1. **Open Meeting**
   Following a roll call, Bill Scott, Chair declared the meeting open at 4:12 p.m. M/s (McKown/Strauss) to approve the meeting agenda. The motion passed unanimously.

2. **Membership**
   Dr. Coon brought to the attention of the committee that several committee members’ two year appointments will expire April 30, 2011. Applications for appointment (or reappointment) to the Committee will be accepted through March 31, 2011.

3. **Comments from the Audience on Items not on the Agenda**
   None.

4. **Minutes**
   M/s (McCauley/McKown) to approve the minutes of the September 14, 2010 meeting. The motion passed unanimously.

5. **Auditor’s Report**
   Jeff Jensen of Perry-Smith, LLP reported on the independent audit on applying agreed-upon procedures that Perry-Smith Accountants, LLP was contracted to perform.

During this audit accountants at Perry-Smith, LLP selected a sample representative of 90 warrants issued from January 1, 2010 – June 30, 2010 to check for mathematical accuracy and proper representation of Bond expenditures. Mr. Jensen reported that his firm has concluded that each of the representative sample of 90 expenditures accurately represented a valid Bond expenditure; expenses
were properly charged in the location indicated; expenses were properly coded; and were determined to represent construction, rehabilitation, or replacement of school facilities. They also determined that the expenditures were mathematically accurate.

6. Quarterly Report
Leigh Sata of Swinerton Management and Consulting reviewed the Quarterly Report, through September 30, 2010. This report will be available on the website, along with a program summary and project budgets.

Mr. Sata invited the committee to reference the project summary on pages 6-14 of the quarterly report. He noted that this information is a condensed and simplified version of what the charts on the pages following contain. Mr. Sata directed the Committee’s attention to the following highlights:
- The Joint Apprentice Committee began meetings at the Kentfield Campus. The Joint Apprentice Committee is held as part of the Project Stabilization Agreement (PSA). A Joint Apprentice Committee on the Kentfield Campus will begin to form during the next quarter.
- HKIT Architects were awarded the contract with the District for what is now known as the Child Study Center.

7. Banner Update
Al Harrison, Vice President of College Operations, gave a brief update on College of Marin’s Banner System. Currently Banner is used for Fiscal Services, Student Services, and Human Resources. The Banner System was initially licensed using Measure C funds for a period of 5 years, once this period of time is over the licensing fees will come from the General fund.

8. Annual Report
Laura McCarty, Director of Modernization presented the Citizen’s Oversight Committee Annual Report to the Board of Trustees, to the Committee. She informed the committee of the steps for approval of this document: first the Citizens’ Oversight Committee must approve the document; next, it will be presented and subsequently approved by the Board of Trustees; once it receives Board of Trustee approval the report will become a public document.

The following revisions were made by the Committee:
- Page 1, second paragraph, last two sentences - look up Prop. 39 language and ensure that these sentences parallel one another.
- Page 1, last paragraph on the page – revise to include the names of those appointed in May 2010.
- Page 3, Measure C Citizens’ Oversight Committee – amend the membership list to include all members of the Committee, not just the newly appointed members.

M/s (McKown/Tandler) to approve as amended the Citizen’s Oversight Committee Report to the Board of Trustees. The motion passed unanimously.

9. Next Meeting Agenda & Date (4:00 p.m., Tuesday, April 18, 2011)
   a. Review quarterly report ending December 31, 2010 (if available) – Leigh Sata
   b. Auditor’s Report ending December 31, 2010 – Peggy Isozaki

10. Adjourn 5:08 p.m. Those that wish to tour the New Fine Arts Building are invited to accompany Laura McCarty to the building.