CITRUS COMMUNITY COLLEGE DISTRICT  
REGULAR MEETING (NO. 1)  
OF THE CITIZENS OVERSIGHT COMMITTEE  
CITRUS COLLEGE  
B-204 — Hayden Library Conference Room  
1000 West Foothill Boulevard  
Glendora, CA 91741-1899  

THURSDAY, SEPTEMBER 16, 2004  
3:30 p.m.

Regular Meeting No. 1

The Citizens Oversight Committee met for Regular Meeting No. 1 on Thursday, September 16, 2004, in Conference Room B-204 of the Hayden Library at Citrus College, 1000 West Foothill Boulevard, Glendora, California 91741-1899.

Members Present  
Phyllis Fritz  
David “Dean” Kays  
Sharon Lewis  
Jean-Louis Rutnam  
John Serpa  
Bobbie Wenrick

Members Absent  
Bill Bird

Guests  
David Casnocha  
Marilyn Grinsdale  
Susan M. Keith  
Ariane Lehew

Support Staff  
Carol Horton  
Christine Link  
Michael J. Viera

I. CALL TO ORDER  

Carol Horton called the meeting to order at 3:36 p.m.

II. INTRODUCTIONS  

Carol Horton, introduced herself as the Vice President of Finance and Administrative Services at Citrus College and the Convenor of the Citizens Oversight Committee. Mrs. Horton explained that the Citrus Community College District was successful at the election conducted on March 2, 2004, in obtaining authorization from the District's voters to issue up to $121,000,000 aggregate principal amount of the District's general obligation bonds (“Measure G”). The election was conducted under Proposition 39, being chaptered as the Strict Accountability in Local School Construction Bonds Act of 2000, at Section 15264
et seq. of the Education Code of the State (“Prop 39”). Pursuant to Section 15278 of the Education Code, the District is obligated to establish the committee in order to satisfy the accountability requirements of Prop 39. The Board of Trustees of the Citrus Community College District established the Citizens Bond Oversight Committee at their June 16, 2004, regular meeting.

Mrs. Horton introduced Michael J. Viera, Ph.D., Superintendent/President of Citrus College.

Dr. Viera welcomed the committee, thanking them for volunteering their time to serve on the committee. Dr. Viera explained that the committee must consist of a minimum of seven (7) members, appointed by the Board of Trustees from a list of candidates submitting written applications, and based on criteria established by Prop 39:

- One (1) student enrolled and active in a community college support group, such as student government — Jean-Louis Rutnam
- One (1) member active in a business organization representing the business community located in the District — Bill Bird
- One (1) member active in a senior citizen’s organization — David “Dean” Kays
- One (1) member active in a bona-fide taxpayers association — John Serpa
- One (1) member active in a support organization for the college, such as a foundation — Phyllis Fritz
- Two (2) members of the community at-large appointed by the Board — Sharon Lewis and Bobbie Wenrick

A. OVERSIGHT COMMITTEE MEMBERS

Mrs. Horton explained Mr. Bill Bird was unable to attend the meeting but plans to participate and attend future meetings.

Each member introduced themselves to the committee.

Dr. Viera invited committee members to attend a performance of A Night of Music on Film, in the Haugh Performing Arts Center on October 15, 2004. A reception, hosted by the Citrus College Foundation, will begin at 5:00 p.m. on the patio of the Haugh Performing Arts Center.

B. SUPPORT STAFF

Mrs. Horton introduced bond consultant, Ariane Lehew, School Advisors; and bond underwriter consultant, David Casnocha, Stradling, Yocca, Carlson, and Rauth; Marilyn Grinsdale Government Relations Officer, Division of College Advancement; and Christine Link, Executive Secretary, Superintendent/President’s Office.
C. OTHER GUESTS

No other guests were present.

III. BOARD MESSAGE

Mrs. Horton introduced Citrus Community College District, President of the Board of Trustees, Ms. Susan M. Keith. Ms. Keith represents Trustee Area No. 2, which covers Claremont and portions of Pomona and Azusa.

Ms. Keith thanked the committee for their service, indicating she looked forward to the implementation of the Educational and Facilities Master Plan in making the Citrus College campus a conducive and pleasing atmosphere for student learning. She asked committee members to remember that students are number one and need to do whatever necessary to assure that students are successful in meeting their educational goals.

IV. REVIEW OF CITIZENS OVERSIGHT COMMITTEE’S ROLE AND RESPONSIBILITIES AND THE BROWN ACT

Committee members were provided notebooks that included the following:

- Board Resolutions
- Citizens Oversight Sight Committee Bylaws
- Brown Act
- Implementation Plan Timeline
- Committee Contact Information (updates were provided to Ms. Lehew)
- Citizens Oversight Committee Website Information

David Casnocha provided an overview of the committee’s bylaws, Proposition 39, and the Brown Act.

The committee is required to meet at least once a year. The committee may meet more often as they determine necessary.

The committee is considered an advisory committee to the Board. The committee does not have independent legal capacity from the District. The committee does not choose architects, colors of paint or designs.

