

GAVILAN JOINT COMMUNITY COLLEGE DISTRICT  
Citizens' Oversight Committee Meeting  
February 27, 2017 – 6:00 p.m.  
Gavilan College San Martin Aviation Site  
13021 Murphy Avenue, San Martin, CA

## MINUTES

Tours of the San Martin Aviation Technology Maintenance program were provided by faculty member Herb Spenner.

### I. CALL TO ORDER

#### 1. Roll Call

Committee Members Present: Issa Ajlouny, Suzanne Bulle, Abraham Gomez, John Gould, Dan Kenney, Taha Khan,

Frederick E. Harris, Vice President of Administrative Services  
Dr. Michele Bresso, Vice President of Academic Affairs  
Wade Ellis, Director of Business Services  
Nancy Bailey, recorder  
Donna Martin, Gilbane Building Company

### II. APPROVAL OF AGENDA

MSC (D. Kenney/I. Aljouny) 6 ayes, 0 nays to approve.

### III. ELECTION OF CHAIR AND VICE-CHAIR

Kathleen Rose requested nominations for the office of chair to the committee.

MSC (I. Aljouny/D. Kenney) to nominate Suzanne Bulle for committee chair

Vote: 6 Ayes, 0 nays to approve

MSC (J. Gould/S Bulle) to nominate Issa Aljouny for committee vice-chair.

Vote: 6 Ayes, 0 nays to approve

### IV. CONSENT AGENDA

MSC (I. Aljouny/T. Khan) 6 ayes; 0 nays to approve the minutes of June 6, 2016.

### V. COMMENTS FROM THE PUBLIC – No comments.

### VI. INFORMATION ITEM(S)

1. Fred Harris provided an overview of the items presented at board meetings for information or approval by the Board of Trustees. He noted that there was a lot of Measure E fund activity during the 9 months presented. He identified the projects that were underway which included the Coyote Valley site preparation and near completion of Phase I construction. Of the 4 contracts for the Coyote Valley site completion, only the landscaping is outstanding due to weather delay. The San Martin Aviation program site is complete and various other campus projects are underway.

#### June 14, 2016

- Geotechnical Service Agreement with Cornerstone Earth Group
- Coyote Valley Educational Center Increment #1, Change Orders #1
- Coyote Valley Educational Center Increment #2, Change Order #1
- Measure E Bond Final Expenditure Plan

#### July 12, 2016

- Resolution No. 1011: A Resolution approving the Football, Track, Sand Volleyball, Baseball and Softball Fields Renovations Including Upgrading Existing Lighting and Adding Additional Track & Field Lighting for the Gavilan College, Gilroy Campus, and authorizing CEQA Exemption
- Gavilan College Aviation Maintenance Technology Project at the San Martin Airport, Change Order #2
- Coyote Valley Educational Center Increment #2 Change Order #2

#### August 9, 2016

- Coyote Valley Low Voltage Package Change Order #1

#### September 13, 2016

- Measure E Bond Quarterly Financial Status Report as of June 30, 2016
- Miscellaneous Measure E Construction Agreements
- Gavilan College Aviation Maintenance Technology Program at San Martin Airport, Change Order #3
- Agreements for Demolition of CE500, CJ200, CJ300 and CJ400

#### October 11, 2016

- IBI Group Architecture and Planning Project Assignment Amendment Augmentations
- Consider and Accept Bids for the Gavilan College Gym Roof Replacement

#### November 8, 2016

- Measure E Bond Quarterly Financial Status Report at September 30, 2016
- Coyote Valley Educational Center Increment #2, Change Order #3

#### December 13, 2016

- IBI Group Architecture and Planning Project Assignment Amendment Augmentations
- Coyote Valley Educational Center Increment #2, Change Order #4
- Coyote Valley, Off-Site Project, Change Order #1
- Gavilan College Aviation Program at San Martin South County Airport, Change Order #4

#### January 10, 2017

- Gavilan College Gym Roof Replacement Project, Change Order #1
- Coyote Valley Educational Center Increment #2, Change Order #5
- Coyote Valley Low Voltage Package, Change Order #2

#### February 14, 2017

- Measure E Bond Quarterly as of December 31, 2016
- Citizens' Oversight Committee Renewal of Terms and Appointments
- Coyote Valley Center Increment #2, Change Order #6
- Project Inspector Service Agreement with Irick Inspection Services
- Gavilan Gym Roof Replacement, Change Order #2
- Gavilan College Aviation Program at the San Martin South County Airport Change Order #5

Fred Harris handed out a summary of Measure E funding activity as of February 27, 2017 and noted that all but \$924,535 funds have been expensed or encumbered. He also mentioned that some of the projects will be completed using lease revenue bond funding.

Staff responded to questions about the effect of change orders on project costs, builders risk insurance at Coyote Valley, and the opening of that site for classes. Staff also provided the members with the status of Full Time Equivalent Students (FTES) at Coyote Valley and the requirements to achieve educational center eligibility. Kathleen Rose said to increase the enrollment for that site, the college will offer degree and certificate opportunities that best meet the needs of that part of the district.

2. Receive FY 2015-2016 Measure E General Obligation Bond Audit Reports  
Wade Ellis provided an overview of the draft audit reports. He said for FY15-16 there was \$12,869,110 in Measure E fund expenditures with a July 1, 2016 fund balance of \$10,564,384. He said to date there is less than \$1 million in fund balance. Wade Ellis added that the financial statements audited reflect no instances of noncompliance. The performance audit states "...the Gavilan Joint Community College District expended Measure E General Obligation Bond funds for the year ended June 30, 2016, only for the specific projects developed by the District's Board of Trustees and approved by the voters, in accordance with the requirements of Proposition 39,...."

Wade Ellis said the next and final audit will be for the FY2016-2017.

## VII. DISCUSSION ITEM(S)

### 1. Update Measure E Activities

Fred Harris indicated that Measure E funded projects are being completed and closed out. He also reported that the district is updating the college's Educational Master Plan with completion of the document expected this spring. He said the Plan will identify the needs of the community and district and the long term plans and direction of the college. Fred Harris said that information drives the district's Facilities Master Plan which will also be updated.

Staff provided information for the members on the long term planning required to develop the San Benito County site at Fairview Corners and Phase II of Coyote Valley. Fred Harris reviewed that 16 sites were reviewed over the years to find a suitable and eligible site for building a college campus in San Benito County. Developing the Fairview Corners site is a Gavilan Board of Trustees' goal. He added that regulatory requirements and mitigation have taken over 10 years to complete. Fred Harris reported that California Fish and Wildfire recently approved an Incidental Take Permit. He added that the site development including structures will require support of the voters in the form of a general obligation bond. Fred Harris said the district is currently serving the students in San Benito County at the Briggs building and 9 other noncredit program locations.

## VIII. ACTION ITEM(s)

### 1. Set Next Meeting Date

MSC (D. Kenney/I. Aljouny) 6 ayes 0 nays to schedule the next meeting on June 19, 2017 at the Coyote Valley site at 6:00 p.m. A tour of the facility will be included on the agenda.

Kathleen Rose said that a draft Annual Report will be presented at that meeting for committee review.

## IX. CLOSING ITEMS

### 1. Adjournment

MSC (D. Kenney/J. Gould) 6 ayes 0 nays to adjourn at 7:28 p.m.