



**CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT
CITIZENS' OVERSIGHT COMMITTEE**

Meeting Minutes No: 02

Location: District Office, Room 120

Recorded by: Barbara K. Tracey

Date: January 25, 2005

Persons Present:

Committee Members	Term	Present	Not Present
Mr. Kevin Baker, Business Community Representative	2 yrs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Ms. Suzanne Barba, Community Member Representative	1 yr.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mr. Dave Bouchard, Business Community Representative	2 yrs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mr. Brian Foster, Community Member Representative	1 yr.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mr. Gordon Galvan, Chabot College Foundation Representative	2 yrs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Ms. Tonika Jones, Chabot College Student Government Representative	1 yr.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mr. Byron Kamp, Community Member Representative	2 yrs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mr. John Sailors, Senior Organization Representative	2 yrs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mr. Charles Simonian, Senior Organization Representative	1 yr.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mr. Jason Teramoto, Las Positas College Student Government Representative	2 yrs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mr. Bob Tucknott, Taxpayers Association Representative	2 yrs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Trustees			
Dr. Barbara Mertes			
District/College Representatives			
Dr. Susan Cota, Chancellor			
Mr. Roy V. Stutzman – Vice Chancellor of Business Services			
Mr. Stan Dobbs – Director of Facilities Planning & Management			
Dr. Joel Kinnamon – Vice Chancellor of Educational Services & Planning			
Ms. Karen Halliday – President, Las Positas College			
Supporting Consultants			
Mr. Michal Robinson, Program Director – DMJM Program Management			
Mr. Mark Nipper, Program Controls Manager and Deputy Director – DMJM Program Management			

1.0 CALL TO ORDER

Mr. Byron Kamp, Committee Chair, called the meeting to order at 6:37 P.M.

2.0 ROLL CALL

Mr. Kamp asked members to re-introduce themselves to the Committee.

3.0 PUBLIC COMMENTS

No public comments were made.

4.0 APPROVAL OF MINUTES OF SEPTEMBER 28, 2004

1. Mr. Kamp asked if there were any corrections or additions to the minutes as they were distributed to the Committee.
2. Mr. Brian Foster highlighted Item 4.2 of the minutes of the September 28, 2004 meeting, reiterating his suggestion that the Committee Bylaws, Section 11, be amended to terminate the Citizens' Oversight Committee 6 months after the completion of construction or funds have been expended. Mr. Roy Stutzman noted that Mr. Foster's suggestion should be taken forward to the Board of Trustees for their consideration.
3. Ms. Suzanne Barba pointed out that there was not yet a forum in attendance at the meeting, and that formal ratification of the minutes of the previous meeting could not take place. Mr. Kamp tabled further consideration of the minutes until later in the meeting, in hope that other members would join the meeting and a quorum would be raised.
4. Ms. Barba suggested that Committee members be asked to respond to the meeting agendas when they are mailed so that rescheduling of a meeting may be considered if a quorum is unable to attend.

5.0 REPORTS

Mr. Roy Stutzman, Vice Chancellor, Business Services

5.1 College Master Plan Updates

Mr. Stutzman introduced the Master Planning efforts in progress at both colleges. He then introduced Mr. Stan Dobbs, District Director of Facilities Planning & Management.

Mr. Dobbs discussed the existing Master Plans in place for both colleges and explained the necessity of updating the Master Plans to develop a good road map for the future of the campuses' facilities and the context into which the approved bond projects would fit.

He explained that the master planning processes at both Colleges began during the fall of 2004, and is expected to be completed this spring. The master planning process covers a broad range of study, including educational forecasts, building maintenance requirements, campus security, vehicular and foot traffic needs and patterns, information technology requirements, classroom and office standards, landscaping, sustainable design guidelines as well as a host of other considerations. The process is an inclusive one, with opportunities for involvement by faculty, staff and students.

After work is completed on the Master Plans, the major project design phase will commence, followed by the start of major construction.

Mr. Stutzman entertained questions from the Committee following Mr. Dobbs' presentation. Responses and clarifications, in response to questions posed, were provided by Mr. Stutzman, Mr. Dobbs, and Mr. Robinson.

5.2 Program Management Quarterly Report, 4th Quarter, 2004
Mr. Robinson, DMJM Management Program Director

Mr. Dobbs introduced this agenda item by briefly discussing the Program Management Plan (PMP), completion of which was one of the highlights of the last quarter and the quarterly report. The PMP consists of three volumes (Administration, Design, and Construction) and establishes the course of management for the duration of the Bond Program. A significant goal of the document is that bond monies are expended in the most efficient, economical manner. The PMP establishes guidelines for consistency of program activities and documentation, and provides performance standards for the work of the many players involved in the wide range of bond program activities. The development of a detailed PMP at this time results in long-range economic benefit and efficient use of bond funds, as practices and procedures are set in the beginning of the program and can then be consistently used throughout. The Measure B PMP was developed from extensive program management work done by DMJM Management in the highly successful Los Angeles Community College District's Proposition A/AA Program.

