1. Call to Order

Chair Mario Juarez called the meeting to order at 4:03 p.m.

2. Public Comment

There were no public comments.

3. Approval of the Minutes of the August 6, 2013 Meeting

On a motion by Mr. John Everett, seconded by Mr. Kenneth Wolf, the Citizens’ Oversight Committee unanimously approved the minutes from August 6, 2013 as submitted.

4. Budget Presentation
   a. Financial Report through the period ending September 30, 2013

Dr. Elizabeth Miller presented the financial statements for the quarter ending September 30, 2013 and offered to answer any questions. She noted that the last page of the report was the cash flow report and there was $20,753,772 remaining as of September 30, 2013.

Dr. Miller reported that they completed the credit rating presentations to Standard and Poor’s, and to Moody’s. There will be a $10M bond issuance and expect to receive the money by the second or third week of December. The $10M will allow Hancock to complete all projects underway, except the Fine Arts building. Another bond issuance will be needed to complete the Fine Arts project.

The annual auditor visit has taken place. Audit reports will available to the Board of Trustees and the Citizens’ Oversight Committee in January 2014.
Lastly, Dr. Miller shared unofficially that the AA2 rating from Moody’s was reaffirmed, and we are expected to receive a rating upgrade from Standard and Poor’s from AA- to AA Rated. As a result, this bond issuance will not be insured, as there is no need to incur the additional expense with such a good credit rating. Official confirmation is expected to be received tomorrow. When the bonds are sold with a solid credit rating, the college does not have to pay as much in interest and that saves the taxpayers money.

Dr. Kevin Walthers, Dr. Elizabeth Miller, and Mr. Larry Lahr, Board of Trustees President were part of the Bond Rating Process.

5. Summary Reports for the period July 1-September 30, 2013
   a. Technology Program

Ms. Carol Moore provided a technology update to the committee. She reported on the equipment modernization purchases which TAC oversees. TAC approved ten projects for $76K including CI Track for lab attendance and CI Badge for ID cards, 15 computers with touch screens for the Business Education lab, and AV equipment with 70-inch TV for the Dance Studio.

Ms. Moore reported that for the VoIP Telephone Project there has not been any new activity this quarter. She shared she is glad to have this new phone system in place, it has really made moving a lot easier with this phone system all on one network. In spring 2014 they will resume work on this project including the fax server implementation.

A general technology fund has been created with funds left over from the VoIP project. There are seven major projects for $231.5K being purchased from the general technology fund including ONESolution installation services, ONESolution training, Banner professional services, 91 student computers and laptops and five digital signage LCD TVs for the Student Services Building.

b. Facilities:
   Marian Theatre/Performing Arts Center

Mr. Felix Hernandez, Jr. reported that this is the time when they start the process of delivering the projects. The fencing is starting to be pulled back from the One Stop project. A second group of stakeholders moved in today, and the Administration Building will be occupied in December. The Public Safety Complex is having furniture delivered and will also be occupied in December. Industrial Technology will be moving equipment from current their current shops into the new shops, and classes in the new building should begin in spring.

Mr. Hernandez introduced architect Larry Mitchell to present information on the Marian Theatre/Performing Arts Center project. He explained that this project was a maintenance project, not a new project. There had been no renovations or maintenance projects done to the theatre for over 40 years, so the project was due.
There were many ADA updates that were also needed to bring up to code.

Mr. Mitchell said the project was completely occupied on October 18, 2013 and they have held their first shows. He provided details of the lobby renovations which created more circulation space without adding square footage. The lobby also gained a new built-in concessions area. Mr. Mitchell shared before and after photos of the project.

The restrooms and dance studio also underwent renovations during this project. The restrooms were completely remodeled from four stalls to nine stalls. The dance studio will also serve as a multi-purpose room for use by PCPA. The dance studio floor had lines painted on the floor as a guide to the stage limits when rehearsing. Mr. Mitchell also shared photos of the new dressing rooms and storage areas.

This is the 50th season of PCPA and the banners and signs were just installed to promote the upcoming season. Mr. Mitchell invited the committee members to tour the facility after the meeting and offered to respond to questions.

Mr. Hernandez commended Mr. Mitchell for his work on the project.

6. Committee Members’ Comments

There were no committee member comments.

7. Adjournment to Optional Facilities Tour of the Marian Theatre/Performing Arts Center

On a motion by Mr. Donovan Hamsher, seconded by Ms. Lisa Nissinen-Harlow, the meeting was adjourned by Chair Mario Juarez at 4:32 p.m. to the optional facilities tour of the Marian Theatre/Performing Arts Center. The facilities tour ended at 5:15 p.m.