

**CITIZENS' BOND OVERSIGHT COMMITTEE**

MEETING MINUTES

Tuesday, March 07, 2017, 5:30 PM

San Jose Evergreen Community College District Office  
40 South Market Street, 1<sup>st</sup> Floor Room CR112, San Jose, CA 95113

<u>Present:</u>	Cory Demar	Student – Evergreen Valley College
	Brigit Espinosa	Community-At-Large
	Bethel Kim	Student – Evergreen Valley College
	Johnny Lee	Taxpayers Association
	Matthew Mahood	Business Community
	Rose Regalado	Senior Citizens Organization
	Linda Reiners	Business Community
	Leo Cortez	Support Organization
<u>Absent:</u>	Vice President Andrea Alexander	Administrative Services, EVC
	President Byron Breland	Administrative Services, SJCC
	Vice President Jorge Escobar	Administrative Services, SJCC
	Casey Michaelis	Gilbane
	Elias Portales	Community At-Large
	Jeff Scogin	Gilbane
	Linda Wilczewski	Controller, SJECCD
<u>Staff:</u>	Chancellor Deborah Budd	SJECCD
	Peter Fitzsimmons	Director of Fiscal Services, SJECCD
	Owen Letcher	Director of Facilities and Bond Programs, SJECCD
	Vice Chancellor Douglas Smith	Administrative Services, SJECCD
	President Henry Yong	Administrative Services, EVC
	Tim McBrian	Gilbane
	Ann Kennedy	AKG/Gilbane
	Mike Chegini	AKG/Gilbane
	Anna Tiscareno	Gilbane

**AGENDA:**

1. Call to Order  
The meeting was called to order at 5:34 PM
2. Introductions  
Each of the attendees gave a self-introduction and their level of support.
3. Election of the Chair and Vice Chair  
Vice Chancellor Smith informed the committee that with the reformation of the Measures G-2004, G-2010 and X Bond Programs, the Citizens' Bond Oversight Committee Members must re-elect the Chair and Vice Chair positions. Vice Chancellor Smith asked if the committee will consider any nominations?

The committee nominated and unanimously approved Mr. Johnny Lee as Chair and Mr. Matthew Mahood as Vice Chair, effective immediately. Mr. Lee acted as Chair for the remainder of the meeting.

4. Approval of Agenda

Matthew Mahood / Cory Demar  
Unanimously approved

5. Approval of Minutes from September 20, 2016

The committee reviewed the previously distributed September 20, 2016 meeting minutes and asked for comments. There were no comments. Johnny Lee / Bethel Kim motioned, Brigit Espinosa, Matthew Mahood, Rose Regalado, Linda Reiners and Leo Cortez abstained as they had not been in attendance at the September 20, 2016 meeting, and the committee unanimously approved the meeting minutes.

6. Meeting Notes from January 17, 2017 (no quorum)

Mr. Lee informed the committee that in the January 17, 2017 Citizens' Bond Oversight Committee meeting there wasn't a quorum present. The importance of a required quorum was discussed for reviewing of approval all documentation associated with the Measures G-2004, G-2010 and X Bond Programs.

Mr. Lee reiterated to the committee "as Citizens' Bond Oversight Committee Members, we have an obligation to attend the scheduled Citizens' Bond Oversight Committee meetings". Mr. Lee encouraged the committee to attend all the scheduled meetings.

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

There were no public comments made.

8. Communications Received by Citizens' Bond Oversight Committee Members

There were no communications received.

Mr. Lee asked if it is required that the committee send the outside information received (questions and concerns pertaining to the bond programs) to the District?

Ms. Kennedy answered that if the committee is asked any general questions, related to the bond projects, and the questions are casual between the individuals then it's not required to say anything. If, however, a committee member receives a specific question or concern about the program --- verses neighborly conversation --- then the communication should be reported in the meeting.

Mr. Mahood noted that when members of the committee have been contacted from 1 or 2 individuals expressing concern(s) in regards to the oversight of the Bond Programs and articulating back to individuals of the Board then that would be the opportunity to bring the information forward to the Citizens' Bond Oversight Committee meetings.

Mr. Chegini and Ms. Kennedy re-informed the committee that the Measure G-2004 & Measure G-2010 Bond Website has a contact section which includes a contact form. The completed contact form is sent to the Citizens' Bond Oversight Committee Chair and copies to the additional staff members email addresses. The Citizens' Bond Oversight Committee Members email addresses aren't public. The website protects the Citizens' Bond Oversight Committee Members email addresses.

9. Staff Reports

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

Vice Chancellor Smith informed the committee of the following:

- The auditors, Cossolias/Wilson/Dominguez/Leavitt (CWDL), Certified Public Accountants conducted a presentation in the January 17, 2017 Citizens' Bond Oversight Committee meeting.

The committee listens to the auditors for any issues or concerns. Mr. Lee, Chairman, will present the Measure G-2004 & Measure G-2010 Citizens' Bond Oversight Committee 2015/2016 Annual Report to the Board of Trustees on March 14, 2017.

SJECCD works closely with the legal counsel and audit firms to perform the District's fiduciary responsibility to ensure all compliance measures are met.

- Vice Chancellor Smith noted that in the past Citizens' Bond Oversight Committee meetings it has been difficult to obtain a quorum.. He acknowledged that a quorum is present in the March 7, 2017 Citizens' Bond Oversight Committee meeting. Dr. Budd and Vice Chancellor Smith thanked the Citizens' Bond Oversight Committee Members for their attendance to ensure a quorum is present to conduct business.

Vice Chancellor Smith suggested to agendize where the future Citizens' Bond Oversight Committee meetings will be held.

