

4. ACCEPTANCE OF RESIGNATION – Nancy Greenstein

Motion was made by Irma Vargas and seconded by Pierce Watson to accept the resignation of Nancy Greenstein. *Unanimously approved.*

5. REPORTS

Chair Graham Pope distributed a master report that shows the correlation between construction of Measure U projects with the allocation of funds.

- The projects listed on the report correspond to the Facilities Master Plan as follows:

	<u>Master Plan Project</u>
1. Emeritus College Facility	2.8
2. Main Stage	3.1
3. P.E. Temp. Building Replacement	1.2
4. Electrical Lights Modernization	1.5
5. BAE Renovations/Parking	2.6 and 2.7
6. Liberal Arts Phase I and II	2.3 and 2.4
7. Remodel Library Village	1.2
8. Master Plan Update	1.1
9. Literacy Center	2.5
10. North Quad Plaza	1.6
11. Infrastructure and Safety	1.4
12. Student Services Building	2.1
13. Pico Entrance	1.5
14. Replace Letters/Science	3.5
15. Science Complex Addition	3.2

- 3.3 parking ramp and recessed plaza project has been completed and is not funded by Measure U
- Time constraints could be placed on these projects by matching fund requirements
- Changes in the timeline will be distributed to the committee (from Facilities Assessment Report)
- The goal is to reduce total Measure U funding (\$179,431.85) with funding from other sources and possibly add other Measure U approved projects that are not on the list
- The amount in column "Measure U Funding" will be modified to reflect the actual amount of bond funds being used and another column will be added that indicates alternate funding
- It is difficult to determine exact timelines since there are other agencies involved in approval and construction aspects
- A supplemental report will be prepared as modifications are made indicating the modification, date, adjustments and revised amounts. The original report will be maintained, with modifications shown on attachments, so that progress can be tracked.

Documents Requested to be Prepared and/or Provided by Staff

- Master list of projects to include each project in sequence of construction with cost estimates, allocation of Measure U funds, other funding sources, and a timeline
- Status of Projects: There is a report prepared annually on all projects and plans for future projects that is submitted to the State. This document will be modified for the Committee's review and will include project description, bid documents, completion dates, change orders, cost and explanation of changes.
- Summary of the internal control environment within the college and the process of approvals so the Committee members can feel comfortable with the information they receive and know that appropriate processes are in place and have been followed.
- Letter from Auditor as of 6/30/2002 (first year of Measure U)
- Audit Report
- Updated timeline every six months (May and October)
- Assembly Bill 1980 and Article XIII A Section 1 of the California Constitution (attached). The Committee was reminded that its major purpose is to ensure that Measure U funds are being properly allocated and expended, and that there are appropriate controls over projects and costs. The Committee is not expected to be an independent auditor.

6. PUBLIC COMMENTS

None

7. ADJOURNMENT- 9:00 a.m.

The next meeting of the Citizens' Bond Oversight Committee will be held on Wednesday, April 30, 2003 at 8 a.m., location to be determined.

8. TOUR OF BAE FACILITY

Attached: Revised Project Report
Assembly Bill 1908, Chapter 44, Chapter 1.5, Article 2
California Constitution, Article XIII A

Notes (not for minutes)

For Next meeting:

- Project report and progress (Tom to prepare)
- Updated timeline (from 3D International report)
- Revised project list (Tom)
- Attachments to Revised project list as modifications are made
- Internal Control Environment Report (Tom)
- Audit Statement as of 6/30/2002 (Tom)