

**SANTA CLARITA COMMUNITY COLLEGE DISTRICT
Independent Citizens' Bond Oversight Committee**

November 29, 2023

**MINUTES
(APPROVED)**

**College of the Canyons
26455 Rockwell Canyon Road, Santa Clarita, California 91355
Canyons Hall 201**

Members Mr. Fred Arnold, Chair

Present: Mr. John Estrada
Ms. Missy Cindrich
Mr. James DeBree
Mr. Dan Masnada
Mr. Martin Fox
Ms. Ellie Wingo, Associated Student Government Representative

Members

Absent: Mr. Kevin MacDonald

Others Present: **District Administration**

Dr. Dianne Van Hook, Chancellor
Ms. Sharlene Coleal, Assistant Superintendent/VP, Business Services
Dr. Ryan Theule, Assistant Superintendent/VP, Canyon Country Campus and
Grants Development
Dr. Jim Temple, Assistant Superintendent /VP, Technology
Mr. Eric Harnish, VP, Public Information Office
Mr. Jason Hinkle, Associate Vice President, Business Services
Ms. Balbir Chandi, Director, Fiscal Services
Ms. Erin Tague, Interim Assistant Superintendent/Vice President, Facilities
Mr. John Green, Managing Director, District Communications

District Staff

Ms. Mary Khair, Accountant, Fiscal Services
Mr. Jon Young, Business Services Analyst

Affiliated Guests

Ms. Ann Rohlin, Norton Rose Fulbright
Mr. Trennis Wright, Raymond James

Guests

Mr. Steve Petzold
Ms. Dianne Zimmerman

1. PRELIMINARY FUNCTIONS

1.1 Call to Order/Establishment of a Quorum

Mr. Fred Arnold declared a quorum was established and called the meeting to order at 4:01pm on November 29, 2023.

1.2 Approval of Meeting Agenda

Mr. Arnold then stated the Committee would move on to agenda item 1.2 Approval of the Agenda. Mr. Arnold asked if there were any changes, if not, if there was a motion to approve the Agenda.

Motion to Approve: Dan Masnada	Second: Martin Fox	Record of Votes: 7 – 0 (1 member absent)
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1.3 Approval of Minutes

Mr. Arnold then stated the Committee would move on to agenda item 1.3 Approval of the Minutes from the Committee's meeting on January 11, 2023. He stated the minutes were comprehensive and asked if anyone would make a motion to approve.

Motion to Approve: Ellie Wingo	Second: Dan Masnada	Record of Votes: 7 – 0 (1 member absent)
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1.4 Welcome Guests

Mr. Arnold welcomed all new Committee Members, District staff, and all guests.

2. PUBLIC COMMENT

2.1 Comments by Members of the Audience on Any Item NOT ON THE AGENDA

Mr. Arnold asked if there were any public comments and Mr. Jason Hinkle replied yes, there was one request to speak.

Public Comment - Steve Petzold

3. INFORMATION

3.1 New Committee Members

- **Introduction of the New Committee Members – Mr. Fred Arnold, Chair**

Mr. Arnold welcomed all new committee members and asked each new member to introduce themselves.

- **Orientation for New Committee Members – Ms. Ann La Morena Rohlin, Norton Rose Fulbright**

A presentation was given by Ms. Ann La Morena Rohlin, bond counsel, Norton Rose Fulbright. This was an orientation for the new committee members to advise them of their roles and responsibilities as a member of the committee.

Ms. Rohlin explained what General Obligation (GO) Bonds were and that Proposition 39 established the rules on how GO Bonds should be used. Information was provided on the history of the District's three GO Bond authorizations; Measure C (\$80 M in 2001), Measure M (\$160 M in 2006), and Measure E (\$230 M in 2016), and that currently only Measure E funding remains and those are the funds the Committee will be responsible to review. The composition of the committee was discussed, including; the membership of the committee, member terms, and other requirements specified in the committees' bylaws. The specific roles and responsibilities of the committee were reviewed including:

- Review bond expenditures and annual audits associated with GO Bonds,
- Receive information and ask questions of staff relating to Bond expenditures,
- Provide an annual report of the Bond activities to the District Board of Trustees,
- Provide input on the Report to the Community.

It was then explained that the role of the District Staff, Chancellor, and Board of Trustees is as follows:

District Support:

- Provide the Committee with the Necessary Technical and Administrative Assistance
- Schedule Regular Committee Meetings At Least Once a Year with An Annual Organizational Meeting in November
- Post Public Notice of Meetings in Compliance with Brown Act
- Provide a Meeting Room and Any Necessary Audio/Visual
- Prepare Copies of Meeting Materials, Including Agenda and Minutes
- Retain Records and Provide Public Access
- Establish and Maintain District Website
- Monitor and Update Content Based on Feedback from Committee

Chancellor Duties:

- Handle Legal Matters
- Approve Project Plans and Schedules
- Approve All Deferred Maintenance Plans
- Approve the Sale of Bonds

Board of Trustees Duties:

- Approve Contracts
- Approve Change Orders
- Approve Expenditures of Bond Funds

The presentation finished with a history and explanation of State Matching Funds. Dr. Van Hook added that to date College of the Canyons has received approximately \$118 Million in State Matching Funds.

▪ **Selection of Committee Member Terms – Mr. Fred Arnold, Chair**

Mr. Arnold stated that every new committee member is eligible for three, 3-year terms. He asked the new committee members if any of them would like to volunteer for their

first term to be 2-years so the terms could be staggered with other committee members. That would help avoid all committee member terms from ending at the same time. One member volunteered for an initial 2 term, Martin Fox.

