



Chaffey College

CITIZENS' OVERSIGHT COMMITTEE CHAFFEY COMMUNITY COLLEGE DISTRICT

Tuesday, December 5, 2017

Chaffey College
Information Services Building
5885 Haven Avenue
Rancho Cucamonga, CA 91737

5:00 p.m. – 6:30 p.m. Regular Meeting

Committee Members Present/Area of Representation:

Contreras, Diana.....	Student Member, Rancho Cucamonga
Cook, Ed.....	Member, Montclair
Harwood, Jamie.....	Business Organization, Chino
Sanchez, Loren.....	Advisory/Foundation, Upland
Skeers, Aaron.....	Business Owner, Rancho Cucamonga
Vargas Pipersky, Ester.....	Member, Montclair

Committee Members Absent:

Givens, Fran.....	Senior Advisory, Fontana
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Bernards and Chaffey College Personnel Present:

Arellano, Myriam.....	Accounting Manager, Chaffey College
Bishop, Eric.....	Vice President, Student Services, Chaffey College
Cabildo, Patrick.....	Internal Auditor, Chaffey College
Ell, Hope.....	Executive Assistant, Chaffey College
Erickson, Kim.....	Executive Director of Business Services, Chaffey College
Fochtman, Rick.....	Vice President, Bernards
Siddiqi, Melanie.....	Vice President of Administrative Affairs, Chaffey College
Winslow, Bill.....	Program Manager, Bernards

- I. WELCOME and INTRODUCTIONS — The meeting was convened at 5:00 p.m. by Jamie Harwood, chair of the Citizens' Oversight Committee. Self-introductions took place. Ms. Harwood acknowledged William Huff, whose term has expired. Mr. Huff had been a member of the committee since 2011 and the committee appreciates his time and dedication. Eric Bishop noted that no replacement has been found for Mr. Huff's position. The District is actively searching for a replacement.
- II. PUBLIC COMMENTS – There were no public comments.
- III. APPROVAL OF MINUTES FROM JUNE 14, 2017 – A motion was made by Aaron Skeers, seconded by Loren Sanchez, to approve the minutes from the June 14, 2017 meeting as presented.

Yeas: Contreras, Cook, Harwood, Sanchez, Skeers, Vargas Pipersky (Givens absent)

Nays: None

IV. FACILITIES UPDATE —

- a. District-wide – An estimated 350,000 square feet of new facilities and site improvement projects have been completed through the Measure L program. A partial list was shared showing approximately 75 projects completed since 2002.
- b. Chino Campus – An aerial view of the Chino Campus was shown. Three buildings currently exist at the Chino Campus.
- c. Fontana Campus – An aerial view of the Fontana Campus was shown. Three buildings currently exist at the Fontana Campus.
- d. Rancho Cucamonga Campus – An aerial view of the Rancho Cucamonga campus was shown, which spans approximately 200 acres.
 - i. Projects in Construction and Completed in 2017
 1. Central Plant, Phase 1C TES Tank — Expansion of the campus has led to greater demand for heating and cooling. The Central Plant, Phase 1C Thermal Energy Storage (TES) Tank project, which is now complete, will help support this demand and provide greater energy efficiency. The college received the energy incentive from Southern California Edison in September, which totaled just over \$700,000.
 2. Planetarium Renovation – Construction Phase 1 – This facility, which was built in 1967, will be upgraded to provide a modern instructional space. Renovations will include electrical and lighting upgrades, upgrades to HVAC (heating, ventilating, and air conditioning), accessibility improvements, new finishes (paint/flooring), and a new digital projection system. This phase is to be completed in January 2018. The projected budget is \$1,704,758. Budget total includes other funding sources in addition to Measure L funds.
 3. Museum Renovation – Construction Phase 1 – The existing Museum/Gallery, which was built in 1972, will be upgraded and renovated to provide modern gallery space and instructional facilities. The renovations will include new HVAC, new patio sun shade structure, and new gallery lighting. This phase is to be completed in January 2018. The projected budget is \$3,038,235. Budget total includes other funding sources in addition to Measure L funds.
 4. Theatre Wings Renovation-East and West – Construction Phase 2 – The existing Theatre Wings will be upgraded to provide modern instructional space. Renovations will include electrical, plumbing and HVAC upgrades, and new finishes (paint/flooring). This phase of work will commence in January 2018, with completion in July 2018. The projected budget is \$4,298,107. Budget total includes other funding sources in addition to Measure L funds.
 5. Campus Center Shade Structure – Construction Phase 2 – This project will include the installation of a steel frame shade structure adjacent to the MACC building to provide additional dining and gathering space for students. This phase of work will commence in January 2018, with completion in July 2018. The projected budget is \$4,680,400.
 6. Campus Center East Plaza – Construction Phase 3 – This project will include an exterior gathering location, which will include a new plaza area with landscape and irrigation, and the modification of traffic routes

for service vehicles to access several locations. This phase of work will be the last project and will commence in August 2018, with completion in December 2018. The projected budget is \$1,610,417.

