

OHLONE COMMUNITY COLLEGE DISTRICT
Ohlone College
Fremont Campus, Room 7101
43600 Mission Boulevard, Fremont, CA 94539

Minutes of Citizens Oversight Committee
September 14, 2009

MEMBERS PRESENT: Theodore Bresler, Shirley Buschke, Steven Chan, Andrew MacRae, Frank Pirrone, Jack Rogers, Dennis Wolfe

MEMBERS ABSENT: Lauren Baca, Karen Bridges, Bhaskar Chaudhari, Rakesh Sharma

GUESTS: Ngan Vu, Vice President of ASOC

**MANAGEMENT/STAFF
PRESENT:**

Gari Browning, President/Superintendent
Mike Calegari, Vice President, Administrative Services
Joanne Schultz, Dean, Business Services
Don Eichelberger, Bond Manager
Arti Damani, Bond Accountant
Kelly Abad, Executive Assistant, Administrative Services

OPEN MEETING: The meeting was called to order by Steven Chan at 6:21 p.m. Steven Chan also introduced a guest, Ngan Vu, Vice President of ASOC to the committee.

**COMMUNICATIONS
FROM THE AUDIENCE:**

None

**COMMUNICATIONS
FROM THE COMMITTEE:**

None

SCHEDULED ITEMS:

- 1. Student Services Building Tour – Fremont Campus**
No committee members were present for a tour of the Student Services Building on the Ohlone Community College Fremont Campus.
- 2. Review and Approval of March 16, 2009 Minutes**
The minutes were approved.
Moved / MacRae / **Seconded** / Bresler / **All in favor**
- 3. Approval of the Agenda**
The agenda was approved as presented.
Moved / Wolfe / **Seconded** / Rogers / **All in favor**
- 4. Committee Members' Attendance Report**
For information only. No comments from committee.

5. Review of the Fourth Quarter Financial and Bond Report

Joanne Schultz gave an overview of the First Quarter Bond Report. The report shows the reconciled budget and accumulated expenditures dated Arti Damani, Bond Accountant, and Don Eichelberger, Bond Manager, have reconciled their reports. The District has spent \$157 million to date. The report shows actual expenditures, but no encumbrances.

A question was asked about what the summer 2005 projects include. The 2005 summer projects are a grouping of projects that include but not limited to disabled ramps and door replacement. It was requested to show in future reports that the summer 2005 projects reference a certain number of different projects.

Another question arose about the available balances shown on the report. Because the report only shows actual expenditures and no encumbrances, much of the available funds are actually already encumbered.

At this time, there is \$4 million dollars that is not encumbered. There have been projects identified that equal \$1.2 million, which still leaves roughly \$2.8 million for other projects.

A committee member wanted to make it known how well the bond is being managed and that this is a good argument for another potential bond measure.

6. Bond Projects Update

Don Eichelberger gave an overview of all activities of the bond in Gantt chart format. The report does not show pre or post construction activities and dashes are shown for future projects. Don spoke about the project's start to end. A few projects were done at the very beginning of the project and have no real timeframes, as they were one time in nature. The last phase of the project shows how the District is likely to spend the remaining money, i.e. renovated space, etc. tBP/Architecture is currently working with administration to come to a final decision.

The question arose of how do you close down a bond? At this time, staff is not sure how they spend each and every penny of the bond. The District's bond counsel will need to answer the questions related to the closing of a bond.

The group mentioned that Don had been asked to put together an entire summary of the bond from start to completion and what was presented to the group was just what they wanted. The CBOC would like to summarize this in the last and final annual report. It is a good way to show the public separate projects measured in time and money.

7. Potential Bond Measure Campaign Update

Mike Calegari started with discussing and showing a presentation of the new facilities that the Measure A Bond has allowed the District to build. Then he went on to show the group the areas of the college that are in disrepair and why the District would need to go out for another bond. The Board of Trustees have approved the first steps of going out for another bond. A survey was sent out to the community and the findings came back favorable. The residents feel that the District does need to fix the basics.

The group asked if this is the initial phase of forming the facilities master plan. The answer is that the facilities master plan is going on right now and is driven by the educational master plan. The State will most likely not fund any projects for a while.

A group member mentioned that the people will vote for the image they see to keep their children here. We have an incredible track record and they will look at the beautiful campus and want to keep it beautiful.

Another committee member commented on how the District should reflect on some long term planning, instead of creating a new campus. We need to make sure

8. Review, Approval and Scheduling of Annual Report Presentation to the Board of Trustees

Mike Calegari presented the draft annual report to the committee. It will be sent digitally to everyone for one last approval. Once approved, this will go in front of the Board of Trustees in November. It is suggested to submit corrections and comments to the Chair and copy Mike Calegari to make changes to the annual report that will be presented to the Board of Trustees.

Motion / Rogers / **Seconded** / Pirrone

9. Bay 10 District Audit Reports

Andrew MacRae reported the findings of the Bay 10 District Audit reports. He reviewed the reports from the website links that were sent to the group from staff. He reported back that Peralta CCD, San Jose / Evergreen CCD and San Mateo CCD used Vavrinek, Trine, Day & Co as their auditor and there were no problems found. Marin CCD and Foothill-De Anza CCD both used Perry-Smith as their auditor. There were no problems found for Marin CCD, but for Foothill-DeAnza they found that four out of the fifty expenditures examined did not have all required signatures, though the expenditures themselves were proven to be valid for bond purposes. City College of San Francisco used MGT of America as their auditor and a number of procedures were deemed insufficient by the auditors. There was a problem with the Contra Costa Community College District's website, which made the reports unavailable.

A committee member asked if it is normal business practice to change auditors every few years. Is this something the District plans to do? The answer was yes that it is normal business practice to change auditors. The District has the ability to have a 3 year contract with an auditor and include a 2 year extension.

- 10. Committee Rules and Regulations**
No comments from the committee.
- 11. Evaluation of Current Meeting**
No comments from committee.
- 12. Topics for Next Meeting**
First Quarter Financial and Bond Report
Bond Survey Results
Addressing Fate of the Committee
Closure of Miscellaneous projects

ADJOURNED: 7:42 p.m.