Regular Meeting No. 6

The Citizens Oversight Committee met for Regular Meeting No. 6 on Thursday, March 23, 2006, in the Campus Center East Wing at Citrus College, 1000 West Foothill Boulevard, Glendora, California 91741-1899.

Members Present
Bill Bird
Phyllis Fritz
David “Dean” Kays
John Serpa

Support Staff
Carol Horton
Judy Rojas
Michael J. Viera

Guests
Paula Green
Ariane Lehew

Members Absent
Alejandro Hernandez
Sharon Lewis
Bobbie Wenrick

I. CALL TO ORDER
Mr. Kays called the meeting to order at 4:00 p.m. after a campus tour which started at 3:00 p.m.

II. INTRODUCTIONS
Mr. Kays called the roll of the committee members.

III. APPROVAL OF MINUTES OF December 8, 2005 MEETING
Mr. Kays asked if everyone had been able to review the December 8, 2005 minutes and if there were any changes or questions. Mr. Bird moved that the
minutes be approved as presented. Mr. Serpa seconded the motion and the minutes were unanimously approved.

IV. PUBLIC COMMENT
No public comments were presented.

V. BOND REPORT – REVENUE AND EXPENDITURES
Mrs. Horton reviewed the Revenue and Expenditures report that was distributed to the committee which reports the activity from July 1, 2005 through February 28, 2006. Mrs. Horton noted that the interest reported is from July 1st through November 30, 2005. Mrs. Horton explained that there are some expenditures that cannot be identified to just one project such as sewers, plot plans and CEQA Reports that are listed as “Across Projects”. The Stadium Field House expenditures are mostly for architectural fees. The District Capital Projects Fund is paying to renovate the MIS building to accommodate the people working on the Enterprise Resource Planning System for the next 18 to 24 months on programming and installation of the new software and hardware, but the actual software program is coming out of the bond funds. The expenditures related to the Center for Innovation and Student Services Center are all architect and DSA fees. The Fine Arts Building expenditures are related to the design phase of the project. The amounts defined as Vocational Technology expenses are those items that have been done across campus that the State did not fund. The Waste Management Complex was dedicated last week. Mrs. Horton expressed her appreciation to the committee members that attended the dedication. The Central Plant expenditures are related mostly to engineering. The Stadium Field is complete but the retention has not yet been paid. About $400,000 has been spent on Math/Science Building equipment out of a $1 million budget.

Dr. Viera added that the $15 million balance is out of our first bond issuance of $21 million. Mr. Kays asked when we will be making the next bond issuance. Mrs. Horton stated that she was thinking of late fall of 2006 or early 2007 depending on how long it takes to get started on the Center for Innovation. The first issuance has to be spent in 3 years. Mr. Kays questioned if our overhead was going to increase with all of the projects that we have going. Mrs. Horton responded that with Bob Bradshaw as the project manager and the current supervisor moving from Math/Science to the Center for Innovation, we have not needed to hire anyone but a part time secretary for Mr. Bradshaw. Dr. Viera added that he wanted to compliment Mrs. Horton and her staff for keeping the construction management costs to a very low dollar figure. Mr. Kays asked for a motion to approve the Revenue and Expenditure Report. Mrs. Fritz moved that the Revenue and Expenditure Report of July 1, 2005-February 28, 2006 be approved and Mr. Bird seconded the motion and the report was unanimously approved.
VI. UPDATE ON ANNUAL REPORT
Mr. Kays introduced Ariane Lehew and Paula Green. Mrs. Lehew thanked Mrs. Horton for the tour of the campus. Mrs. Lehew noted that there are still a few small changes that have to be made on the report but she feels that our annual report is beautiful. Mrs. Lehew introduced Paula Green. Mrs. Green passed out a draft of the annual report. There will be some fine tuning but the draft presented is 95% of what the report will look like. Dr. Viera has given his approval of the report. Mrs. Green noted that what you do not see on the draft is that each report is going to be wrapped with a personalized letter from each trustee so that the report will have an introduction by the trustee for their area constituency. The report should be to the printers within one week and it will also be posted on the website. The committee members will each get a copy and if requested additional copies will be provided to be given out at the member’s different organizations. Mrs. Lehew noted that the report is color coded to differentiate the separate areas of the report such as the college section, the foundation section and the Citizens’ Oversight Committee annual report. Mrs. Green also added that the draft is one sided, but the actual report will be in book form. Mr. Kays asked if there will be an index provided. Mrs. Green stated that there will not be an index. Dr. Viera noted that if the committee members have certain people that they would like to get a copy of the annual report, please submit their names and addresses to Paula Green and she will get them out in the mail to them. Mrs. Lehew wanted to thank Mike Fehrs and the photographer, Roy LaBomme for their work on the report. Mrs. Lehew stated that it will be the committee’s intention to produce subsequent reports annually. In order to do that we will stay on track and have the 1st draft to discuss at the fall meeting on September 21, 2006 and then add the committee input and come back with a draft at the December 7, 2006 meeting with a January presentation to the Board of Trustees. Mr. Serpa stated that he enjoyed our report much more than the others he had reviewed. Mrs. Green noted that there is no approval required as it was done at a prior meeting.

VII. REQUEST OF STAFF/ITEMS FOR FUTURE MEETINGS
Mrs. Horton asked the committee to calendar the next two meetings on June 22, 2006 and September 21, 2006. She also apologized about the air conditioning problems in the Library Conference Room and the relocation of this meeting. Dr. Wood and Mrs. Sue Keith also sent their apologies for not being able to attend the meeting. The meeting was adjourned at 4:25pm.

Respectfully submitted,

Judy Rojas
Administrative Assistant
Office of the Vice President of Finance and Administrative Services