

PERALTA COMMUNITY COLLEGE DISTRICT  
CITIZEN'S OVERSIGHT COMMITTEE MEETING  
INITIAL MEETING

**FEBRUARY 4, 2015  
MEETING MINUTES**

Meeting Date: Wednesday, February 4, 2015  
Meeting Time: 3:00 pm to 5:00 pm

Location: Department of General Services, Conference Room #1  
333 East 8<sup>th</sup> Street, Oakland, CA 94606

<b>COMMITTEE MEMBERS</b>	<b>Present</b>	<b>Not Present</b>	<b>Excused</b>
Debra Weintraub, Senior Citizens' Organization	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Arthur Kurrasch, Tax Payers' Organization	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chantal Reynolds, Community-at-Large	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Karen Weinstein, Community-at-Large	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
John Caner, Business Organization	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Zac Unger, Labor Organization	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sharon Clegg, Student College Group	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Michael Mills, Peralta College Foundation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**PCCD Staff Present:** Dr. José Ortiz (Chancellor, PCCD), Dr. Sadiq B. Ikhara (*Vice Chancellor, General Services*), Nitasha Sawhney (*Acting General Counsel*), Susan Rinne (*Interim Vice Chancellor, Finance*), Jeffrey Heyman (*Executive Director, Dept. of Public Information, Communication & Media*)

**GUESTS:** None.

*Minutes Recorded by: Diana Fitzgerald (Sr. Secretary, Dept. of Public Information, Communication & Media)*

**MINUTES:**

- Call to Order

Chancellor Ortiz advised the committee that Sharon Clegg, Student College Group member would not attend today's meeting because she resigned from the committee. COC committee members, by majority, agreed to find a replacement.

Meeting was called to order at 3:05 p.m. by Chancellor Ortiz.

- Chancellor's Welcome

Chancellor Ortiz welcomed committee members and thanked them for their service. He discussed the purpose of the committee: A Citizen's Oversight Committee is crucial to the success of the district's bond measures and parcel tax, because it demonstrates to the public that the district is doing what it is supposed to do with the funds.

The Chancellor advised that the Citizen's Oversight Committee is a Brown Act committee.

- Introductions

Since the Citizen's Oversight Committee is a new committee and this was its first meeting, all of the members introduced themselves and advised of their area of representation.

- Motion to Approve Agenda

This being the first meeting of a new committee, there wasn't a Chairperson for the committee yet, so the Chancellor made the motion to approve the agenda. Motion was seconded and passed unanimously.

- Public Comment

No one from the public attended the meeting.

- Committee Roles and Responsibilities

Nitasha Sawhney, Acting General Counsel for the PCCD gave a PowerPoint presentation on the purpose of the bond and committee.

She advised the committee that one of their first duties is to elect a chair. They also must report on committee activity via minutes, a committee website and meetings.

The committee must review audits, inspect facilities and/or programs and review district efforts in cost savings.

Ms. Sawhney advised that the COC is subject to the Brown Act and open to the public. Moreover, it must be accessible by the public. Meetings need to be publicly announced in advance, minutes must be taken and subsequently published; meetings must also offer public comment. She further advised that during meetings, committee members can discuss only what is on the agenda.

Ms. Sawhney went on to explain Brown Act rules.

The final portion of the PowerPoint presentation discussed the Political Reform Act and Ms. Sawhney informed the committee members must all file a Form 700 – Conflict of Interest Code.

Lastly, she took questions from the committee members and provided answers.

- Election of Chairperson

Chancellor Ortiz advised the committee regarding the role of the chairperson: The chair would need to work with the Chancellor and Jeffrey Heyman on the drafting of agendas and would lead the group during meetings and designate the number of meetings per year from the minimum requirement of yearly to a maximum of quarterly.

Michael Mills, the representative from The Peralta Colleges Foundation was nominated, seconded, voted on and unanimously approved as chairperson and he accepted the position.

- Financial Report: FYE 2014

Interim Vice Chancellor for Finance, Susan Rinne discussed the Parcel Tax. She went over expenditures and the rules therein. She reviewed the bond language, such as “Salaries are for Core Academics.”

There were questions from some committee members about the courses funded by the Parcel Tax and whether any don't fit the criteria of that language.

The Chancellor answered those questions by explaining how the Parcel Tax funds are distributed to the colleges to restore courses that were cut due to state budget cuts and that the purpose of the Parcel Tax is to cover such a gap should there ever be another state budget crisis.

The question of the committee's role in the Parcel Tax was posed and the Chancellor advised that the committee's role is to review the results of the governing process and compare it with the bond language to see if it is in compliance.

Interim Vice Chancellor Susan Rinne next reviewed the Measure A Bond Audit Report (copies were supplied to committee members).

She advised that the first page of the report was the General Ledger and pointed out that not all bonds have been sold, leaving room for more projects and therefore, more funds. Ms. Rinne next discussed the Expenditures presented in the Audit Report.

- Capital Outlay Projects Report & History

Vice Chancellor for General Services Sadiq Ikharo advised the committee members on the purpose of the Measure A Bond – to renovate district/college buildings and facilities, buy property for educational use and update technology.

Dr. Ikharo then presented a Report of Measure A Bond Expenditures, Encumbrances and Commitments (a copy of the report was provided to committee members).

The report covered bond sales: Amount accrued; amount spent; bonds available to sell/not sold. It also contained a description of properties. There was also an explanation of project approved/ready to begin, those in progress and the ones completed.

The report also included a revelation of expenditures college by college. At this point, Dr. Ikharo explained “Modernization” due to a committee member posing a question about it.

The report revealed and explained cost savings and explained Integration, which is updates of technology along with construction.

The report reviews the interest accrued on Measure A funds that are still in the bank.

Lastly, Dr. Ikharo reviewed projects in progress along with a timeline for completion.

A committee member asked for a definition for the purpose of the Measure A bond. Dr. Ikharo explained that this bond measure requires an educational master plan in order to spend the funds.

- Scheduling the Date for Next Meeting

Chancellor Ortiz suggested the next meeting be held three months hence, while he is still in office. After that, he advised, the committee is free to schedule meetings either quarterly, bi-annually or the legally required annually.

Several dates were offered up, with the committee members voting on and agreeing to Wednesday, May 20<sup>th</sup> at 3 p.m.

- Closing Remarks & Adjournment

Chancellor Ortiz opened the floor up to questions.

There was a discussion of the Annual Report that is due to the PCCD Board of Trustees in June. Recommendations were made by the COC Committee members to keep it simple and for the Board to work with the COC Committee chair alone.

Meeting adjourned at 5:03 p.m.