I. CALL TO ORDER
Vice Chair David Boll called the meeting to order at 6:05 p.m.

1. Roll Call:  David Boll, John Sitton, John Hansell, Jack Bachofer, Sandy Habr
   Also Attending:  Steve Kinsella, Joe Keeler, Susan Cheu, Jan Chargin,
   Angie Oropeza (recording secretary)

II. Organizational Meeting
1. Election of Officers
   Steve Kinsella reported that Douglas Marshall completed his term on this
   committee, and according to the bylaws, the Vice Chair, David Boll, automatically
   moves to Chair.  John Hansell volunteered as a nominee for the Chair position.
   MSC (J.Sitton/J.Bachofer) unanimous, to close nominations.
   MSC (J.Bachofer/J.Sitton) unanimous, to elect David Boll Chair and John Hansell
   Vice Chair.

III. Consent Agenda
1. Minutes – December 6, 2010
   MSC (J.Hansell/J.Bachofer) unanimous, to approve.

   Steve Kinsella introduced new committee member Sandy Habr.  Sandy is the
   Gavilan Educational Foundation representative.  Everyone introduced themselves.

IV. Approval of Agenda
MSC (J.Hansell/S.Habr) unanimous, to approve.

V. Comments from the Public – This is a time for the public to address the Citizens’
Oversight Committee
Joe Keeler introduced Susan Cheu, Business Services Director.  John Sitton requested
that a thank you note be sent to Suzanne Bulle for her service to the Citizens’
Oversight Committee; staff will follow up.

VI. INFORMATION ITEM(S)
1. Report to the Community
   Jan Chargin distributed and reviewed the draft “Report to the Community”.  She
   stated that to save funds, we usually combine it with another publication.  This time
   it will be incorporated into the college newsletter.  The publication will have general
   college information, though the bulk of the information will be regarding Measure E,
   and will satisfy the legal requirement to report to the public.  Jan will work with
   David Boll to develop a statement for the report.  Committee members agreed to
   send input to Jan; she will make edits, review for accuracy, and send the report
   electronically to committee members for their final review before distribution.
2. Item(s) presented at board meetings for information or approval by the Board of Trustees:

December 14, 2010 – no items presented

January 11, 2011
• FY 2009-2010 District and Measure E Bond Audit Reports

February 8, 2011
• Measure E Bond Quarterly Preliminary Financial Status Report at December 31, 2010
• Measure E Cash flow Analysis and Options
• Measure E Budget Adjustments
• Capital Project Change Order

VII. DISCUSSION ITEM(S)
1. Update Measure E Activities

Information in response to committee members’ questions included the following:
• Measure E Bond Quarterly Financial Status Interim Report – under revenues, the parking fund contribution and scheduled maintenance contribution: this is a parking fund developed through the purchase of parking passes, or when people get tickets. A portion was used when we were doing the parking lots. It is the same thing with scheduled maintenance. We used to get scheduled maintenance funds. Up to a certain amount it was a dollar-for-dollar match with the district. We used the Measure E funds to match it; a lot of the things we were doing were considered to be maintenance.

• The fund balance of $4 million for land acquisition will stay where it is for now, in addition to $10 million remaining from other projects. The Board of Trustees does not want to move it into any particular account. A lot of projects have come in under cost. We still have a long list of things we would like to do but will finish the project list first. The Board will then assess where it wants to go with the remaining amount of money. We have matching funds up to $7 million but will use it on more current projects because the matching projects could be up to 10 years or more in the future. The social science building is the last project then we’ll wait to hear about the state capital construction money. When it comes in, we’ll use the match funds to start on the physical education building, then the library. If we have money left over and if we have another project we can put in position, we can do that.

• We are continuing to look for a temporary site in Hollister. There is concern regarding unresolved state funding issues for the redevelopment agencies. Jack Bachofer reported that the Hollister School District is looking at several options to solve the budget issues in the district. Among them is moving sixth grade to elementary schools and possibly free up a middle school that could be leased. Hollister District’s downsizing may affect us by giving us another possible location for a temporary site.

• We cut our schedule by 5%, our enrollment is down by 2%, but if you look at the same facilities, same period, we are up by 3%. We are way over our enrollment cap so we have to see what we can do to reduce our overall enrollment. Next year the state budget will reduce the total number of students by as much as 5% to save money. However, we are increasing class sections. The economy is improving and students will head back to work and fit school between work activities. In the fall the enrollment will dip down and the
additional sections will pick up more students. We have the funds for the additional sections so we can have the capacity available and be positioned so when enrollment is funded by the state, we’ll have the enrollment we need.

VIII. ACTION ITEM(S)
1. FY 2009-2010 Measure E Bond Audit Reports
   Joe Keeler reviewed the two audit reports. The first report is General Obligation Bonds Financial Statements with Supplementary Information. He read the independent auditor’s opinion and stated that it is a clean opinion, and the best possible outcome. The second report is a Performance Audit. The question here is, did the district spend the money the way it should. He read the independent auditor’s opinion from that report indicating that everything we spent is in accordance to what the voters voted for. David Boll thanked Steve Kinsella and Joe Keeler for doing an excellent job.
   MSC (J. Hansell/S.Habr) unanimous to accept the Bond Audit Reports.

2. Set Next Meeting Date(s)
   September 19, 2011, 6:00 p.m.

IX. CLOSING ITEMS
1. Adjournment
   The meeting was adjourned at 6:42 p.m.