

**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, February 4, 2014, at Mendocino College, 1000 Hensley Creek Road, Ukiah, CA.

**GENERAL MATTERS**

- Call To Order*                    The meeting was called to order at 5:00 PM
- Members*                         Tami Bartolomei  
    Diane Clatty  
    Matt Cockerton  
    Richard Cooper  
    Richard Eschenbach  
    Wade Koeninger    Absent
- College Staff Present*        Larry Perryman, Steve Oliveria, Eileen Cichocki, and Carolyn Pryor
- Public Comments*             No public comments
- Approval of Agenda*         M/S/C (\*\*\*/\*\*\*) RESOLVED, That the Citizens' Bond Oversight Committee does hereby approve the agenda as presented.
- Approval of Minutes*        M/S/C (\*\*\*/\*\*\*) RESOLVED, That, the Citizens' Bond Oversight Committee does hereby approve the minutes of November 5, 2013.
- \*\*\* Notes were misplaced with names of specific board members who made the motions.
- Quarterly Bond Reports*      Perryman advised members that Mike Adams had retired as of December 2013. He noted that he was also retiring in June 2014 and, that if the May 2014 CBOC meeting is cancelled, this would likely be his last CBOC meeting. He introduced Steve Oliveria, Director of Maintenance and Operations and Eileen Cichocki, Director of Fiscal Services.
- Perryman noted that the Allied Health/Nursing Facility open house is scheduled for March 6, 2014 and members are encouraged to attend.
- Bond Audits*                    The June 30, 2013 Performance and Financial audits for the bond funds were presented and reviewed. It was noted that the audits confirm that the District has properly accounted for the expenditures of bond funds and that expenditures were made for bond projects authorized by the voters through Measure W. The funds were not expended for salaries of school administrators or other operating expenditures.

*Future Agenda Items*

Richard Eschenbach announced he was moving from the area and therefore would be resigning from the committee effective immediately. Perryman thanked him for his service.

ADJOURNMENT

The meeting was adjourned at 5:58 PM

Submitted by:

Eileen Cichocki, Vice President of Administrative Services

**Mendocino Lake Community College District****Citizen's Bond Oversight Committee (CBOC)****2014/15 Membership Roster**

Name:	Officers	Representing:	Appointed	Term Ends
Tami Bartolomei	Chair	Business	April 2010	June 2014
Diane L. Clatty	Vice-Chair	At Large	May 2011	June 2015
Matt Cockerton		At Large	April 2010	June 2014
Richard Cooper		Foundation	January 2011	June 2015
Charlie Kelly		Taxpayer Association	July 2014	July 2015
Charley Myers		Senior Citizens' Organization	March 2014	February 2015
Wade Koeninger		At Large	May 2011	June 2015

**Meeting Dates:**

- August 5, 2014
- November 4, 2014 (if needed)
- February 3, 2015 (final)

Location: Ukiah Campus, 1000 Hensley Creek Road, Ukiah, CA – Room 1060 – 5 pm

**California Education Code 15282.** (a) The citizens' oversight committee shall consist of at least seven members who shall serve for a minimum term of two years without compensation and for no more than three consecutive terms. While consisting of a minimum of at least seven members, the citizens' oversight committee shall be comprised, as follows:

(1) One member shall be active in a business organization representing the business community located within the school district or community college district.

(2) One member shall be active in a senior citizens' organization.

(3) One member shall be active in a bona fide taxpayers' organization.

(4) For a school district, one member shall be the parent or guardian of a child enrolled in the school district. For a community college district, one member shall be a student who is both currently enrolled in the community college district and active in a community college group, such as student government. The community college student member may, at the discretion of the governing board of the community college district, serve up to six months after his or her graduation.

(5) For a school district, one member shall be both a parent or guardian of a child enrolled in the school district and active in a parent-teacher organization, such as the Parent Teacher Association or schoolsite council. For a community college district, one member shall be active in the support and organization of a community college or the community colleges of the district, such as a member of an advisory council or foundation.

**MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT**  
**MINUTES OF THE MEETING OF THE CITIZEN'S BOND OVERSIGHT COMMITTEE**

A regular meeting of the Mendocino-Lake Community College District Citizens' Bond Oversight Committee (CBOC) was convened on Tuesday, August 5, 2014, Mendocino College, 1000 Hensley Creek Road, Ukiah, California.

**GENERAL MATTERS**

*Call To Order*            The meeting was called to order at 5:08PM by acting President Richard Cooper.

<i>Members</i>	Tami Bartolomei	absent
	Diane L. Clatty	absent
	Matt Cockerton	present
	Richard Cooper	present
	Charlie Kelly	present
	Charley Myers	present
	Wade Koeninger	present

<i>Staff Representatives</i>	Eileen Cichocki, Vice President of Administrative Services
	Steve Oliveria, Director of Maintenance and Operations
	Shaun Hoffman, Part-Time Temporary Bond Office Assistant

*Support Staff*            Mary Lamb, Executive Assistant to the Superintendent/President

*Public Comments*        There were no comments from the public.

