

Citizens' Oversight Committee
Minutes

April 8, 2008, 4:00 p.m.
Administrative Center, room 108
Kentfield Campus

Approved

Committee Members Present:

Perry Newman, Co-Chair
Richard Biegel
Joan Capurro

Klif Knoles
Nancy McCauley
Roberta Michels

Dr. Walter G. Strauss
Dr. Lawrence Witter

Committee Members Absent:

Dr. William Levinson, Chair
Ted Bright

Elizabeth Greenberg
Nancy McCarthy

Others in Attendance:

V-Anne Chernock
Don Flowers
Rich Graziano
Yulian Ligioso

Melinda Molloy
Dale Molyneux
Leigh Sata
Bob Thompson

Tina Treis
Dr. Frances White

1. Open Meeting

Following a roll call, Perry Newman, co-chair declared the meeting open at 4:07 p.m. The meeting began without a quorum; the agenda was not formally approved. The meeting of the Citizens' Oversight Committee achieved quorum at 4:10 pm

2. Membership

Dr. White updated the committee on the application process for new members of the committee. As of the deadline, three people had submitted applications; however there were not enough qualified applicants to fill the mandated vacancies. Dr. White informed the committee that she would be speaking with the Board Officers to determine how to proceed. She encouraged the committee to contact members of their constituent groups and get them to apply.

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

None

4. Minutes

M/s (Biegel/Strauss) to approve the minutes of the February 12, 2008 meeting. The motion passed unanimously.

5. Auditors Report

Tina Treis of Perry-Smith Accountants, LLP reported 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, 2007 – December 31, 2007 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. The Committee thanked Mr. Harrison and his team in the business office for their hard work in ensuring that our accounting is correct, noting that three of four audits have resulted in no exceptions in our financial records.

6. Quarterly Report

Dr. White introduced the committee to Mr. Leigh Sata of Swinerton Consulting & Management. Mr. Sata will be taking over for Mr. Rich Graziano now that the District has entered into the construction phase of modernization. Mr. Sata reviewed the Quarterly Report, through December 31, 2007. 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 8-16 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:

- page 9: DSA (Division of the State Architect) – the Main Building Complex at IVC and the Transportation Technology Complex are expected to be returned to the District in 4-5 weeks
- page 13: Diamond PE Center Alterations - began in early March
- page 13: Geothermal Field – started this week
- page 14: 12kV Utility Extension – bid under budget

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.

The committee members expressed that they were very pleased with the report. There was concern from some members of the committee, they questioned the section relating to the role of the committee and reporting to the community. It was determined that since the Annual Report is a public document, that this, at the minimum, will fulfill the community reporting portion of the committee's charge.

M/S (Knoles/Capurro) to approve the Citizen's Oversight Committee Report to the Board of Trustees. The motion passed unanimously.

8. Modernization Schedule

Ms. Chernock directed the committee's attention to the bond cards included in their meeting packet. These cards are designed to highlight some of the major projects of the bond as well as current infrastructure projects. They are designed so that they can be carried with you for referral or distribution to the public. Bond cards are updated periodically as needed.

10. Next Meeting Agenda & Date (4:00 p.m., Tuesday, September 9, 2008)

- a. Review quarterly report ending March 31, 2008 – Leigh Sata
- b. Review quarterly report ending June 30, 2008 (if available) – Leigh Sata
- c. Auditor's Report ending June 30, 2008 (if available) – Al Harrison

Orientation for new members and tour of IVC - HAS BEEN POSTPONED UNTIL JUNE 2008. UPDATES WILL BE SENT WHEN A NEW DATE HAS BEEN DETERMINED.

10. Adjourn 5:05 p.m.