3.2 Facilities

- **Update on Facility Projects as of September 2023 – Ms. Erin Tague, VP Facilities**

There was one public comment on the following item made by the following member of the public:

Public Speaker: Mr. Steve Petzold

Ms. Tague then presented the construction update. She stated that the shade structures that were installed at the Canyon Country Campus and Valencia Campus are now complete. The shade structures at CCC were placed near the Applied Technology building, the Student Learning and Resource Center and the 200 and 300 Quad buildings. At the Valencia campus, structures will be installed near iCUE, Mentry and Towsley Hall.

She then moved on to active projects that are still in planning. She stated the final building drawings for the Health and Natural Sciences Building at CCC have been submitted to DSA (Department State Architect) in October 2023. Dr. Van Hook mentioned that even though the final drawings were submitted months ago, there is no guarantee when it will get processed. Ms. Tague added that the DSA is very unpredictable.

Ms. Tague stated that the Valencia Student Union Building (formerly Student Modernization) new design began in November 2022. The plans were submitted to DSA in June 2023. Once approved, bidding and construction will start. Also, the Boykin Hall Modernization Phase 2 is in progress and should be completed by Late Spring 2024. She added that the new Interim ATC (Advanced Technology Center – Diamond Place), that opened in October 2023, is the temporary facility until the permanent Advanced Technology Center – Valley Center has been built. Erin added that it was a beautiful facility. The projected completion date for the permanent ATC is December 2024. The programs planned for this space include: Milling & Tooling, Integrated Advanced Manufacturing/Computerized Machining, and Integrated Fabrication.

Ms. Tague then discussed the ADA update. The ADA Transition Plan phase 1 was complete. Phase 2 started in October 2022 and is now complete. She then discussed the Counseling Department inside Canyons Hall (2nd floor). The counseling office space would be completely renovated to better accommodate student counseling needs. Plans were approved in August 2023 and the projected completion date is April 2024. The Intercultural Center, previously the Multicultural Center, was officially opened in September 2023. Mr. Arnold mentioned how wonderful the Intercultural Center is and how they turned an old and dark space into a well-utilized, beautiful and bright center.

3.3 Financial

- **Review of Life-to-Date Expenses by Project (Measure E) – As of June 30, 2023 and September 30, 2023 – Ms. Sharlene Coleal, VP Business Services**

Ms. Coleal reviewed the report on Life-to-Date Expenses by Project (Measure E) – as of June 30, 2023 and September 30, 2023.

She reminded the committee that Measure E was authorized by the voters on June 7, 2016 and that is how the district is able to issue Bonds and receive money for College of the Canyons projects. She added that, in addition to Business Services and Facilities staff, oversight is provided by Los Angeles County, the auditors, and the Bond Oversight Committee members to ensure sure the funds are expended appropriately. Ultimately, the District Chancellor and District Board of Trustees have responsibility for general bond fund expenditures and compliance.

Ms. Coleal gave a brief financial history of all of the issuances of Measure E, totaling \$213 M, which includes \$205 M of issuance proceeds and nearly \$8 M in interest earned. Of the \$213 M, the District has spent \$121 M on projects, leaving \$92 M for current and future projects. Of the \$92 M, \$30.5 M is currently encumbered with Board approved contracts and the remaining \$61.5 M is obligated to projects.

These projects include:

- Boykin Hall Modernization
- Counseling Remodel in Canyons Hall
- ADA Phase 3
- CCC- Health & Natural Science Building
- Valencia Student Union
- ATC – Valley Center (permanent site)
- Repairs and Modernizations on both campuses
- Other Site Improvements

Ms. Coleal thanked Mr. Jason Hinkle, Associate Vice-President Business Services for his fiscal oversight of bond funds to ensure accuracy, timeliness and compliance and Ms. Balbir Chandi, Ms. Mary Khair, and Ms. Gabriela Amezcua in the Fiscal Services Department for doing an excellent job with the responsibilities of facilitating, monitoring, and reporting bond expenditures.

Dr. Van Hook added that if the college is eligible for State match, they take that into consideration when they make a determination when to issue bonds and for how much. The District wants to be able to get State match if they can because it extends the impact of their local bonds further. She mentioned in the past 13 years, a number of the projects that were built have been fully funded through local bond funds because the State was not passing any Statewide Bond measures or they were but there were either unique variations to it or community colleges were not included. The District must decide when they apply for State match based on the likelihood that they can get more money from the State and if waiting will incur greater construction costs

as well as impact the ability to serve their students. Over the years, the District's construction of facilities has contributed to a large increase in enrollment, which also contributed to additional operating revenue, that in turn provided resources to add more faculty, staff and programs. Through State match, the District has been able to maximize resources that have had a long-term benefit. Mr. Arnold noted how beneficial it is when the college receives State matching funds, that the College is able to modernize buildings and construct new facilities for student success.

4. APPROVAL

4.1 Nominations and Appointment of Vice Chair by Committee

Mr. Arnold looked for nominations for a Vice Chair of the committee who would fill in for him as the Chair if he were to ever miss a meeting. Mr. Arnold nominated Mr. Dan Masnada as Vice-Chair for the committee. Mr. Masnada accepted and the committee approved.

Motion to Approve: Fred Arnold

Second: Missy Cindrich

Record of Votes: 7 – 0
(1 member absent)

5. ADJOURNMENT AND ANNOUNCEMENT OF NEXT MEETING

5.1 Adjournment

Ms. Coleal announced the next meeting would be the second week of January 2024 to review the audit. Mr. Arnold announced that since there were no other comments or questions, the meeting was adjourned at 5:30pm.