Mr. Robinson went on to provide a review of the information contained within the quarterly report, which provides an overview of program activities, accomplishments, achievements, milestones, and expenditures during the applicable calendar period. He responded to several questions and requests for clarification of the information from Committee members.

5.3 Monthly Reports

Mr. Robinson directed the attention of the Committee to the monthly Measure B Bond Program Management Updates that follow the Quarterly Report.

5.4 Current Obligations & Expenses Report

Mr. Stutzman provided an item by item review of expenses reflected in the Obligations and Expenses report (through December 31, 2004) and answered the several questions asked by Committee members.

Mr. Foster raised the question of where loan payoffs fall under allowable projects. Mr. Stutzman will provide information on the applicable provision at the next meeting of the Committee.

6.0 Oversight Committee Meeting Calendar

The Committee meeting calendar, as determined at the September 28, 2004 meeting was reviewed. Future meetings are scheduled for April 26, July 26, and October 25, 2005. The first meeting of 2006 will be January 24, 2006 (the fourth Tuesday of the month.)

7.0 Financial/Performance Audits

Mr. Stutzman discussed the District-wide requirement to issue a Request For Proposal to initiate the selection process for mandated annual District audits. Included in the RFP is the

audit of the Measure B Bond Program, with specific language addressing the requirement for proposing firms to be conversant with Proposition 39 audits involving bond funds.

Mr. Kamp informed the Committee that if the Committee so desired a member could be selected to participate in the selection process in an advisory capacity. Mr. Foster suggested that the Committee thank the Board of Trustees for the opportunity, but that the Committee not accept the invitation to participate. Mr. Kamp polled the Committee, resulting in the consensus opinion that the Committee has every confidence in District staff and the Board of Trustees to make the selection without Committee involvement.

8.0 Annual Report Process

Mr. Stutzman reviewed the schedule concerns for the first annual report to be prepared by the Committee later this year, and the need for the annual report to be submitted for inclusion on the agenda for the Board of Trustees prior to its finalization. No immediate decision is required, but to assist the Committee in their consideration of how they choose to approach the annual report Mr. Stutzman provided copies of three samples of annual reports prepared by other Citizens' Oversight committees in California. The sample reports were obtained from the San Mateo County Community College District, the Rancho Santiago Community College District, and the Los Angeles Community College District. Mr. Stutzman suggested that the Committee consider filing their first report after the close of the current fiscal year on June 30, 2005, and that the Committee consider including the annual audit report after its finalization.

Mr. Kamp offered the suggestion that October be considered as the target date for submission of the annual report to the Board of Trustees, and that further discussion occur at the April 26 meeting of the Citizens' Oversight Committee. At that time a decision may be made on the report format and a sub-committee established.

Ms. Barba commented that she favored the simplicity of the Rancho Santiago CCD report, and suggested that that format be considered as a model for the Committee.

9.0 Website Information Demonstration

Mr. Stutzman demonstrated the Measure B website to the Committee. He reviewed how it may be accessed and the information presented therein. He highlighted several items listed on the home page, such as the history of Measure B, the project lists, the Citizens' Oversight Committee information, and the Bond Program Updates, which are uploaded on a monthly basis. He noted that the website is undergoing continuous updating of the information being presented.

Mr. Kamp informed the Committee that he has requested that committee members receive copies of each monthly update report, and that this should begin with the next monthly report issued.

10.0 Committee Member Comments

Mr. Kamp asked for comments from members of the Committee.

Ms. Barba suggested that the minutes be reconsidered for approval, as a quorum had been established by the delayed arrival of one member. It was moved (Mr. Sailors), seconded

(Ms. Barba), and unanimously approved that the minutes of the September 28, 2004 meeting be approved.

Mr. Sailors inquired about the availability of tours of the campuses for Committee members. Ms. Halliday responded, speaking for both herself as well as Dr. Carlson, that the Committee members would be most welcome to visit either of both campuses, and if an advance call could be made to her or Dr. Carlson's offices that a tour would most certainly be arranged.

Mr. Simonian voiced his concern about potential excessive paper and printing costs, and requested that whenever possible conservative practices be employed.

11.0 Adjourn

Adjournment at 8:24 p.m. was moved (Mr. Simonian), seconded (Ms. Barba), and passed unanimously.