Citizen’s Oversight Committee
Approved Minutes

June 21, 2005, 3:00 p.m,
AC 108, Kentfield Campus

Members in Attendance:  Dr. William Levinson, Chair; Richard Biegel; Ted Bright; R.J. de Recat; Julie Grantz; Roberta Michels; Ross Millerick; Perry Newman; Nanda Schorske; Bill Scott; Dr. Lawrence Witter

Members Absent:  Dave Bernardi; Dr. Daniel Karner; Jesse Law; Nancy McCarthy

Others in Attendance:  Dr. Frances White; Al Harrison; Bob Thompson; Don Flowers; Dave Kirn; Jose Nuñez; Jake Skaer; Elizabeth Tucker; Andrew Carothers

1. Open Meeting  Dr. Levinson called the meeting to order and role was called.

Dr. Levinson asked for changes to the agenda. Dr. White noted that Nanda Schorske had been appointed as the Dean of Workforce Development, and as of July 1st, is no longer eligible to sit on the COC. Dr. White will recruit another member from the business community to sit on the committee.

Dr. Levinson noted that the committee follows the Brown Act for quorum, but needed to reconcile what will constitute a majority vote.

Agenda for June 21, 2005 was approved by unanimous vote.

2. Minutes  It was noted that the minutes should be changed to reflect the presence of Dr. Eva Long, President, Board of Trustees, at the meeting. Minutes were approved as modified by unanimous vote.

3. Vice Chair  Dr. Levinson received a letter of interest to serve as Vice Chair from committee member Ross Millerick. No other nominations were received. Ross Millerick elected as Vice Chair by unanimous vote.

4. Term Issue  Current initial term limits are 8 members for 2 years and 7 members for 1 year, based on Prop 39 guidelines. Committee agreed unanimously that 3-year/2-year terms would be more appropriate. Dr. White will bring a request to the Board of Trustees at the July 19th Board meeting requesting the change to 3 and 2-year terms. Committee members should try to attend the meeting. Dr. Levinson as chair would serve at least two years under the 2/1 term system, so will serve 3 under the 3/2 system.

Dr. Levinson passed out notes of paper with either a 3 or 2 noted for each committee member with the following result:

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<td>Dave Bernardi</td>
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<td>Richard Biegel</td>
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<td>Ted Bright</td>
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<td>Ross Millerick</td>
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5. **Auditor Issue**  Dr. White introduced Al Harrison, Vice President, College Operations. Mr. Harrison briefed the committee on the auditing firm that the College currently uses for its financial audit, Perry-Smith. Mr. Harrison recommended using Perry-Smith because of their experience in working with the college processes and systems, for continuity and because it would be less costly. There was lengthy discussion by the Committee on the pros and cons of using the same auditing firm or another firm. It was noted that accessible, comprehensive, and complete records are critical. The auditing firm will follow standard auditing procedures as well as meeting with the COC to define the scope of services and focus of the audit. The audit is a resource to the Committee. There was also discussion of having 2 audits per year rather than 1. This will be discussed at the next meeting. Staff will bring back brief detailing of costs for audit, current vs. new, pros & cons re: new vs. current firm, one vs. two audits, audit timing.

6. **Website**  Dave Kirn, Swinerton, gave an overview of the current College Website, [www.marin.cc.ca.us](http://www.marin.cc.ca.us), identifying the section dedicated to Measure C. Within that section is a link to the Citizen’s Oversight Committee as well as links to other pertinent information related to bond processes. Mr. Kirn also identified the section for the Board of Trustees where agendas and minutes are posted. The Board packets are not currently available on the web, but that is something the College is working towards. Andrew Carothers, Director of Communications and Community Relations, discussed the current status of the website and noted that the web designer position is currently vacant so progress is slower than we would like. Mr. Carothers asked for input from the committee about what they would like to see on the website. Committee members impressed that all college actions related to the bond should be accessible via the website for the Committee as well as the public, i.e., COC agendas, minutes, attachments etc. If it is not possible to post the entire Board packet on the website, then at least bond & modernization items that the Board acts on should be available on line. Documents can easily be converted into PDF files for input onto a website. Another key area in progress is setting up a proper electronic management system. Dr. White will discuss this issue with staff and the Board and report back to the Committee. It was noted that we should be able to use bond funds to pay for staff hired specifically to support technology related to the bond. All of this is foundation work in getting a workable system in place.
7. **Measure C Projects** Moved to later in meeting

8. **Budget** Al Harrison distributed Measure C information (attached), which identified 04/05 Measure C expenditures as well as a proposed budget plan for 2005/06. Year-to-date pre-bond expenditures are approximately $852,000, and consist of soft costs dedicated to Measure C. Bond Counsel has reviewed all of the 2004/05 expenditures listed and all have been identified as items that are reimbursable with bond funds. There was discussion about process, accounting systems, additional college staff in the accounting area, internal procedures, and the need to get the procedures in place as soon as possible. Mr. Nuñez noted that the college was in the process of getting a system in place. Administration was encouraged to get staff on board as soon as possible.

The College has a Facilities Master Plan completed approximately two years ago, which will be updated and brought into line with the Education Master Plan, currently in development.

Dr. Levinson impressed upon the Committee how important it is to check the website and keep informed about what is happening at the Board meetings.

Jose Nuñez gave a presentation that identified the Consultants approved for contract at the June 14th Board, and Consultants expected to be approval at a future Board meeting. (See Attachment for details). He noted that there is a very extensive process used to screen, interview, and select the various firms.

9. **Tours** It is essential that Committee members take tours of the campus facilities prior to the next Committee meeting. Drs. White and Levinson will work on some options and will e-mail the information to committee members.

10. **Meeting Date** The next COC meeting is scheduled for Tuesday, September 13, 2005, 3:00 - 5:00 p.m., AC 108, Kentfield Campus. Mr. Biegel will not be able to attend.

11. **Information Items** The following items were handed out at the meeting:

- Opinion of Bill Lockyer, Attorney General, November 9, 2004 – Prop 39
- Citizen’s Oversight Committee (COC) Meeting Summary, May 3, 2005
- Memo from Dr. White re: Capital Improvement, Deferred Maintenance, Routine Maintenance
- Measure C Expenditures & Budget 05/06
- CIP Briefing by Jose Nunez/Dave Kim
- Citizen Oversight Committee Roster, June 2005
REMEMBER – 3 hold punch handouts

THANK YOU to Betty for the name placards.

Items for next agenda

- Reconcile what constitutes majority vote; audit should require full committee vote.
- Continued discussion on whether to use current auditing firm or another firm (staff to bring brief detail of cost information, pros & cons, timing of audit.
- Replacement policy for members absent from meetings, excuse policy.
- Two audits vs. one per year

12. Meeting was adjourned at 4:53 p.m.