



SAN JOSE EVERGREEN COMMUNITY COLLEGE DISTRICT

CITIZENS BOND OVERSIGHT COMMITTEE

MEETING MINUTES

Wednesday, January 20th 2010 - 6:30 PM

Tech Center – Room T-117

San José College

Attendees: Benjamin White Community at-large
Nicholas Dinh Taxpayers Association
Kathy Kyne Senior Citizens Community
Jaspal Singh Business Community

Robert Dias District Exec. Director of Facilities

Guest: Ann Kennedy MAAS Companies

Meeting was called to order at 6:43 PM

1. Nicholas Dinh requested an amendment to the proposed agenda to add a “Public Comments” item.
2. The revised agenda was moved to be approved by Kathy Kyne and seconded by Jaspal Singh.
3. The draft meeting minutes of the November 18th 2009 meeting were reviewed. Nicholas Dinh pointed out that in item # 4; Terri Montgomery’s name was repeated. It was noted and will be corrected. Ben White moved to approve the 01-18-09 minutes with the noted change, Jaspal Singh seconded.
4. PUBLIC COMMENTS:
Michael La Rocca, representing the Sherman Oaks Neighborhood Association presented a letter on behalf of SONA expressing its concerns regarding the expenditure of bond funds relating to the Capital Improvement Program (CIP) as the community adjacent to San José City College. Mr. La Rocca stated that there has been a history of a relationship between SONA and college that has been precipitated by the changes in the college administration. He went on to state that SONA fully supports the college in its core mission of educating our students and wants to be an ally in making sure that the concerns of the community are heard and provide positive feedback to ensure that the college avoids any missteps in the future.

Nicholas Dinh responded with a brief statement on behalf of the CBOC and expressed his appreciation of the issues that have been raised by SONA and within the role and responsibility of the committee will take into consideration all concerns raised.

5. CBOC Proposed Financial Reporting – Ann Kennedy / MAAS Companies.

Ms. Kennedy presented and reviewed the proposed Financial Reporting system that will be implemented to monitor and track the financial data relative to the Capital Improvement Program under Measure G.

Summarizing the financial reporting will be structured under two basic formats:

- Capital Projects Update – Measure G Whole Program and
- CBOC Quarterly Summary Report

The new format has been designed to be easily readable in forms that provide all the relevant financial information from a program wide basis to the ability to “drill down” on a project-by-project basis. The new format will also provide a breakdown of each project by “Budget Group” that details all the soft and hard costs associated with each project. The new format also has the ability to tie into the district’s administrative system “Datatel” that will reconcile numbers with the General Ledger.

Questions by the committee asked related to the clarification of the names of the project and differences in the numbers reported.

It was requested the CBOC be given an opportunity to review and monitor changes in the project allocation and expenditures.

It was pointed out the on the CBOC Quarterly Summary Report it would be advisable to list the projects phasing in sequence to implementation.

6. PROJECT BUDGET REVISIONS:

Robert Dias presented an update version of the Cumulative Project Summary dated November 30, 2009. This report was reviewed and approved by the Board of Trustees at its December 8th, 2009 regular meeting. To summarize, while the bottom line budget numbers remain unchanged, several budget adjustments have were recommended in each of the 3 major categories by campus and district wide projects. In general when certain project budgets are increased, certain budgets are decreased to reflect to changing priorities and actual expenditures.

Nicholas Dinh requested that a “snapshot” budget summary be developed to allow the committee to review expenditures on a quarterly basis. The use of PROMPT will allow for a Capital Projects Update – Measure G Whole Program to comply with this request.

A question was asked about the changes in the revenues in this report and those in the draft PROMPT report. It was explained that these numbers change especially with the interest earned income.

A second question was asked about the “LITIGATION” line item in the Revenue Summary. It was explained that this item was the settlement amount of the litigation with the Student Services Center project at San José City College.

7. MEASURE G – PROJECT STATUS UPDATE:
Robert Dias presented the committee with the “Project Activities to Date” summary that includes both the completed and projects-in-progress. It was indicated that this report was in the same format that was included in the CBOC Annual Report and is intended to give the committee a summary update of the major projects.

8. PROPOSED DRAFT ANNUAL CBOC REPORT:
Ann Kennedy presented the committee with a draft of the proposed CBOC Annual Report that is in the format of a graphic-based brochure. The proposed new format makes a significant departure from the previous versions with the intent of making the report readable and user-friendly. It was stated that all the base information that is required to be included in the CBOC report will be incorporated in a more graphic format.

There was an overall positive response to proposed report format. It was indicated that a draft version should be ready by the next CBOC meeting.

A question was raised about the distribution of such a report, would it be mailed out? Placed on the website? What other means would be used for publicity.

It was stated under the provisions of Prop 39, the costs for the preparation and distribution of this report cannot come from Measure G funds. Accordingly distribution will be targeted to established community and local public agencies.

A copy of the district’s distribution list will be shared with the committee.

9. NEXT MEETING:
• April 21, 2010, 6:30 PM – Evergreen Valley College
Location to be determined.

Please make your calendars.

10. Motion to Adjourn by Ben White, seconded by Jaspal Singh.
Motion carried, and the meeting was adjourned at 8:02 p.m.

Respectfully Submitted:
Robert Dias
Executive Director of Facilities