



City College of San Francisco

50 FRIDA KAHLO WAY • SAN FRANCISCO, CA 94112 • (415) 239-3000

CITIZENS' BOND OVERSIGHT COMMITTEE

MINUTES

FRIDAY, OCTOBER 11, 2019

OCEAN CAMPUS
MULTI-USE BUILDING, ROOM 140
50 FRIDA KAHLO WAY, SAN FRANCISCO, CA 94112

Members Present: Ernest Jackson, Shanon Lampkins-Jones, Linda Richardson, Amar Thomas

Staff: James Sohn, Leslie Milloy, Lal Jones-Bey, Marian Lam

Guests: Harry Bernstein, Wynd Kaufmyn, Madeline Mueller, Michael Adams, Christine Hanson

1. **Call to order and Roll Call:** James Sohn, Associate Vice Chancellor (AVC) for Capital Planning and Public Safety, called the meeting to order at 10:01 AM. He introduced Lal Jones-Bey, Quality Control and Risk Manager for Facilities Division, Marian Lam, Assistant Director for Capital Planning, and Leslie Milloy, Chancellor's Chief of Staff. He will moderate today's meeting in the absence of a chairperson. Members present: Jackson, Lampkins-Jones, Richardson. Committee member Thomas arrived at 10:03 AM.
2. **Approval of October 11, 2019 Agenda** – Approved. (Richardson/Jackson)
3. **Chancellor's Comments** – Leslie Milloy, Chief of Staff, welcomed and expressed gratitude to the Committee on behalf of the Chancellor for their service, participation, and involvement. The chancellor is very appreciative of the Committee's work, their due diligence, and passion for City College of San Francisco.
4. **Review and Approve Minutes – May 9, 2019 meeting** – Tabled.
5. **Introduction of New Committee Members**
 - a. Linda Fadeke Richardson's background is in land use planning and transportation. She has served on many advisory boards including the San Francisco Public Utilities infrastructure capital improvement plan. She has served as governor appointee to the Bay Conservation Development, and is currently working with the City to develop Treasure Island. She served on Port of San Francisco's infrastructure capital improvement project as Chair of the transportation committee, and a member of the Bayview Hunter's Point Committee and President of the Southeast facility. She brings decades of expertise helping the City and County of San Francisco, State of California, and City College of San Francisco.

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- b. Ernest L. Jackson, pastor in Bayview Hunter's Point, is an alumni of City College of San Francisco and currently finishing his dissertation on a second doctorate degree. He is a former president of the telecommunications commission of the City & County of San Francisco and has worked on several initiatives at the Southeast Commission and with City College of San Francisco. He is honored to serve on this committee.
- c. Amar (AJ) Thomas is a proud graduate from community college, transferred and obtained a degree from UC San Diego, a graduate degree in political economics and a law degree. His life partner whom he met at a community college, is an epidemiologist and currently working for the CDC. He is passionate about community college providing him the opportunity to enter middle class from poverty through education. He is passionate about helping the community through this committee. He is currently Chapter President of IFPTE Local 21 and delegate to the San Francisco Labor Council.

6. Role of the Committee – Review Bylaws – AVC Sohn reviewed the salient points of the San Francisco Community College District Independent Citizens' Bond Oversight Committee Amended and Restated Bylaws. He highlighted the duties of the Committee to inform the public, review expenditures, and produce an annual report. He noted that the Committee as past practice has the ability to ask for opinion from Bond Counsel regarding expenditures. The College can arrange for the Committee inspection of District facilities for which bond proceeds have been or will be expended. AVC Sohn will update the Chancellor's office that the Committee has been informed that the College will continue its outreach efforts to solicit more Committee members and report back at the next meeting. The Committee may engage in outreach activity and provide suggestions or recommendations of potential new members to the College. Marian Lam will handle the logistics, scheduling of meetings, and sending information to the Committee. Lal Jones-Bey will record any requests for reports, any request for follow up information, any request of documents, and keep a running list of requests, the nature of the request, the date of the request, and the date it was transmitted to the Committee. The proceedings of the meetings will be recorded and used to create the meeting minutes. The Chancellor or representative from the Chancellor's office will be present at each Committee meeting.

- a. The Committee requested that Bond Counsel be present at the next meeting and to provide a status report on activities by the Bond Counsel.
- b. The Committee requested a tour of Bond funded projects. The College will propose a list of projects with locations that will inform decision on how to schedule the tour. Meetings may be held at different locations and the Committee may choose to combine a tour with a regular meeting.
- c. The Committee requested audiovisual support for microphones and better audio.
- d. The Committee requested copies of previous annual reports.
- e. The Committee inquired if the reports compare and contrast what was originally planned versus what was built. AVC Sohn will find the answer and include it in the packet.
- f. The Committee inquired if the approval and vetting of the Contractors is within the purview of this Committee. AVC Sohn responded that the selection of services such as for contractors, designers, architects, construction managers, go through City College of San Francisco's procurement process. The actual selection is a Board of Trustees

action. The vetting of the appropriateness of the use of Bond funds for those functions is within the purview of this Committee.

