

**SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT**  
**Bond Oversight Committee**  
**February 1, 2008**  
**Skyline College, 12 noon, Room 5131**

Committee Attendees: Chair Jim Wyatt, Co-Chair Marion McDowell, Marta Bookbinder, Dr. Patrick Cheng, Stanley Gross, Linda Asbury, Chris Eden, Bill Nack, Rose Jacobs Gibson, Stanley Gross, Gita Dev

District Staff Attendees: Kathy Blackwood, Barbara Christensen, José Nuñez, Jim Keller

**Call to Order**

The meeting was called to order at 12:25 pm.

**Introduction of New Members to Bond Oversight Committee**

Chair Jim Wyatt began by welcoming the two new members: Linda Asbury and Gita Dev, then asked for a round of introductions.

**Approval of Minutes from Meeting of November 27, 2007**

Linda Asbury asked to correct the spelling of her last name: Asbury, not Ashbury. Under the section *Appointment of New Member to the Bond Oversight Committee*, Chris Eden asked to change the sentence, “replace Coleman Campbell” with “fill Coleman Campbell’s recently vacated position”.

It was moved by Co-Chair Marion McDowell and seconded by Stan Gross to approve the minutes as revised. The motion passed, all members voting “Aye”.

**Review of Cumulative Report on Expenditures through December 30, 2007 for Measure A and Measure C**

CFO Kathy Blackwood called attention to the updated reports which were different than those sent to the members last week. She said the summary is new and a great tool to see expenditures by quarter for the bond measures. Expenditures to date for Measure C projects were \$196 million. This represents 95% of the budget, with 3% committed. Measure C projects are being completed leaving 2% of the funds. Measure A expenditures now total \$55 million. Kathy pointed out that the largest spending was during fiscal year 2005/06; \$32 million was spent on projects which is 7% of budget. Several large projects are planned for the next two fiscal years. Vice Chancellor José Nuñez stated the signing of the design/build contract for CSM will increase 2007/08 Measure A expenditures. Chris Eden asked if the Measure C interest was committed and Executive Vice Chancellor Jim Keller replied that the interest is committed to the renovation of Cañada College science buildings 16 & 18.

Barbara Christensen will email the Measure A project list to committee members and stated it is also available on the Bond Oversight Committee website:

<http://www.smccd.edu/accounts/smccd/committees/bondoversight/default.shtml>. Marta

Bookbinder requested that all reports be put forth before the meeting to allow more time for review. Chris Eden asked if a narrative of the summary could be provided before the meeting,

which CFO Kathy Blackwood agreed to provide. She also asked the committee members to email her with questions prior to the meeting so she can research and provide answers during the meeting. CFO Kathy Blackwood offered to meet with the new members to give a detailed explanation of the financial reports.

### **Review of 2006-07 Financial and Performance Audits**

CFO Kathy Blackwood referred to the audits prepared by Vavrinek, Trine, Day & Co., LLP. She explained that every year four independent audits are performed, two financial audits and two performance audits. The reports are an accurate reflection of the funds spent on Measure C and Measure A. The auditors selected at least 25% of the expenditures and verified that the funds were spent in accordance with the bond measure. Stanley Gross added that this is a clean report and asking auditors to verify 25% is an extremely high percentage to check. The financial statements for Measure C and Measure A complied with the purpose of the bonds and there were no exceptions noted. CFO Kathy Blackwood explained that not all of money of Measure A has been allocated due to outstanding projects which still need to be budgeted.

Chair Jim Wyatt asked if a motion was needed to approve the audits. It was moved by Bill Nack and seconded by Martha Bookbinder to accept the financial and performance audits as presented. The motion passed, all members voting “Aye”.

### **Review and Approval of 2007 Report to the Community**

Barbara Christensen stated that the Report to the Community is required to be issued once a year. This report is posted on the Bond Oversight Committee website and emailed to all press in the area.

It was moved by Marion McDowell and seconded by Stan Gross to approve the 2007 Report to the Community as written. The motion passed, all members voting “Aye”.

Chris Eden asked Barbara Christensen if there was quorum. She stated quorum is six as there are eleven members on this committee. There are eight members voting so quorum was reached.

Later in the meeting, Chris Eden asked to withdraw the motion to approve the 2007 Report to the Community. He felt there was not enough time to review the report due to the fact he did not receive the report by email. Chair Jim Wyatt disagreed, he felt there was time to review the report, but agreed to let the record show the change of votes. Gita Dev, abstained, due to the fact she was not present at the last meeting and Chris Eden changed his vote to “Nay”. The motion still passed with six members voting “Aye”, one “No” vote, and one Abstention.

### **Review of Status of CSM and Skyline Design/Build Projects**

Due to time constraints, Vice Chancellor Nuñez omitted his PowerPoint presentation but referred committee members to the Capital Improvement Program Status Report handout for detailed information. He proceeded to show a quick fly through of the artistic renderings of upcoming projects at College of San Mateo and Skyline College. Groundbreaking at College of San Mateo is tentatively scheduled to take place in May or June 2008.

### **Committee Members’ Comments/Requests for Future Agenda Items**

\*Chris Eden asked that the District prepare an efficiency report that describes how well the District is spending bond dollars. To explain, he cited the renovation of Buildings 5/6 that was

planned for several years and then, when the second bond measure passed, it was decided the building should be demolished. Vice Chancellor José Nuñez said that the original plan for Buildings 5/6 was not satisfactory; it was developed within a very constrained budget. Once the new bond passed, additional funds were made available that could be used to comprehensively address the Student Services needs. That is when a decision was made to tear down Buildings 5/6 and build a new building to house Student Services, cafeteria, bookstore, etc., in one place.

\*Gita Dev asked whether the Bond Oversight Committee was responsible for assuring that the District is efficiently and effectively spending bond dollars on projects. Barbara Christensen said that the Bond Oversight Committee is charged by State law to:

1. Ensure that bond proceeds are spent only on projects included in the bond projects list.
2. Ensure that no funds are expended for teacher or administrator salaries or other operating expenses.
3. Publish an annual report on its proceedings that is presented to the Board of Trustees.

She went on to say that the elected Board of Trustees is responsible for assuring that bond dollars are spent efficiently and effectively. Vice Chancellor José Nuñez added that the Construction Planning Department and executive staff members are constantly testing and evaluating how best to spend the funds and how to build and remodel buildings cost effectively, because the cost of needed bond projects exceeds the money available to fund them.

\*Gita Dev added her comment that, for each project, she would like to know the following:

- Original budget
- Actual cost
- Overage/Shortage
- If Overage, how is it funded?

Barbara Christensen said she would add this topic to the next Bond Oversight agenda.

### **Public Comments**

None

### **Schedule for Next Meeting**

The next meeting will probably held sometime in May. Barbara Christensen will check dates for future ground breaking ceremonies and email the committee several proposed dates to choose from.

### **Adjournment**

The meeting was adjourned by consensus at 4:05 pm.