



Citizens' Bond Oversight Committee
Meeting Minutes
October 24, 2019 – 6:00 p.m.
Gavilan College, Morgan Hill Campus, Room 12
17060 Monterey Street, Morgan Hill, CA 95037

Present: John Gould
Gordon Machado
Jim Rogers
John Flaherty
Judi Johnson
Caleb Dixon
Elvira Robinson

Community At-Large
Business Community
Senior Citizens' Organization
Community At-Large
Taxpayers Association
Student
Support Organization

Staff: Dr. Kathleen Rose
Michael Renzi
Wade Ellis

Ann Kennedy
Matt Kennedy
Mike Chegini
Carol Anderson

Superintendent/President
Vice President, Administrative Services
Associate Vice President, Business Services
and Security
Financial Manager, AKG
Program Manager, AKG
Communications Manager, AKG
Program Support, AKG

1. CALL TO ORDER

The meeting was called to order at 6:03 PM with a quorum by John Gould.

2. APPROVAL OF AGENDA

Judi Johnson made a motion to approve the agenda, seconded by Jim Rogers. The agenda was approved as presented.

3. APPROVAL OF JUNE 25, 2019 MINUTES

Judi Johnson made a motion to approve the minutes, seconded by Jim Rogers. The minutes were approved as presented.

4. COMMENTS FROM THE PUBLIC – There were no comments from the public.

5. COMMUNICATIONS RECEIVED BY COMMITTEE MEMBERS – There were no communications received by committee members.

6. STAFF REPORTS

Dr. Rose thanked the committee for supporting the college and encouraged the members to spread the word regarding the Measure X website and to sign up for the Measure X newsletter.

7. PROGRAM OVERVIEW AND PROJECT UPDATES

Ann Kennedy and Matt Kennedy gave a program overview and project update. The committee asked about the process for changes made to the project list. Ms. Kennedy stated that changes to the project list are done via a Bond List Revision (BLR) process that is approved by the Board of Trustees. Changes to the name of a project, the scope of a project, or a project budget all must be approved by the Board of Trustees. Any amended project list will be brought to the CBOC.

Ms. Johnson asked if the Learning Resource Center (LRC) would be accessible to the community. Dr. Rose stated the LRC is specifically for the Gavilan site and students. Dr. Rose also noted that there is a possibility for partnerships at the San Benito County Campus.

8. PROGRAM FINANCIAL UPDATES

Ms. Kennedy reviewed the Project Summary Report and the Whole Program Report with the committee noting that the reports reflect budget and expenditures for a specific period, usually quarter or year end. Ms. Kennedy explained that the voters pass an authorization to sell bonds however bonds are only taxed on what has been sold, not the entire authorized amount. Ms. Johnson asked how bonds are sold. Ms. Kennedy explained the basic process.

Interest earned on bond proceeds are shown as unallocated interest and require a Bond List Revision to allocate interest to projects.

Judi Johnson made a motion that the Project Summary Report and the Whole Program Report be received and accepted by the committee as presented. Elvira Robinson seconded the motion. All agreed, the motion carried.

9. PREPARATIONS FOR ANNUAL REPORT

John Gould, Elvira Robinson and Caleb Dixon agreed to be on the Annual Report preparation workgroup.

10. REVIEW OF MEMBER TERM CHART

The member term chart was reviewed. Ms. Johnson asked if form 700 is required of CBOC members. Ms. Kennedy stated that it is not required and noted that this is addressed in the committee bylaws.

11. FUTURE MEETING SCHEDULE

The following CBOC meetings are scheduled as follows:

- January 23, 2020 at the Hollister site
- April 23, 2020 at the Coyote Valley site

12. TOPICS FOR NEXT MEETING

Topics for the next meeting will include: Measure X annual audit reports, annual report, financial reports, program and project update.

13. ADJOURNMENT

A motion was made by Gordon Machado to adjourn the meeting. The motion was seconded by Jim Rogers. The motion carried and the meeting was adjourned at 7:53 p.m.