



**CITIZENS' BOND OVERSIGHT COMMITTEE
MEASURE B AND MEASURE CC BOND**

MINUTES FOR: March 13, 2018	3:30-5:00PM	North Annex - Room 1
Members Present:	Vern Kozlen (Chair and College Support); Andrew Harker, Ed.D. (Vice Chair, and Member-At-Large, West Valley); Dr. Fred Jandt (Trustee); Steven Bayard (Member-At-Large, East Valley); Margie Eklund (Senior Citizen Group Representative); Eileen Packer (Business Representative); Scott Releford (Student Representative).	
Members not Present:	Vicki Shepard (Tax Payers' Association)	
District Official(s) Present:	Dr. Joel Kinnamon, (President); John Ramont (Interim Vice President, Administrative Services); Jessica Enders (Director, Education Centers); Scott Adkins (Interim Director, Education Centers).	
District Official(s) not Present:	Brandon Toepfer (Director, Maintenance & Operations)	
Guest(s):	None	
Bond Management Representative(s) Present:	Ryan Lamb (Project Manager, MAAS Companies); Courtney Kerrigan (Office Manager, MAAS Companies);	
Bond Management Representative(s) Not Present:	Mac McGinnis (Program Manager, MAAS Companies)	
Recorder:	Courtney Kerrigan (MAAS Companies, Bond Management Office)	

AGENDA

1. Call to Order/Roll Call	
	The meeting was called to order at 3:34 p.m. The Committee had a quorum.
1.1 Approval of Agenda – March 13, 2018	
DISCUSSION	A motion was made by V. Kozlen to approve the March 13, 2018 Meeting Agenda; S. Bayard motion to move. M. Eklund seconded. All in favor. No opposed. No abstained. Motion was passed.
CONCLUSION	1. March 13, 2018 Meeting Agenda was approved as presented.
1.2 Comments From The Public	
	No comments from the public.
2. Action Item(s)	
2.1 Approval of December 12, 2017 Meeting Minutes	
DISCUSSION	A motion was made by V. Kozlen to approve the December 12, 2017 Meeting Minutes; seconded by M. Eklund. All in favor. No opposed.
CONCLUSION	1. December 12, 2017 Meeting Minutes was approved as presented.

ACTION ITEMS		PERSON RESPONSIBLE	DEADLINE
1. Finalize and publish the December 12, 2017 Meeting Minutes on the COC Bond site.		C. Kerrigan Recorder	03/15/18
3.0 Appointments:			
3.1 Welcome New Student Representative			
DISCUSSION	J. Ramont asked Scott Releford to formally introduce himself and to share his educational and career aspirations with the Committee. Scott relayed he is a second year student at COD and is majoring in Biochemistry. His plans are to transfer to either UCLA or UC Berkeley to obtain his bachelor's degree, then apply for medical school.		
CONCLUSION	1. New Student Representative, Scott Releford attended his first Committee meeting and formally introduced himself to the members and District representatives.		
ACTION ITEMS		PERSON RESPONSIBLE	DEADLINE
1. None			
4. Follow Up Items			
4.1 Finalized 2016-2017 COC Annual Newsletter			
DISCUSSION	The Committee received hardcopies of the finalized 2016-2017 Citizens' Oversight Annual Newsletter. The content and format was approved. Members confirmed that future newsletters are to be kept in same format with project details for purpose of transparency to the public.		
CONCLUSION	1. Committee approved final version of 2016-2017 COC Newsletter. 2. Committee confirmed future newsletters are to be kept detailed for transparency.		
ACTION ITEM		PERSON RESPONSIBLE	DEADLINE
1. Confirm date of newsletter distribution to the Districts Outreach List.		C. Kerrigan Recorder	March 2018
4.2 Revised Bylaws (Measure B & Measure CC)			
DISCUSSION	The Committee were furnished with revised Bylaws that include both Bond Measures B & CC. The Bylaws were recently adopted by the Board of Trustees on January 19, 2018 and were also posted on the public Bond site. V. Kozlen inquired if members had any questions or comments regarding the revised Bylaws. All members present, replied "No".		
CONCLUSION	1. Amended Bylaws were furnished to the Committee for their use. 2. Amended Bylaws were adopted by the Board of Trustees on January 19, 2018. 3. Amended Bylaws are posted on the bond site.		
ACTION ITEM		PERSON RESPONSIBLE	DEADLINE
1. None			

