

dates as follows:

- Tuesday, April 8, 2008, Ukiah Campus
- Tuesday, July 8, 2008, Willits Center
- Tuesday, October 14, 2008, Ukiah Campus
- Tuesday, January 13, 2008, Ukiah Campus

*Quarterly Bond
Reports to CBOC*

Measure W Bond Program Quarterly Status Report – January 2008

Lehner presented the Measure W Bond Program Quarterly Status Report - January 2008 to the Committee stating that the set up was basically the same as the previous quarter with the following additions:

- Page Numbers
- Updated Introduction
- The inclusion of expenditures from 2006-07
- A Financial Activity Report

**Measure W Bond Program Financial Activity Report – July 1, 2007 to
November 30, 2007**

Vice President of Administrative Services Larry Perryman presented the Measure W Bond Program Financial Activity Report and explained the detail included in the report to the members.

- Where happens to any unused money from a specific project?
 - Perryman explained that once a project is completed, any excess funds are transferred into a Contingency Fund and can be traced via the Financial Activity Report, since program codes are attached to each project to identify activity.
- It was suggested that a Project Timeline Report, currently maintained by the Bond Management Office, would be a useful tool to members since it would keep members apprised of the status of each project, the sequencing/critical path for each project, and the progress being made in the planning process.
- As we go forward, we should continue discussions to provide clear, concise, and easily understood information to internal and external contacts.

*CBOC Annual
Report to
Community*

Lehner provided several samples of Citizens Bond Oversight Committee Reports to the Community and informed members that she plans to prepare a draft for the April 2008 CBOC meeting, and anticipates mailing of the Report to take place in July and August 2008.

- Several suggestions were made regarding the format of the report and how it should be distributed to the community.
- Lehner advised that the costs associated with the CBOC Report to the Community would be borne by the District and would not involve Bond monies.

*Future Agenda
Items*

Annual Independent Performance Audit

Perryman advised the members that the Annual Independent Performance Audit would be completed before the next CBOC meeting in July.

Perryman explained that the Performance Audit is a compliance audit to assure

that the Bond Implementation Planning Committee and the Citizens' Bond Oversight Committee are performing and reporting to the community as required by Proposition 39 and are complying with bid procedures.

Annual Independent Financial Audit

Perryman advised members that the Financial Audit Report will be completed in the next couple of weeks and will be available to members at the next meeting.

Request for additional information on Enterprise Resource Planning and Network Upgrade project

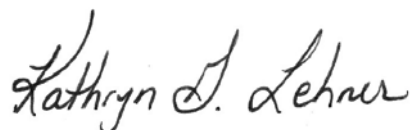
Interest was expressed by members in the Network Upgrade project and the impact of the project on the campus community.

Perryman suggested to the members that a member of the IIS (Integrated Information System) team attend the CBOC meeting in July to answer questions and explain the positive impact that will be realized in the future.

All members supported the suggestion and Perryman agreed to arrange for the Director of Computing Services to be present at the next meeting.

ADJOURNMENT The meeting was adjourned at 7:00 PM.

Submitted by:



Kathryn G. Lehner, Superintendent/President

MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT
MINUTES
Citizens' Bond Oversight Committee

A regular meeting of the Mendocino-Lake Community College District Citizens' Bond Oversight Committee (CBOC) was convened on Tuesday, April 8, 2008, Mendocino College, 1000 Hensley Creek Road, Ukiah CA.

