



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

Meeting Minutes No: 04

Location: District Office, Room 120

Recorded by: Barbara K. Tracey

Date: July 26, 2005

Persons Present:

<b>Committee Members</b>	<b>Term</b>	<b>Present</b>	<b>Not Present</b>
Mr. Kevin Baker, Business Community Representative	2 yrs.	<input checked="" type="checkbox"/>	<input 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 type="checkbox"/>	<input checked="" type="checkbox"/>
Mr. Gordon Galvan, Chabot College Foundation Representative	2 yrs.	<input checked="" type="checkbox"/>	<input 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"/>
<b>District/College Representatives</b>			
Dr. Barbara Mertes, Board of Trustees President			
Dr. Susan Cota, Chancellor			
Dr. Joel Kinnamon, Vice Chancellor of Educational Services and Planning			
Mr. Roy V. Stutzman, Vice Chancellor of Business Services			
Ms. Jennifer Aires, Director, Public Information and Marketing			
Dr. Robert Carlson, Chabot College President			
Ms. Karen Halliday, Las Positas College President			
<b>Supporting Consultants</b>			
Mr. Michal Robinson, Program Director – DMJM Program Management			

1.0 CALL TO ORDER

Mr. Byron Kamp, Committee Chair, called the meeting to order at 6:36 P.M.

2.0 ROLL CALL

Seven Committee members responded to roll, with three members absent.

### 3.0 PUBLIC COMMENTS

No public comments were made.

### 4.0 APPROVAL OF MINUTES OF APRIL 26, 2005 MEETING

Mr. Kamp asked if there were any corrections or additions to the minutes of the previous meeting.

Mr. Stutzman provided clarification on the first paragraph of Item 6.0, page 3 of the draft minutes of the April 26 meeting: The annual report will be for 2004-2005; however the expenses to produce that report will be budgeted and incurred during the 2005-2006 year.

There being no further corrections, it was moved (Mr. Galvan), seconded (Mr. Sailors), and passed that the minutes be approved as corrected.

### 9.0 ANNUAL REPORT UPDATE

Mr. Kamp inquired of the Committee if there were any objections to considering agenda item No. 9 out of numerical order. There being none, Mr. Kamp introduced the report on the content and format of the annual report from the May 28, 2005 meeting of the Subcommittee. The Subcommittee consisted of Mr. Kamp, Mr. Teramoto, and Mr. Baker.

Mr. Stutzman introduced Ms. Jennifer Aries, District Director of Public Information and Marketing, who was present at the meeting to provide insight on the publication and distribution of the report.

Mr. Kamp then outlined the procedure he envisioned for the report, and turned the floor over to Mr. Teramoto who reviewed the listing of sixteen suggested items for inclusion in the report for the Committee's consideration.

Mr. Teramoto responded in the affirmative to a question posed by Ms. Barba as to whether the completed report would be posted on the Measure B website. That being the case, Ms. Barba offered the suggestion that perhaps the paper report could be pared down, out of cost considerations, but with referral to the website address for the full report.

Mr. Kamp then reviewed the Subcommittee's list of eight notations concerning the actual production and distribution of the report. Mr. Stutzman suggested that Ms. Aries could respond to any questions of the Committee.

Mr. Simonian made the suggestion that, also in consideration of cost of publication and distribution of the report, the Committee consider placing advertisements in area newspapers, which would refer readers to the Measure B website.

Ms. Aries offered several suggestions, including mailing the report to all households in lieu of mailing the report to all registered voters. Ms. Halliday suggested that the report might be included with mailing of the college schedules this fall. If the entire report cannot be included in the schedules, then a summary could be used. It could refer to the

Measure B website for the complete report. Ms. Aries further suggested that a smaller quantity print run could be made, in addition to the distribution with the college schedules, for additional circulation.

