

August 31, 2005

Dear COC Member:

Our next scheduled meeting is September 13, 2005. Please see the enclosed agenda for time and place. There are a number of carry over items from the last meeting that will be discussed and decided at the meeting. However, I would like to bring you up to date on several items requested by the COC.

Website:

The COC has requested to have board packets in pdf format on the college's website. Currently, only board agendas and minutes are posted on the website. As a result of the request, we have purchased new equipment to accommodate the change in the way we post materials. Board Policies on the posting of agendas, minutes, and materials strictly follow the Ed Code and do not prohibit additions to the website; thus, no change in policy is required. I have asked staff to accommodate the request and as soon as we receive the equipment, we will begin posting board packets on the web.

Information in board packets is public information. Confidential materials are not included.

Committee Operations:

There were several items to discuss in this area: quorum for voting; determining quorum for the annual report; and the issue of terms. In regards to the questions related to quorums, we will discuss that at the meeting. In the matter related to terms, the District's Bond Counsel has advised that Prop 39 requisites on terms are two years, and one year (or 2/1). This means participants serve for a maximum of two years, and can be reappointed for another two-year term.

I am recommending to the Board that we follow the Prop. 39 requirements.

Accounting Software (ViaNovus):

The Board of Trustees has approved the accounting software Paragon from ViaNovus to help track Bond expenditures. The COC will be brought to date on this software and its uses. At the next meeting we will schedule a demonstration.

Tours:

I have been informed that we may need to schedule a second set of tours. We will discuss who and when at the next meeting.

Modernization Organization:

An overview on the District Modernization process will be provided at the next meeting. This flowchart describes roles and responsibilities and will be included in the CIP update.

Committee Process:

I will provide an outline and time line of the work of the committee over the next few years. I am recommending that there be two audits annually, one fiscal audit and one construction performance audit. There will need to be two auditors. The performance auditor should be paid from Measure C. I am verifying this and should have an answer by the time we meet.

As you can see, we have a full agenda of items to march through at the next meeting. I want to thank both Bill and Ross for their input and assistance in keeping everything on track. Will see you soon.

Sincerely,

Frances L. White, Ph.D.
Superintendent/President