Ms. Kennedy responded that one of the reasons that the committee members want to continue to meet at the campuses is to receive an overview of the projects. The committee members have the right and responsibility to tour the project sites to see the progress of the bond money being spent. At times the San Jose City College and Evergreen Valley College campuses offer optional project tours prior to the Citizens' Bond Oversight Committee scheduled meeting time.

- This is an exciting time at SJECCD with passing of the Measure X to provide \$748 million for SJECCD to build new educational facilities and upgrade and repair existing facilities on the campuses of Evergreen Valley College and San Jose City College. Measure X ensures that students will be able to train and learn in state-of-the-art facilities, so they will be well-equipped to transfer to universities and enter the workforce.
- On Wednesday, March 8, 2017, SJECCD Chancellor Debbie Budd joins community college Presidents Byron Breland, Henry Yong, and several other local elected officials and community leaders to officially launch the San Jose Promise, a collaborative, city-wide campaign to ensure that community college is affordable and accessible for all San Jose high school students.
- President Yong gave a brief update of the projects associated with the Measure G-2004 & Measure G-2010 Bond Programs at the Evergreen Valley College and invited the Citizens' Bond Oversight Committee Members to visit the campus.

#### 10. Review of Draft Annual Report

Mr. Chegini gave a brief overview of the draft Measure G-2004 & Measure G-2010 Citizens' Bond Oversight Committee 2015-2016 Annual Report and the draft Annual Report postcard. The Annual Report is assessed at the SJECCD website at <http://cboc.sjebond.com/AR1516/>.

Dr. Budd and several committee members complimented the SJECCD Citizens' Bond Oversight Committee website.

Ms. Espinosa asked who receives the Annual Report postcards?

Mr. Chegini and Ms. Kennedy answered 2500 Annual Report postcards will be printed and distributed to the internal staff of SJECCD, San Jose City College, Evergreen Valley College and San Jose Silicon Valley

Chamber of Commerce and various libraries in the surrounding community of SJECCD. An Annual Report postcard distribution list will be prepared and is available upon request.

Vice Chancellor Smith informed and welcomed the committee to attend the March 14, 2017 Board of Trustees meeting. The Board of Trustees meeting will begin at 6:00 PM and Mr. Lee will give an introduction of the Citizens' Bond Oversight Committee Members who attend and present the Measure G-2004 & Measure G-2010 Citizens' Bond Oversight Committee 2015-2016 Annual Report.

Draft Annual Report:  
Bethel Kim / Rose Regalado  
Unanimously approved

#### 11. Measure X Update

Vice Chancellor Smith gave a brief update of the Measure X Bond Program.

SJECCD has a solid fund balance to ensure that the Measure X will help meet the facilities, safety, technology programs and services' needs for student success as identified in the Evergreen Valley College and San Jose City College Educational Master Plan 2030.

Mr. Mahood asked when will the Measure X start being part of the expenditure reports?

Ms. Kennedy answered that Measure X will start being part of reports when the first Measure X dollars are spent. At this time, Measure X has been implemented with no expenditure reports to offer and is anticipated to present expenditure reports for Measure X in Spring 2018.

Vice Chancellor Smith noted that SJECCD anticipates closing by June 30, 2017 the Measure G-2004 Bond Program.

Measure X will start with a credit rating trip to San Francisco, Moody's Investors Service. SJECCD will present performance results from classroom performance to financial performance, etc. A credit rating will be issued. At this time SJECCD is in the process of using the remaining Measure G-2004 and Measure G-2010 funds for the architectural planning of the Measure X projects.

Mr. Letcher noted that he is in the process of working with Evergreen Valley College and San Jose City College to define and modify the project list that is driven by the Educational Master Plan and Facilities Master Plan that was completed last year (2016). The finalized project list will be submitted to the Board of Trustees for their review of approval.

The project updates agenda topic wasn't included on this meeting agenda in order to use the allotted time to focus on everyone having a clear understanding of the Measure X progress.

#### 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 December 31, 2016 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 December 31, 2016 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 December 31, 2016. The November 8, 2016 and December 13, 2016 Bond List Revisions were reported upon at the last meeting of the Citizens' Bond Oversight Committee, held on January 17, 2017 and are included in the financial reports for this period.

There are two Measure G-2010 Bond List Revisions that occurred after the reporting period ending December 31, 2016 and prior to this meeting. These revisions took place at the following Board of Trustees meetings and are reflected in the reports:

- February 14, 2017
- February 28, 2017

There was one Measure G-2004 Bond List Revision that occurred after the reporting period ending December 31, 2016 and prior to this meeting. This revision took place at the following Board of Trustees meeting and is reflected in the reports:

- February 14, 2017

Measure G-2010 and Measure G-2004 Financial Reports/Bond List Revisions:

Brigit Espinosa / Rose Regalado

Unanimously approved

13. Confirmation of Proposed Future Meeting Dates and Dial-in Option

Ms. Kennedy reviewed the 2017 Citizens' Bond Oversight Committee proposed future meeting dates, times, location, and asked the Committee for input/approval on the dates.

Ms. Kennedy asked the committee to consider using a dial-in to establish a quorum and the following dial-in protocol:

- Individuals who require a dial-in phone number must request 72 hours in advance of meeting;
- Post a dial-in phone number 72 hours in advance of meeting;
- Agendize the dial-in phone number;
- Agendize participants who will use the dial-in phone number.

Johnny Lee / Brigit Espinosa motioned and the committee unanimously approved the proposed future meeting dates and dial-in option.

14. Adjournment

The meeting adjourned at 6:43 PM

The next scheduled meeting is Tuesday, June 20, 2017 at 5:30 PM – 7:00 PM. This meeting will be held at the Evergreen Valley College, Mishra Room.