In response to Mr. Kamp's requesting her opinion of this approach, Dr. Cota stated that she likes the idea of report distribution with the college schedules specifically because of the cost advantages. Ms. Halliday pointed out that the college schedules would be printed in mid-October, the schedule of which should match closely to that of the annual report of the Committee. Mr. Stutzman offered the reminder that publication of the report was dependent on the completion of the audit. Ms. Halliday cautioned that delay of printing the schedules to accommodate a later audit completion date was not an option. This is because of the timing of college registration, which is dependent on the mailed schedules going out as now planned.

Mr. Kamp requested the Committee indicate their support of the plan to distribute the annual report of the Committee with the college schedules. It was moved (Ms. Barba), seconded (Mr. Galvan) that a two page insert be mailed with the college schedules this fall. Further, that if the audit is not complete in sufficient time to distribute the report itself in this manner, an interm report with all other information would still be included with the fall schedules and would include information about when the final report with the audit information would be available on the website. And finally, that 1,000 additional copies of the annual report be printed for distribution to key groups.

In response to Mr. Kamp's request for discussion of the motion, Mr. Simonian inquired if the cost of the above report distributions was known. Ms. Aries responded that she would collect cost estimates and forward them to the Committee Chair. Ms. Aries responded in the affirmative when asked by Mr. Kamp if she would also be able to provide the Committee some direction on press releases.

The motion passed unanimously.

## 5.0 FACILITIES MASTER PLANS FOR CHABOT AND LAS POSITAS COLLEGES

Mr. Stutzman informed the Committee that Facility Master Plans for colleges had been approved by the Board of Trustees, and that copies of the Master Plans had been distributed to the Committee. The Committee members had received the final approved Master Plan for Las Positas College. But the Chabot College Master Plan, just approved the previous week, had not yet been published in its final form. So the Committee members had been mailed a black and white copy of the final draft plan, and were being provided a color copy of the same document at this meeting. The Committee members will receive the final approved document as soon as it's published.

Mr. Stutzman then relinquished the floor to Dr. Carlson, who discussed the impact of the new Master Plan on Chabot College. He pointed out primary changes that will result at the college, such as general campus reorganization and orientation.

Historically, the focus of the campus buildings has been inward, with the buildings oriented to face toward the center of the facility. As work on the campus progresses, the alignment of the campus will be outward, toward the community.

Another major reorganization is that of an interior loop road on the campus. Up until now, campus vehicle traffic has had to exit the college grounds and travel on city streets to move from parking area to parking area. This has, in the past, created traffic safety issues, traffic congestion on nearby city streets, and resulted in vehicle accidents.

Ms. Halliday then addressed impacts of the newly approved Master Plan on Las Positas College. Las Positas, a newer college than Chabot, will be significantly expanding its facilities and ability to serve a larger student population. She directed the Committee to specific pages of the Master Plan that contain illustrations of some of the upcoming expansion.

In addition to facilities enlargement, a focus of the Master Plan addresses safety and campus access. A new second access road will be able to accommodate emergency vehicles when classes begin this fall, with full completion following soon thereafter.

She mentioned that the new gymnasium would be operational for the start of fall classes, and that the grand opening of the facility was scheduled for September 16. The new multi-disciplinary building is currently under construction.

Both presidents reiterated their invitations to Committee members to visit the college campuses and to make appointments with their offices for tours of Measure B funded projects.

## 6.0 REPORTS

### 6.1 Program Management Quarterly Report

Mr. Robinson reviewed recent bond program activities that include completion of the master planning process, conduct of California Environmental Quality Act (CEQA) studies and documentation and finally, solicitation of design services for the initial major projects of the program. Some individual minor projects have already commenced, with others ready to be started. Several major equipment purchases have also been made.

Ms. Barba asked whether CEQA studies included hazardous materials and if Americans with Disabilities Act (ADA) requirements were being addressed. Mr. Robinson responded yes to both questions and added the design process also considered other standards such as seismic and a fire-life safety requirements.

