

CITIZENS' BOND OVERSIGHT COMMITTEE

MEETING MINUTES

Tuesday, September 19, 2017, 6:00 PM

San Jose City College

T-112 Conference Room

600 Bascom Avenue, San Jose, CA 95128

<u>Present:</u>	Leo Cortez	Support Organization
	Cory Demar	Student – Evergreen Valley College
	Brigit Espinosa	Community At-Large
	Bethel Kim	Student – Evergreen Valley College
	Linda Reiners	Business Community
	Joel Ruiz Herrera	Community At-Large
	Rose Regalado	Senior Citizens' Organization
	Simon Vidal III	Community At-Large
<u>Absent:</u>	Vice President Andrea Alexander	Administrative Services, EVC
	President Byron Breland	Administrative Services, SJCC
	Shanta (Shay) Franco-Clausen	Business Community
	Vice President Jorge Escobar	Administrative Services, SJCC
	Johnny Lee	Taxpayers' Association
	Matthew Mahood	Business Community
	Casey Michaelis	Gilbane
	Elias Portales	Community At-Large
	Jeff Scogin	Gilbane
<u>Staff:</u>	Chancellor Deborah Budd	SJECCD
	Owen Letcher	Director of Facilities and Bond Programs, SJECCD
	Vice Chancellor Douglas Smith	Administrative Services, SJECCD
	Peter Fitzsimmons	Director of Fiscal Services, SJECCD
	Linda Wilczewski	Controller, SJECCD
	Michael Hohl	Gilbane
	Interim President Keith Aytch	Administrative Services, EVC
	Acting President Norma Ambriz-Galaviz	Administrative Services, SJCC
	Mark Miller	Gilbane
	Ann Kennedy	AKG
	Mike Chegini	AKG
	Andrew Spiller	Gilbane
	Anna Tiscareno	Gilbane

AGENDA:

1. Call to Order

The meeting was called to order at 6:21 PM

2. Approval of Agenda

Joel Ruiz Herrera / Cory Demar motioned, and the committee unanimously approved the meeting agenda.

3. Approval of Minutes from June 20, 2017

The committee reviewed the previously distributed June 20, 2017 meeting minutes and asked for comments. There were no comments. Brigit Espinosa / Bethel Kim motioned, and the committee unanimously approved the meeting minutes.

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

There were no public comments made.

5. Communications Received by Citizens' Bond Oversight Committee Members

There were no communications received.

6. Staff Reports

Dr. Budd and Vice Chancellor Smith thanked the Citizens' Bond Oversight Committee Members for their support and dedicating their time as citizens of this community to assist in the oversight review of the General Obligation Bond Programs.

Dr. Budd gave a brief overview of the Staff Reports.

Dr. Budd informed the committee of the following:

- Welcome to Dr. Norma Ambriz-Galaviz, Acting President of Administrative Services, SJCC. Dr. Ambriz-Galaviz joined the San Jose City College in the beginning of September 2017 to assist as Acting President, on an interim basis, during Dr. Breland's leave of absence.
- Highlights of the 16 week semester, which began on Tuesday, September 5th, 2017:
 - September 2017 is the San Jose Evergreen Community College District's highest enrollment in over 4 years. Majority of enrollments are due to the work of the Evergreen Valley College and San Jose City College campuses with the various pathways and the college products.
 - The San Jose Evergreen Valley College District reached out to local high schools and currently have 500 students enrolled in the San Jose Promise (2017-2018 Academic Year). The San Jose Promise is available at both San Jose City College and Evergreen Valley College. Students who are qualified for the San Jose Promise will receive full (free) tuition and fees, textbooks, transportation and summer bridge program costs as well as mentorship and internships, which ensures the high school students the opportunities to continue their education and move into a career or to a 4 year university. 2 students from San Jose City College and Evergreen Valley College have transferred to San Jose State and UC Santa Cruz Universities.
 - San Jose Evergreen Community College District is building the academic programs with Cross-Enrollment. Once students are enrolled in the San Jose Evergreen Community College District community colleges the Cross-Enrollment requires 15 units. A Student has the opportunity to select 1 class for each semester at a 4 year university.
 - San Jose Evergreen Community College District is developing a new curriculum (Stemcor Academic Program). Currently working with local industries to focus on curriculum, mentorships and internships and conducting workshops to assist high school students to develop variable technology. Last year (2016) 8 students and this year (2017) 1600 students were enrolled in the Stemcor Academic Program. Community Colleges are the equity engine to help diversify the workforce in the Silicon Valley.
 - Dual Enrollment: San Jose Evergreen Community College District expanded the high school offerings for students to receive college credit and high school credit during the same time, which is an expansion of the Advanced Placement courses.

7. Preparations for Annual Report

Vice Chancellor Smith informed the Citizens' Bond Oversight Committee Members that the fiscal year ended June 30, 2017 and the Auditors are scheduled to conduct an audit on October 2, 2017 of the Measure G-2004 and Measure G-2010 Bond Programs.

