

Yosemite Community College District

**Measure E Citizens' Bond Oversight Committee Meeting Minutes**

YCCD Board Room  
December 18, 2014, 2 p.m.

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**Members Present:** Barbara Frazer, Del Hodges, Larry McElhaney, Paul Neumann, Jeff Phillips, Matthew Rolichcheck, Thomas Solomon

**Members Absent:** None

**Others Present:** Matt Kennedy, Teresa Scott, Coni Chavez, Jill Stearns, Tim Nesmith, Albert Alt, Sarah Schrader, Mary Bylsma, Gary Whitfield, Graciela Molina (recorder)

**1. Call to Order**

Citizens' Bond Oversight Committee (CBOC) Meeting was called to order by Chair Jeff Phillips at 2:00 p.m. in the Yosemite Community College District Board Room.

**2. Comments from the Public**

No comments from the public.

**3. Committee Membership Update**

Chair Jeff Phillips informed the membership that CBOC member Lyndi Love-Haning submitted her resignation effective December 2014. It was reported that the following members are eligible for an additional term on the CBOC, effective March: Phillips, Rolichcheck, Neumann and Frazer. Members interested in serving an additional term were asked to inform the Chancellor's Office.

**4. Approval of Minutes of September 3, 2014 Meeting**

A motion to approve the meeting Minutes of September 3, 2014, as amended was made by Paul Neumann and seconded by Barbara Frazer. The motion carried with a vote of 7-0, all in favor.

Ayes: Barbara Frazer, Del Hodges, Larry McElhaney, Paul Neumann, Jeff Phillips, Matthew Rolichcheck, Thomas Solomon

Nays: None

**5. General Obligation Measure E Audit Report**

Executive Vice Chancellor Teresa Scott introduced Tina Treis with the auditing firm Crowe Horwath, LLP who presented the Bond Measure E Audit Report. CBOC members were previously provided a copy of the Bond Measure E audit reports for review. Proposition 39 requires annual Performance Audits and Financial Audits separate from the District's annual End of Year Audits. The auditing firm of Crowe Horwath has completed the 2013-2014 audit of the District's fiscal operation.

Highlights were provided for the two audit reports: Performance Audit and Financial Statements. **Performance Audit:** It was determined that YCCD expended bond funds according to projects developed by the Board and approved by the voters; in addition, no funds were used for administrator or staff salaries. The District is in compliance with Proposition 39 requirements. **Financial Statements:** The Independent Auditor's report and Financial statements were shared including a balance sheet listing assets, liabilities and fund balance, revenues and expenditures. Several of the notes to the financial statements were highlighted. Following the presentation, Ms. Tina Treis responded to specific inquiries regarding the report.

## 6. Annual Report

Interim District Director of Public Affairs Coni Chavez presented the final draft annual report. CBOC members previously received the report as part of their packet; corrected pages 9 and 13 were provided to CBOC members. Ms. Chavez thanked the annual report committee, Matthew Rolichcheck and Jeff Phillips, and both YCCD and Kitchell staff for their input and feedback. She thanked Kimberly Carter in the Public Affairs Office for her design work.

A motion to approve the annual report, as revised was made by Larry McElhaney and seconded by Paul Neumann. The motion carried with a vote of 7-0, all in favor.

Ayes: Barbara Frazer, Del Hodges, Larry McElhaney, Paul Neumann, Jeff Phillips, Matthew Rolichcheck, Thomas Solomon

Nayes: None

## 7. Bond Update

Kitchell representative Matt Kennedy provided the CBOC members with an update on the progress of the Measure E Bond projects - Infrastructure Projects, MJC North Hall & West Campus Roads Projects, Columbia College Manzanita Renovation, and a Summary Expenditure Report.

