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.