

Citizen's Oversight Committee

APPROVED MINUTES

January 15, 2003 - 6 p.m. Anaheim Campus Board Conference Room

Committee Members Present: Darrell Essex, George Tsuda, Mary Bouas, Chris Lowe, Don Baldwin and Mike Schafer.

Absent: Ray Estrella, Rowland Hill and Stephanie Jones

District Staff: Jerome Hunter, Rod Fleeman, Donna Hatchett, Fred Williams, Ron Beeler and Sandy Cotter.

Visitors: Debra Shipley, Carol Minning (tBP/Architecture), and Leonard Lahtinen

Committee Chairperson Darrell Essex called the meeting to order at 6:00 p.m.

1. Approval of October 9, 2002 Meeting Minutes:

The previously distributed minutes were approved MSU.

2. Introduction of New Member:

Don Baldwin introduced himself and briefly shared his background of experience in law and insurance. He is also currently serving on the Bond Oversight Committees for the Anaheim School District and the Anaheim Union High School District. The committee and staff warmly welcomed Mr. Baldwin.

Mr. Leonard Lahtinen, President of the NOCCCD Board of Trustees, briefly introduced himself, and on behalf of the Board, thanked the committee for their commitment to serve the District and community before excusing himself for the remainder of the meeting.

3. Facilities / Bond Update:

Rod Fleeman introduced Debra Shepley and Carol Minning from tBP/Architecture, who have been working on the construction/remodel projects for the district sites. Ms. Shepley distributed copies of the presentation she then began to narrate to the Committee, outlining the various projects, the impact to the campuses, and timelines for each of the stages involved. Questions from the

Committee included clarification on the repair/remodel of the Cypress College Piazza and Campus Theater, timeline for the completion of the Piazza and the funding sources. Also discussed was the use of the general term "Remodels for Efficiency", and the new planned construction as it relates to the remodeling projects. Ms. Shepley emphasized the importance of consultation, input and planning with the campus staff, and the concern to reduce the amount of unnecessary relocation or disruption to normal operations. She noted the care used in the building exterior designs that will blend well with the existing campus images.

4. Audit Report:

Fred Williams distributed the Draft Audit Report dated November of 2002 from the firm of Vicenti, Lloyd and Stutzman, LLP. He reminded the Committee of their approval of a March - June 2002 Financial and Program Audit, and recounted the audit procedures as is stipulated in the Proposition 98 Bond Funding legislation. He noted that this firm was also conducting the audit for the District's last fiscal year. Mr. Williams briefly outlined the information in the report, addressing questions from the Committee concerning funds used to purchase the Anaheim Campus and standard investment practices for the District, including options and rates. Mr. Williams also clarified some concerns regarding the percentage of records that would serve as a sample for standard audit purposes, and the need for a resolution by the Board of Trustees approving the purchase of the Anaheim Campus site before the bond was approved by voters. Dr. Fleeman responded to a question concerning the progress of the Anaheim Campus projects as being very close to completion.

5. Other:

Mr. Essex announced the next meeting would be April 9th at 6:00 p.m. here at the Anaheim Campus, and adjourned the meeting at 6:55 p.m.

Respectfully submitted,
Sandy Cotter
Executive Secretary, Chancellor's Office