



Citizens' Bond Oversight Committee

Minutes

October 8, 2021

3:00 pm – 5:00 p.m.

North County Campus Center, Room N1007

2800 Buena Vista Drive, Paso Robles, California

Join from PC, Mac, Linux, iOS or Android: <https://cuesta-edu.zoom.us/j/93416080810>

	Committee Members:			District Staff:		Guests:
X	Gil Stork, Chair		Susan Middleton	X	Brian McAlister	Christine Mulholland, Kitchell
X	Henry Ribble			X	Chris Green	X David Bruner, Kitchell
X	Jill Stearns, President			X	Dan Troy	X Jayson Bryan, Klassen
X	John Paul Drayer			X	Karen Valine	X
X	Kathy Smith, Vice Chair			X	Mark Cano	
X	Linda Mielke			X	Patrice Eley	
	Robert Mancell					

	WHO	TIME	INTENT	NOTES
1. Approval of Agenda	All	3 min.	A	The meeting was called to order by Dr. Stork at 3:10 p.m. Upon a motion by Smith/Drayer, the agenda was approved as presented.
2. Public Comment	All	5 min.	I, D	Dr. Stork opened public comment. With none present, public comment was then closed.
3. Meeting Minutes <ul style="list-style-type: none"> • December 4, 2020 • May 14, 2021 	Chair	3 min.	I, D, A	Upon a motion by Smith/Mielke, the motion passed to approve the December 4, 2020 minutes. Drayer abstained from voting as he was not a member at the time of the December 4, 2020 meeting. Upon a motion by Smith/Drayer, the May 14, 2021 minutes were approved as presented.
4. President's Comments	J Stearns	5 min.	I	Dr. Stearns welcomed members to the North County campus. At mid-point through the Fall semester, Cuesta is

*Discussion on any agenda item may lead to Action

				<p>experiencing a 10% enrollment decline from Fall 2020. Considerable thought is being given to ways of encouraging students to return to Cuesta and to inform the broader community of the vast number of opportunities available at the college. Historically, enrollment has increased when unemployment was high, but currently 2-year colleges are experiencing a greater number of men and part-timers walking away from the college experience. The national average is a 17% to 25% decrease and does not appear to be geographically based. Cuesta is also in the midst of hiring a Vice President of Student Success & Support Programs and candidate forums may be viewed online until October 12th. Work continues on the implementation of Guided Pathways. Currently, 40% of classes are face-to-face with most classes offering hybrid in-person/online teaching. For Spring, the aim is to have 50% to 60% face-to-face teaching instruction. Pre-pandemic, 26% of instruction was fully online which may increase to 35% to 45% post-pandemic.</p>
5. Committee Membership Review	Troy/All	5 min.	I	<p>Troy reviewed membership term limits and indicated that both Linda Mielke and Kathy Smith are midway through their current term. Troy welcomed new member Henry Rible. Troy indicated that members may serve up to three consecutive two-year terms, the current membership meets the seven-member minimum per bylaws, and member vacancies remain in the enrolled student, taxpayer, and support organization categories.</p>
6. Financial Report Update	Green	10 min.	I, D	<p style="text-align: center;">Quarterly Financial Reports <u>March 31, 2021</u> <u>June 30, 2021</u></p> <p>Green highlighted the June 2021 quarterly report which reflected funds expended during the first, second, and third bond issuances. The first issuance has been fully spent, the second and third have \$8.6M and \$69M in funds remaining, respectively.</p>
7. Measure L Update <ul style="list-style-type: none"> • 2nd Issuance Projects • 3rd Issuance Planning 	Cano/ McAlister	15 min.	I, D	<p>McAlister introduced his Bond team—Jayson Bryan/Klassen, Christine Mulholland/Kitchell, David Bruner/Kitchell, and Mark Cano, Cuesta’s Assistant Director of Bond Projects. McAlister highlighted several projects that are proposed, underway, or completed, including the NCC Campus Center</p>

*Discussion on any agenda item may lead to Action

				and SLO Martinez Building (1 st), R&B Shultz Early Childhood Education Center and asphalt projects (2 nd), SLO Campus Center design and construction (3 rd), and SLO Campus Center final build-out, NCC Instructional Building, and NCC and SLO Signage and Wayfinding (4 th). The SLO Campus Center is a large undertaking and slated to begin in early Fall 2022. Pandemic conditions have created challenges with material and product supply chains, as well as labor shortages and time delays due to individuals still working from home.
8. Change Order Analysis	McAlister	15 min.	I, D	Dr. Stork mentioned the challenges of adequately vetting contractors during the bidding process to ensure that the lowest bid isn't substantially increased through a number of subsequent change orders. McAlister indicated that the industry standard for change orders is 10% to 15%. The 1 st issuance projects, a couple of which were multi-prime, resulted in a change order average of 7.34%. Troy added that change orders are often due to District requests, particularly if unforeseen circumstances come to light during project work. McAlister shared a change order spreadsheet listing projects and the increase or decrease to the cost of the project brought about by change orders. He also added that all change orders go before the Board of Trustees for approval. Drayer inquired about project expenses that are outside of the Bond and whether General Fund is used to pay for items, such as deferred maintenance. Troy indicated that soils or infrastructure issues fall under the bond umbrella, and other appurtenant items become a matter for bond team discussion. Under certain circumstances, state deferred maintenance monies may be used, but never would a bond project expenditure be inconsistent with the requirements of the bond issue.
9. 2021 Annual Report to Community Discussion	Troy	15 min.	I, D	<p style="text-align: center;"><u>2020 Annual Report to the Community</u> <u>2020 Annual Report to the Community Press Release</u></p> <p>Troy asked for feedback and suggestions for improvement to the upcoming 2021 Annual Report to the Community. Smith suggested the pictures would be more relatable if people were present in the photos.</p>

*Discussion on any agenda item may lead to Action

10. Future Agenda Items	All	5 min.	I, D	Troy called for suggestions of future agenda items. He proposed that the agenda, minutes, Dr. Stearns's comments, quarterly financials, Measure L update, membership, and annual report remain. Drayer requested a future Value Engineering presentation to the committee. He will be attending online training on the subject and would like to learn more about it for quality assurance reasons on behalf of taxpayers. Troy shared that Value Engineering is a process that the college engages in if project expenditures exceed budget. It's a process to determine priorities in the project and determine ways to shave costs to get the project in line with the budget.
11. Future Meeting Dates	All	5 min.	I, D, A	Troy suggested the next meeting occur on the San Luis Obispo campus on a Friday afternoon in March or April 2022.
12. Adjournment	All	1 min.	I, D, A	With no further business, the meeting was adjourned at 4:23 p.m.
Optional: Tour of North County Campus Facilities		20 min.		In-person attendees participated in a campus tour.

*A=Action Item D=Discussion I=Information

Join Zoom Meeting

<https://cuesta-edu.zoom.us/j/93416080810>

Meeting ID: 934 1608 0810

One tap mobile

+16699009128,,93416080810# US (San Jose)

+12532158782,,93416080810# US (Tacoma)

Dial by your location

+1 669 900 9128 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 646 558 8656 US (New York)

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

Meeting ID: 934 1608 0810

Find your local number: <https://cuesta-edu.zoom.us/j/93416080810>

Join by Skype for Business

<https://cuesta-edu.zoom.us/skype/93416080810>

*Discussion on any agenda item may lead to Action