### 6.2 Financial Report

Mr. Stutzman addressed the Obligations and Expenses report included in agenda packets mailed to each Committee member. He specifically addressed the equipment purchases made for both colleges, reiterating that much of the equipment, such as computers, would be in place for use by students this fall. He reminded Committee members that in the bond expenditure planning, not only was money targeted for equipment to serve in newly constructed buildings, it was also intended to be used to replace existing equipment in existing facilities.

## 7.0 WRITTEN LEGAL OPINION ON LOAN PAYOFFS AND PURCHASE OF FURNISHINGS

Mr. Stutzman directed the attention of Committee members to the letter received from Bond counsel in response to their request for written legal opinion on utilizing bond funds for loan payoffs and purchase of furnishings. The letter from Mr. David Casnocha, which was included in agenda packets mailed to Committee members, stated that furnishings were indeed appropriate expenditure of bond monies, as are payoffs of loans.

## 8.0 FINANCIAL/PERFORMANCE AUDIT UPDATE

Mr. Robinson fielded an inquiry from Ms. Barba on whether an additional column could be added to the financial reports. She said she would like to see a column displaying the original estimated cost of projects, so that the figures might be compared to obligations and actual expenses as projects progressed.

She made further inquiry into how planning costs were distributed between the colleges and the district-wide program. Mr. Robinson explained that, initially, program planning costs were not allocated to the colleges, and that all planning costs were captured at the district-wide level of services. As the program has moved forward from planning to project management, the specific project costs have been distributed for tracking at the college level. Mr. Robinson further explained the difference between budgeted, obligated, and expended funds, and acknowledged Ms. Barba's interest in seeing all three figures included in future reports when detailed project budgets are approved by the Board.

Mr. Stutzman distributed copies of the Summary of Bond Projects, as was published in the Campus and Classroom Repair and Construction plan, published in September 2003, for the Committee's reference.

Mr. Robinson reminded the Committee that the District would continue to explore and utilize alternate funding sources, such as state bond monies, whenever possible. Mr. Stutzman advised the Committee that another state bond issue will be on the ballot this fall.

Mr. Stutzman advised the Committee that the auditors will begin performing the annual audit soon, and that the District hoped that the audit would progress quickly. Mr. Kamp advised the Committee of the possible need for a special meeting to be called in September to review audit findings as soon as they are available.

(9.0, Annual Report Update, was addressed out of published agenda numerical sequence and was discussed between agenda Items No. 4 and No. 5.)

## 10.0 MEMBERSHIP

### 10.1 Vacancy (Ms. Jones – student)

### 10.2 Expiring Appointments (1 Year Terms) Ms. Barba, Mr. Foster and Mr. Simonian

Mr. Kamp announced that Ms. Barba and Mr. Simonian were not seeking to renew their Appointments to the Committee and that Mr. Foster has agreed to continue to serve in his position for a full two-year term.

Advertisement of the vacant positions will be handled by the Chancellor's Office. Candidates' names will be forwarded to the Board of Trustees for approval. Mr. Stutzman reminded the Committee that not all vacant positions need to be filled, as the continuing members of the Committee meet the minimum criteria for Committee membership outlined in the Bylaws of the Committee.

Mr. Kamp thanked both Ms. Barba and Mr. Simonian for their service this past year.

## 11.0 COMMITTEE MEMBER COMMENTS

Mr. Kamp inquired whether any Committee members wished to make a comment. No members responded to his invitation.

Mr. Kamp then invited Dr. Cota to address the Committee. She reiterated thanks to Ms. Barba and Mr. Simonian for their participation on the Committee.

Mr. Stutzman welcomed Dr. Cota back from her extended medical for back surgery. Dr. Kinnamon was thanked for his service as Acting Chancellor during her absence.

## 12.0 ADJOURNMENT

Motion to adjourn was made by Ms. Barba and seconded by Mr. Simonian. The motion passed unanimously.

Meeting adjourned at 8:49 p.m.