Citizens’ Oversight Committee
Minutes
April 7, 2009, 4:00 p.m.
Administrative Center, room 108
Kentfield Campus

Approved

Committee Members Present:
Dr. William Levinson, Chair
Richard Biegel
Loraine Berry
Joan Capurro
Gloria Jones
Nancy McCauley
Scott McKown
Bill Scott
Dr. Walter G. Strauss
Barbara Tarasoff

Committee Members Absent:
none

Others in Attendance:
V-Anne Chernock
Don Flowers
Al Harrison
Peggy Isozaki
Melinda Molloy
Leigh Sata
Bob Thompson
Dr. Frances White

1. Open Meeting
Following a roll call, Bill Levinson, Chair declared the meeting open at 4:05 p.m. M/s (Berry/Scott) to approve the meeting agenda. The motion passed unanimously.

2. Membership
Dr. White brought to the attention of the committee that several committee members’ two year appointments will expire April 30, 2008. Dr. White thanked those committee members for their dedicated service and invited them to re-apply to be on the committee next year. The Board of Trustees will announce new members at their April meeting.

3. Comments from the Audience on Items not on the Agenda
None.

4. Minutes
M/s (Biegel/Capurro) to approve the minutes of the January 27, 2009 meeting. The motion passed unanimously.

5. Auditor’s Report
Tina Treis of Perry-Smith Accountants, LLP reported via conference call on the independent audit on applying agreed-upon procedures that Perry-Smith Accountants, LLP was contracted to perform.

During this audit accountants at Perry-Smith Accountants, LLP selected a sample representative of 50 warrants issued From July 1, 2008 – December 31, 2008 to check for mathematical accuracy and
proper representation of Bond expenditures. Ms. Treis reported that her firm has concluded that each of the representative sample of 50 expenditures accurately represented a valid Bond expenditure; expenses were properly charged in the location indicated; expenses were properly coded; and were determined to represent constructing, rehabilitation, or replacement of school facilities. They also determined that the expenditures were mathematically accurate.

6. Quarterly Report

Leigh Sata of Swinerton Management and Consulting reviewed the Quarterly Report, through December 31, 2008. This report will be available on the website, along with a program summary and project budgets.

Mr. Sata invited the committee to reference the project summary on pages 7-13 of the quarterly report. He noted that this information is a condensed and simplified version of what the charts on the pages following contain. Mr. Sata directed the Committee’s attention to the following highlights:

- There are 4 projects into DSA: Fine Arts Building, Performing Arts Modernization, Science/Math/Central Plant, and the West Campus Bridge - this process typically takes 4-6 months to complete.
- The West Campus Bridge has been bid
- The Science/Math/Central Plant will go to bid in late summer

New bond cards were distributed to the Committee

7. Annual Report

V-Anne Chernock, Director of Modernization presented the Citizen’s Oversight Committee Report to the Board of Trustees, to the committee. She informed the committee of the steps for approval of this document: first the Citizen’s Oversight Committee must approve the document; next, it will be presented and subsequently approved by the Board of Trustees; once it receives Board of Trustee approval the report will become a public document.

M/s (McCauley/Berry) to approve the Citizen’s Oversight Committee Report to the Board of Trustees. The motion passed unanimously

8. Next Meeting Agenda & Date (4:00 p.m., Tuesday, September 8, 2009)

a. Review quarterly report ending March 31, 2009 – Leigh Sata
b. Auditor’s Report ending June 30, 2009 (if available) – Al Harrison
c. Tour of the IVC Main Building – V-Anne Chernock

d. 

10. Adjourn 4:56 p.m.