



HARTNELL COLLEGE

Citizens' Bond Oversight Committee for Measure T Minutes
January 14, 2020 3:00 PM [UNAPPROVED]
411 Central Avenue, Building E, Room E112, Salinas, CA 93901

MEMBERS

Name	Member Category	Present	Absent
1. Craig, Kimbley	Business Organization	X	
2. Gish, Vearl	Senior Citizens' Organization	X	
3. Guss, Deneen	At-Large	X	
4. LeBarre, Mike	At-Large	X	
5. Leonard, Grant	At-Large	X	
6. Miguel, Timothy	At-Large	X	
7. Mori, Sam	At-Large	X	
8. Richardson, George (Ted)	Taxpayer Organization		X
9. Wong, Frances	Student	X	
10. VACANT	District Support Organization		
11. n/a			
12. n/a			

Others

Name	Title or Representing	Present	Absent
Dr. Patricia C Hsieh	Superintendent/President, Hartnell College	X	
Joseph Reyes	Executive Director, Facilities Planning and Construction Management, Hartnell College	X	
Paul Luciano	Accounting Manager	X	

CALL TO ORDER & INTRODUCTIONS

The meeting called to order at 3:10 pm by Mr. Grant

Grant Leonard

ADOPTION OF THE AGENDA

Motion: Mike LeBarre
Second: Kimbley Craig
Adopted

Grant Leonard

PUBLIC COMMENTS

No public comments

Hartnell College Vision Statement: Hartnell College will be nationally recognized for the success of our students by developing leaders who will contribute to the social, cultural, and economic vitality of our region and the global community.

Hartnell College Mission Statement: Focusing on the needs of the Salinas Valley, Hartnell College provides educational opportunities for students to reach academic goals in an environment committed to student learning, achievement and success.

ACTION ITEMS

1. Consider: Adoption of previous meeting(s) minutes

Grant Leonard

Minutes were tabled to next meeting due to insufficient availability and time to review. These are posted on the Measure T Oversight Bond Agendas, Minutes and Documents web page. <https://www.hartnell.edu/about/t/bonds-agendas-minutes-and-documents.html>

The October 23, Nov 20, 2019 minutes were tabled for approval and adoption for the April 22, 2020 meeting, The January 15, 2020 minutes will also be presented for approval and adoption at that time.

2. Annual Review of Committee by Laws

Grant Leonard/Dawn Henry

The review of the bylaws were completed by reading through and highlighting by discussion specific sections of the by-laws.

Section 3.1 Inform the Public Discussion arose, as the direction in this section is very narrow. It allows official communications to come from the Chair only. The communication is to the public/Board of bond expenditures **only**, and is to represent the majority view of the committee.

The section does not identify what to do (as happened) when committee members are called individually to speak on matters other than expenditures. Two outcomes of the discussion were:

Should any official inquiry other than the topic of expenditures be asked of the Chair s/he will forward the inquiry to the Superintendent/President's office.

It was felt that either thy by laws be amended to define what to do with communications outside Section 3.1 or the committee establish procedures in how to handle situations not covered in this section or other sections of the by-laws. It was noted by HCCD staff that the by-laws may not be able to be amended and that it would need to be looked into.

NOTE: Section 10 Amendment of Bylaws does allow them to be amended with approval by the Board. In Section 6.3 Procedures Meetings are to be conducted according to such additional procedural rules as the Committee may adopt. There would not be a requirement to have board approval of procedural rules.

Section 3.3 Annual Report Member Guss asked how is the report now distributed. She does not recollect receiving one in the mail as has been done in the past.

Section 4. Authorized Activities (b) Inspect District facilities and grounds for which bond proceeds have been or will be expended in accordance with any access procedure established by the District's Vice President, Administrative Services. Question was proffered if tours/inspections would be scheduled. HCCD answer was yes they would be. It would be at a time that included the safety of the members. The first tour will most likely be Building D as it is the project closest to completion and will be at a stage, at the time of the next CBOC meeting, to be accessible and safe for a walk through.

Section 5 Membership The Foundation is continuing its search for a College Support person. There was one applicant from the college, however it was a person that is currently employed by the college and so does not meet qualification standard 5.2(b) "...*may not include any employee of the District.*" The search will continue.

3. Measure T Project(s) Status

Joseph Reyes

King City – has broken ground. Foundation will be going in the next few weeks. This project is scheduled to be complete by end of the year.

Soledad – has also broken ground. Rough in of plumbing, electrical, sewer have all been down. On the 28th, the foundation footings are scheduled to be poured. This project too is to be ready at end of the year.

Bldg. D and E – Quad is undergoing its makeover. The piles for the elevator were drilled at beginning of month. One pile was broken at time of removing from delivery truck. Unfortunately it will need to be remade (poured concrete) which causes a delay. The contractor is able to move the schedule around to other areas of the quad so to alleviate the delay impact a little. The 100-year anniversary will be in June and so the project is still on scheduled to be complete in May. The details of the celebration will be communicated with the committee.

Building D interior is starting to receive sheet rock on the walls. Doors are being placed ready for installation. The classrooms and offices should be ready for April furniture. HCCD Measure T staff is meeting with three different furniture vendors for proposals. Classes will return to building d schedule fall 2020.

Nursing and Health Science building pad has been laid out. The two contractors are coordinating for overlap in the two projects (trenching for utilities). Foundation test piles and rebar for the piles is scheduled for end of the month. This project is on an 18-month track for completion.

