



**SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
Bond Oversight Committee
December 3, 2020 Meeting Minutes
Location: Zoom Call**

Members Present

James Ruigomez
Rosanne Foust
Anne Campbell
Michael Duncheon
Rocsana Enriquez
Shelley Kessler
Bill Rundberg
Maxine Turner
Bill Collins

Chair
Vice Chair

Members Absent

N/A

District Staff Present

Michael Claire
Bernata Slater
Peter Fitzsimmons
Chris Strugar-Fritsch
Arlene Calibo
Jose Nunez
Nai Saechao

Chancellor
Chief Financial Officer
District Budget Officer
Director of Capital Projects
Facilities/Public Safety Business Manager
Vice Chancellor of Facilities Planning Maintenance & Operations
Capital Projects Analyst

Other Attendees Present

Ann Kennedy
Jeff Scogin
Mike Chegini

A Kennedy Group
A Kennedy Group
A Kennedy Group

Call to Order

Chair Ruigomez called the meeting to order at 3:03 PM.

Approval of Agenda

A motion was made by Ms. Foust and seconded by Ms. Kessler to approve the agenda. The agenda was unanimously approved as presented.

Election of Chair and Vice Chair

Mr. Ruigomez opened nominations for Chair. Ms. Kessler nominated Ms. Foust for Chair; Ms. Foust accepted the nomination. Mr. Ruigomez opened nominations for Vice Chair. Ms. Foust nominated Mr. Ruigomez; Mr. Ruigomez accepted the nomination. The nominations were unanimously approved.

Approval of the August 31, 2020 Meeting Minutes

A motion was made by Ms. Foust and seconded by Ms. Kessler to approve the minutes. The minutes were unanimously approved as presented.

Public Comments on Items NOT on the Agenda

There were no public comments for items not on the agenda.

Ms. Foust commented to thank the District, Board of Trustees & Chancellor for food and other needs that have been given to the students during the pandemic. As well as the Wi-Fi in the allowable parking lots.

Communications Received by Committee Members

There were no communications received by Committee members.

Staff Reports

Chancellor Claire recognized Ms. Foust's comments on what the District has been trying to accomplish. He spoke to the District's tag line "Here for You" and what the District is working to assist with. He also mentioned that SMCCCD is working with San Mateo County of Education to provide training to teachers in the K-12 system. He addressed the fact that the District is still dealing with COVID-19 and trying to be 'purple proof' by adjusting to what the reality is, adjusting to classes online and some adjustments to on-site classes to keep people safe. This will continue for the remainder of the academic year. He anticipates having a conversation with the Board of Trustees by next summer. He acknowledged Mr. Nunez and his team and the Emergency Services Operator for actively planning on re-occupying the campus when able.

Chancellor Claire also responded to a question asked at the prior meeting regarding Skyline College Building 12 and its purpose, stating that yes, the facilities are available for rental use by the community when it is not being used by the College or District. He expressed that the College has a vibrant Environmental Sciences and Technology program. Mr. Nunez added that the building landscape was designed with the assistance of the Environmental Sciences and Technology program.

Ms. Terner thanked Chancellor Claire for the clarification on the Environmental Sciences and Technology program.

Mr. Ruigomez also commented that it was a smart utilization use of that property.

Mr. Chegini read out a question from Ms. Kessler regarding the impact of COVID-19 on the construction projects, concerning any temporary adjustments needed that may have shifted to long term adjustments that effects any of the Bond funds. Mr. Strugar-Fritsch stated there are costs associated with implementing COVID-19 protocols and listed some examples, including a change order for a contractor for CAN Building-1. He went on to inform that any future project and bids, are to include costs for the required COVID-19 protocols. Current additional costs are estimated between 0.5% to 1.0% of the cost of construction. Ms. Kessler followed up with asking if there were any design impacts due to COVID-19 protocols. Ms. Strugar-Fritsch replied by that the designs will not be changing as there are no parameters at this time to make any design changes. Mr. Nunez followed up with corroborating information from his time on an ACBO Facilities Action Committee that design is not for short term impact. Mr. Nunez also mentioned some of the current OSHA guidelines.

Ms. Slater informed the committee that the District is about to finalize the Audit with Crowe, LLP., along with a brief explanation of each audit, performance and financial, which will be brought to the next CBOC meeting. She also mentioned the Bond Allowability Training that was provided by Ms. Kennedy.

Update on Capital Improvement Program (CIP3)

Mr. Nunez opened by refreshing the committee on how projects are determined for a campus. Ms. Terner thanked Mr. Nunez for bringing this info to the committee. She also mentioned that project plans were changed after Bond Measures were passed and there was not a clear process to how projects were identified to go out for grants, state funding or bond measures. And now there is more attention being paid to those processes.

Mr. Strugar-Fritsch proceeded to review the CIP presentation with the Committee. See the presentation for further detail.

Mr. Strugar-Fritsch noted on Canada College-Kinesiology and Wellness Building (B1N) that the contractor is finishing up the project and furniture and some equipment will be in by January to March 2021. He also spoke to the dean and they stated that they would be moving faculty into the building around April 2021.

Mr. Chegini posted a question from Mr. Collins; Has the District considered funding the parking project from parking fees rather than Bond revenue? Mr. Nunez spoke to the parking funds being in a continued deficit. Ms. Slater concurred Mr. Nunez's statement.

