

COLLEGE OF

MARIN
CITIZENS' OVERSIGHT COMMITTEE

COC PACKET

Meeting Agenda
May 30, 2006 – 3:00 to 5:00 p.m.
Kentfield Campus – AC 108

Reappointment List
BOT Meeting – April 25, 2006

COC Meeting Minutes
February 28, 2006

COC Meeting Minutes
April 4, 2006

COLLEGE OF **MARIN**

CITIZENS' OVERSIGHT COMMITTEE MEETING AGENDA

**May 30, 2006 – 3:00 to 5:00 p.m.
Kentfield Campus – AC 108**

In compliance with the Americans with Disabilities Act, if you need special assistance to access the Citizens' Oversight Committee meeting or to otherwise participate at this meeting, including auxiliary aids or services, please contact Pamela Mize-Kurzman at 485-9414. Notification at least 24 hours prior to the meeting will enable the District to make reasonable arrangements to ensure accessibility to the Citizens' Oversight Committee meeting.

<i>TOPIC</i>	<i>DESCRIPTION</i>	<i>TIME</i>	<i>DISCUSSION / ACTION</i>
1. OPEN MEETING	Call to Order, Roll Call and Approval of Agenda	5 min.	Action
2. COMMENTS	Comments from public on non-agenda items	5 min.	Action
3. MINUTES	Approval of Minutes of February 28, 2006, 2006 & April 4, 2006 meetings	3 min.	Action
4. MEMBERSHIP	A. Review status of members whose terms expired B. Confirm that terms start/end in month of May C. Address the issue of student membership	5 min.	Discussion
5. STAFFING UPDATE	A. Introduce V-Anne Chernock (Al Harrison) B. Report from Al Harrison re status of his staff	5 min.	Discussion
6. BOARD REPORT	Report on April 25 presentation to the BOT (Bill Levinson)	5 min.	Discussion
7. AUDIT	Review 7/1/05 – 12/31/05 Audit Draft (Auditor)	15 min.	Discussion
8. BUDGET	Review cumulative budget expenditures through 4/30 (Al Harrison)	15 min.	Discussion
9. QUARTERLY REPORT	Review Quarterly Report through 3/31 (Dave Kirn)	15 min.	Discussion
10. HARLAN ROOF	Review Harlan roof project expenditures (Dave Kirn)	15 min.	Discussion
11. MASTER PLAN / FACILITIES PLAN & BOND BUDGET	Review timeline for Master Plan/Facilities Plan & Bond Budget approval	15 min.	Discussion
12. NEXT MEETING AGENDA & DATE	Next Meeting September 19, 2006 – 3:00 – 5:00 p.m.		
13. ADJOURNMENT			

Currently, Board agendas and minutes can be located at www.marin.edu.com/bot_meeting.htm

**Reappointment List
Citizens' Oversight Committee Members
BOT Meeting – April 25, 2006**

1. Ted Bright
2. Klif Knoles
3. Nancy McCarthy
4. Roberta Michels
5. Perry Newman
6. Dr. Lawrence Witter

**Citizens' Oversight Committee
Minutes**

February 28, 2006, 3:00 p.m.
AC 108, Kentfield Campus

DRAFT

Committee Members Present:

Dr. William Levinson, Chair
Roberta Michels
Bill Scott
Julie Grantz

Ross Millerick, Co-Chair
Ted Bright
Dr. Lawrence Witter
R.J. de Recat

Richard Biegel
Joan Capurro
Perry Newman

Committee Members Absent:

Klif Knoles

Nancy McCarthy

Others in Attendance:

Al Harrison
Tina Treis
Geraldine Bracken

Dave Kirn
Bruce Rich
Jose Nunez

Don Flowers
Dale Molyneux

1. Welcome

Dr. Levinson welcomed the members.

2. Open Meeting

Following a members' count, Dr. Levinson declared a quorum and the meeting open at 3:00 p.m. Dr. Levinson asked to amend the meeting agenda to delete Item 9. Annual Report as this review is covered in Item 7.B. M/s (Capurro/Biegel) to approve the amended meeting agenda. The motion passed unanimously.

3. Comments from the Audience on Items not on the Agenda

None.

4. Minutes

Dr. Levinson asked that 11/29/05 minutes, Item #9, be adjusted to show "Committee requested Mr. Harrison to provide an updated fiscal report indicating bond fund expenditures to date at each COC meeting. M/s (Scott/Bright) to approve the amended minutes of the November 29, 2005 meeting. The motion passed unanimously.

5. Auditor Fee

Mr. Harrison referred to the letters from counsel, David Casnocha, regarding auditor fees for our first semi-annual report. Mr. Harrison indicated that he had spoken with President White and recommended that the Board of Trustees accept the invoiced amount of \$17,000 for audit fee payment.

Following the committee's review of Perry-Smith audit fees, Mr. Harrison indicated that he had spoken with President White and recommended that the Board of Trustees approve the payment of the audit fee from the General Fund.

Mr. Harrison asked that the committee excuse Dr. White from the meeting, as she was not well today. She sent her apologies for her absence.

6. Process for Term Extension

Carolyn distributed an updated COC roster, including date of term expiration.

Dr. Levinson indicated that counsel had written to clarify all terms started on February 8, 2005. This could be interpreted that one-year term members were actually no longer members and that their votes at the meeting shouldn't be counted. Dr. Levinson indicated he would note this in the minutes.