GENERAL MATTERS

- Call To Order* The meeting was called to order at 5:00 PM by Chair Charles Myers.
- Members*
- | | |
|--------------------------|-------------------------|
| Charles Myers, Chair | Myron Holdenried |
| Jim Mulheren, Vice Chair | Joanne LaCasse |
| Marty Lombardi | George Feola |
| Bill Jack | Sabra Lugthart - absent |
| Diane Pauli | Timothy Poma - absent |
| Gary D. Smith | |
- Support Staff Present* Kathy Lehner, Superintendent/President
College Staff: Meridith Randall, Larry Perryman, Mike Adams, Carolyn Pryor
- Public Comments* No public comments
- Agenda Approval* M/S/C (Pauli/Smith) RESOLVED, That the Citizens' Bond Oversight Committee does hereby approve the agenda as presented.
- Approval of Minutes* M/S/C (Jack/Feola) RESOLVED, That the Citizens' Bond Oversight Committee does hereby approve the minutes of January 8, 2008 with a correction indicating that Joanne LaCasse was present at the meeting.
- Presentations* **Architectural Projects (Alan Butler and Jeff Blechel, TLCD Architecture)**
Alan Butler and Jeff Blechel, TLCD, updated the members on the current status of the Library/Learning Resource Center and the Facilities Master Plan Phase II Planning Concepts.
Butler's L/LRC presentation brought members from the beginning/concept phase, through the schematic design phase, to the current design/development phase. He stated that user groups are continuing to meet to finalize internal, functional requirements. Butler estimated that it will be another nine months before the design work is completed. Blechel assured members that cost estimates are done continually throughout each process to address cost escalations and adjustments. Butler stated that if the new Statewide Bond Measure is successful in November 2008, construction could begin late in 2009 or early 2010. If the Bond Measure does not pass, the start of construction will be delayed due to the lack of matching funds from the State.
Butler then presented the Facilities Master Plan Planning Concepts which outlined a planning process encompassing existing organizational concepts,

current planned new buildings, Phase I Growth, and Phase 2 Growth.

Annual Independent Financial and Performance Audit (Steve Pittman, Nystrom and Co.)

Steve Pittman, Nystrom and Co., presented the Audit of General Obligation Bonds for the period from July 1, 2006 through June 30, 2007. Members were advised of the need to determine whether or not the format presented in the audit was to be used in the next audit.

Integrated Information System/Datatel Colleague (Karen Christopherson, Director of Computing Services)

Karen Christopherson, Director of Computing Services, provided members with a brief history of the completed network upgrade process, the decision to pursue a student software system upgrade, the current software system used by MLCCD, and the process by which Datatel was chosen as the vendor of choice for the student software system upgrade project. Members were brought up to date on the progress of the software system upgrade project and provided current timelines for future milestones. Christopherson estimated full implementation by 2010. A description and photos of the new IIS Training Center were also provided.

Quarterly Bond Reports to CBOC

Measure W Bond Program Quarterly Status Report – April 2008

Superintendent/President Lehner directed members' attention to the Measure W Bond Program Quarterly Status Report - April 2008.

- Are the estimated matching funds at risk?
 - Vice President of Administrative Services Larry Perryman indicated that it is still the intent of the Governor to have the State Bond Measure on the November 2008 and November 2010 ballots. The concern is whether or not the Bond Measure will be passed by the voters.

Measure W Bond Program Financial Activity Report July 1, 2007 to February 29, 2008

VP Perryman advised the members that the Financial Activity Report contains only the current year's budget - not the entire, committed budget from the inception of the Measure W Bond Project implementation.

Draft April Revise Budget for Bond Projects Fund

Lehner reviewed the draft of the April Revise Budget with members and indicated that the Proposed Revised Budget Fund 43 would need approval, for this year, by the Board of Trustees

- Do we encumber accounts for multiple years?
 - VP Perryman indicated that project accounts are encumbered by contract and cleared each year. Any adjustments and/or carryover balances are applied to the balance for the following year. Further, once a project is completed, excess funds are transferred into a Contingency Fund and remain traceable via the Financial Activity Detail Report

*CBOC Annual
Report to
Community*

Review of Report Included in Class Schedule

- Lehner directed members' attention to the Draft of the CBOC Annual Report to the Community that would be provided in the Fall Class Schedule. She indicated that approximately 56,000 copies of the Fall Schedule would be distributed upon publication.

Draft Newspaper Insert

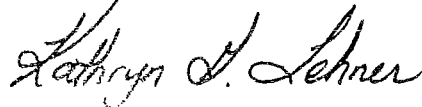
Lehner indicated that the CBOC Annual Report to the Community could also be included as an insert in the Ukiah Daily Journal, The Lake County Record Bee, and the Willits News. She advised that costs for the insert were being gathered that would include a quote for an upgraded glossy paper type. She assured members that she was aware of the importance of keeping the voters informed in order to maintain their confidence in Mendocino College.

