



**PERALTA COMMUNITY COLLEGE DISTRICT
Bond Measures Oversight Committee**

AGENDA

Thursday, December 12, 2019
3:30 pm – 5:00 pm
District Board Room

ATTENDING

Bond Measures Oversight Committee Members Attending:

- **Andrea Dawson** (Senior Citizen's Organization)
- **Marcus Crawley** (Taxpayer Organization)
- **Eddie R. Dillard** (Business Organization)
- **Kevin Jenkins** (At-Large Member)

Bond Measures Oversight Committee Members not able to attend:

- **Ariana Brown** (Student)
- **Yusef Herbert** (Business Organization)
- **Patricia Ellis** (At-Large Member)
- **Vacant** (recruiting for Community College Supporter)

Guests Attending:

- **Leigh Sata** (PCCD Vice Chancellor, Dept of General Services)
- **William Tunick, Esq.** (Dannis Wolliver Kelley law firm representing PCCD)
- **Atheria Smith** (PCCD Director of Facilities Planning and Development)
- **Mark Johnson** (PCCD Public Information Officer)

MINUTES

With quorum of 4 out of 7 current members present, meeting called to order at 3:43pm

1. Welcome – Vice Chancellor Sata

Thank you all for attending and volunteering your time on this important oversight committee. The Peralta Community College District appreciates your time and commitment to our community.

2. Call to Order and Introductions

- Leigh Sata is the interim Vice Chancellor leading the Department of General Services (DGS). Manages the bond spending on behalf of PCCD.
- William Tunick is the attorney representing the District.
- Ed Dillard is former president of Oakland Black Board of Trade & Commerce and BART advisory board member, here to advocate for minority owned businesses

- Mark Johnson is the interim Executive Director of Public Information, Communication & Media at PCCD, which is to say he is the district Public Information Officer (PIO) and head of marketing
- Kevin Jenkins is a PCCD alumni (College of Alameda and Laney College) and graduate of SF State (bachelors) and Cal State East Bay (MPA). He is an at-large member.
- Marcus Crawley is a 50-year Oakland resident and president of the Alameda County Taxpayers Association.
- Andrea Dawson is a senior project manager working on bond projects at San Francisco USD and has served on the citizen's oversight committee for Oakland USD bond spending.
- Atheria Smith is the Director of Facilities Planning and Development and works closely with VC Sata on the management of PCCD bond spending.

3. Public Comment

VC Sata explained that there will be time set aside for public comment as part of the Brown Act for governmental organizations. There were no public comments at this meeting.

4. Review and Approve Agenda

- Kevin Jenkins moved to accept Agenda with one modification, which was to remove item 6 (a duplication of item 9, confirming term expiration dates)
- Ed Dillard seconded
- Motion carries 4-0

5. Election of Officers

- VC Sata: The committee is to be run by you, members of the public. The Peralta CCD staff are here to support you the committee, so you can share your experience with your constituent groups. Therefore the group needs a Chair and Vice Chair.
- Kevin Jenkins nominated Andrea Dawson for chair person
- Andrea Dawson nominated Kevin Jenkins for vice chair person
- No other candidates were nominated
- Motion to approve appointments was moved, seconded, and passed 4-0 with Andrea Dawson as Committee Chair and Kevin Jenkins as Committee Vice Chair.

6. Overview of Bond Measures Oversight Committee Role and Responsibilities – William Tunick - See slides online at https://web.peralta.edu/bond-reports/files/2020/01/PCCD-Bond-Measures-Oversight-Committee-Presentation_20191212.pdf

- ACTION: Mr. Tunick / Mr. Johnson to provide committee members with the language and bylaws for the committee before the next meeting.
- Post-meeting response: The resolution and bylaws for both the Parcel Tax and Bond committees can be found here on the Peralta Community College District Board of Trustees website, as captured in the minutes of the December 11, 2018 Board meeting: <http://go.boarddocs.com/ca/peralta/Board.nsf/goto?open&id=B74UDQ7214F0>

7. Bond Measures Financial Report – VC Sata.

As part of VC Sata's presentation, handouts showing the spending to date (as of November 4, 2019 and subject to change) on [Bond Measure A](#) as well as the initial plans and budget for [Bond](#)

[Measure G](#) (also as of November 4, 2019 and subject to change) were given to the committee members.

Ed Dillard stated that he'd like this body to help guide PCCD policy for equality and participation for minority owned local businesses.

ACTION ITEM: Provide committee members with link to the most recent PCCD financial audit.

Post-meeting follow up: The 2017-2018 audit available [here](#). PCCD has just received the 2018-2019 audit and will be posting shortly. The PCCD fiscal year runs from July 1 to June 30 and it usually takes about 5-6 months to receive the audit after the end of the fiscal year.

This committee has the responsibility for creating an annual report on bond spending. PCCD staff can assist with the creation of this report.

ACTION ITEM: Andrea Dawson asked that PCCD track measures A and G separately and include "percentage of completeness" as part of the reporting.

VC Sata offered to present a slide show of images of some of the planned future development but since that was not formally on the agenda it was agreed to defer this presentation for the next committee meeting.

8. Confirming Term Expiration Dates

- Mr. Tunick explained that the committee was created by Board resolution 18/19-42 with effective start date of March 1, 2019. The initial term for committee membership began on that date.
- All current committee members were confirmed for membership by the Board of Trustees on September 24, 2019 (see minutes [here](#)).
- The initial terms are to be staggered with some members to expire on February 28, 2020 and the rest expiring on Feb 28 2021.
- As delegated by the Chancellor, members drew lots to determine expiration. Here are the results of the drawing:
 - Ed Dillard = 2021
 - Kevin Jenkins = 2020
 - Marcus Crawley = 2021
 - Andrea Dawson = 2020
- And we drew remaining lots for the members that were not present with the following results:
 - Ariana Brown = 2021
 - Yusef Herbert = 2020
 - Patricia Ellis = 2021
- Marcus Crawley asked that the minutes reflect his protest of the expiration date assignment process, with particular concern that the initial term should be minimum of two years.

ACTION ITEM: Before terms expire at the end of February, Mr. Johnson to submit request to the PCCD Board of Trustees to extend term of service by two years for all members with terms expiring February 28, 2020.

9. Planning 2020 meeting dates.

Following discussion, it was decided that a quarterly schedule would be desirable. The following dates were proposed for 2020 meetings, all with a 5pm start time on the second Wednesday of the month:

- a. January 8
- b. April 8
- c. June 10
- d. October 14

ACTION ITEM: Mr. Johnson to email the planned schedule and email contact list to committee members.

ACTION ITEM: Add placeholder agenda item for New Business on future agendas

ACTION ITEM: Committee Chair Andrea Dawson requests that committee members email her questions so that she can consolidate and put on agenda(s) for District staff follow up.

10. Adjournment – meeting adjourned at 5:11pm