



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

Meeting Minutes No: 05

Location: District Office, Room 120

Recorded by: Barbara K. Tracey

Date: October 25, 2005

Persons Present:

Committee Members	Term	Term Expires	Present	Not Present
Mr. Kevin Baker, Business Community Representative	2 yrs.	2006	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mr. Dave Bouchard, Business Community Representative	2 yrs.	2006	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mr. Brian Foster, Community Member Representative	2 yrs.	2007	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mr. Gordon Galvan, Chabot College Foundation Representative	2 yrs.	2006	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mr. Byron Kamp, Community Member Representative	2 yrs.	2006	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mr. John Sailors, Senior Organization Representative	2 yrs.	2006	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mr. Jason Teramoto, Las Positas College Student Government Representative	2 yrs.	2006	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mr. Bob Tucknott, Taxpayers Association Representative	2 yrs.	2006	<input checked="" type="checkbox"/>	<input type="checkbox"/>

District/College Representatives

- Dr. Susan Cota, Chancellor
- Dr. Joel Kinnamon, Vice Chancellor of Educational Services and Planning
- Mr. Lorenzo Legaspi, Vice Chancellor of Business Services
- Mr. Stan Dobbs, Director of Facilities Planning & Management
- Dr. Robert Carlson, Chabot College President
- Mr. Bob Kratochvil, Las Positas College Vice President of Business Services

Supporting Consultants

- Mr. Michal Robinson, DMJM Program Management
- Mr. Eloy Retamal, DMJM Program Management
- Ms. Barbara K. Tracey, DMJM Program Management
- Mr. Roy Stutzman, Consultant
- Ms. Terri Montgomery, Vavrinek, Trine, & Day

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 met by five committee members responding to roll. Three members were absent.

Mr. Kamp asked Dr. Cota to introduce Mr. Lorenzo Legaspi, recently appointed to the position of Vice Chancellor of Business Services.

Mr. Roy Stutzman was reintroduced in his new roll as part-time consultant for the District. Mr. Stutzman will be supporting the Measure B Program to facilitate the colleges' vision for their projects through the design phase of the program.

Mr. Mike Robinson was then called on to introduce Mr. Eloy Retamal, who has joined the DMJM Program Management Support Team.

3.0 PUBLIC COMMENTS

No public comments were made.

4.0 APPROVAL OF MINUTES OF JULY 26, 2005 MEETING

It was moved (Mr. Galvan), seconded (Mr. Foster), and passed that the minutes be approved. Mr. Foster abstained, as he was not present at the July meeting.

5.0 BOND PROGRAM UPDATE

Mr. Stan Dobbs presented a review of the status of the Bond Program. He reported that the planning phase is nearing completion, and that the program was moving ahead into implementation of that planning. Both colleges' Facilities Master Plans were initially approved by the Board of Trustees during the summer, with environmental work now being done.

The process of selection of architectural/engineering firms for design of various projects is underway, with several successful selections having been made for projects at both colleges. Other projects are at various stages of the interview/selection process. Mr. Dobbs enumerated many of the projects and reported on their current status.

He further explained that the District was aggressively pursuing co-funding of projects with State energy grant monies. Mr. Foster asked how the Board of Trustees will manage bond monies offset by state funding, to which Mr. Dobbs replied that increased construction costs demand that the District leverage bond funds as much as possible just to execute currently planned projects.

Other work in progress is hiring commissioning agents to ensure that LEED building criteria are met, pre-qualification of specialty contractors, researching design/build projects with possibility of cost and time savings, implementing college security master plans as well as many others. Mr. Dobbs concluded his update by stressing the importance of clear definition of programming for all projects and efficient scheduling of the work to be undertaken.

6.0 FINANCIAL REPORT

The two reports provided to the committee, for different reporting periods, were explained by Mr. Legaspi. New formatting of the report, made in response to the committee's request, was pointed out. Mr. Legaspi continued with review of the June 30, 2005 Expenditure Report. In response to Mr. Tucknott's question, Mr. Legaspi explained that the June 30 date was used so the report would be comparable to the annual audit report timeframe.

Mr. Tucknott questioned where a specific expenditure (for office furnishings for Chabot College) was reflected in the report. Mr. Stutzman responded by explaining that the project was on hold and that monies had not been expended, so no dollars appear in the expenditure report. Mr. Tucknott expressed his concern that only one office would be part of that project, to which Mr. Stutzman clarified that several administrative offices were included.

Mr. Legaspi then moved to the October 18, 2005, Expenditure Report. Mr. Tucknott asked if any projects had been completed. Mr. Dobbs responded with a list of projects that had been completed. He reminded the committee that, during the past year, planning had been the

primary focus of the program, and that the District was now moving forward with implementation of that planning.