- g. The Committee inquired if there is a designated College project manager for the Bond projects. AVC Sohn responded that the College selected three firms for project and construction management services: Kitchell, AECOM, and Cummings. Kitchell is the named program manager headed by John Watkins and Arturo Taboada. He will ask them to join the next meeting.
- h. The Committee requested the original audit report that was presented by VTD at the Committee's last meeting.
- i. The Committee inquired about the status of several members of the Committee that were present at the last meeting but not in attendance today. AVC Sohn noted that they termed out and if any of the members are interested in serving, they can apply through the process stated in the bylaws.
- j. The Committee inquired about the correlation of this Committee to the proposed Bond measure in 2020. AVC Sohn believes this Committee will have purview for the existing Bond and an additional Bond if successful.
- k. The Committee inquired if a report on existing Bonds will help the Board make a decision on a future Bond. AVC Sohn responded that the Board is expecting and it is an obligation of this Committee to provide an annual report to the Board of Trustees. The decision has already been made by the Board to approve the placement for a March 2020 action.
- l. It was noted that meeting agendas are published at least 72 hours prior to the meeting and posted on the CBOC website at ccsf.edu.
- m. Harry Bernstein commented that according to the note on the agenda, the public's comments on agenda items will be taken at the time the item is discussed by the Committee.
- n. AVC Sohn noted that a majority of the number of Committee members shall constitute a quorum for the transaction of any business of the Committee. Since there are four members, they constitute a quorum.
- o. Wynd Kaufmyn, CCSF Engineering faculty for 36 years, Vice-President of the faculty union AFT 2121, and a member of the Facilities Committee, expressed concern about the process by which the meeting happened today. There were members that termed out expecting reappointment to serve for one more term. She noted that Trustee Rizzo at the Board of Trustees Facilities Committee meeting yesterday asked that the previous members that wanted to serve be re-nominated at the next Board meeting and that no action items are taken today.
- p. Harry Bernstein, faculty member, asked that the tour include invitation to interested members of the public to participate. He commented that the Committee shall consist of at least seven members appointed by the Board and noted that there are four members currently. He inquired whom is responsible at the College for recruiting members. He commented that the Bond Measures of 2001 and 2005 both include project list for the Performing Arts Education Center and it is the only item not completed but is not slated to be part of the upcoming bond. He mentioned that Christine Hanson is one of the members wishing to return to the Committee.
- q. Christine Hanson commented that there should be Committee representatives from other groups and a student member. She commented that the draft annual report has a

page about the challenge of changes that need to be updated. She commented that the audit report reviewed at the last meeting was not presented by the actual auditor. She noted that there were emails with answers to questions brought up by the Committee that should be shared publicly.

- r. Madeline Mueller, Chair of Music Department, commented that the bylaws states that the Committee shall consist of at least seven members and encouraged more members especially in the special membership areas.
- s. Michael Adams, student, former administrator of University of California San Francisco, commented on the membership and further outreach to select members.

7. Reports – No reports at this time.

8. Chair and Vice-Chair – Call for Nominations and Election

- a. It was emphasized that it is the desire of the Committee to inform and urge the Chancellor’s office to do outreach for new members of the Committee and not take nominations for a Chair and Vice-Chair today.

9. Public Comment

- a. Christine Hanson commented that the Committee serves by the consent of the Board but the Committee is independent and its constituents are the voters. The Committee works with the school but are under State mandate for oversight. She pointed out that the reports and all of the audits are on the CBOC website.
- b. Committee Member Jackson inquired what was the feeling about the bond audit report by the prior committee. Ms. Hanson responded that the practicing auditor was not available to attend the meeting and the person could not answer some questions from the Committee. She recommends that the practicing auditor return to present the audit.
- c. Committee Member Richardson commented that the role of this Committee is to hear comments and take notes. When they receive the report, they can ask the pertinent questions. She commented that the Committee does not have jurisdiction regarding the expenditures of Bond funds and the Committee is to perform the duties of the bylaws for compliance with Prop 39.
- d. Madeline Mueller commented that the Bond oversight committee is State required to be independent. She noted that the College is a State institution but is unique in that it is the only community college also in a City charter.
- e. Michael Adams commented on the bylaws’ establishment of priorities and order of construction for the bond projects. He inquired about the Performing Arts Center that the voters approved twice. He commented on the challenge of deciding and monitoring projects.
- f. Harry Bernstein commented on the previous history of the oversight committee. He commented on the appropriate use of Bond funds as it pertains to the project list. He commented that the organization CalBOC provides guidance to oversight committees. He commented that the work of the previous Committee brought back the ability to have sub-committees.
- g. Wynd Kaufmyn commented that there should be a direct link on the CCSF website to the CBOC webpage.

10. Calendar upcoming Meetings

- a. Calendar tentative December 13, 2019 meeting from 10:00 AM to 12:00 PM.
- b. AVC Sohn will send out a Doodle poll to survey Committee's availability to calendar upcoming meeting.
- c. Committee requested highlights for Performing Arts Center project for review before next meeting.

11. Adjournment – Meeting adjourned at 11:42 AM.