



SOUTHWESTERN COLLEGE

**SOUTHWESTERN COMMUNITY COLLEGE DISTRICT  
PROPOSITION R CITIZENS' BOND OVERSIGHT COMMITTEE**

**Tuesday, December 17, 2013**

**Members:** Robert Clark, Lou Ferraro, Adela Garcia, Michael Govea, Matt Kriz, Robert Muff, Nicholas Segura, Jr.

**Staff:** Steven Crow, Vice President for Business and Financial Affairs; Mark Claussen, Consultant, Business and Financial Affairs, Prop R; Lillian Leopold, Chief Public Information and Government Relations Officer; Melinda Nish, Ed.D., (Superintendent/President)

**Date:** Tuesday, December 17, 2013  
**Time:** 5:30 p.m.  
**Place:** Southwestern College  
900 Otay Lakes Road  
Chula Vista, CA 91910  
Room L246

Persons wishing to address the Committee should complete a Request for Public Comment card (available at the reception table) and indicate on the card if they wish to speak under Public Comment, or when a specific agenda item is considered. Cards should be submitted to the secretary prior to the start of the meeting. An oral presentation to the Committee does *not* constitute an open discussion on the presentation topic, unless that topic is on the posted agenda. Pursuant to the Brown Act (Government Code Section 54954.2(a)): "No action or discussion shall be undertaken on any item not appearing on the posted agenda, except that members of a legislative body or its staff may *briefly* respond to statements made or questions posed by persons exercising their public testimony rights under Section 54954.3."

**A G E N D A**

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<b>ITEM</b>	
1. CALL TO ORDER – ROLL CALL	Chair
2. PUBLIC COMMENT	Chair
3. APPROVAL OF MINUTES OF SEPTEMBER 17, 2013 (ENCLOSURE)	Chair
4. BOARD DOCS UPDATE	Crow
5. PROPOSITION R COMMUNICATIONS PLAN	Leopold
6. DRAFT OF PROPOSITION R ANNUAL REPORT	Leopold
7. UPDATES ON CURRENT PROJECTS	Claussen
8. OTHER ITEMS	Chair
9. COMMITTEE COMMENTS / REQUESTS	Chair
10. ADJOURNMENT	Chair



Proposition R



At Work!

## **Southwestern Community College District**

### **Proposition R Citizens' Bond Oversight Committee September 17, 2013**

#### **DRAFT MINUTES**

#### **1. CALL TO ORDER**

The meeting was called to order at 5:34 p.m.

Members Present: Robert Clark, Lou Ferraro, Adela Garcia, Michael Govea, Matt Kriz, Robert Muff, Nicholas Segura

Members Absent: None.

Staff Present: Mark Claussen, Steve Crow, Lillian Leopold, Melinda Nish

#### **2. PUBLIC COMMENT**

None.

#### **3. APPROVAL OF MINUTES OF MARCH 19, 2013 & JULY 16, 2013 (ENCLOSURE)**

Motion: Segura, Second: Muff. Vote: all ayes. Adela Garcia abstained.

#### **4. BOARD DOCS DISCUSSION**

BoardDocs is behind in their process of extended memberships. We had anticipated completion before July 1, 2013. Melinda will follow up with BoardDocs. A brief explanation of the function of BoardDocs was given by Melinda. We hope to have a training session (10-15 minutes) at the December 17, 2013 meeting. Maybe in early December we can provide a training of how to use BoardDocs. The committee will be able to access the site and click on 'Public Access' to view meeting information.

#### **5. BYLAWS TRAINING**

Carlos Villafuerte, Stradling Yocca Carlson & Roth, provided training for committee members regarding the Prop R CBOC Bylaws. (Last updated 7-13-11).

## **6. UPDATES ON CURRENT PROJECTS**

Mark Claussen distributed copies of a document containing updates on the current Prop R projects. There was a review and discussion of the document. There is a projected occupancy date of August 1, 2014 for the Field House and Stadium. Friday, October 18, 2013 at 1:00 there will be a bottoming out ceremony. The committee members will be invited to this ceremony.

## **7. OTHER ITEMS**

Matt raised the subject of the annual report and the annual audit, to find out where we are in the process in order to schedule the development of the annual report. Steve spoke with the auditor and has not received an update of where they are in the development of the audit, but will get the information for the committee. He does not anticipate any problems. Steve will email Matt the information he receives. Matt stated that he would prefer the committee receive preliminary audit report at the December meeting. Also he would like to receive an updated annual report for review at the December meeting. The committee may possibly meet in January to finalize the report in order to submit to Governing Board in February 2014 for approval. It would be great to stay on the same timeline as last year.

Steve shared that staff is excited about the projects progressing and picking up speed, as well as the securing of architectural firms and beginning of the planning process for the major projects. Sustainability will be seriously considered going forward.

## **8. COMMITTEE COMMENTS / REQUESTS**

None.

## **9. ADJOURNMENT**

The meeting was adjourned at 6:45 by Motion: Segura, Second: Garcia.