



CITIZENS' BOND OVERSIGHT COMMITTEE

MEETING MINUTES
March 1, 2022: 6:00 – 7:30 PM
Location: Zoom Webinar Call

<u>Present:</u>	Cory DeMar Leo Cortez Bethel DeMar Joseph Herrity	Community At-Large Support Organization Community At-Large Community At-Large
<u>Absent:</u>	Liza Navarro	Business Community
<u>Staff:</u>	Terrance DeGray Chris Hawken Hong Yang Amanda Anderson Ann Kennedy Mike Chegini Ben Leavitt	Associate Vice Chancellor, Physical Plant Development and Operations, SJECCD Vice President, Administrative Services, SJCC Accounting, SJECCD Project Manager, Brailsford & Dunlavey Financial Manager, AKG Communications Manager, AKG Cossolias Wilson Dominguez Leavitt, CPAs

AGENDA:

1. Call to Order
The meeting was called to order at 6:07 PM with a quorum by Mr. Cortez.
2. Approval of Agenda
Ms. DeMar motioned to approve the agenda; Mr. DeMar seconded. The Committee unanimously approved the agenda as presented.
3. Resolution Permitting Online Meetings (AB361)
Mr. DeGray pointed out the Board will be going back to in person on March 8, 2022. Ms. Kennedy indicated that the next meeting would likely be in person if the trajectory remains the same.

Mr. DeMar motioned to approve the resolution; Ms. DeMar seconded. The Committee unanimously approved the Resolution Permitting Online Meetings as presented.
4. Approval of Meeting Minutes from November 16, 2021
Ms. DeMar motioned to approve the minutes; Mr. Cortez seconded. The Committee unanimously approved the November 16, 2021 minutes as presented.
5. Public Comment
There were no public comments.
6. Communications Received via the Website

There were no communications received via the website.

7. Staff Reports

Mr. DeGray reported Interim Chancellor Rodriguez had a schedule conflict but would be at the next meeting and Vice Chancellor Escobar was out for a family emergency, so Mr. DeGray would provide staff updates to the Committee. There is a new Executive Director of Information Technology and Institutional Effectiveness who started today, Rupinder Bhatia. The District applied for and received a housing planning grant through SB 169 and are working on a housing study and assessment for affordable housing for students and employees.

8. Financial and Performance Audit Reports

Mr. Leavitt presented the Financial and Performance Audits for both Measure G-2010 and Measure X-2016. For Measure G-2010 and Measure X-2016, Mr. Leavitt reported that no exceptions were found on either financial or performance audit reports. Mr. DeGray thanked Mr. Leavitt and congratulated the District and staff on their diligent work. He also thanked him for pointing out the outreach program. Mr. Cortez thanked the staff as well.

9. Review and Approval of the 2020-2021 Annual Report

Mr. Chegini presented the draft Fiscal Year 2020-2021 Annual Report for review by the Committee. He thanked the working group members who worked on it with him. Mr. Cortez expressed his appreciation of the layout and ease of use. Mr. DeGray noted that it would go to the April Board meeting.

Mr. Herrity motioned to approve the annual report; Ms. DeMar seconded. The Committee unanimously approved the FY2020-2021 Annual Report as presented.

10. Measures G-2010 and X Project Updates Presentation

Mr. DeGray reviewed the Project Updates presentation with the Committee, providing updates on project statuses and schedules. Mr. Herrity asked if the Central Plant facility required upgrades prior to the further work. Mr. DeGray noted that the building needed to get Division of State Architect (DSA) certified first, then the boiler upgrade could move forward.

11. Financial Reports for Measures G-2010 and X

Ms. Kennedy provided a brief overview of the financial reports. She pointed out the increase in expenditures that correlates with the activity in Mr. DeGray's presentation. She noted all schedule and cost statuses were green, which is ideal.

Ms. DeMar moved to accept the Financial Reports, Mr. Herrity seconded. The Committee unanimously accepted the Measures G-2010 and X Financial Reports as presented. (Mr. DeMar lost connection and did not vote.)

12. Bond List Revisions for Measures G-2010 & X

Ms. Kennedy pointed out a clerical error on the agenda item public information summary. Bond List Revision #30 was incorrectly dated September 14, 2021. The correct date is November 9, 2021. She then reviewed Bond List Revision #31 with the Committee. Mr. Cortez asked if construction was complete on the new signage master plan project. Ms. Kennedy replied that it is not complete; it is new in that the signage will be updated to new code but using the previous sign's structure, so it is cost effective.

13. Review of Committee Membership

Ms. Kennedy pointed out that 3 members will be terming out within a year, and it is important to get those seats filled. Mr. DeGray asked the Committee members to reach out to anyone they might know who would be interested in serving. He noted it was possible to have more members per each seat as well. Mr. Cortez thought it was important to have a student member. Mr. DeGray said he would reach out to the ASG/ASB reps to do outreach to their members.

14. Proposed Future Meeting Dates

The next meeting is scheduled for June 21, 2022, and it will most likely be in person. It was decided to include an optional site tour at San José City College.

15. Future Agenda Items

Ms. Kennedy reviewed the future agenda items with the Committee. Training for Committee Members from Bond Counsel will go forward when new members get appointed, hopefully by the next meeting. It will cover Brown Act, Bylaws and Conflict of Interest.

The Colleges' Updates on Educational Programs are a time intensive undertaking but can be brought to the Committee if they wish on an annual basis.

The Campus Tour Schedule was discussed earlier.

Mr. Cortez asked what the process for Committee membership was. Ms. Kennedy replied that the applications are vetted by the District, then interviews are conducted with the Vice Chancellor's office, and recommendations for appointment to the Committee are sent to the Board.

Mr. DeGray recommended an adjustment to the Update on Educational Programs to link it to accreditation process and educational/facilities master plans data which could go to the September meeting.

16. Adjournment

The meeting was adjourned at 7:32 PM by Mr. Cortez.