I. Call to Order
Dr. Vela called the meeting to order at 6:11 pm.

II. Welcome
Dr. Vela introduced herself and thanked the committee members for their time and willingness to serve on the Citizens’ Bond Oversight Committee.

Each member of the committee introduced themselves and stated a brief reason as to why they wanted to serve on the committee.

III. Public Comments
There were no public comments.

IV. Role and Responsibilities of Committee
Mr. Casnocha, Municipal Bond Attorney, briefed the committee members on their role as members of the Citizens’ Oversight Committee. He provided the committee members with a summarization of the bylaws, with the most important provisions, to give the committee members the scope of their responsibility. The following are highlights of his summarization:

Documentation that the committee can expect to receive include copies of any public records that have gone to the Board that relate to Measure CC projects. Dr. Vela added that once the Board approves the updated Facilities Master Plan, they will each be provided a copy.

The three primary duties of a committee member are to 1) inform the public; 2) review expenditures; and 3) present to the Board an annual written report.

The ways the committee can fulfill the duty to inform the public of the successes of the program:

* Establish a website with assistance from the District
* Write letters to an editor of a newspaper
* If the President has a quarterly or annual newsletter, have an occasional column report from the oversight committee that is publicly distributed
* Attend periodic Board meetings

Mr. Casnocha provided the committee with a summary of the Brown Act that was prepared by the state attorney general’s office. In brief, the Brown Act is a state law that encourages meeting in public and the discussion of public issues. He highlighted the following regarding the Brown Act: serial meetings are prohibited, and any topics that a committee member would like to be placed on an agenda, this information should be forwarded to the responsible person.

V. Appointment of Chair and Election of Vice Chair
According to the bylaws, Section 9, the Superintendent/President shall appoint the initial Chair to serve an initial two (2) year term. Dr. Vela asked Ms. Jones to accept this position and Ms. Jones agreed.

Dr. Vela asked for nominations for Vice Chair. Ms. Rangell nominated Jean McHatton. Ms. Jones made a motion to close nominations, Ms. Rangell seconded the motion. The vote for Jean McHatton to serve as vice chair was unanimous.

VI. Selections of Terms of Office
Via a drawing, Mr. Casnocha picked the following committee members to each serve a 1 year term, noting that a member can serve up to two (2) consecutive terms: Andy Harrod, Jean McHattan and Mary Villegas. All other committee members will serve a 2 year term. When the committee member’s term year expires, [December, 2005] this will be an opportunity to extend the terms of office if the member chooses, and if that is the will of the committee.

Dr. Vela inquired as to how committee membership works with the student representative. Mr. Casnocha replied that the student representative serves just like any other committee member. The law states that to be a student representative you have to be enrolled in the college; once you are no longer enrolled, you can serve on the committee for 6 months following the date of which you’ve withdrawn as an active student. The Board of Trustees would then take applications for other student representatives to fill out the unexpired portion of the term, or if he/she loses their eligibility.

VII. Establishment of Meeting Schedule
Dr. Vela suggested for the first academic year [2004/05] that the committee meet again in April or June, as May is a busy month with end of the year activities. This meeting would depend on the amount of work that the District could provide to the committee via a report. Dr. Vela indicated she would keep the committee informed in a timely fashion.
It was noted that if any member would like an item placed on the agenda, please contact Linda Kaufman by phone at (562) 860-2451, x2241 or e-mail, lkaufman@cerritos.edu.

VIII. Update of Campus G.O. Bond Committee Work

Dr. Vela noted that the campus established a G.O. Bond Implementation Committee that is representative of the campus community. Because it is a large committee and there are a lot of tasks to be addressed, the committee agreed it would be good to establish a smaller sub-committee that would actually engage in some work and make recommendations to the larger G.O. Bond committee.

Available to the committee was a G.O. Bond (Series 2004A) spreadsheet that outlined the amount of the first bond sale, the expenditures made, and the estimated expenditures to be made. Ms. Higdon provided a brief summary of the estimated expenditures. Dr. Vela stated to the committee the importance to the District the need to maximize the value of the G.O. bonds. As a lot of colleges have passed bonds, the Chancellor’s Office has put community colleges on notice to be careful about not overbuilding because the Chancellor’s Office will only fund for maintenance and operation of those facilities based upon what the District has qualified for. Dr. Vela made clear that the District is going to follow the normal process for qualifications from the State so that we do not place the college in a situation where we overbuild beyond our needs. She commended Ms. Higdon, Deborah Shepley and the many others for their time and commitment in providing the information needed to update the space inventory. Dr. Vela remarked that the District is trying to position itself to maximize resources to qualify for as much state funding as we can, following all the rules and regulations, so as to stretch our communities’ resources with which they supported us.

Ms. Jones inquired about the additional $4 million dollars needed for PeopleSoft implementation. Dr. Vela replied that like any other educational institution that has transitioned from a legacy system to one like People Soft, you initially go with a very generic version of the program. As the needs of the particular college go forward, so do the additional software packages needed in order to conduct business.

Ms. Jones also suggested that for future meetings, the financial spreadsheet not be abbreviated and requested that more background information be provided. Dr. Vela agreed and ensured the committee that the spreadsheet would be easier to read.
Deborah Shepley provided the committee with a PowerPoint presentation highlighting the current Master Plan and the proposed master plan option developed by the GO Bond sub-committee. Dr. Vela thanked Ms. Shepley for her presentation and commended the GO Bond sub-committee for their hard work.

Saul Romero inquired as to what departments would be going into the Media Arts Complex (formerly Fine Arts building)? Dr. Vela explained that one of the things she wants to move away from is ownership of a building, reinforcing the concept that no one owns any of these buildings, they belong to the community. These buildings should be thought of as multifunctional, built in as flexible a fashion as possible. Thus we don’t yet know all the specific departments going into each area.

IX. Adjournment
The meeting was adjourned at 8:22 pm