**MJC NORTH HALL & ROADS PROJECT:** The North Hall project is a gut and remodel of the building; construction began November 2013 with completion expected March of 2015. Panelization is complete, ceilings painted, mechanical and electrical systems are in, work to connect data lines are in progress, site work is underway and the courtyard area is being rebuilt. The building will house Computer Science, anthropology, and the administration of justice classes. The modernization reduced the building by one classroom to create a lobby space. **ROADS PROJECT:** The roads project is split into five separate areas: 1) Signalization on Blue Gum Avenue at the entrance of the college; light stands are on order and awaiting arrival, project will be happening in the Spring with completion expected March 2015; 2) May 2015, following the traffic signal, connecting loop road from new plaza area to the back of the campus; 3) Connect East side of West Campus to Blue Gum and straighten out intersection, 90 degrees, onto Brink Avenue, moving away from Collegiate Drive. 4) Demo of Central Services Buildings and create new parking lot. 5) East Campus Roadway updates to North Drive, South Drive, and Student Center Pathway. **COLUMBIA COLLEGE MANZANITA BUILDING MODERNIZATION:** New construction focused primarily to the upper level of the Manzanita Building; total project budget is \$9,235,075. Ground floor continues to be operational during the construction process; work is on schedule for June completion. A vast majority of the floor plan will be utilized by student services. The lake pathway is complete, interior work is far along in the construction process; completion is estimated for May 2015. Photos of the current space were provided. **MJC GREAT VALLEY MUSEUM EDUCATION DEMONSTRATION CENTER:** Matt Kennedy provided update previously provided to the Board. Discussed the layout; utilization and shared photos that include a bus loop.

A period of questions and answers followed. In addition, Mark Newton referenced the bond update provided in the agenda packet. **Modesto Junior College: North Hall:** The project is in construction and will be complete next spring. **Science Community Center/Great Valley Museum (GVM):** GVM exhibits are being installed. GVM Storage building is in construction. **East Campus Roads:** project is in DSA for approval. **Traffic Signal:** the project has bid under budget. **West Campus Roads Project** is in design. **Columbia College: Manzanita Building Remodel:** The project is in construction. **Roads Phase III** is in design. **Central Services: Central Services Building:** The project has been submitted to the Division of the State Architect.

**8. YCCD Measure E Budgets and Schedule**

Matt Kennedy provided a presentation on the YCCD Budget and Schedule for CBOC members. Matt reported that the YCCD Board of Trustees at their December Board meeting approved budget adjustments for Columbia College, a copy was provided to CBOC members for review. Executive Vice Chancellor Teresa Scott responded to inquiries regarding contingency funds.

**9. Bond Quarterly Expenditure/Revenue Report**

CBOC members received the Quarterly Expenditure Report as part of their packet. Matt Kennedy provided a presentation on the Expenditure Revenue Report for CBOC members. As of September 30, 2014, MJC has total expenditures of just over \$191 million, encumbered about \$5.9 million, and ends with an unencumbered balance of \$23.1 million. Columbia College has total expenditures of \$41.3 million, encumbered about \$4.2 million, and an unencumbered balance of \$6.8 million. Central Services has total expenditures of just over \$52.1 million, encumbered about \$1.1 million, and an unencumbered balance of \$25.2 million. Overall, program-wide total expenditures are just over \$284.5 million, encumbrances total \$12.4 million, and an end with a balance of approximately \$54.1 million.

**10. Nomination and Election of CBOC Chair**

Chair Jeff Phillips opened nominations for the position of CBOC chair. The member nominated was Larry McElhaney.

A motion to elect Larry McElhaney as CBOC Chair was made by Chair Jeff Phillips and seconded by Paul Neumann. The motion carried with a vote of 7-0, all in favor.

Ayes: Barbara Frazer, Del Hodges, Larry McElhaney, Paul Neumann, Jeff Phillips, Matthew Rollicheck, Thomas Solomon

Nays: None

General consensus from the membership to have Matt Rollicheck continue serving as CBOC Vice Chair was expressed.

**11. Comments from Committee Members**

CBOC members requested a tour for the March meeting and asked that it include a demonstration of the Planetarium.

**12. Adjournment**

A motion to adjourn the Citizens' Bond Oversight Committee meeting was made by Paul Neumann and seconded by Barbara Frazer. The motion carried with a vote of 7-0, all in favor.

Ayes: Barbara Frazer, Del Hodges, Larry McElhaney, Paul Neumann, Jeff Phillips, Matthew Rollicheck, Thomas Solomon

Nays: None

The meeting adjourned at 2:50 p.m.

**The next regular meeting of the Citizens' Bond Oversight Committee will be held on Wednesday, March 4, 2015. Open session will begin at 2 p.m., in the YCCD Board Room, Yosemite Community College District, 2201 Blue Gum Avenue, Modesto, California. A tour of bond projects for CBOC members will follow the general meeting.**