenda

Daniel Kojiro / Rose Regalado

Unanimously approved

3. Approval of Minutes

The committee reviewed the previously distributed September 29, 2015 meeting minutes and asked for comments. There was one comment of a minor edit to page 2 section 8 Legal Updates to include the questions and answers that were provided in the September 29, 2015 Citizens Bond Oversight Committee meeting agenda packet. Mathew Mahood / Carol Lizak motioned and the committee unanimously approved the amended meeting minutes.

4. Election of Chair and Vice Chair

Mr. Jimmy Nguyen and Mr. Daniel Kojiro term will end February 12, 2017. The San Jose Evergreen Community College District requires two eligible people to consider.

5. Public Comment – 3 Minutes per speaker with advance sign in

There were no public comments made.

6. Communications Received by Citizens' Bond Oversight Committee Members

Mr. Jimmy Nguyen received public comment in regards to issues communicating to the Citizens' Bond Oversight Committee through the Measure G-2004 & Measure G-2010 Bond Website. Mr. Nguyen was contacted directly and was informed of this matter.

Mr. Chegini responded that the Measure G-2004 & Measure G-2010 Bond Website has a contact section which includes a contact form that basically protects the Citizens' Bond Oversight Committee Members email addresses and sends the completed contact form to the Citizens' Bond Oversight Committee Chair and copies to the additional staff members.

Mr. Nguyen asked if the implementation of the contact form has just occurred in the last week?

Mr. Chegini responded that the contact section of the Measure G-2004 & Measure G-2010 Bond Website has been established for several years.

7. Communication from Public Presented to Board of Trustees

Ms. Kennedy gave a brief overview of the December 8, 2015 Board Agenda, "Request of a Member of the public for the Board to consider district email addresses for Citizen Bond Oversight Committee Members." Ms. Kennedy also guided the Citizens' Bond Oversight Committee members to their February 25, 2016 agenda packet, which includes the December 8, 2015 meeting minutes pertained to this agenda.

8. Staff Reports

Vice Chancellor Smith gave a brief overview of the Staff Reports.

Vice Chancellor Smith informed the Committee of the following:

- An introduction of Dr. Deborah Budd, Chancellor, who joined the San Jose Evergreen Community College District in January 2016 and comes to the District from Berkeley City College, where her role was President, and prior to Berkeley City College she was the Vice Chancellor of Instruction of Peralta Community College District. The District is very excited to welcome Dr. Deborah Budd.

Dr. Deborah Budd responded "Thank you" and gave a brief overview of her recent activities with the San Jose Evergreen Community College District; meetings and tours.

- An introduction of Owen Letcher, Director of Facilities and Bond Programs. Mr. Owen has oversight of responsibilities for the San Jose Evergreen Valley College District Bond Programs. Mr. Owen comes to the District from Lionakis. He was a Senior Associate with Lionakis for twenty two (22) years. Lionakis is the firm who designed the Evergreen Valley College Automotive Technology Building.
- An overview of the Facilities Master Plan and Educational Master Plan, which reflects the future needs of the San Jose Evergreen Valley College District. The Educational Master Plans were submitted and approved by the Board of Trustees on January 12, 2016. These Master Plans are located on the District website.
- San Jose Evergreen Community College District is in the process of preparing to issue Series C of the Measure G-2010 Bond Program, which is the final series. San Jose Evergreen Community College District has \$58,000,000 remaining and will be presented to the Board of Trustees in the March 8, 2016 as an information agenda item and follow as an action agenda item in the April 12, 2016 Board of Trustees meetings.
- San Jose Evergreen Community College District is contemplating a November Bond Election.

#### 9. Financial and Performance Audit Reports

Vice Chancellor Smith gave a brief introduction of the Auditor, Ms. Tina Treis of Crowe Horwath.

Ms. Treis has been the San Jose Evergreen Community College District's Auditor for many years and the Citizens' Bond Oversight Committee Members have met Ms. Treis multiple times.

The following reports were distributed to the Citizens' Bond Oversight Committee Members:

- 2004 Measure G General Obligation Bonds Financial Statements
- 2004 Measure G General Obligation Bonds Performance Audit
- 2010 Measure G General Obligation Bonds Financial Statements
- 2010 Measure G General Obligation Bonds Performance Audit

Ms. Treis gave an overview of the Measure G-2004 and Measure G-2010 Financial and Performance audits report process ended June 30, 2015. Ms. Treis informed the Committee that the audit evidence that was obtained is sufficient and appropriate to provide a basis for the audit opinion. The Measure G-2004 and Measure G-2010 Financial and Performance audits reports are available on the District website <http://cboc.sjebond.com/audit-information/>.

