



# City College of San Francisco

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## MEETING MINUTES

### **SAN FRANCISCO COMMUNITY COLLEGE DISTRICT CITIZENS' BOND OVERSIGHT COMMITTEE PROP A 2001 / PROP A 2005 / PROP A 2020**

**Thursday May 4, 2023**

**3:00 PM – 5:00 PM**

**City College of San Francisco  
Ocean Campus, Multi-Use Building Room 357**

1. Call to Order – Han Zou (chair) 1:23 PM

Roll Call – *There was no roll call vote for Call to Order.*

Dennis Kelly –present

A.J. Thomas –not present

Christine Hanson –present

Thomas Havey –present

Shanon Lampkins-Jones – present

Rafael Musni – present (arrived late)

Linda Fadeke Richardson – present

Han Zou – present

Chinesman Lai – not present

Steven Tang – not present

There is a quorum.

Presenters: Mike Chegini, Ann Kennedy Group

Support Staff: Marian Lam, Administrative Analyst, Office of Facilities & Capital Planning, CCSF  
Eric Birnbaum, Sr. Management Assistant, Office of Facilities & Capital Planning, CCSF

2. Approval of the Agenda

- a. A motion to approve the agenda was made by Member Fadeke Richardson and seconded by Member Kelly
- b. Discussion – none.
- c. Roll Call Vote
  - i. Ayes: Zou, Fadeke Richardson, Lampkins-Jones, Havey, Kelly, Hanson (6)
  - ii. Nays: 0
  - iii. Abstentions:0
  - iv. Motion passes

3. Updates from the Chair
  - a. Written comment from David Pilpel
    - i. Urging CBOC to continue Zoom for meetings for public participation purposes. Chair Zou noted that by state law the meetings need to be in person. Member Hanson added that committee members are allowed to participate via Zoom in the event of personal emergency.
    - ii. 7 members have expiring terms, and he hopes the district is taking appropriate action.
    - iii. Annual report page 1 – please change date to today’s date for approval – 5/4/23.
4. Public Comment on Items not on the Agenda
  - a. None
5. Annual Report – Member Shanon Lampkins-Jones
  - a. Committee’s Opinion Statement
    - i. Discussion
      1. This report was reviewed in detail during the last meeting.
      2. Edits have been made on items that would brought up at the last meeting:
        - a. Page that addresses the audit report:
          - i. addition of the word “potential” on pg. 5 notation regarding Governance letter add “potential significant risks”.
          - ii. Same page “The audit did not cite any examples of either of these problems in the auditor’s finding.”
        - b. Member Fadeke Richardson, based on Mr. Pilpel’s comment, would make the amendment to the approval date.
      3. Member Havey sent edits in an email. Chair Zou read out the items from the email.
        - a. Clarification of page numbering. (numbering of report vs. numbering of meeting packet). After discussion by the committee, it was determined that no change is needed.
        - b. Page 3 – the bond passed by Prop A 2001 is not included. Chair Zou clarified that the 2001 bond expired; this report is for the 2005 and 2020 bonds. Discussion by the committee resulted in agreement to amend the report to strike the statement that refers to 2001 for clarity. (2<sup>nd</sup> sentence in the Letter from the Chair).
        - c. Page 3 – under “Roles and Responsibilities” in the phrase “California Constitution Article XIII” the letter “A” needs to be added.
        - d. Page 5 – the date of presentation to the board was questioned but was confirmed by Mike Chegini that 2/16/23 as indicated in document in correct.
        - e. Page 5 – the cited paragraph was extracted from page 14, not 19.
        - f. Page 10 – add a rounding notation to the chart.
        - g. The link to CCSF Facilities is not working – Chair Zou confirmed that it is working now.
      4. Member Hanson
        - a. Page 5 - the sentence regarding 2/16/23 date of presentation to board might be confusing because the CBOC didn’t have a meeting that day. The committee agreed to move the date in the sentence for clarification.
        - b. Page 7 – the pie charts, there is a question of \$811 million funds available vs. funds encumbered. Encumbrance is not indicated which could be misleading to

the public. Mike Chegini noted that this is consistent with previous annual report formats. There is encumbrance but checks have not been written.

- c. Pages 9 & 10 – I am missing the note about ADA and Renovations, there was discussion of an asterisk. AVC Vasquez replied that there were no expenditures during the 2021/22 year (including Gough Street). The Gough Street expenditure is for an old unpaid Sonitrol (security company) invoice, not anything to do with the relocation. Chair Zou suggested to add an asterisk as was on the last report (and any other items that fell under the same category on the previous report).
  - d. Pg. 10 Bond administration – is fringe benefits a real category? AVC Vasques replied that is how other benefits are noted in Banner, which would include insurance and other deductions from paychecks. It is part of the payroll language.
5. Member Kelly suggested we add “remaining balance including encumbered” language to the pie chart presentation, which was accepted by the committee members.
  6. Chair Zou recapped the list of amendments in order to have a vote:
    - a. Revise the date of approval to today’s date
    - b. Strike prop 2001 Prop A reference
    - c. Correct the identification of the state constitution article
    - d. Edit citation for the results box
    - e. Adding rounding error to language on page 7
    - f. Move 2/16/23 distribution date in the sentence for clarification
    - g. Asterisk ADA to Gough Street and any other categories
    - h. Page 7 pie chart adding including encumbered language to remaining balance
  7. Motion to approve the amendments was made by Member Fadeke Richardson, seconded by Member Hanson
    - a. Roll Call Vote:
      - i. Aye: Kelly, Hanson, Havey, Lampkins-Jones, Musni, Fadeke Richardson, Zou (7)
      - ii. Nay:
      - iii. Abstain:
      - iv. Motion passes
  8. Motion to approve the Committee Opinion statement was made by Member Fadeke Richardson, seconded by Member Lampkins-Jones
    - a. Roll Call Vote:
      - i. Aye: Kelly, Havey, Lampkins-Jones, Musni, Fadeke Richardson, Zou (6)
      - ii. Nay: Hanson
      - iii. Abstain:
      - iv. Motion passes
  9. Motion to approve the Annual Report as amended was made by Member Fadeke Richardson, seconded by Vice-Chair Kelley
    - a. Roll Call Vote:
      - i. Aye: Kelly, Havey, Lampkins-Jones, Musni, Fadeke Richardson, Zou (7)
      - ii. Nay:
      - iii. Abstain:
      - iv. Motion passes

## 2. Next Meeting’s Agenda Topics

- a. Member Havey would like to add the topic of the effectiveness of internal controls.

- b. Please email additional topics.
- c. Request by Member Musni for a primer on internal controls.
- d. Request by Member Hanson for an online portal for the public.

3. Adjournment motion by Chair Zou; adjournment at 1:43 pm