The meeting of the Measure D Citizens’ Oversight Committee was held at, 6500 Soquel Drive, room 2030, Aptos, CA on Thursday, December 4, 2014 at 9:00 am.

Present: Kathy Blackwood, Blaine Brokaw, Ceil Cirillo, Carter Frost, Ronald Kaplan, Georgia Acosta

Staff: Laurel Jones, Victoria Lewis, Graciano Mendoza, Joe Nugent

Guests: Terri Montgomery, Auditor, Vavrineck, Trine, Day (VTD)

Absent: Sharon Gray

Notetaker: Tatiana Bachuretz

Ms. Blackwood called the meeting to order at 9:06.

I. Agenda Modifications: None.

II. Comments from the Public: None.

III. Minutes: The minutes of February 6, 2014 were approved (Cirillo/Frost) with one abstention.

IV. 2013-14 Bond Performance and Financial Audit

The draft 2013-14 audit was emailed to the committee in November, 2014. Terri Montgomery, VTD reviewed both the Financial Audit Report and the Performance Audit as of June 30, 2014. Ms. Montgomery noted that the Independent Auditors’ Report is a clean, unmodified opinion. Boilerplate notes are as follows:

- Page 7: funds are invested in the county treasury, Ed code requires that. This county’s pool matures in two years.
- Page 8: remaining bond funds are a very small number this time. This is not included in the numbers on the prior pages. Funds have not been spent yet, but contracts have been signed.

Mr. Kaplan raised concerns about the review time of the audit by the committee and the role of the committee. Mr. Kaplan noted that, in the future, he needs more time to scrutinize the audit.
Mr. Brokaw advised that the role of the committee it to ensure that the audit has been reviewed without concern and is reasonably understandable. The point of committee is to ensure transparency and to receive issues of concern. If there are none, that is good. The committee provides oversight to the staff that investigate the issues of concern. If there were findings, the committee would be involved in drafting a response, what staff will do to correct the problem, and would communicate that to the public in the annual report. The fact that aren’t findings is a good sign. It was moved to accept the report (Cirillo/Frost). The motion carried.

The committee introduced themselves.

Ms. Montgomery reviewed the performance audit. Page 1, the results of our tests indicate the funds were used only for specific projects approved by the voters.

It was moved (Blackwood/Cirillo) to accept the performance audit. The motion carried.

V. **Annual Report:**
The committee reviewed the draft letter, report and financial report. The letter is a general piece to the public, there are edits. Mr. Frost asked about Dental Hygiene program funding—they have a year with an extension plan. The draft is historically correct.

Mr. Frost asked about whether Precision Wellness is listed in the letter. Should the committee list that Cabrillo operates a revenue center by leasing a portion of the Health & Wellness Center? Staff might want to reflect that, unlike facilities being used for educational purposes, the Health and Wellness facility has a revenue generating component. Staff noted that Precision Wellness is a new lease and that the space serves a dual purpose for instruction and revenue generation. Mr. Brokaw noted that he hasn’t done a walk through in the Wellness Center in the last six months. Ms. Lewis noted that once a year staff invites the committee to tour facilities and that members can request a tour at any time. Ms. Cirillo suggested that “new” maybe oxymoronic. Dr. Jones stated that the letter highlights projects within the life of the bond. Ms. Lewis noted that most of the current projects focus on renovation to existing buildings.

**The committee agreed to add the following language to the letter:** This is a joint use building that serves both instructional and revenue needs of the college.

Mr. Frost noted there is an outreach office in the Student Activities Center (SAC), the bookstore, student assessment and an office for a Vice President.

**The committee agreed to add the following language to the letter:** as well as related student services programs and services. It was moved to recommend to the chair to approve the letter (Frost/Blackwood). The motion carried.

Ms. Cirillo was nominated as chair (Brokaw/Blackwood). The motion carried.
Ms. Lewis noted that we are in final stages of spending the bond funds, $1.7 million to spend and we anticipate completing the remaining projects by 2015 and will begin the close out process. Mr. Kaplan noted that it is easier to review with a paper in front of him and requested that hard copy materials are mailed out in advance.

It was moved (Brokaw/Frost) that Mr. Kaplan serve as vice chair of the committee. The motion carried.

VI. Project Status Update:
- **800 STEM Center:** DSA closure anticipated in next month.
- **600 Building:** Is now complete, DSA approved.
- **Building 100 HVAC renovation project:** Substantially complete; awaiting DSA approval.
- **Smart classroom upgrades:** Smart classroom upgrades include carpet, paint, upgrade technology, lecture space for instructors. 429 will be done this spring.
- **1550 1600 HVAC** will be done over winter break.

The committee asked how many more meetings? The committee should probably meet again in March. Joe will schedule a tour before the next meeting and everyone will be invited. Staff will poll the group for availability in early March so that the committee can see the facilities before the final meeting. (hold March 6th)

VII. Status of Measure D Bond Program:
Ms. Lewis noted that Cabrillo is in the final stages of spending the bond funds. If there are funds available after the Building 1550/1600 HVAC project is complete, staff will work down the priority list and will commit all of the bond funds by spring.

The committee will take a photo and tour facilities at the next meeting.

VIII. Next meeting: Possibly March 6, 2015 at 9:00 am.

Action items:

| 1. Revise annual report and send to committee | Tatiana |

The meeting adjourned at 10:08 am.