*Future Agenda
Items*

CBOC members requested that an update to the Library/Learning Resource Center Project be provided at the July 8, 2008 meeting.

ADJOURNMENT The meeting was adjourned at 7:00 PM.

Submitted by:



Kathryn G. Lehner, Superintendent/President

After discussion of various options and the impact of each scenario, Perryman advised the members that the BIPC would be discussing the options and proposals during the next three month period and would be presenting the results of these discussions to CBOC. Perryman also confirmed that final procedural decisions would be made by the Board of Trustees.

Measure W Bond Program Financial Activity Report – July 1, 2007 to May 31, 2008

Superintendent/President Lehner brought members' attention to the Measure W Projects Financial Summary Activity Report asking members to note that several additional projects had moved from Projects Pending to Projects in Progress. She also noted that, due to the continuing planning process, some projects have been combined.

Several members questioned the heading "April Revise" that appears on the Financial Activity Report. Perryman explained that that column refers only to the 2007-08 year. Upon review of each project budget in April, funds for that project are either not used this year or deficient. Based on the results of the project budget review, funds are added to deficient projects or, in the case of excessive funding of a project, removed from the project budget.

June Tentative Budget for Bond Projects Fund

The Bond Projects Funds-Tentative Budget 2008-09 was reviewed by members.

CBOC Annual Report to Community

Lehner advised members that the CBOC Report to the Community was distributed to 20,000 households via the Ukiah Daily Journal, Lake County Record Bee, and the Willits News. The report is also included in the Fall 2008 Schedule of Classes.

Several suggestions were made to increase distribution of Measure W information to the community in anticipation of the possible bond proposal that could appear on the November ballot. Perryman assured members that the BIPC would assist in whatever distribution methods CBOC members deemed necessary.

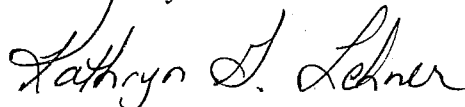
Future Agenda Items

Chair Myers asked members to contact Lehner if they have any suggestions for future agenda items to be addressed at the October 14 meeting.

ADJOURNMENT

The meeting was adjourned at 6:50 PM.

Submitted by:



Kathryn G. Lehner, Superintendent/President

**MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT
MINUTES
Citizens' Bond Oversight Committee**

A regular meeting of the Mendocino-Lake Community College District Citizens' Bond Oversight Committee (CBOC) was convened on Tuesday, October 14, 2008, Mendocino College, 1000 Hensley Creek Road, Ukiah CA.

GENERAL MATTERS

Call To Order The meeting was called to order at 5:00 PM by Chair Charles Myers.

<i>Members</i>	Charles Myers, Chair	Myron Holdenried
	Jim Mulheren, Vice Chair Absent	Joanne LaCasse
	Marty Lombardi	Xiao Hui Lau Absent
	Bill Jack	Dave Geck
	Diane Pauli	
	Gary D. Smith	

College Support Staff Present Kathy Lehner, Superintendent/President, Meridith Randall, Larry Perryman, Mike Adams, Carolyn Pryor

Public Comments No public comments

Agenda Approval M/S/C (Jack/Holdenried) RESOLVED, That the Citizens' Bond Oversight Committee does hereby approve the agenda as presented.

Approval of Minutes M/S/C (Jack/Holdenried) RESOLVED, That the Citizens' Bond Oversight Committee does hereby approve the minutes of July 8, 2008. The minutes were amended to indicate that member Diane Pauli was absent from the meeting.

CBOC Member Terms Dave Geck was introduced as a new At Large CBOC member. He is filling the position vacated by George Feola and is the Supervisor of the Lake County Office of Education. The newly appointed Student Representative, Xiao Hui Lau, was not in attendance.

Review of terms for current CBOC members

Superintendent/President Lehner advised members that there were 6 members whose terms would expire March 31, 2009 and 4 members expiring March 31, 2010.

