

## Meeting Minutes

November 10, 2011

5:00 p.m. Board Room

**Members Present:** Jim Booth, Aaron Contreras, Larry Edmundson, Richard Greenhagen, William Martinez

**Members Absent:** Judy Battey, Valerie Lichtman

### **District Staff Present**

Gloria Harrison, President, CHC

Charlie Ng, Vice Chancellor Fiscal Services

Mike Strong, Interim Vice President Administrative Services, CHC

Steve Sutorus, Business Manager

### **Guests Present:**

Ken Coate, Community Member

Diana Johnson, Program Manager, SBVC, Kitchell BRj Seville

Ben Leavitt, Christy White Accountancy

Bruce McDonald, Senior Project Manager, CHC, Kitchell BRj Seville

Sheila Nelson, Contract Administrator, Kitchell BRj Seville

Leanne Perrault Student, CHC

Kristen Prendergast, Christy White Accountancy

Chris Walsh, Student, CHC

Christy White, Christy White Accountancy

### **Welcome/Introductions**

Jim Booth called the meeting to order at 5:05 p.m. Self-introductions were made. Charlie mentioned that the committee's newest member, Valerie Lichtman, could not be at this meeting. He then asked if Jim would serve out the rest of his term as chair person, since the former chairperson, Ron Coates, was no longer on the committee. Richard Greenhagen motioned, Larry Edmundson seconded, and the committee members voted as follows to approve this action: Ayes – Booth, Contreras, Edmundson, Greenhagen, Martinez; Noes – None. Jim asked if we needed to elect a vice chair. Charlie advised that he would research this and get back to the committee.

### **Approval of August 23, 2011**

Larry, Jim seconded, and the committee members voted as follows to approved the minutes of August 23, 2011: Ayes – Booth, Contreras, Edmundson, Greenhagen, Martinez; Noes – None.

### **Public Comment**

There was no public comment.

### **Review Committee By-Laws**

Charlie reviewed the committee charge and proposed that the committee adopt the change in organizational meeting date from July to November. Jim motioned to do so, Richard seconded, and the motion was unanimously carried.

Larry and Richard inquired about the District's procedure for by-law 4.1.(b), inspecting the college facilities and grounds for which bond proceeds have been or will be expended. Charlie advised that any CBOC member that wanted to visit a District site constructed by bond funds should contact himself or one of the presidents, depending on the site to be inspected.

### **Construction Program Update**

Bruce McDonald, Diana Johnson and Sheila Nelson briefed the committee on the status of the bond program construction program. Jim asked that a column be added to the Measure M financial information to show estimated completion amount. These figures will be included at the next meeting.

### **Financial Review & Bond Audit**

Steve introduced Christy White who presented the CBOC audit. Ben Leavitt briefed the committee on the approaches used in the audit and the results of the performance audit. Richard made a motion and Larry seconded to accept the audit. The motion carried unanimously.

### **Approval of 2010-11 Annual Report**

Larry motioned and Richard seconded to approve the draft of the annual report. The motioned carried unanimously. Richard volunteered to present the report to the District Board of Trustees at the December 8, 2011 meeting.

### **Adjournment**

The next meeting is scheduled for March 13, 2012. Jim Booth adjourned the meeting at 6:05 p.m.