

COLLEGE OF

MARIN
CITIZENS' OVERSIGHT COMMITTEE

COC PACKET

Meeting Agenda
September 26, 2006 – 3:00 to 5:00 p.m.
Kentfield Campus – Student Services A & B

COC Meeting Draft Minutes
May 30, 2006

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MARIN

CITIZENS' OVERSIGHT COMMITTEE
MEETING AGENDA

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**PLEASE NOTE THE CHANGE
OF MEETING PLACE!!!**

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. MEMBERSHIP	Welcome & introduction Student COC member	5 min.	Discussion
3. COMMENTS	Comments from public on non-agenda items	3 min.	Action
4. MINUTES	Approval of Minutes of May 30, 2006 Meeting	3 min.	Action
5. QUARTERLY REPORT	Review Quarterly Report through 6/30 (Dave Kirn)	15 min.	Discussion
6. STAFF REPORT	Review Staff Report ending 6/30/06	15 min.	Discussion
7. PE COMPLEX UPDATE	Review expenditures (Dave Kirn)	15 min.	Discussion
8. FIRE MITIGATION REVIEW	Update (V-Anne Chernock)	5 min.	Discussion
9. PDD STATUS REPORT	Update (V-Anne Chernock)	5 min.	Discussion
10. NEXT MEETING AGENDA & DATE	Next Meeting November 28, 2006 – 3:00 – 5:00 p.m.		
11. ADJOURNMENT			

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

**Citizens' Oversight Committee
Minutes**

May 30, 2006, 3:00 p.m.
AC 108, Kentfield Campus

DRAFT

Committee Members Present:

Dr. William Levinson, Chair
Roberta Michels
Julie Grantz
Dr. Lawrence Witter

Ross Millerick, Co-Chair
Ted Bright
Perry Newman
Klif Knoles

Richard Biegel
Joan Capurro
R.J. de Recat
Bill Scott

Committee Members Absent:

Nancy McCarthy

Others in Attendance:

Al Harrison
Don Flowers
Chernock
Dale Molyneux

Dr. Frances White
Yulian Ligioso
Jake Skaer

Dave Kirn
V-Anne

1. Open Meeting

Following a roll call, Dr. Levinson declared a quorum and the meeting open at 3:04 p.m. M/s (Newman/Capurro) to approve the meeting agenda. The motion passed unanimously.

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

None.

3. Minutes

M/s (de Recat/Bright) to approve the minutes of the February 28, 2006 and April 4, 2006 meetings. The motion passed unanimously.

4. Membership

A. Dr. White informed the committee that the Board accepted the committee's recommendation to extend the terms of six committee members for an additional two years, including:

Ted Bright
Roberta Michels

Klif Knoles
Perry Newman

Nancy McCarthy
Dr. Lawrence Witter

A revised roster will be prepared and distributed, showing the extended term dates of reappointed members.

B. Dr. White reported that members' terms commenced in May and will be extended in two year increments beginning in May.

C. Dr. White explained that a student trustee has been elected for the coming year. Kelea Sandfort was elected by the student body (Emeritus members do not apply). Dr. White reported that she will meet with the incoming student senate president and the incoming student trustee before the end of the current year to discuss the procedure for identifying a student member to recommend to the Board for the Citizens' Oversight Committee, which will be for a two year term. The appointment process will be complete prior to the September 19th COC meeting.

5. Staffing Update

A. Al Harrison introduced V-Anne Chernock to the committee and explained her role in the college's Measure C Modernization project.

B. Mr. Harrison also reported that the accounting staff needed to support the additional workload for the Measure C Modernization project has been hired, reporting to Yulian Ligioso, and is now up to speed.

6. Board Report

Dr. Levinson reported on his presentation of the committee's report to the Board of Trustees at the April 25th meeting.

7. Audit

Mr. Jeffrey Jensen, CPA and VP, Perry-Smith, LLP, joined the meeting to present the recently completed draft audit for the second half of 2005, dating from July 1 to December 31, 2005. Mr. Jensen indicated that all expenditures were mathematically accurate and met Prop 39 requirements. Audit exceptions and district responses are reported in the overall District audit which goes to the COM board (copies to Dr. Levinson and Mr. Millerick). A copy of the report is attached.

8. Budget

Mr. Harrison reviewed cumulative budget expenditures through April 30, 2006. The committee asked that encumbrances be added to the report by quarter. This can be provided by Swinerton and the Modernization Department at each meeting, as of the end of the previous month.

9. Quarterly Report

Mr. Dave Kirn of Swinerton reviewed the Quarterly Report, through March 31, 2006. This report will be available on the website, along with a program summary and project budgets.

Mr. Kirn described the results from the furniture fair in April and the criteria which had been set by the FF&E committee. The fair was held at both campuses and focused on standard furniture needs (not specialized).

10. Harlan Roof

Ms. Chernock explained that the priority has been changed and this project has been postponed. Instead, the fire prevention project, considered more interesting and suitable as an early project for college modernization, will be undertaken first. This project will be completed by the end of July 2006 and will serve well as a "compare/review" at the September COC meeting.

11. Master Plan / Facilities Plan & Bond Budget

The committee reviewed the timeline for Master Plan/Facilities Plan & Bond Budget approval.

12. Next Meeting Agenda & Date (3:00 p.m., September 19, 2006)

- a. Review quarterly report 4/1/06-6/30/06 - Dave Kirn
- b. Review fire mitigation project - V-Anne
- c. Review P.E. building progress - Dave Kirn
- d. Program development process status report - V-Anne
- e. Review modernization terminology - V-Anne

13. Adjourn 4:40 p.m.