



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

Meeting Minutes No: 12

Location: District Office, Room 120

Recorded by: Barbara K. Tracey

Date: January 23, 2007

Persons Present:

	<b>Term</b>	<b>Term Expires</b>	<b>Present</b>	<b>Not Present</b>
<b>Committee Members</b>				
Mr. Dave Bouchard, Business Community Representative	2 yrs.	2008	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mr. Brian Foster, Community Member Representative	2 yrs.	2007	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mr. Gordon Galvan, Chabot College Foundation Representative	2 yrs.	2008	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mr. Byron Kamp, Community Member Representative	2 yrs.	2008	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mr. Patrick Lofft, Taxpayers Association Representative	2 yrs.	2008	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mr. Joshua Paul, Las Positas College Student Government Representative	2 yrs.	2008	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ms. Bernadette Richard, Chabot College Student Government Representative	2 yrs.	2008	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mr. John Sailors, Senior Organization Representative	2 yrs.	2008	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>District/College Representatives</b>				
Dr. Joel L. Kinnamon, Vice Chancellor, Educational Services and Planning				
Mr. Lorenzo S. Legaspi, Vice Chancellor, Business Services				
Mr. Jeffrey M. Kingston, Vice Chancellor, Facilities				
Ms. Jennifer Aries, Director, Public Information and Marketing				
<b>Supporting Consultants</b>				
Ms. Barbara K. Tracey, DMJM Management				

1.0 CALL TO ORDER

Mr. Byron Kamp, Committee Chair, called the meeting to order at 6:32 p.m.

2.0 ROLL CALL

A quorum was not present, as only four committee members responded to roll call.

3.0 PUBLIC COMMENTS

No public comments were made. Jeffrey Bennett, Production Editor for the Las Positas College Express was in attendance and introduced himself to the Committee.

5.0 APPROVAL OF MINUTES (This item was considered in advance of its agenda order to establish that no official business could be conducted this meeting.)

There being no quorum present, a vote could not be conducted to approve the minutes of the October 24, 2006 meeting.

#### 4.0 INTRODUCTION OF VICE CHANCELLOR

Mr. Jeffrey Kingston, the District's new Vice Chancellor of Facilities Planning and Management, was introduced to the Committee by Mr. Legaspi. Mr. Kingston addressed the Committee, providing his educational and work backgrounds.

#### 6.1 BOND PROGRAM UPDATE

Mr. Kingston directed the committee's attention to the Measure B Bond Project Progress Report of January 16, 2007, which was distributed as part of the meeting's agenda packet. Mr. Kingston concentrated his remarks on the Procurement Update pages for both colleges, which illustrated the status of various professional services contracts for each of the Bond projects.

Mr. Kingston explained that he preferred a "milestone driven" approach to project management, in which he evaluates project status by monitoring specific milestones that have been passed in the design and construction processes. He further explained that he would be reviewing project schedules on a monthly basis.

#### 6.2 FINANCIAL REPORT

Mr. Legaspi reminded Committee members that they had received the Bond Expenditure Report as part of their agenda packets. He pointed out that they would soon be seeing significant increases in expenditures as projects began moving into the construction phase of work.

#### 7.0 2005 – 2006 ANNUAL REPORT

Ms. Aries reported that the Board of Trustees had accepted the Committee's 2005-2006 Annual Report, which was presented to them by Mr. Kamp at their January 16, 2007 meeting. The Board of Trustees commended the Citizens' Oversight Committee for their work to produce the report.

Ms. Aries reviewed the distribution routes for the Annual Report. Copies are being mailed to donors, endorsers, key stakeholders, public libraries, and local newspapers. Additionally, a one page summary report will be published in the Summer/Fall 2007 course catalogs for both Chabot and Las Positas Colleges.

Ms. Aries further reported that the Annual Report to the Community would once again be submitted for consideration for the PRO Awards Competition for annual reports, as part of the Community College Public Relations Organization Annual Conference.

Ms. Aries reminded Committee members that it would soon be time for them to determine their approach and timeframes for the 2006-2007 Third Annual Report to the Community.

Mr. Kamp also reported to the Committee on his presentation of the 2005-2006 Annual Report to the Board of Trustees. He reminded the Committee that, in his letter published in the Annual Report, the three primary areas of concern expressed by the Committee were addressed: the Project Stabilization Agreement, the accelerated construction schedule for bond projects, and use of Bond monies for payment salaries for District personnel.

## 8.0 COMMITTEE MEMBER COMMENTS

Mr. Kamp was commended for his presentation of the 2005-2006 Annual Report to the Board of Trustees by Mr. Legaspi.

The Committee was reminded of Dr. Cota's upcoming retirement by Mr. Legaspi. He invited Committee members to attend the retirement reception being held for her on April 27, 2007.

Lastly, Mr. Legaspi announced that he wanted to publicly acknowledge Mr. Eloy Retamal, Program Director, and the entire DMJM Management Team for their work and their significant contributions to the Measure B Bond Program.

## 12.0 ADJOURNMENT

Meeting adjourned at 7:23 p.m.