



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

MINUTES FOR: December 12, 2017		3:30-5:00PM	North Annex - Room 1
Members Present:	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); Vicki Shepard (Tax Payers' Association); Eileen Packer (Business Representative)		
Members not Present:	Vern Kozlen (Chair and College Support); Scott Relerford III (Student Representative)		
District Official(s) Present:	Lisa Howell (Vice President, Administrative Services); Dr. Kinnamon, (President); John Ramont (Director, Fiscal Services); Jessica Enders (COD Director, Education Centers)		
District Official(s) not Present:	Brandon Toepfer (Director, Maintenance & Operations)		
Guest(s):	None		
Guest(s) not Present:	None		
Bond Management Office:	Mac McGinnis (Program Manager, MAAS Companies); Courtney Kerrigan (Office Manager, MAAS Companies)		
Recorder:	Courtney Kerrigan (MAAS Companies, Bond Management Office)		

AGENDA

1. Call to Order/Roll Call	
	Vice Chair, Andrew Harker, Ed.D facilitated the meeting on behalf of Chair, Vernon Kozlen who was unable to attend. The Committee had a quorum. The meeting was called to order at 3:33 p.m.
1.1 Approval of Agenda – December 12, 2017	
DISCUSSION	A motion was made by A. Harker, to approve the December 12, 2017 Agenda; seconded by Eileen Packer. No opposed. No abstained. Motion was passed.
CONCLUSION	1. December 12, 2017 Meeting Agenda was approved.
1.2 Comments From The Public	
	No comments from the public.
2. Action Item(s)	
2.1 Approval of September 12, 2017 Meeting Minutes	
DISCUSSION	A motion was made by A. Harker to approve the September 12, 2017 Meeting Minutes. M. Eklund seconded the motion contingent to correcting Page 2, removing the word "that" typed twice, and adding "Conclusion" to top block header on page 3. All in favor. No opposed.

CONCLUSION	1. September 12, 2017 Meeting Minutes were approved, with corrections to be made on Page 2 and 3.	
ACTION ITEMS		PERSON RESPONSIBLE
1. Correct, finalize and publish the September 12, 2017 COC Meeting Minutes.		C. Kerrigan Recorder
DEADLINE		
12/30/17		
3.0 Appointments:		
3.1 Welcome New Student Representative		
DISCUSSION	The new Student Representative, Scott Releford III was not present for the meeting. L. Howell postponed and rescheduled the agenda item until the March 13, 2018 meeting.	
CONCLUSION	1. Committee's formal welcome to the new Student Representative was postponed to March 13, 2018 meeting date.	
ACTION ITEMS		PERSON RESPONSIBLE
1. Reschedule Agenda Item 3.1 to the March 13, 2018 meeting.		C. Kerrigan Recorder
DEADLINE		March 1, 2018
4. Follow Up Items		
4.1 Bylaws		
DISCUSSION	L. Howell provided an update concerning the COC Bylaws. The Districts' bond council revised the current Bylaws to include Bond Measure CC, and will be presented as a Resolution to be adopted by the Board of Trustees on January 19, 2018. The revised Bylaws will be furnished at the next COC meeting on March 13, 2018. A. Harker inquired if the revised Bylaws would govern both Measure B & Measure CC. L. Howell affirmed they would, and mentioned that language contained within Measure CC designated the current COC Committee to provide oversight.	
CONCLUSION	1. Bond Counsel revised the current Bylaws to include Bond Measure CC. 2. The revised Bylaws will be presented as a Resolution to the Board of Trustees in Jan. 2018. 3. Measure CC bond language included its oversight by COC members. 4. Revised Bylaws will be furnished to the Committee at the March 13, 2018 meeting.	
ACTION ITEM		PERSON RESPONSIBLE
1. Revised Bylaws to be furnished to members at March 13, 2018		C. Kerrigan Recorder
DEADLINE		March 2018
4.2 West Valley Campus Update		