Ms. Turner asked how the scope and funding changed regarding the College of San Mateo-Building 19 Facelift. Mr. Strugar-Fritsch replied by stating that originally the District was to replace Building 12 and 19 with a new building that would have accommodated new emerging technology programs. Early in the bond program, 2015 to 2016, they were experiencing market price escalation, which inflated the cost of the original project. Other projects that were considered a higher priority caused this project to be put on hold until other funding sources could be identified. Ms. Turner then asked if the function of the building changed and how is that decided upon. Mr. Nunez explained that the original rising costs were discussed at the college and cabinet level and also with the Chancellor to prioritize projects and funds. Chancellor Claire spoke to the fact that the rising costs of construction exceeded the budget, so the decision was made to retrofit it for existing programs. Mr. Ruigomez asked, where then have the emerging technologies been placed. Chancellor Claire stated that a lot of the career and technical education programs are currently housed in Building 19.

Mr. Chegini posted a question from Ms. Enriquez; Does the public safety department at Canada College include a fire department as well, if so, how many of those graduates are hired locally and how many of those graduates are minorities? Mr. Nunez stated the public safety department at Canada College is not an instructional facility and there is no fire academy. However, there is a police and fire academy at College of San Mateo and to the best of his knowledge they are hired mostly in the Bay area but did not have stats on how many of those are minorities at this time. Chancellor Claire stated that a previous study showed 95% of San Mateo firefighters came through College of San Mateo and did not have statistics on the level of hiring in terms of diversity.

Mr. Ruigomez passed on a very big thank you from the construction teams and companies during this time of COVID-19, as the work has been so well received by them.

Program Financial Reports

a. Mr. Scogin walked the Committee through a review of the Financial Reports for Measures H reports as of 9/30/20.

Ms. Foust stated that the Whole Program report is a great visual snapshot and would like to have it posted to the CBOC website. Mr. Chegini mentioned that a financial report tab could be added. Ms. Turner requested simpler access to this data and more data on the website, beyond what is in the packet given to CBOC members. Ms. Kennedy spoke to the fact that after the CBOC meetings that info could be posted to the website under different tabs.

Ms. Kessler followed up on Ms. Foust's statement by asking if unallocated interest could offset any COVID-19 related expenses. Mr. Scogin stated that it would be up to the District on where those funds are allocated.

A motion was made by Ms. Turner and seconded by Ms. Enriquez to approve to accept the Program Financial reports. The reports were unanimously approved as presented.

b. Mr. Scogin walked the Committee through a review of the Fiscal Year 2020-2021 1st Quarter Bond List Revisions.

Ms. Turner stated that she finds these reports most helpful. She asked about why the original budget for a particular project was not listed. Mr. Scogin referred Ms. Turner to the Master Project List which has that info.

Responses to Committee Information Requests

Ms. Kennedy spoke to a question that was raised at the last meeting, which was District positions budgeted to the Bond. She stated that the percentages are budgeted and not actual and explained how the document is laid out and possible changes that occur during the year.

Ms. Slater stated that these positions are reviewed annually to have certain positions go back to the general fund, as necessary.

Ms. Kennedy spoke to the question of validation of original bond budgets. Explaining that with all the gathered data, the time stamp for going forward with budget information was 12/31/2019 (*12/31/2018 was stated in the meeting*). There was a recognition of an update needed, per other funding sources that were introduced during the timing of reconciling the reports. The updated reports will be provided at the next meeting.

Mr. Ruigomez asked how much time it takes to put these reports together. Ms. Kennedy responded by thanking individuals at the District that helped with the initial loading of the data and explained that the 12/31/2019 cutoff date was used for efficiency and to have less fiscal impact on the general fund for this work.

Ms. Turner and Ms. Kessler each thanked the team for all their efforts and providing helpful and informative information and both then left the meeting at 4:41 PM.

Ms. Kennedy spoke to the question of the allowability of furniture and equipment purchased with bond funds, by explaining that two bodies of laws, state and federal, the ballot language, and the language in the Board approved projects are needed to be checked to determine how certain purchases can be made with bond funds.

Proposed Next Meeting Date

Ms. Kennedy stated that March 4, 2021 was the next meeting date, and that Mr. Chegini would be following up with the committee members closer to the date if that date is still amenable. The Committee agreed that March 4th would work as the next meeting date for the majority of members.

Future Agenda Items

The Committee agreed that at their next meeting they will see the Financial and Performance Audit Reports and the Review and Approval of 2019-2020 Annual Report.

Ms. Foust asked if at the next meeting the Capital and Improvement Program (CIP3) discussion could include slides of any changes and updates from the previous meeting versus going through the list of projects. She asked if this is something to discuss at the next meeting. Mr. Ruigomez concurred. Ms. Kennedy spoke to the possibility of tabling that item during the meetings that have the audits and annual reports, and Mr. Strugar-Fritsch could just give a verbal update on project changes or updates. Mr. Ruigomez also suggested a possibility of going through the slides once a year and sharing updates from then forward.

Adjournment

The motion to adjourn the meeting was done by Ms. Foust, Mr. Ruigomez adjourned the meeting at 4:52 PM.