



SAN JOSE EVERGREEN COMMUNITY COLLEGE DISTRICT

CITIZENS BOND OVERSIGHT COMMITTEE

MEETING MINUTES – KICK OFF MEETING

Friday, June 17th 2005 – 5:00PM

<u>Attendees:</u>	David G. Casnocha	District Bond Counsel
	Robert Dias	District Director of Facilities
	Joseph Macedo	Currently Enrolled Student
	Tamara Leigh Davis	Community at Large
	Johnny C. Khamis	Business Community at Large
	Tony Estemera	Community at Large
	Richard Casey	Senior Citizen

- 1.0 The meeting was opened with an announcement welcoming the members of this committee and their willingness to serve on this committee.
- 2.0 Each member of the committee was given an opportunity to introduce themselves and indicate their respective representation.
- 3.0 District Bond Counsel described the role of the committee, its legal obligations as stipulated by Proposition 39.
- 4.0 Bond Counsel reviewed the text of the ballot proposition as approved by the voters in November 2004. While there is specific mention that “no money will be used for administrators”, a recent opinion by the California Attorney General stated that bond proceeds can be used by District staff whose responsibilities are directly related to and in support of the implementation of the bond program.
- 5.0 The following specific items were reviewed and discussed in detail
 - 5.01 Purpose of the Committee: As set forth in Prop 39 and its requirement to comply with the *Ralph M. Brown Public Meeting Act*. The proceeds of the general obligation bond issued pursuant to the election will be referred to as “bond proceeds”
 - 5.02 Duties:
 - 5.02.1 Inform the Public. This will include the following:
 - 5.02.1.1 Informing the public concerning the District’s expenditure of bond proceeds.
 - 5.02.1.2 Review expenditures.

- 5.02.1.3 Annual Report, that is to be presented by the committee to the District's Board of Trustees in public session.
- 5.02.1.4 Duties of the Board and/or Chancellor
- 5.02.1.5 Voter approved projects. This items covers issues that are not a responsibility of the Committee.
- 5.02.1.6
- 5.02.2 Authorized Activities:
 - 5.02.2.1 Receive and review copies of the District's annual independent financial audit.
 - 5.02.2.2 Inspect college facilities and grounds for which bond proceeds have been used.
 - 5.02.2.3 Review copies of deferred maintenance proposals or plans developed by the District.
 - 5.02.2.4 Review efforts by the District to maximize bond proceeds.
- 5.02.3 Membership: Shall consist of seven (7) members, appointed by the Board of Trustees and based on the criteria established by Prop 39.
- 5.03 Meetings:
 - 5.03.1 The Committee shall meet a minimum of at least once a year and subsequently as required. All meetings will be held at the District Office in San Jose or other specified location.
 - 5.03.2 All meetings shall be open to the public in accordance with the *Ralph M. Brown Act*.
- 5.04 District Support: The District will provide the Committee necessary technical and administrative assistance, to include the following:
 - 5.04.1 Preparation and coordination of regularly scheduled meetings.
 - 5.04.2 Preparation and copies of materials required by the committee, including agenda, meeting minutes and other required reports.
 - 5.04.3 Retain all public records and provide public access to these records.
 - 5.04.4 District staff and / or consultants shall attend Committee meetings to back up and /or substantiate information provided.
 - 5.04.5 Bond proceeds cannot be used to provide District support for the Committee
- 5.05 Reports: In addition to the annual report, the committee may report, as required to the board on activities related to the committee
- 5.06 Officers: The Chancellor shall appoint the initial Chair to serve a two (2) year term. The committee shall then elect an initial Vice-Chair.

6.0 Next Meeting:

6.01 The next meeting will be held some time in late August 2005 and will be determined by the availability of committee members. Also, it was agreed that it would be advisable to schedule the next meeting after the new Chancellor takes up her position in August.

7.0 The meeting was adjourned at 6:00 PM.

The aforementioned meeting minutes are the author's interpretation of issues and discussions at the meeting. If there are any discrepancies or misinterpretations, please submit any feedback or clarification within 10 working days of the issuance of these minutes.

Respectfully Submitted:

Robert Dias
Director of Facilities