Mr. Nguyen asked where does the Other Income of \$10,011 come from that is indicated in the 2010 Measure G General Obligation Bond Financial Statements?

Ms. Treis answers that she will look up the \$10,011 information and get back to Mr. Nguyen, at a later date.

Leo Cortez / Johnny Lee motioned and the committee unanimously approved the Measure G-2004 and Measure G-2010 Financial and Performance audits reports.

#### 10. Review of Annual Report Draft

- a. Review / Approval
- b. Confirmation of Date for Presentation to the Board of Trustees
- c. Website Analytics Report

Mr. Chegini gave an overview of the (final draft) Measure G-2004 & Measure G-2010 Citizens' Bond Oversight Committee 2014-2015 Annual Report and 2015 Web Analytics Report. The final annual report will be presented to the Board of Trustees on March 8, 2016.

Mr. Chegini informed the Committee of the following links:

Draft Measure G-2004 & Measure G-2010 Citizens' Bond Oversight Committee 2014-2015 Annual Report: <http://cboc.sjebond.com/AR1415/>

Draft Annual Report Post Card:

[http://cboc.sjebond.com/wp-content/uploads/2016/01/postcard\\_cboc\\_2014-2015.pdf](http://cboc.sjebond.com/wp-content/uploads/2016/01/postcard_cboc_2014-2015.pdf)

Leo Cortez / Elias Portales motioned and the committee unanimously approved the (final draft) Annual Report.

#### 11. Program Updates

- a. Mr. Jewell and Mr. McBrian gave a brief overview of the Measure G-2010 Bond Program project highlights regarding current status of the projects for the District Office, Evergreen Valley College and San Jose City College.
- b. Mr. Jewell and Mr. McBrian gave a brief overview of the Measure G-2004 Bond Program project highlights regarding current status of the projects for the District Office, Evergreen Valley College and San Jose City College.

Mr. Jewell gave a brief overview of the San Jose Evergreen Community College Extension project highlights regarding current status. This project is formally known as the Joint Use 21<sup>st</sup> Post-Secondary Education Center.

#### 12. Program Financial Reports

- a. Measure G-2010 and G-2004 Financial Reports:

Ms. Kennedy presented an overview of the Measure G-2010 and G-2004 Financial Report from inception through September 30, 2015 and gave an update regarding the cost and schedule status of the program.

There were no "caution" projects to discuss for reporting period inception to September 30, 2015 of the San Jose City College, Evergreen Valley College, and District.

- b. There were two Measure G-2010 Bond List Revisions during the reporting period ending September 30, 2015. These Bond List Revisions were reported upon at the last meeting of the Citizens' Bond Oversight Committee, held on September 29, 2015.

There are four Measure G-2010 Bond List Revisions that occurred after the reporting period ending September 30, 2015, and prior to this meeting. These revisions took place at the following Board of Trustees meeting and are reflected in the reports:

- November 10, 2015
- December 8, 2015
- January 12, 2016
- February 9, 2016

There are two Measure G-2004 Bond List Revisions that occurred after the reporting period ending September 30, 2015, and prior to this meeting. These revisions took place at the following Board of Trustees meeting and are reflected in the reports:

- November 10, 2015
- January 12, 2016

Measure G-2010 Financial Reports/Bond List Revisions:  
Rose Regalado / Elias Portales  
Unanimously approved

13. Proposed Future Meeting Dates

Ms. Kennedy reviewed the 2016 Citizens' Bond Oversight Committee proposed future meeting dates, times, location, and asked the Committee for input/approval on the dates.

Mr. Nguyen informed the Committee of cancelling the next Citizens' Bond Oversight Committee meeting scheduled on March 15, 2016 and asked the Committee if they agree. The Committee agreed to cancel the March 15, 2016 Citizens' Bond Oversight Committee meeting. The next meeting is scheduled on June 21, 2016 at San Jose City College, T-112.

14. Future Agenda Items

No upcoming agenda items were discussed.

15. Adjournment

The meeting adjourned at 6:55 PM

The next scheduled meeting is Tuesday, June 21, 2016, at 5:30 PM – 7:00 PM. This meeting will be held at the San Jose City College, T-112.