DISCUSSION	<p>L. Howell provided updates regarding the temporary West Valley Campus.</p> <ul style="list-style-type: none"> • Campus renamed to: “Temporary Palm Springs Campus” • Campus site location changed to: 1300 E. Baristo Road, Palm Springs, CA • The site is 8.4 acres, owned by Palm Springs USD and will be leased for 3 years • Fencing around the campus has been installed • A Security Office with full-time security guards will be stationed on campus • Campus completion will be Jan. 22, 2018, in time for Spring Semester 2018 • 101 on-site parking spaces will be available • Close to public transportation; bus drop off is Sunrise & Baristo • District is taking extra steps to be a good neighbor for the community • Enrollment numbers are expected to increase after the first semester <p>L. Howell also provided an update concerning the eminent domain process for the Palm Springs Mall on Tahquitz Canyon & Farrell that will serve as the location for the permanent Palm Springs Campus. The trial date was rescheduled to January 3, 2018, and the court location was moved to the San Bernardino County Courthouse. Trial could last up to 5 days.</p>		
CONCLUSION	<ol style="list-style-type: none"> 1. The official name of the temporary campus was changed to: “Temporary Palm Springs Campus”. 2. The temporary campus is almost complete and will be open for 2018 Spring Semester. 3. The site was attained by signing a 3 year lease with Palm Springs Unified School District. 4. Site is close to public transportation and is secured by fencing and security guards. 5. Enrollment numbers are a little light now; expected to grow. 6. Eminent Domain trial date scheduled for January 3, 2018 and expected to last 5 days. 		
ACTION ITEM		PERSON RESPONSIBLE	DEADLINE
<ol style="list-style-type: none"> 1. Add Eminent Domain updates to March 13, 2018 meeting agenda. 2. Add updates regarding Temporary Palm Springs campus 		C. Kerrigan Recorder	March 2018
4.3 Facilities Master Plan Update			
DISCUSSION	<p>L. Howell provided the following updates concerning the Facilities Master Plan efforts.</p> <ul style="list-style-type: none"> • The District decided to elongate the process in order to receive more feedback from Constituent Groups and to incorporate additional Faculty Needs Assessments. • A Task Force Group was created and 5 additional Faculty members were added to the Facilities Advisory Group to work together before the first Draft is developed. • College-wide input will occur in Spring 2018 • Community involvement through open forum will take place after the first draft <p>L. Howell concluded that the District understands the importance of the process and its financial investment in the future. The necessary steps are being taken to ensure thorough feedback has been received.</p>		
CONCLUSION	<ol style="list-style-type: none"> 1. Process of the Facilities Master Plan slowed down to ensure all Constituent Groups have been involved in the process. 2. A Task Force was created to ensure all feedback is received and considered. 3. Community involvement will occur after the first draft of report is developed. 		

ACTION ITEM	PERSON RESPONSIBLE	DEADLINE
None		
5.0 Reports		
5.1 2016-2017 Review DRAFT COC Annual Report and Distribution List		
DISCUSSION	<p>Draft copies of the 2016-2017 COC Annual Report and its Distribution List were provided to the Committee. L. Howell asked for them to review and provide feedback by Dec. 22, 2017. The final draft will be emailed to the Committee on Jan. 15th; then will be finalized by the Graphic Artist. Distribution of the report is scheduled for end of January or early February 2018. L. Howell confirmed the reports are sent by email that contains a link to the Annual Report. The report will also be posted on the Districts' Bond Site for public access.</p> <p>L. Howell relayed that other Districts' COC Annual Reports are not as robust as ours and inquired if the Committee would like to scale back their report next year. The consensus of the Committee was to keep the report structure the same in a continuing effort to show transparency to the community.</p>	
CONCLUSION	<ol style="list-style-type: none"> 1. First draft of report was provided; Committee feedback due December 22, 2017. 2. Final draft with corrections will be emailed to the Committee on January 15, 2018. 3. Annual Report will be published by end of January or early February 2018. 4. Structure of the Annual Report to remain the same. 	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
None		
5.2 Bond Project Update & Bond Project Financial Report		
DISCUSSION	<p>M. McGinnis reviewed by PowerPoint the project and financial updates found on the Bond Citizens' Oversight Committee Report dated December 12, 2017.</p> <p>Members were also informed that the Bond Office is coordinating a 'Contractor Outreach Event' that will take place in the coming months. Contractors and subcontractors in surrounding counties will be invited to learn about upcoming projects and bidding opportunities. The goal is to increase the number of bid proposals currently being received on projects, due to the influx of construction work taking place throughout California.</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. A. Harker posed the following question to M. McGinnis; "Are you aware of any Bond proceeds that were expended for purposes other than those set forth in Measure B?" M. McGinnis responded, "No". 3. A. Harker posed the next following question to M. McGinnis; "Are you aware of any Bond proceeds that were expended for any teacher or administrative salaries of the College or for the operating expense?" M. McGinnis responded, "No". 	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
None		

6.0 Future Agenda Items

DISCUSSION	<p>A. Harker asked if there were any suggested Agenda Items for the March 13, 2018 meeting. The following Agenda Items will be added;</p> <ol style="list-style-type: none"> 1. Welcome new Student Representative Scott Releford III (<i>item carried over</i>) 2. Bylaws (<i>item carried over</i>) 3. Updates concerning eminent domain proceedings for the Palm Springs Campus 4. Updates regarding the Temporary Palm Springs Campus <p>S. Bayard requested that future COC meetings be held in the North Annex Conference Room for convenience purposes. L. Howell added that the CSSC Multi-Purpose Room is a coveted space due to its large meeting capacity and that the change could be helpful to the District. A. Harker opened the floor and asked if any members disagreed with the meeting location change. No one opposed. It was concluded that future meetings would be held in the North Annex Conference Room until otherwise decided.</p>
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CONCLUSION	<ol style="list-style-type: none"> 1. Agenda items for the March 13, 2018 were identified. 2. Future COC meetings will be held in the North Annex Conference Room until decided otherwise.
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ACTION ITEM	PERSON RESPONSIBLE	DEADLINE
None		

7.0 Adjournment: 4:16PM

NEXT MEETING:
 March 13, 2018 at 3:30PM – 5:00PM
 NORTH ANNEX Conference Room