Dr. Cota clarified, by comparison to another bond program, the time necessary to move through planning into implementation stages. She reminded the committee that one of the District's principle concerns was to establish standards that would serve throughout the life of the Bond program. Mr. Dobbs stressed that only through thorough planning could cost effective and efficient scheduling of projects take place, with as little disruption to college classes and displacement of students and faculty as possible. Mr. Robinson reported that another bond program, though larger in scope, had spent three years in its master planning process. Mr. Dobbs pointed out that the District was moving very carefully during the planning phase for the most efficient expenditure of funds.

Mr. Foster restated the committee's request for a "crosswalk" report, indicating how projects in the expenditure reports fit within the specific bond language. Mr. Legaspi committed to doing this.

7.0 2004-2005 BOND AUDIT

Mr. Legaspi directed the committee's attention to the two draft reports received from the auditing firm of Vavrinek, Trine, & Day: the financial audit and the performance audit. Ms. Terri Montgomery, of Vavrinek, Trine, & Day was introduced. She reminded the committee that the audit would be performed annually for the fiscal year just ending June 30. She walked the committee through both of the draft reports, responding to questions from the committee. She pointed out that the focus of the audit may vary from year to year, depending on the status of the program and the needs of the District, and the inclusion of items may fluctuate. Mr. Stutzman reminded the committee that one aspect of the audit was to look at the expenditures against the bond language.

8.0 ANNUAL REPORT UPDATE

Mr. Kamp directed the committee's attention to the draft annual report. The report was developed based on the committee's agreed-upon Table of Contents. Mr. Kamp asked if the committee wanted to include a report linking expenditures to bond language. Messrs. Tucknott and Foster responded in the affirmative. Discussion followed, including the timeframe required to generate such a report and the time required for publication. The target date to be published, and present the report to the Board of Trustees for their approval, is their December 13, 2005 meeting.

Alternatives to inclusion of a "crosswalk" report were discussed, among them inclusion of a letter from the auditing firm stating that comparison of expenditures to the bond language was performed as part of the audit, or that the "crosswalk" report be posted on the Measure B website. Mr. Stutzman voiced concern about adding to the size, and therefore the cost, of the publication as well as possibly delaying its publication.

Mr. Galvan moved that the annual report include a letter, from the auditing firm, stating that, as part of the audit, expenditures were considered against bond language. The motion died for lack of second.

Mr. Foster moved, seconded by Mr. Tucknott, that the deadline for the annual report be extended one month to allow for staff time to prepare a report that would link expenditures to the bond language.

Discussion followed. Dr. Cota pointed out that a reference document would also have to be included in the annual report. Mr. Kamp reminded the committee of the timeline to be followed in order to present the report to the Board of Trustees in December.

Mr. Tucknott called for the question. Mr. Foster and Mr. Tucknott voted in favor of the motion; Mr. Galvan and Mr. Sailors against. In order to break the tie, Mr. Kamp voted, casting his vote against the motion. The motion was defeated.

Mr. Foster moved that the committee work within the timeframe necessary to present the published annual report to the Board of Trustees at their December 13, 2005 meeting, and that, if at all possible, the "crosswalk" report be included in the printed annual report. If, however, it was not possible to meet the publication deadline to include the "crosswalk" report in the published annual report, then the "crosswalk" report would be posted to the Measure B website so that it may be electronically presented to the Board of Trustees at their December 13, 2005 meeting. The motion was seconded by Mr. Galvan.

Messrs. Sailors, Foster, and Galvan voted in favor of the motion; Mr. Tucknott against. The motion passed.

Dr. Cota reported that two sample designs for the annual report format were forthcoming for the committee's consideration. She also offered the suggestion that the information on the auditing firm be expanded to be more descriptive of their audit process.

9.0 MEMBERSHIP

Mr. Kamp informed the committee that one vacant position on the committee exists: that of student government representative from Chabot College. Other than that vacancy, the current representation of individuals serving on the committee fulfills the committee membership makeup as prescribed in the bylaws.

Dr. Cota advised the committee that she had just spoken with the Student Trustee from Chabot College, who is interested in serving on the Citizens' Oversight Committee.

10.0 2006 MEETING CALENDAR

The schedule of meetings in 2006 was discussed. The committee will meet the following dates in 2006: January 24, April 25, July 25, and October 24.

11.0 COMMITTEE MEMBER COMMENTS

No comments were offered by committee members.

12.0 ADJOURNMENT

Motion to adjourn was made (Mr. Tucknott), seconded (Mr. Sailors), and passed unanimously.

Meeting adjourned at 8:32 p.m.