# CITIZENS’ OVERSIGHT COMMITTEE
## BOND MEASURE I
### ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT

Minutes of the Tuesday, November 1, 2011 Meeting  
Allan Hancock College, Building B Captain’s Room

<table>
<thead>
<tr>
<th>Committee Members Present:</th>
<th>Committee Members Absent:</th>
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| John Everett, Business Organization Representative  
Erik Frost, Community At Large Representative  
Mario Juarez, Support Organization Representative  
Tony Ly, Student Representative  
Hugh J. Rafferty, Taxpayer Association Representative  
Shirleen Sladek, Senior Organization Representative  
Rick Velasco, Community At Large Representative  
Abraham Melendrez  
José M. Ortiz, Superintendent/President  
Melinda Martinez, Executive Secretary to the Supt./President  
Elizabeth Miller, Assoc., Supt./V.P., Administrative Services  
Luis P. Sanchez, Assoc. Supt./V.P., Academic Affairs  | None  |

<table>
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<tr>
<th>Staff Members Present:</th>
<th>Staff Members Absent:</th>
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| Rebecca Alarcio, Director, Public Affairs  
Melinda Martinez, Executive Secretary to the Supt./President  
Elizabeth Miller, Assoc., Supt./V.P., Administrative Services  
José M. Ortiz, Superintendent/President  
Carol Van Name, Director, Information Technology Services  | Felix Hernandez Jr., Vice President, Facilities & Operations  |

1. **Call to Order by the Chair**  
Dr. Rafferty called the meeting to order at 4:04 p.m.

2. **Public Comment**  
There were no public comments.

3. **Approval of Minutes of the August 2, 2011 Meeting**  
On a motion by Mr. Erik Frost, seconded by Ms. Shirleen Sladek, the minutes were approved as submitted.

4. **Student Membership Update**  
Ms. Rebecca Alarcio shared that student representative Tony Ly has agreed to serve another one-year term with the Citizens’ Oversight Committee. She also shared that a search was held for a second student representative and several applications were received. Abraham Melendrez is being recommended to the Board of Trustees on November 15 as the second student representative. After board approval, Mr. Melendrez’s first COC meeting will be February 7, 2012. Mr. Melendrez was present today to observe the meeting and was introduced to the committee.

5. **Meeting Location of Feb. 2012 meeting**  
Ms. Rebecca Alarcio asked the committee if they would be interested in traveling to the Lompoc campus for a future meeting, possibly May 2012 to visit the Public Safety Complex. The committee members replied they were interested in traveling. Dr. Ortiz asked if committee members were reimbursed for mileage. Ms. Alarcio stated that reimbursement for mileage is not currently in the bylaws and that would need to be explored further, but at this time the travel to Lompoc would be voluntary by committee members. Ms. Alarcio commented
that the idea of taking the Bulldog Express bus was also being looked into. Discussion will be held at the February 2012 meeting to confirm the location of the May 2012 meeting.

6. Budget Presentation
Financial Report through the period ending September 30, 2011

Dr. Elizabeth Miller reported the audit process reports are due to be filed by December 31st. The auditors were on campus last week. She reviewed the Bond Income and Expenditure Summary noting as of September 30th, 2011 $54,746,809 has been spent on bond-related projects. The One-Stop project is moving along and is paid by both State and bond funds. The Public Safety Complex is being paid 100% from bond funds.

Dr. Miller gave an explanation of the Bond series issuance and interest generation, and pointed out the individual project expenditure reports. She reported the Cash Flow report indicated there was $50,500,000 net cash as of September 30th.

Dr. Miller concluded her report and offered to respond to any questions. Mr. Erik Frost asked when the construction is completed where the funds from furniture and supplies come from. Dr. Miller replied the authorized use from bond funds was factored into the budget for furniture and supplies.

7. Summary Reports for the July 1 - September 30, 2011
A. Technology Program

Ms. Carol Van Name presented a technology update to the committee. There has been progress made to the IFAS HR/Payroll. They are officially using IFAS reports for employee leave balance and have selected 100 test employees to test the payroll portion of the program.

Banner is in the 2nd phase. DegreeWorks team kickoff and training meeting occurred today. DegreeWorks is a degree audit program and will also be useful to enrollment management to plan classes/sections. DegreeWorks is anticipated to be ready Jan/Feb 2012. Advancement is now in Banner and all AHC Foundation gift processing will be through the Banner system.

Technology Modernization: TAC recommended for purchase 35 projects, for close to $318,000. TAC bought Adobe Master Collection site license ($101,000) and pen tablets ($14,000), iMacs ($107,000) for the Fine Arts department, 19 Library computers were replaced ($21,000), Music Department copier ($1,000), Campus Graphics wide format printer ($4,000), and email server load balancer ($7,000).

She reported the goal is to have smart technology in all the classes that make sense and aim to have 3-5 classrooms completed each semester. For next quarter updates will be
made to W-26, K-10, K-24, and K-25. The Solvang Center has been installed with furniture, computers, printers and AV equipment and was ready by the first day of classes this past August. Next quarter, the selection of a video security system will occur. Currently, the Solvang Center is alarmed. The Solvang Center has 30 computers and is set up on a soft line.

8. **VoIP Presentation**

Ms. Carol Van Name also presented information on the Voice over Internet Protocol (VoIP) ShoreTel Telephone System. ShoreTel is the selected vendor. Ms. Van Name shared several samples of phone equipment and described 1-line, 3-line, 6-line, 12-line touch screen and 2-line conference phone models. There is also a touch screen model available which will only be ordered for a select few.

The phones work in coordination with an individual’s Outlook calendar and call contacts from Outlook. There is also instant messaging and video phone call capability.

Ms. Van Name also explained another feature of the VoIP system will be the E911 notification which will provide audible and detailed desktop alerts, phone calls to key personnel, and real-time built-in instant messaging for emergency responders. Emergency information may also be relayed through the speakers on the Blue Emergency Posts throughout campus to alert students and staff of an emergency situation on campus.

9. **Committee Members’ Comments**

Dr. Ortiz took a moment to publicly recognize Carol Van Name and her staff for all the work they have done with technology on campus.

10. **Adjournment**

Dr. Rafferty adjourned the meeting at 5:01 p.m.