Committee responsibilities include informing the public concerning the District’s expenditure of bond proceeds. The committee will review expenditure reports produced by the District to ensure (a) bond proceeds are expended only for the purposes set forth in Measure G; and (b) no bond proceeds are used for any teacher or administrative salaries or other operating expenses. The committee shall present to the Board of Trustees, in public session, an annual written report. Mrs. Horton explained that the bond consultant will provide a template for the
written report and support staff will assist in typing, copying, and distributing the written report.

The committee will cease to exist and will disband when all bond proceeds have been expended.

The committee must comply with the Ralph M. Brown Act (The Brown Act). One aspect of the Brown Act dictates that committee meetings are open to the public. Agendas will be posted on the website (http://info.citruscollege.com/bond.htm - a link to the website is available at www.citruscollege.edu) and mailed to the following: Claremont Courier, Inland Valley Daily Bulletin, Los Angeles Times, San Gabriel Valley Tribune, Azusa Public Library, Claremont Public Library, Duarte Public Library, Monrovia Public Library, and Citrus College constituent group leaders.

In response to an inquiry, Mrs. Horton explained that in April 2003 the Board of Trustees approved a reimbursement resolution indicating that the District intended to finance the acquisition, construction, reconstruction and/or equipping of projects or portions of projects (approved through the Educational and Facilities Master Plan) with the proceeds of the sale of general obligation bonds or other forms of debt, the interest upon which is excluded from gross income for federal income tax purposes. Therefore, any applicable expenses incurred in the Math/Science building (currently under construction) are eligible for reimbursement.

V. SELECTION OF CHAIR, VICE CHAIR, AND ONE-YEAR TERM MEMBERS

Adhering to the committee’s bylaws, Dr. Viera appointed Sharon Lewis to serve as the initial Chair of the committee for an initial two (2) year term. Mrs. Lewis accepted the appointment.

David “Dean” Kays was nominated and unanimously voted to serve as Vice Chair.

Per committee bylaws, members drew lots selecting a minimum of two members to serve for an initial one (1) year term and the remaining members for an initial two (2) year term as follows:

- Bill Bird – Two Years
- Phyllis Fritz – One Year
- David "Dean" Kays – Two Years
- Jean-Louis Rutnam – Two Years
- John Serpa – Two Years
- Bobbie Wenrick – One Year
VI. CITRUS COLLEGE / MEASURE G WEBSITE

Mrs. Horton thanked Citrus College webpage specialist, Mr. James Rhoades, for creating the Citrus College Bond Oversight Committee website. The website is currently active and provides meeting minutes and agendas.

Mrs. Horton indicated staff would be contacting each committee member in order to schedule an appointment to have their photograph taken to be included on the website. She also plans to publish a brief biography of each committee member on the website.

Mrs. Horton encouraged committee members to review the website and provide input.

VII. FACILITIES MASTER PLAN UPDATE

Mrs. Horton reported the Education and Facilities Master Plan (copies distributed to committee members) was adopted by the Board of Trustees at their May 1, 2001, regular meeting. The document was prepared by the District’s architects (tBP) with input from all constituent groups. The plan provides an explanation of why and how facilities will be improved to meet the educational mission of the college and its projected enrollment in the year 2010. The use of the plan is to demonstrate the value of projects in funding requests, and to implement projects in an order that will best serve the changing needs of students, faculty, and the college.

The plan is not intended to be an all-inclusive roadmap for the future development of the campus. Rather, it documents the college’s educational objectives and broad solutions. The details of the projects will evolve as they are designed, but the essential mission of the college is expected to endure over time. The document has been revisited regularly to incorporate progress and changing needs.

Mrs. Horton will provide copies of the implementation plan to the committee as soon as possible. The first scheduled project is the update of the Stadium Complex. Artificial turf will be installed on the field, lights will be replaced and upgraded, an athletic field house is proposed, and concessions and restrooms will be updated.

Mrs. Horton provided an overview of the five buildings that are proposed to be constructed through bond proceeds. It was noted that almost every building on the campus will be renovated or remodeled during this ten-year construction cycle.
VIII. BOND ISSUANCE – PROCESS AND TIMELINE

Copies of the Post-Pricing Overview for the $22,000,000 General Obligation Bonds 2004 Election, Series 2004A, prepared by RBC Dain Rauscher, were distributed. Included in the document is a proposed issuance schedule of the bond. Mrs. Horton reported the bonds were sold on August 24, 2004, and closed on September 9, 2004. Citrus College received an AA3 and AA- rating.

IX. SCHEDULE OF MEETINGS

Meetings will be held quarterly. The next meeting is scheduled for January 20, 2005, at 3:30 p.m. in Hayden Library Conference Room B-204. A campus tour will be provided for the committee. The District’s architects (tBP) will make a presentation on the implementation plan.

Committee members were encouraged to contact Carol Horton for any questions, concerns, and/or to submit agenda items.

X. PUBLIC COMMENT

None

XI. ADJOURNMENT

On behalf of the Board of Trustees, Ms. Keith thanked the committee for their willingness to participate. The meeting was adjourned at 5:19 p.m.

Respectfully submitted,
Christine Link
Executive Secretary
Superintendent/President’s Office