- e. Project Closeout — All of the completed projects in the Measure L Bond Program have been successfully closed and certified with the Division of State Architect now.
- f. Financials
 - i. Construction Cost Summary, Completed Projects 2009–2017 – A summary of construction costs for several major projects was reviewed. The change order percent is set at 10% for each project; however, the average on completed projects has been 6%, which means the remaining funds are available to be used for other projects.
 - ii. Summary of Funds – A summary of program funds for the Measure L Bond, as well as other funding sources, was reviewed. Other funds include redevelopment funds, city and county funds, etc. The program funds total is \$331,391,102. The Measure L Bond funds total is \$252,476,923.
 - iii. Remaining Funds – A summary of remaining funds for the Measure L Bond, as well as other funding sources, was reviewed. The remaining balance is \$6,289,122 (this does not include funds that have been committed or allocated to projects, including the five Measure-L Build Out projects listed above).

- V. PERFORMANCE AUDIT — Patrick Cabildo introduced Renée Graves, auditor from the firm CliftonLarsonAllen (CLA). Ms. Graves addressed the committee detailing the results of the performance audit for the Measure L Bond for fiscal year ending June 30, 2017. Ms. Graves explained that this audit is a requirement of Prop 39 and is a performance audit, as opposed to a financial audit. She added that the purpose of the performance audit is to ensure that bond funds have been expended only for the authorized bond projects. The audit also verifies that the college is following education code requirements, such as the makeup of the oversight committee, information provided on the website, and more. The audit document was distributed and the conclusion reads:

The results of our test indicated that, in all significant respects, the Chaffey Community College District has properly accounted for the expenditures of the funds held in the Measure L Bond Building Fund and that such expenditures were made for authorized bond projects.

Ms. Graves noted that format of the report is slightly different than what has been presented in the past. In response to a question from committee member Aaron Skeers, Ms. Graves explained that the change in report format was to allow for more specific information about the sample size and amounts tested.

- I. COLLEGE UPDATE – Dr. Eric Bishop provided an update on college activities.
 - a. Report to the Community – Dr. Bishop distributed copies of the Report to the Community 2017 booklet and noted that the MC for the event was a former Chaffey student who is now attending UCLA.
 - b. Spring 2018 Enrollment Strategies – Dr. Bishop shared the strategies that the college is employing to increase enrollment for spring 2018.
 - i. Registration Rallies – Chaffey partnered with 99.1 FM to host registration rallies at the Rancho Cucamonga, Chino and Fontana campuses.
 - ii. Direct Mail Postcards – A postcard was mailed to every household in the District promoting spring registration.

- iii. Advertising – Chaffey is currently advertising digitally and in print. Facebook ads will run through January 6 and a video will launch in the month of December. Print advertising is scheduled to run through January 2. The District also has a presence in the community, with kiosks and advertisements at both Victoria Gardens and Ontario Mills.
- c. Commencement 2018 – Commencement 2018 will again be held at Citizens Business Bank Arena on May 18, 2018. In 2017, the college did not limit the number of guests that graduates could bring to the ceremony and the arena was near capacity. The college is considering how to address that issue for the 2018 ceremony. Dr. Bishop reported that the commencement ceremony held in May 2017 had 853 graduates in attendance. There were approximately 2,300 students eligible to participate in commencement in 2017 and that number will likely rise in 2018.
- d. Newsletter – A copy of Dr. Shannon’s monthly newsletter was distributed.

II. QUESTIONS/ANSWERS/DISCUSSION

- a. None

ADJOURN – The meeting adjourned at 5:47 p.m.

Documents referenced in these minutes are available on the Chaffey College Measure L Bond Citizens’ Oversight Committee website: www.chaffey.edu/coc.

The next meeting of the Citizens’ Oversight Committee will take place in spring 2018.