4.3 West Valley Campus Update		
DISCUSSION	<p>J. Ramont introduced Ryan Lamb, Project Manager of MAAS Companies who would be speaking on behalf of M. McGinnis, who was unable to attend meeting.</p> <p>R. Lamb provided a brief update on the status of the West Valley Campus project. He informed it is still in the Programming stages and the Bond Office is working with District Administration and the Architect to ensure department heads and community needs are being considered and addressed.</p> <p>President Kinnamon provided an update concerning the eminent domain proceedings. The trial began the week of February 19th with closing arguments scheduled for April 23, 2018. The District is currently considering purchasing the property instead of acquiring through the eminent domain process, due to the property restrictions which could hinder the campus plan.</p>	
CONCLUSION	<ol style="list-style-type: none"> 1. The West Valley Campus is still in the Programming Stage. 2. The eminent domain proceedings will conclude next week. 3. Purchase of the property is being considered. 	
ACTION ITEM	PERSON RESPONSIBLE	DEADLINE
None		
4.4 Temporary Palm Springs Campus Update		
DISCUSSION	<p>V. Kozlen requested Jessica Enders and Scott Adkins provide current enrollment numbers for the newly opened Temporary Palm Springs Campus.</p> <p>J. Enders prefaced that they are half way through the semester, but numbers are strong with 650 students enrolled, 90% of which are full-time students. Scott Adkins added that student transfer numbers are between 50-60%.</p>	
CONCLUSION	<ol style="list-style-type: none"> 1. Current enrollment numbers for the Temporary Palm Springs Campus are at 650 students with 90% as fulltime students. 2. Student transfer numbers are currently at 50-60%. 	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
None		
5.0 Reports		
5.1 Bond Project Update & Bond Project Financial Report		
DISCUSSION	<p>R. Lamb reviewed by PowerPoint the current and completed project and financial updates found on the Bond Citizens' Oversight Committee Report dated March 13, 2018.</p> <p>Andrew Harker said it would be helpful if the report identified the completed projects that had any variances to the budget or schedule from last report. V. Kozlen agreed this information would be helpful. R. Lamb affirmed this information can be included in the report as requested.</p>	

CONCLUSION		<ol style="list-style-type: none"> 1. The Committee members were briefed on current project and financials under the Measure B Bond program. 2. V. Kozlen posed the following question to J. Ramont; "Are you aware of any Bond proceeds that were expended for purposes other than those set forth in Measure B?" J. Ramont responded, "No". 3. V. Kozlen posed the next following question to J. Ramont; "Are you aware of any Bond proceeds that were expended for any teacher or administrative salaries of the College or for the operating expense?" J. Ramont responded, "No". 	
ACTION ITEMS		PERSON RESPONSIBLE	DEADLINE
1. Add footnotes next to projects that had budget or schedule variances, were requested to be added to the COC Bond Report.		C. Kerrigan	June 12, 2018
6.0 Future Agenda Items			
DISCUSSION		V. Kozlen asked if there were any suggested items for the June 12, 2018 Agenda. No suggestions or comments were made by the Committee.	
CONCLUSION		1. Agenda items were not identified for the June 12, 2018 were identified.	
ACTION ITEM		PERSON RESPONSIBLE	DEADLINE
None			
7.0 Adjournment: 3:53PM			

NEXT MEETING:

June 12, 2018 at 3:30PM – 5:00PM
 NORTH ANNEX Conference Room