FALL MEETING
MONDAY, OCTOBER 22, 2007
MARIE KANE CENTER FOR
STUDENT SERVICES/ADMINISTRATION (SS/A) BUILDING
SECOND FLOOR – ROOM #227
5–7 P.M.

SUMMARY NOTES

Committee Members Present/Area of Representation:
Joyce Aragon ........... Member
Tammi Hopkins ......... Student Organization
Suzie Colón .............. Member
Dana Cox ................ Business Organization/Montclair Chamber of Commerce
Bill Huff............... Taxpayer Organization
Kelly McMenomy........ Member
Janet Ryerson .......... Senior Citizen’s Organization/Rancho Cucamonga
Wayne Scaggs......... Business Organization/Chino Valley Chamber of Commerce
Dr. Sue Sundell ....... Foundation
Jack Van Blarcom ...... Member

Chaffey College Personnel Present:
Earl Davis, Kim Erickson, Steve Menzel, Jeff Saito, Sharon Schroeder, Henry Shannon, and Anita Undercoffer.

Welcome and Introductions:
The meeting was convened at 5:15 p.m. by Dr. Sue Sundell, chair of the Oversight Committee. Self-introductions were made by committee members and staff present.

Public Comments:
None.

Facilities Development Update:
An updated Measure L – Honoring the Promise report was distributed to the committee. This report discusses the various Measure L projects. Also included in the handouts was the pamphlet Facilities Master Plan – Measure L Update.

Construction in Progress includes: the Chino Main Instructional Building, Chino Community Center, Chino Health Science Facility, Physical/Life/Health Sciences (PLHS) Renovation, Parking Lot 12/Elevator, Fire Lane Extension/ADA Walkways, and Science/SSA/EEC Landscaping.

Projects in Bidding/Award include: Visual and Performing Arts, and Fontana Landscaping (re-bid).

The project currently in DSA (Division of State Architects) Plan Review is: PE/Athletics.

Designs in Progress include: Campus Center, and Chino Main Instructional Building (MIB) Landscaping.

Projects in Planning include: Fontana, Phase III; ADA Master Plan; and the Omnitrans Transit Center.
Discussion of Audit Process:

Earl Davis and Sue Sundell reported that as a responsibility of the Citizens’ Oversight Committee, an annual performance audit must be accomplished. This is not a full-scope audit but rather a special engagement. The objective of the audit is to ensure, through adequate documentation, that Measure L funds are being spent as they should be. A minimum of 70% of the expenditures are reviewed in this audit process. The audit also checks to make sure that all funds are spent within three years of issuance.

In past practice, the firm of Vicenti, Lloyd & Stutzman, LLP, has been chosen to perform the audit. The Oversight Committee selected this firm to establish independence from Chaffey College’s regular full-scope auditing firm, Vavrinek, Trine, Day, and Co, LLP. The results of the 2006–07 Performance Audit are listed below.

Performance Audit:

The results of the 2006–2007 Performance Audit, performed by Vicenti, Lloyd & Stutzman, LLP, were shared with the Oversight committee by Mr. Dan Warden, member of the firm. The conclusion of the audit revealed that Chaffey Community College District has properly accounted for the expenditure of funds held in the Bond Building Fund and that such expenditures were made on authorized bond projects. Furthermore, it was noted that the funds expended from the Bond Building Fund were not used for ineligible salaries of school administrators or other operating expenditures. It is the opinion of the auditors that the Chaffey Community College District complied, in all material respects, with the requirements for the fiscal year ending June 30, 2006.

Selection of Audit Sub-Committee:

Another component of the Citizens’ Oversight Committee is the Audit Sub-Committee. It is this sub-committee’s charge to recommend the firm chosen to perform the Performance Audit and review the audit prior to its being presented to the Oversight Committee. Earl Davis opened the floor for Oversight Committee members interested in serving on the Audit Sub-Committee. Bill Huff, Janet Ryerson, Wayne Scaggs, and Jack Van Blarcom volunteered to serve.

Discussion of Fiscal Independence and Project Manager Transition:

Earl Davis shared with the group that Chaffey College will be the first public education entity to become fiscally independent. This is in large part due to our strong internal controls and financial systems which have been upgraded in order to accomplish this goal. We are working directly with the Chancellor’s office and will continue to work with San Bernardino County Superintendent of Schools in this transition process. Becoming fiscally independent means that Chaffey will be able to issue our own B warrants and payroll. This is a major accomplishment for the College.

Earl also shared that as our five-year contract with 3D/International is coming to an end we are looking at another company to serve as project manager. It is felt that a change in leadership is a good decision at this time. Assisting Chaffey and 3D/I in this transition is California Construction Management.

Conclusion:

The meeting concluded at 6:35 p.m.

The next meeting of the Citizens’ Oversight Committee will be held in spring, 2008.