Building B remodel – is currently at DSA for review. This work will be started after the nursing program has moved into their new facilities. DSA can average 10 months for review and approval.

North Monterey County – the design documents/plans were provided to the district this past week. The architects will next begin construction documents for submission to DSA, which is anticipated to be late March.

4. Financial Presentation

Paul Luciano

Paul was introduced as he was here in absence of the Interim VP of Admin Services and the Controller (State budget was being discussed in Sacramento). The documents were identified that were handed out at this meeting. (Done so as there had been trouble with the plasma screen to display the documents. Future meetings where screen is operational these documents will be on website the Friday before the meeting so that members can review and print their own copies if wanted).

- a. Financial Status of Measure T Funds aka Measure T Budget Summary – this is presented to the board monthly and is a recap of projects and some non-Measure T projects that complement the projects (e.g. Line 22 Parking striping is not paid for by Measure T but alleviates the loss of parking spaces due to the new wing. Stalls will be angled to accommodate more of them than the parallel striping did).
- b. Measure T Update – complements the a. document above. Also received by the board on a monthly basis. Itemizes all invoices paid and to whom from the previous month's meeting forward. (These two documents are prepared about 2 weeks in advance of the board meeting so will not reflect what is on the spreadsheets coming from the Business Office listed below). A brief descriptive status of the projects is also listed.
- c. BEST (Budget Expense summary Transactions) is the expenses per object code for all projects combined. It provides budget, actuals, encumbrances (Purchase Orders executed) and balance.
- d. 2019-20 Measure T Expenses as of 12-31-19 provides the budget and actuals for the current FY. It takes the BEST figures and breaks them down by project.
- e. Total Measure T Expenditures as of 12/31/2019 – breaks down the information in BEST by project, and does so for each year of Measure T expenses.
- f. HCCD Capital Improvement Program – a spreadsheet from Interim VP Admin Services office presented to the January 2020 Board of Trustees meeting. Further recaps the projects.

Committee member Tim Miguel asked what "Other" represents in the financial documents. Cited specifically were the \$40,000 expense and the \$398,000 expense.

5. Presentation of Annual report to HCCD Board of Trustees Mike LeBarre
Mr. LeBarre stepped in for the Chair to present the annual report to the Board of Trustees. He reported that it went well; there were minimal questions by the board, mostly directed to the Interim VP and Joseph Reyes whom also presented on the Measure T status and projects.

INFORMATION/DISCUSSION/PRESENTATIONS

1. Follow up on discussion items Dawn Henry
Will inform the committee on the following via email: [completed Jan 23, 2020]
1. What the "other" expenses were. [\$40,000 was for two expenses of \$20,000 each for stipends to the two design/build entities who were not awarded the contract for the North Monterey County project. This was a one-time expense and did not fit into any of the existing object codes.]
The \$398,456.00 figure represents the expenditure to date on the IT Network Refresh project.
History: This project was approved by the board in June 2019. One invoice was presented early by one of the vendors for this project and needed to be paid in the 2018-19 FY. In addition, as there was another project (phone system) that Measure T was paying for, it was requested that the \$702,000
 2. Bylaws – amend or procedures. Section 10 as noted above allows for amendments but have to be approved by the Board of Trustees. Section 6.3 allows for additional procedural rules for meetings that the committee can adopt without any requirements of board approval.
 3. Annual Report – disbursement. Publication of a hard copy of the report has ceased with the Measure T Bond. Mailing (USPS) of the Annual report has ceased. The reports are being sent out electronically via a notice with the link to the website where it is housed. Distribution list(s) from the Foundation and President's office and other various depts. are being utilized. These would include college, media, local and state elected officials and elementary, high school superintendents/principals. The report will also be translated into Spanish. Once completed it will be posted to the web site and the report link for the Spanish version will be again be distributed via social media.
 4. Clarification of Terms: (All but Ms. Craig terms go from July 1 to June 30)
Vearl Gish – First term: 2017-19; second term: 2019-21
Deneen Guss – First term: 2017-18; second term: 2018-20
Mike LeBarre – First term: 2017-18; second term: 2018-20
Grant Leonard – First term: 2017-18; second term: 2018-20
Timothy Miguel – First term: 2017-19; second term: 2019-21
Sam Mori – First term: 2017-19; second term: 2019-21
Ted Richardson: First term: 2017-19; second term: 2019-21
Frances Wong: First term: 2017-19; second term 2019-21*
Kimbley Craig: First term: 2019-21; (Term is from April 1 to March 31)

*Student rep can serve as long as a student and up to six months after graduation and other members can continue to serve after their term has expired until a successor is placed.

OTHER ITEMS/BRIEF ANNOUNCEMENTS

1. Ms. Craig asked for time to share an email from Dr. Lewellen and her response in Kimbley Craig regards to the media article that was published by the Monterey County Weekly written by Asaf Shalev. Her response clarified some items that were incorrect assumptions; and identified that she had been approached to clarify comments made at her very first meeting of the CBOC. The emails were shared with the committee. It was asked if there were any questions at the culmination of the readings. The committee did not have any, and Dr. Hsieh thanked Ms. Craig for sharing and

providing her input and was appreciative of the questions that Ms. Craig asks as a member of the committee.

NEXT MEETING(S)

April 22, 2020 Wednesday Room S218

ADJOURNMENT

Meeting was adjourned at 4:13 pm

Grant Leonard

Unapproved