



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

Meeting Minutes No: 13

Location: District Office, Room 120

Recorded by: Victoria Lamica

Date: April 24, 2007

Persons Present:

<b>Committee Members</b>	<b>Term</b>	<b>Term Expires</b>	<b>Present</b>	<b>Not Present</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 checked="" type="checkbox"/>	<input 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 type="checkbox"/>	<input checked="" 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>				
Mr. Jeffrey M. Kingston, Vice Chancellor, Facilities				
Mr. Joel L. Kinnamon, Vice Chancellor, Educational Services and Planning				
Mr. Lorenzo S. Legaspi, Vice Chancellor, Business Services				
Ms. Karen D. Powell, Project Planner/Manager, Las Positas				
Ms. Victoria L. Lamica, Contract Manager, Facilities/Modernization Program				
<b>Supporting Consultants</b>				
Mr. Craig Fernandez, DMJM Management				
Mr. Bob Collins, Swinerton Management & Consulting				

**1.0 CALL TO ORDER**

Mr. Byron Kamp, Committee Chair, called the meeting to order at 6:34 p.m.

**2.0 ROLL CALL**

A quorum was met with five committee members responding to roll call.

**3.0 PUBLIC COMMENTS**

No public comments were made.

**4.0 APPROVAL OF MINUTES**

It was moved (Mr. Kamp), seconded (Mr. Sailors), and passed that the minutes of the October 24, 2006 meeting be approved as drafted.

4.1 There being no quorum present at the January 23, 2007 meeting, no official business could be conducted; however, the draft minutes was moved, seconded and passed approved as drafted.

## 5.0 BOND PROGRAM UPDATE & FINANCIAL REPORT

Ms. Karen Powell, the District's new Project Planner/Manager at Las Positas College and Ms. Victoria Lamica, Contract Manager were introduced to the Committee by Mr. Jeffrey Kingston, Vice Chancellor of Facilities Planning and Management. Mr. Kingston introduced the rest of the Facilities team members that were present.

### 5.1 Measure B Bond Project Progress Report, dated April 12, 2007

The committee's attention was directed to the Facilities Modernization Program, April 2007 Progress Report prepared by Mr. Kingston's Facilities team. Team members, Bob Collins reported project status for Chabot College and Karen Powell reported project status for Las Positas College. Each team member gave a program overview, a campus overview and summarized their individual college campus Bond projects.

### 5.2 Measure B Expenditure Report, dated February 21, 2007

Mr. Legaspi reported that the reconciliation of the Bond Expenditures is forthcoming and will be presented to them at their next meeting.

Mr. Kingston explained that the auditable cost-to-date Banner reporting system will be aligned with the tracking instrument of the Prolog system. The Prolog/Banner reporting function is in transition and comprehensive reports of project's budgets would be presented to them at their next meeting.

Mr. Kingston proposed conducting the Citizens' Oversight Committee Meetings at the College campuses to include site tours of the facilities prior to the start of conducting business. Additionally, Mr. Kingston suggested a start time of 5:30 p.m. and opportunities of teleconferencing.

## 6.0 COMMITTEE MEMBER COMMENTS

Mr. Foster consented to the suggestion of rotating meeting location. Mr. Foster commented that the meeting time is a scheduling conflict and harder to accomplish.

Mr. Paul commented on facilitating attendance of student participation on the committee and recommended a change to the bylaw regarding a one-year term.

Mr. Foster stated that a draft needs to be done to change the bylaw regarding student participation on the committee as a member.

Mr. Kamp recommended that at the next meeting that a report be distributed to deliver a clear understanding of which projects are identified under the Project Stabilization Agreement (PSA).

Mr. Kamp suggested that a special meeting be scheduled to review the draft on the first close of financials and requested that position controls be reported.

Mr. Foster further requested that the position controls be linked back to the Bond language and reported at the next meeting.

## 7.0 ADJOURNMENT

Meeting adjourned at 8:17 p.m.