Proposed change from March year-end to June year-end

Lehner proposed that term beginning and expiration dates be adjusted to coincide with the fiscal year beginning and end dates of July 1(beginning date) and June 30 (ending date). If approved, this change would add an additional 3 months to the term of current members, since terms previously ended in the month of March.

M/S/C (Jack/LaCasse) RESOLVED, That the terms of service assigned to each current member shall be adjusted to end on June 30 of the year in which their term expires. New members shall begin their term on July 1 and end their term on June 30. The By-Laws will be reviewed to determine if a change is required.

Meeting Dates

Proposal to change quarterly meeting dates to later in the month

Lehner noted that meeting dates are currently scheduled on the second Tuesday of the month, every three months. In an effort to standardize dates for meetings, reporting, and members' terms of office, she suggested that meeting dates be changed to the first Tuesday of the month after the month in which a quarter ends, based on the Districts' fiscal year.

Vice President of Administrative Services Perryman added that all CBOC Quarterly Reports are based on information received on the last day of any given quarter. Since each CBOC Quarterly Report must undergo extensive review before finalization, he requested that meetings be held on the first Tuesday of the second month following the end of a quarter; i.e. instead of a January end-of-quarter meeting, the meeting would be held on February 3, the March end-of-quarter meeting would be scheduled for May 5, etc.

M/S/C (Geck/Holdenried). RESOLVED, that the regular meetings of the Citizens Bond Oversight Committee be based on the Districts' fiscal year and be scheduled for the first Tuesday of the second month following each quarter end.

Presentation by Brian Wright of TLCD Architecture

Perryman introduced Brian Wright from TLCD Architecture. He noted that Brian would be giving a Master Plan update to bring members current on the project planning process. He also advised members that, due to the current state of the economy, there would be no General Obligation facilities bond measure on the November ballot.

Master Plan Update

Wright updated members on the status of the Master Plan process by providing the following information:

- Scoping Documents – as of August 20
- Educational Master Plan – Updates
- Physical Campus Master Plan – Updates
- Master Schedule – Options Under Review
- Future Components

Library/LRC

Wright then updated members on the status of the L/LRC project. He explained that we have begun the design development phase and anticipates completion of this phase by the end of February 2009. Due to the fact that the matching funds from the GO bond will not be available in the near future, Wright offered two options to address the future of the L/LRC planning and the resulting relocation of the Quad area buildings.

Lehner advised that no decision has been made by Bond Implementation Planning Committee at this time regarding the recommendation that will be taken to the Board of Trustees regarding how, or if, we will proceed with the L/LRC project. Perryman also advised that the current situation, as well as various options for the future, will be presented to the college community in December. After considering the results of that meeting and further discussions, it is anticipated that a recommendation will be presented to the BOT in December or January.

*Quarterly Bond
Reports*

Measure W Bond Program Quarterly Status Report – October, 2008

Perryman prefaced the discussion of the Report by providing members with a review of the projects in progress, noting that several projects had moved from Projects Pending to Projects in Progress; specifically, the Pt. Arena Field Station Project and the Solar Technology Project.

Measure W Bond Program Financial Activity Report – July 1, 2008 to September 30, 2008

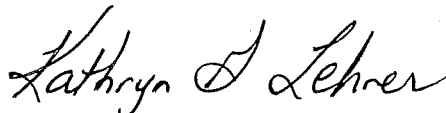
Perryman advised members that the current Financial Activity Report contained a complete quarter of financial activity – from July 1 through September 30, 2008. In the future, all financial activity reports will reflect activity for the fiscal year to date.

2008-09 Proposed Adopted Budget for Bond Projects Fund

Perryman presented the Proposed Adopted Budget, noting that the budget would be presented to the Board of Trustees at the November meeting. He advised that the only major change was the addition of \$1 million to the Solar Technology budget, as a result of on-going discussion with Siemens regarding the possibility of proceeding with the Solar Technology Project.

ADJOURNMENT The meeting was adjourned at 6:55 PM

Submitted by:



Kathryn G. Lehner, Superintendent/President