



MT. SAN ANTONIO COLLEGE

PRESIDENT'S OFFICE

909.274.4250

M E M O R A N D U M

Date: April 26, 2017
To: Citizens Oversight Committee
From: Bill Scroggins, President/CEO
Subject: **Meeting – May 4, 2017**

Attached is the Agenda for the May 4, 2017, meeting of the Citizens Oversight Committee and Minutes from the February 2, 2017, meeting.

This month's meeting will begin at 4:30 p.m., with a tour of the Business and Computer Technology Project.

We will have dinner at 5:30 p.m., and the actual meeting will begin at 6:00 p.m. If you plan to participate in the tour, please arrive at Founders Hall no later than 4:30 p.m.

Please call my office at 909.274.4250 to confirm your attendance for the meeting so we have an accurate dinner count.

Thank you!

WTS:cn

Attachment



MT. SAN ANTONIO COLLEGE

MEETING OF THE CITIZENS OVERSIGHT COMMITTEE

Thursday, May 4, 2017

1100 North Grand Avenue, Founders Hall

Walnut, CA 91789

AGENDA

- I. **TOUR BUSINESS AND COMPUTER TECHNOLOGY PROJECT** (4:30 p.m.)
- II. **DINNER** (5:30 p.m.)
- III. **CALL TO ORDER** (6:00 p.m.)
Paul Maselbas, Committee Chair
- IV. **INTRODUCTION OF NEW COMMITTEE MEMBERS**
Brandy Turnbow (Business/Community Representative)
- V. **ELECTION OF NEW CHAIR/CO-CHAIR**
- VI. **APPROVAL OF MINUTES OF THE REGULAR MEETING OF FEBRUARY 2, 2017**
- VII. **PUBLIC COMMENT**
At this time, the Citizens Oversight Committee will listen to communication from the public. Under provisions of the Brown Act, the Committee is prohibited from discussing or taking action on oral requests that are not part of the agenda. Comments are limited to no more than three minutes per person.
- VIII. **MARKETING UPDATE/COMMUNICATION PLAN**
Uyen Mai
- IX. **BUILDING ON EXCELLENCE – 2016 MEASURE R AND MEASURE RR CAMPUS IMPROVEMENT BOND REPORT TO THE COMMUNITY**
Jill Dolan

X. PRESIDENT'S REPORT

Bill Scroggins

XI. PROGRESS REPORT ON MEASURE RR AND BAN PROJECTS

Gary Nellesen

XII. COMMITTEE COMMUNICATION

XIII. ADJOURNMENT

Future Meetings: August 3, 2017
November 2, 2017
February 1, 2018
May 3, 2018



MT. SAN ANTONIO COLLEGE

REGULAR MEETING OF THE CITIZENS OVERSIGHT COMMITTEE

Thursday, February 2, 2017

MINUTES

I. DINNER

Dinner was served at 5:30 p.m.

II. CALL TO ORDER

The regular meeting of the Mt. San Antonio College Citizens Oversight Committee was called to order at 6:01 p.m. by Paul Maselbas, Chair.

Mr. Maselbas welcomed Mario Barragan as a new Committee Member.

CITIZENS OVERSIGHT COMMITTEE MEMBERS PRESENT

Emmett Badar	Judy Nieh
Robert Carter	Jonnatthan Ortez
Marc Hawkins	Chester Sasaki
Paula Lantz	Alta Skinner
Paul Maselbas	Mario Barragan

CITIZENS OVERSIGHT COMMITTEE MEMBERS ABSENT

Suzanne Gomez	Andrew Jared
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STAFF PRESENT

Becky Mitchell, Manager, Facilities Support Services
Don Sachs, Special Assistant to the President
Carol Nelson, Executive Assistant, President's Office

GUESTS PRESENT

Rick Alonzo, Vavrinek, Trine, Day, & Co., LLP, Certified Public Accountants

III. APPROVAL OF MINUTES

It was moved by Alta Skinner and seconded by Chester Sasaki to approve the minutes of the August 4, 2016, meeting.

Ayes: Robert Carter, Marc Hawkins, Paula Lantz, Paul Maselbas, Judy Nieh, Chester Sasaki, Alta Skinner

Noes: None

Abstained: Emmett Badar, Jonnatthan Ortez

Absent: Andrew Jared, Suzanne Gomez

Motion carried.

It was moved by Emmett Badar and seconded by Marc Hawkins to approve the minutes of the November 3, 2016, meeting.

Ayes: Emmett Badar, Marc Hawkins, Paul Maselbas, Jonnatthan Ortez, Alta Skinner

Noes: None

Abstained: Mario Barragan, Robert Carter, Suzanne Gomez, Paula Lantz, Judy Nieh, Chester Sasaki

Absent: Andrew Jared, Suzanne Gomez

Motion carried.

IV. PUBLIC COMMENT

None.

V. FINANCIAL AND PERFORMANCE AUDIT REPORTS

Rick Alonzo from Vavrinek, Trine, Day, & Co., LLP, Certified Public Accounts, presented the Bond Audit Report.

- A review of the performance and fiscal audits of the Bond projects was presented for year ending June 30, 2017. Mr. Alonzo reported that a 39% sample size was used.
- There were no significant difficulties in dealing with management in performing and completing the audit.
- The financial audit was reviewed with the group, and the District received an unmodified opinion, which means we received a clean opinion without any audit adjustments—there were no findings or recommendations to the District.
- The performance audit was reviewed with the group, and the District received an unmodified opinion. The auditors found that the expenditures are in accordance with what the voters approved, that the District expended the Measure RR Bond Funds for specific projects approved by the voters, in accordance with Proposition 39. Again, there were no findings or recommendations to the District.
- There was discussion on the difference in audit reports from the previous accountants.
- Committee members were provided copies of both reports, and they may be found on the College's website with these minutes.

VI. PROGRESS REPORT ON MEASURE RR AND BAN PROJECTS

- Becky Mitchell, Manager, Facilities Support Services, reviewed and explained the spreadsheets provided in the Project Budget Report, dated February 2017, that showed the Measure RR and BAN budgets.

- It was recommended to provide a map with a location on each project sheet.
- It was recommended that Committee members receive the Project Budget Report electronically prior to the meeting in order to review.
- It was recommended to present bid summary information for projects which include a list of bidders and the amounts.
- Committee members were provided a copy of Ms. Mitchell's report, and it may be found on the College's website with these minutes.

VII. COMMITTEE MEMBER COMMUNICATION

- Alta Skinner commented that it was nice to see the questions from the Committee so that the group can be informed and well-prepared to speak to the community.
- Mario Barragan gave thanks for the opportunity to serve on the Committee, and he's excited to share his expertise in construction and construction management.
- Emmett Badar commended Becky Mitchell on the number of projects that the College oversees.
- Chester Sasaki commented that the new audit report is very different to understand and doesn't include as much information as in the previous audit report.
- Marc Hawkins commented that the audit report wasn't comprehensive enough and he would like more background information.

VIII. CITIZENS OVERSIGHT COMMITTEE MEMBER TERM

Robert Carter (Business/Community Representative) was re-appointed to another two-year term at the January 11, 2017, Board of Trustees meeting.

IX. ADJOURNMENT

The meeting adjourned at 7:27 p.m.

The next meeting will be held on Thursday, May 4, 2017, at 6:00 p.m., in Founders Hall.

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