Mr. Chegini informed the Committee of the upcoming preparation for the Measure G-2004 & Measure G-2010 Citizens' Bond Oversight Committee 2016-2017 Annual Report and asked the Committee for their interest in volunteering to participate for the 2016-2017 Annual Report working group.

The following Committee Members volunteered to assist in the 2016-2017 draft Annual Report preparation:

- Linda Reiners
- Joel Ruiz Herrera
- Rose Regalado

Vice Chancellor Smith noted that the Annual Reports are a deliverable of the Committee Members and gave a brief overview of the process.

8. Project Updates

- a. Mr. Letcher gave a brief update of the Measure X Bond Program.

The San Jose Evergreen Community College District anticipates issuing several Requests for Qualifications (RFQs) to the Board of Trustees for review of approval. The 1st RFQ (bond finance client services) is scheduled for the October 24, 2017 Board of Trustees meeting. The 2nd RFQ (Program Management and Construction Management Services) is scheduled for the January 2018 Board of Trustees meeting.

The San Jose Evergreen Community College District received RFQs from 33 Architectural firms who are interested to work with the Measure X Bond Program. The Selection Committee will begin final deliberation to shortlist the Architectural firms to a manageable group and to make the first selection of Architectural firms to kick off the new projects in early 2018.

- b. Mr. Miller and Mr. Hohl 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.

Mr. Demar asked if the project upgrade is for the Evergreen Valley College Gullo II or Gullo I?

Mr. Miller answered upgrades are for Gullo I which includes' upgrades to the first floor cafeteria, stage and lobby areas.

Mr. Aytych asked if the Gullo I phase interferes with the Fresh and Natural space?

Mr. Letcher noted that Fresh and Natural is the vendor for food services delivery of the Evergreen Valley College campus, and answered that the project upgrade will lead into the front of Fresh and Natural service counter.

The Division of the State Architect (DSA) was discussed and Mr. Letcher gave an additional overview of the standards of DSA; any building which houses students or provides services to students is required to be compliant with code requirements.

Mr. Letcher gave an update to the Americans with Disabilities Act (ADA) survey and plan which documents any of the active assessable barriers of all Districtwide properties (District Office, Evergreen Valley College, San Jose City College, and Milpitas).

9. Program Financial Reports

a. Financial Reports

i. Measure X Financial Report:

Mr. Fitzsimmons presented an overview of the Measure X Financial Report from inception through June 30, 2017 and gave an update regarding the cost and schedule status of the program.

ii. Measure G-2010 Financial Report:

Ms. Kennedy presented an overview of the Measure G-2010 Financial Report from inception through June 30, 2017 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 June 30, 2017 of the San Jose City College, Evergreen Valley College, and District.

iii. Measure G-2004 Financial Report:

Ms. Kennedy presented an overview of the Measure G-2004 Financial Report from inception through June 30, 2017 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 June 30, 2017 of the San Jose City College, Evergreen Valley College, and District.

Ms. Kennedy noted that the June 30, 2017 Financial Report is the last Financial Report of the Measure G-2004 Bond Program.

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

Bethel Kim / Linda Reiners

Unanimously approved

b. Bond List Revisions

There were four Measure G-2010 Bond List Revisions that occurred during the reporting period ending June 30, 2017. These revisions were reported on at the last meeting of the Committee and are included in the financial reports for this period. These revisions took place at the following Board of Trustees’ meetings:

- April 4, 2017
- May 9, 2017
- May 23, 2017
- June 13, 2017

There were three Measure G-2010 Bond List Revisions that occurred after the reporting period ending June 30, 2017 and prior to this meeting. These revisions took place at the following Board of Trustees’ meetings and are reflected in the attached reports:

- July 11, 2017
- August 29, 2017

10. Proposed Future Meeting Dates

Vice Chancellor Smith presented the proposed, January 2018 through January 2019, Citizens' Bond Oversight Committee meeting dates.

Mr. Joel Ruiz Herrera asked of the cancellation of the June 20, 2017 Evergreen Valley College campus project tour?

Mr. Letcher answered the initial plan was to include a tour of the Evergreen Valley College Physical Education building prior to the meeting time of the June 20, 2017 Citizens' Bond Oversight Committee meeting. Although due to a delay in pouring the concrete access way, into the building, the project tour was cancelled.

Proposed Future Meeting Dates:
Joel Ruiz Herrera / Rose Regalado
Unanimously approved

11. Future Agenda Items

Agendize the following action topic:

- March 26, 2018 Citizens' Bond Oversight Committee meeting location, San Jose' – Evergreen Community College Extension Milpitas.

12. Adjournment

The meeting adjourned at 7:25 PM

The next scheduled meeting is Tuesday, December 19, 2017 at 6:00 PM – 7:30 PM. This meeting will be held at the SJECCD (District Office), Board Room 1st Floor.