The committee discussed the actual start date of the initial members' terms, and according to the Board of Trustees minutes, that date was February 8, 2005. In addition, although the committee was formed in February, it didn't meet until May 3, 2005. The question put forth was "could the initial terms year commence on May 3, 2005 – the effective date of the committee. Dr. Levinson will look into this and report back to the committee.

In the meantime, one-year term members will be contacted or may contact Dr. White and let her know if they wish their terms to be extended for an additional two years. Dr. White will bring names of interested parties to the COM board at its next meeting for approval, and/or name new substitute members.

This issue requires immediate action as the committee must vote on the Audit Report at the April 4th special meeting and a positive vote to send the report on to the board requires seven affirmative votes.

7. Auditor's Report

Ms. Tina Treis, Perry-Smith auditor, reviewed results of audit for period ending June 30, 2005. During the review of the Independent Accountant's Report On Applying Agreed-Upon Procedures, First Page of Attachment 1, a correction was made. The election date for the Measure C Bond should read "November 8, 2004".

The next audit, covering the 7/1/05 – 12/31/05 period, will be presented to the committee at our May 30th meeting. Dr. Levinson asked that Dr. White invite the auditor to attend the May 30th meeting.

The committee requested that any items in the District's General Audit that pertain to the bond fund expenditures be transmitted to the committee for review and discussion at the May 30th meeting.

The committee also requested that, in the future, the auditor provide a listing to the committee of the specific expenditures which were audited.

The committee further asked that both the chair and vice-chair routinely be sent copies of the general fund audit materials.

8. Quarterly Financial Report

Consultants: Dave Kim, Jose Nunez, Dale Molyneux, Geraldine Bracken, Bruce Rich, and Maintenance Supervisor, Don Flowers, lead the committee through a review of expenditures to date and a demonstration of Paragon, the Bond Management System.

9. Annual Report

The committee asked that administration prepare the reports until such time the committee elects to do it. Mr. Harrison offered to prepare and send a draft to the chair and co-chair for review. In order to approve the report before forwarding to the board, a special meeting was called for April 4th at 5:00 p.m. to review and vote on the report.

10. Meeting Dates

The next regular COC committee meeting date will be May 30th, 2006. (Additionally, the committee will meet briefly on April 4th, 2006, at 5:00 p.m. in AC108.

11. Information Items

None

12. Next Meeting Agenda

1. Review status of members
2. Report to committee any feedback from board at its April 25th meeting
3. Review second audit report 7/1 – 12/31/06 period
4. Review March 31 Quarterly Report
5. Review cumulative Budget update Report (Al Harrison)
6. Update of business office staffing progress
7. Review detailed expenditures for Harlan Roof Project

13. Adjourn 5:30 p.m.

**Citizens' Oversight Committee
Minutes**

April 4, 2006, 3:00 p.m.
AC 108, Kentfield Campus

DRAFT

Committee Members Present:

**Dr. William Levinson, Chair
Roberta Michels
Julie Grantz**

**Ross Millerick, Co-Chair
Ted Bright
Perry Newman**

**Richard Biegel
Joan Capurro
Nancy McCarthy**

Committee Members Absent:

**Klif Knoles
R.J. de Recat**

Bill Scott

Dr. Lawrence Witter

Others in Attendance:

Al Harrison

Dr. Frances White

1. Welcome

Dr. Levinson welcomed the members.

2. Open Meeting

Following a roll call, Dr. Levinson declared a quorum and the meeting open at 5:02 p.m.

3. COC Board Report

Dr. Levinson asked the members to make comments, suggest changes, or ask questions regarding the draft Annual Report for the period ending June 30, 2005. Minor amendments were offered and accepted.

Mr. Millerick presented a copy of Novato Unified School District's Performance Audit for the period ending June 30, 2005 and requested copies be sent to Dr. Levinson, Dr. White, and Al Harrison. The committee agreed that similar documents, especially community college models, may provide examples of how to structure our performance audit. This issue will be agendaized for the May 30, 2006 meeting.

The committee also discussed getting the word out to the local press regarding the Annual Report and agreed that press releases should be sent to all local papers and posted in all public libraries and on the college website. The press releases and postings should also include a contact person and email address if any of the public wants to obtain any of the college's reports.

Dr. Levinson stated that if there were no further comments, he would entertain a motion to approve the report with minor amendments. M/s Capurro/Biegel to approve the Measure C

Bond Oversight Committee: Annual Report, ending June 30, 2005. The motion passed unanimously.

Dr. Levinson and Ross Millerick will attend the College Board's meeting on April 25th at 6:30 p.m. to present the COC Annual Report. All committee members are invited to attend.

4. Information

Dr. White announced that six incumbents' terms are expiring and that three had responded they were willing to serve a second term. In addition, Dr. White has received two applications from community members.

Responding to the board's inquiry, Dr. White gave an update on the Bond Project's progress. She stated that everything is still on target, the Education Master Plan will be presented to the Board on April 25 and the Facilities Master Plan will be reviewed at the May and June Board meetings.

Dr. White also announced that the college has hired a Director of Modernization, V-Anne Chernock. Her start date is May 1, 2006. She will be attending COC meetings regularly, to give updates and answer questions. Additionally, all other business office positions created for the increased workload of the bond project have been filled.

6. Next Meeting

The next meeting will be held on May 30, 2006, from 3:00 p.m. – 5:00 p.m. in AC 108.

7. Adjournment

The meeting adjourned at 5:25 p.m.