MEMORANDUM

Date: April 26, 2017

To: Citizens Oversight Committee

From: Bill Scroggins, President/CEO

Subject: Meeting – May 4, 2017

Attached is the Agenda for the May 4, 2017, meeting of the Citizens Oversight Committee and Minutes from the February 2, 2017, meeting.

This month’s meeting will begin at 4:30 p.m., with a tour of the Business and Computer Technology Project.

We will have dinner at 5:30 p.m., and the actual meeting will begin at 6:00 p.m. If you plan to participate in the tour, please arrive at Founders Hall no later than 4:30 p.m.

Please call my office at 909.274.4250 to confirm your attendance for the meeting so we have an accurate dinner count.

Thank you!

WTS:cn

Attachment
MEETING OF THE CITIZENS OVERSIGHT COMMITTEE

Thursday, May 4, 2017
1100 North Grand Avenue, Founders Hall
Walnut, CA 91789

AGENDA

I. TOUR BUSINESS AND COMPUTER TECHNOLOGY PROJECT (4:30 p.m.)

II. DINNER (5:30 p.m.)

III. CALL TO ORDER (6:00 p.m.)
Paul Maselbas, Committee Chair

IV. INTRODUCTION OF NEW COMMITTEE MEMBERS
Brandy Turnbow (Business/Community Representative)

V. ELECTION OF NEW CHAIR/CO-CHAIR

VI. APPROVAL OF MINUTES OF THE REGULAR MEETING OF FEBRUARY 2, 2017

VII. PUBLIC COMMENT
At this time, the Citizens Oversight Committee will listen to communication from the public. Under provisions of the Brown Act, the Committee is prohibited from discussing or taking action on oral requests that are not part of the agenda. Comments are limited to no more than three minutes per person.

VIII. MARKETING UPDATE/COMMUNICATION PLAN
Uyen Mai

IX. BUILDING ON EXCELLENCE – 2016 MEASURE R AND MEASURE RR CAMPUS IMPROVEMENT BOND REPORT TO THE COMMUNITY
Jill Dolan
X. PRESIDENT’S REPORT
Bill Scroggins

XI. PROGRESS REPORT ON MEASURE RR AND BAN PROJECTS
Gary Nellesen

XII. COMMITTEE COMMUNICATION

XIII. ADJOURNMENT

Future Meetings:  August 3, 2017
                   November 2, 2017
                   February 1, 2018
                   May 3, 2018
Thursday, February 2, 2017

I. DINNER
Dinner was served at 5:30 p.m.

II. CALL TO ORDER
The regular meeting of the Mt. San Antonio College Citizens Oversight Committee was called to order at 6:01 p.m. by Paul Maselbas, Chair.

Mr. Maselbas welcomed Mario Barragan as a new Committee Member.

CITIZENS OVERSIGHT COMMITTEE MEMBERS PRESENT
Emmett Badar        Judy Nieh
Robert Carter       Jonnatthan Ortez
Marc Hawkins        Chester Sasaki
Paula Lantz         Alta Skinner
Paul Maselbas       Mario Barragan

CITIZENS OVERSIGHT COMMITTEE MEMBERS ABSENT
Suzanne Gomez       Andrew Jared

STAFF PRESENT
Becky Mitchell, Manager, Facilities Support Services
Don Sachs, Special Assistant to the President
Carol Nelson, Executive Assistant, President’s Office

GUESTS PRESENT
Rick Alonzo, Vavrinek, Trine, Day, & Co., LLP, Certified Public Accountants

III. APPROVAL OF MINUTES
It was moved by Alta Skinner and seconded by Chester Sasaki to approve the minutes of the August 4, 2016, meeting.
Ayes: Robert Carter, Marc Hawkins, Paula Lantz, Paul Maselbas, Judy Nieh, Chester Sasaki, Alta Skinner
Noes: None
Abstained: Emmett Badar, Jonnathan Ortez
Absent: Andrew Jared, Suzanne Gomez
Motion carried.

It was moved by Emmett Badar and seconded by Marc Hawkins to approve the minutes of the November 3, 2016, meeting.

Ayes: Emmett Badar, Marc Hawkins, Paul Maselbas, Jonnathan Ortez, Alta Skinner
Noes: None
Abstained: Mario Barragan, Robert Carter, Suzanne Gomez, Paula Lantz, Judy Nieh, Chester Sasaki
Absent: Andrew Jared, Suzanne Gomez
Motion carried.

IV. PUBLIC COMMENT
None.

V. FINANCIAL AND PERFORMANCE AUDIT REPORTS
Rick Alonzo from Vavrinek, Trine, Day, & Co., LLP, Certified Public Accounts, presented the Bond Audit Report.

- A review of the performance and fiscal audits of the Bond projects was presented for year ending June 30, 2017. Mr. Alonzo reported that a 39% sample size was used.
- There were no significant difficulties in dealing with management in performing and completing the audit.
- The financial audit was reviewed with the group, and the District received an unmodified opinion, which means we received a clean opinion without any audit adjustments—there were no findings or recommendations to the District.
- The performance audit was reviewed with the group, and the District received an unmodified opinion. The auditors found that the expenditures are in accordance with what the voters approved, that the District expended the Measure RR Bond Funds for specific projects approved by the voters, in accordance with Proposition 39. Again, there were no findings or recommendations to the District.
- There was discussion on the difference in audit reports from the previous accountants.
- Committee members were provided copies of both reports, and they may be found on the College’s website with these minutes.

VI. PROGRESS REPORT ON MEASURE RR AND BAN PROJECTS
- Becky Mitchell, Manager, Facilities Support Services, reviewed and explained the spreadsheets provided in the Project Budget Report, dated February 2017, that showed the Measure RR and BAN budgets.
• It was recommended to provide a map with a location on each project sheet.
• It was recommended that Committee members receive the Project Budget Report electronically prior to the meeting in order to review.
• It was recommended to present bid summary information for projects which include a list of bidders and the amounts.
• Committee members were provided a copy of Ms. Mitchell’s report, and it may be found on the College’s website with these minutes.

VII. COMMITTEE MEMBER COMMUNICATION
• Alta Skinner commented that it was nice to see the questions from the Committee so that the group can be informed and well-prepared to speak to the community.
• Mario Barragan gave thanks for the opportunity to serve on the Committee, and he’s excited to share his expertise in construction and construction management.
• Emmett Badar commended Becky Mitchell on the number of projects that the College oversees.
• Chester Sasaki commented that the new audit report is very different to understand and doesn’t include as much information as in the previous audit report.
• Marc Hawkins commented that the audit report wasn’t comprehensive enough and he would like more background information.

VIII. CITIZENS OVERSIGHT COMMITTEE MEMBER TERM
Robert Carter (Business/Community Representative) was re-appointed to another two-year term at the January 11, 2017, Board of Trustees meeting.

IX. ADJOURNMENT
The meeting adjourned at 7:27 p.m.

The next meeting will be held on Thursday, May 4, 2017, at 6:00 p.m., in Founders Hall.