Citizens’ Oversight Committee Minutes

September 11, 2012, 4:00 p.m.
Administrative Center, Room 108
Kentfield Campus

Approved

Committee Members Present:
Donna Bjorn
Ted Bright
John Hanley
Charlotte Kissling
Donna Reeve
Paul Tandler
Doug Wilson

Committee Members Absent:
None

Others in Attendance:
David Wain Coon
Al Harrison
Peggy Isozaki
Laura McCarty
Don Flowers
Anne Daley
Bill Krill
Kathy Joyner

1. Open Meeting
Dr. David Wain Coon called the meeting to order at 4:05 p.m. M/s (Hanley/Wilson) to approve the meeting agenda. The motion passed unanimously.

2. Membership
Dr. Coon thanked everyone for attending the meeting and asked for introductions. He noted that there were two vacant seats on the Committee, a student and a member of a taxpayer organization.

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

4. Minutes
M/s (Hanley/Bright) to approve the minutes of the April 24, 2012 meeting. The motion passed unanimously.

5. Orientation/Overview
Al Harrison reviewed the by-laws with the committee stating the committee is subject to the Ralph M. Brown Public Meetings Act of the State of California. He referred committee members to Sections 3.1, 3.2 and 3.3 of the Bylaws, which define the duties of the committee keeping the community informed of the bond expenditures, reviewing the expenditures and preparing an annual report to the Board of Trustees. He stated that staff have traditionally assisted in preparing the annual report, but it was not required. He further noted that the last bond sale will take place this fall and that the annual audit report will be provided at the next committee meeting.
6. Election
The Committee elected John Hanley as Chair and Donna Reeve as Vice Chair.

7. Follow-Up
Laura McCarthy provided information about the chill beam system in response to a request at the last meeting, noting that as a result of required cost reductions on the NAC project, the chill beam system was replaced with an air system. This resulted in a $230,000 project savings. The proposed air system is much better than existing systems and also requires minimal maintenance, such as filter changes. Bill Krill from Swinerton responded to the request for information about the Math/Science window issue. The problem was an exterior caulking failure between the caulk and the waterproof membrane on the building. As a result of field testing and review by experts to evaluate the cause, it was recommended that new caulking be installed at the joints between aluminum and aluminum rather than to the membrane. Ms. McCarty answered questions from committee members about how construction problems such as these are addressed indicating that all situations are different and must be reviewed to determine cause and liability. She noted that the Progress Reports are a good source for project updates.

8. Quarterly Report
Anne Daley from Swinerton gave a brief overview of what was contained in the DRAFT Quarterly Progress Report, updating the committee on the status of the New Academic Center, Performing Arts Renovation, Science, Math and Nursing Building, and the Child Study Center projects. She directed committee members to specific sections within the report for more detail.

9. Next meeting Agenda & Date (4:00pm, Tuesday, January 8, 2013)
   a. Auditor’s Report (Harrison)
   b. Annual Report
   c. Rendering/scale model of NAC
   d. Update on Committee Vacancies
   e. Dictionary of Acronyms
   f. Tour of Science Math (Optional)

10. M/s (Hanley/Kissling) to adjourn the meeting. Motion carried unanimously and meeting was adjourned at 5:04 p.m.

   Members who wished to went on a tour of the Science/Math Building. Another tour will be scheduled after the January meeting after the building has been completed.