*Agenda Approval*        M/S/C (Cockerton/Koeninger) hereby approves the agenda as presented. The agenda was approved with a 5-0 vote.

*Minutes/Approval*        M/S/C (Cockerton/Cooper) hereby approves the minutes of the regular meeting held on February 4, 2014 as submitted. The minutes were approved with a 5-0 vote.

<i>Organization: Committee membership, officers, terms, by- laws, and meeting dates</i>	<b><u>Committee membership</u></b>
	Vice President Cichocki introduced Charlie Kelly as the newest member of the Citizens' Bond Oversight Committee representing the Taxpayer Association. Charlie comes to the committee with many hours of volunteer experience and has participated in many organizations and on many committees over the past 30 years while residing in Ukiah.

The current terms of Business representative Tami Bartolomei and Member-At-Large Matt Cockerton expired at the end of June 2014. As the Measure W Bond funding is winding down and hearing no objections from those members present, the following action was taken:

M/S/C (Cockerton/Myers) to extend the terms of representative Bartolomei and member Cockerton until June 2015. This action was passed with a 5-0 vote of the committee.

**Committee Officers**

After discussion and hearing no objections the following action was taken: M/S/C (Koeninger/Myers) to re-elect Tami Bartolomei committee President and Diane Clatty committee Vice President for the 2014-15 year. This action was passed with a 5-0 vote of the committee.

**Meeting Dates**

Vice President Cichocki conveyed to the committee that she is not anticipating a large volume of activity in the next few months as the final projects are closed. If she is correct, the meeting currently scheduled for November 4, 2014 may be cancelled. The final meeting would still be held in February 2015.

**Committee Recognition**

Committee member Koeninger brought up the idea of recognizing the entire committee at some sort of event once all the projects are completed. He would also like to see Carolyn Pryor and Mike Adams specifically recognized for all their hard work on the various projects.

M/S/C (Koeninger/Kelly) to recognize Carolyn Pryor and Mike Adams for all their work on the various Measure W projects. The motion passed with a 5-0 vote.

With this in mind, Foundation member Cooper stated he will check with the county representatives about getting a proclamation from them which recognizes Mr. Adams and Ms. Pryor.

*Quarterly Bond Reports*

Vice President Cichocki introduced Steve Oliveria, Director of Maintenance and Operations and Shaun Hoffman, part-time temporary Bond Office Assistant, who has been working closely with both Steve and herself in closing the various projects since Carolyn Pryor's departure from the college.

Vice President Cichocki shared with the committee the work on the Hensley Creek Road project is now complete and is the last large project to be covered by the Bond funds. The remaining monies showing on the financials from other campus infrastructure projects will be transferred to the road project in order to minimize the amount of general fund liability as we will have spent all of the Measure W Bond funds. This will include the monies showing in the Nursing project which is now complete. We are also completing the conversion of a couple of classrooms in MacMillan Hall to make them into more functional classrooms for the larger student population.

The June 30, 2014 figures reflected on the financial documentation presented has not yet been finalized and encumbrances could be lower and expenses higher

once the process is completed. The auditors were here the week of July 21, 2014 and reviewed the Bond funds as well and found nothing out of the ordinary. We use Matson and Isom to complete our audits with the bond funds being reviewed twice a year.

Foundation member Cooper stated that these are the same auditors that are used by the Foundation.

*Report to the Community*

Vice President Cichocki asked the pleasure of the committee regarding how they would like the committee listing be shown on the report to the community. The consensus of the committee is it should include Al Beltrami as in memoriam. She also stated the current plan is the information will be published as part of a "Back to School" ad. Vice President Cichocki will double check to be sure the information is posted in the Willits News and Lake County newspaper as well.

*Future Agenda Items*

At this time, the November meeting may be cancelled but will be held if needed. There is a possibility the auditors could complete a shorter term audit followed by a final audit after everything is complete if the committee members would prefer.

If the committee decides it will hold an event once all the projects are complete, we should include all members of committee over the time of the Measure W project. Committee member Koeninger noted that the new Director of Community Relations and Communication, Jessica Silva would be a great person to be involved with this project. Committee member Cooper also added that Mendo-Lake Credit Union may be able to help with the cost of food, etc.

Committee member Koeninger asked that we make sure to report out all the final information to the community once everything has been finalized and completed.

*Adjournment*

M/S/C (Koeninger/Kelly) RESOLVED, That the Mendocino-Lake Community College District Citizens' Bond Oversight Committee does hereby adjourn the meeting at 5:39 PM.

Submitted by:  
Mary Lamb, Executive Assistant to the Superintendent/President