CITIZENS’ OVERSIGHT COMMITTEE
MEETING AGENDA

September 24, 2013 – 4:00 to 5:30 p.m.
Kentfield Campus – Student Services A & B (Room 203)

In compliance with the Americans with Disabilities Act, if you need special assistance to access the Citizens’ Oversight Committee meeting or to otherwise participate at this meeting, including auxiliary aids or services, please contact Human Resources (415) 485-9340. Notification at least 24 hours prior to the meeting will enable the District to make reasonable arrangements to ensure accessibility to the Citizens’ Oversight Committee meeting.

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<tbody>
<tr>
<td>1. OPEN MEETING</td>
<td>Call to Order, Roll Call and Approval of Agenda</td>
<td>5 min.</td>
<td>Action</td>
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<td>2. MEMBERSHIP</td>
<td>Welcome and Introductions (Greg Nelson)</td>
<td>5 min.</td>
<td>Discussion</td>
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<td>3. COMMENTS</td>
<td>Comments from public on non-agenda items</td>
<td>3 min.</td>
<td>Discussion</td>
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<td>4. MINUTES</td>
<td>Approval of Minutes of April 23, 2013 meeting</td>
<td>2 min.</td>
<td>Action</td>
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<td>5. ORIENTATION FOR NEW MEMBERS</td>
<td>Overview for Members of COC By-Laws, Duties and Responsibilities (Greg Nelson)</td>
<td>15 min.</td>
<td>Discussion</td>
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<td>6. ELECTION</td>
<td>Election of Vice-Chair (Greg Nelson)</td>
<td>5 min.</td>
<td>Action</td>
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<td>7. FOLLOW-UP</td>
<td>Response to follow-up suggestion from last meeting: - Suggested the college do outreach to local community To inform them of coming construction (Laura McCarty)</td>
<td>5 min.</td>
<td>Discussion</td>
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<td>8. QUARTERLY REPORT</td>
<td>Review Quarterly Report through 6/30/2013 (Ken Brazzel)</td>
<td>10 min.</td>
<td>Discussion</td>
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<td>10. ADJOURNMENT</td>
<td>Action</td>
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<td>11. OPTIONAL TOUR</td>
<td>Tour of Kentfield campus.</td>
<td>30 min.</td>
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Citizens’ Oversight Committee agendas, minutes and special reports are available at [http://www.marin.edu/MeasureC/coc/index.htm](http://www.marin.edu/MeasureC/coc/index.htm)
CITIZEN’S OVERSIGHT COMMITTEE MINUTES
DRAFT
April 23, 2013
4:00 – 5:30 PM

Committee Members Present: John Hanley, Doug Wilson, Nancy McCarthy, Donna Reeve, Ted Bright

Committee Members Absent: Charlotte Kissling, Paul Tandler, Donna Bjorn

Others in Attendance: Laura McCarty, Don Flowers, Peggy Isozaki, Bruce Hart, Bernard Rottner, Maridel Barr, Steve Wescoatt

Meeting Minutes

Open Meeting

Committee Chair, John Hanley, called the meeting to order at 4:20 pm. Introductions were made by each committee member. There were no comments from the audience on items not on the Agenda. M/s (Hanley/Reeve) made a motion to approve the agenda of April 23, 2013. The motion passed unanimously.

Minutes

M/s (Wilson/Bright) made a motion to approve the minutes of January 29, 2013. The motion passed unanimously.

Membership

Members with terms expiring this year include Donna Reeve, Ted Bright, Paul Tandler and Charlotte Kissling. Charlotte Kissling is eligible to renew her membership for the next 2 year term. The committee is seeking members who represent a business organization; a member active in a senior citizens’ organization; a support organization for the College of Marin; and a student enrolled and active in a community college support group. Laura McCarty thanked the outgoing members for their service.

Auditors Report

Peggy Isozaki introduced Steve Wescoatt, partner with the independent auditor firm of Crowe Horwath. The firm selected a sample of $8 million dollars to audit. Each expenditure was properly coded and authorized to be spent in accordance with the measure C Bond measure.
M/s (Tandler/Wilson) made a motion to accept the auditor’s report. The motion passed unanimously.

**Quarterly Report**

Ken Brazzel of Jacobs Project Management reported on activities from October 1, 2012 through December 31, 2012. The Fine Arts building is complete with DSA approving close out of the project. Both the Science Math Nursing and Performing Arts building obtained substantial completion. The Child Study Center (CSC) is in construction. The question arose as to why the CSC was a separate project. It was originally slated to be part of the new Academic Center but, there was a realization that the needs for teaching pre-school and college levels were so different as to be incompatible. Bids for the Fine Arts weatherization project were over budget. Work on the FA mechanical room will commence over summer break as well as ADA upgrades to paths of travel around the Learning Resource Center.

**New Academic Center**

Bernard Rottner, project manager for the new Academic Center, reported that bids for demolition and site prep for the Academic Center are currently out and demolition will occur over the summer. Some trees were removed over spring break and a temporary drive onto Circle Drive from Sir Francis Drake was built to help keep construction vehicles off Laurel Dr. Construction will start in fall 2013 for a completion date of mid-2015.

Laura McCarty discussed the pre-qualification process for the demolition of the four buildings, Olney, Business Center, Harlan Center and Academic Center. The purpose is to find contractors experienced at mitigating disruptions from noise and traffic at the construction site. A truck Marshall will be utilized and a construction manager will oversee mitigation measures including watering the dust, traffic flow, and covering dirt being hauled away from the site.

It was suggested that the college do some outreach to the local community to inform them of the coming construction activities.

**Next Meeting Agenda & Date (4:00 pm, Tuesday, September 24, 2013)**

M/s (Wilson/McCarthy) made a motion to adjourn the meeting. Motion carried unanimously and meeting was adjourned at 5:30 pm.
College of Marin
Citizens’ Oversight Committee Roster

Effective May 21, 2013 – April 30, 2014

**Membership:** The committee shall consist of a minimum of seven members appointed by the Board of Trustees from a list of candidates submitting written applications, and based on criteria established by Prop 39: Student (1); Business Organization (1); Senior Citizen Organization (1); Taxpayer Association (1); Supporting Organization (1); Member at Large (2).

John Hanley – Member at Large
**Committee Chair**
5/1/2012 – 4/30/2014 (1st Term)

Susan Arati - Student
5/21/2013 – 4/30/2015 (1st Term)

Donna Bjorn – Support Organization
5/1/2012 – 4/30/2014 (1st Term)

Jeff Gunderson – Member at Large
5/21/2013 – 4/30/2015 (1st Term)

Charlotte Kissling – Support Org.
5/21/2013 4/30/2015 (2nd Term)

Nancy McCarthy – Taxpayer Organization
5/1/2012 – 4/30/2014 (1st Term)

Paul Tandler – Senior Citizen Org.
5/1/2012 – 4/30/2014 (2nd Term)

Doug Wilson – Member at Large
5/1/2012 – 4/30/2014 (1st Term)

Vacant – Business Organization