



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

Meeting Minutes No: 14

Location: District Office, Room 120

Recorded by: Victoria Lamica

Date: July 24, 2007

Persons Present:

Committee Members	Term	Term Expires	Present	Not Present
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 checked="" type="checkbox"/>	<input 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"/>
District/College Representatives				
Mr. Jeffrey M. Kingston, Vice Chancellor, Facilities				
Mr. Lorenzo S. Legaspi, Vice Chancellor, Business Services				
Ms. Karen D. Powell, Project Planner/Manager, Las Positas College				
Mr. Douglas J. Horner, Project Planner/Manager, Chabot College				
Ms. Victoria L. Lamica, Contract Manager, Facilities/Modernization Program				
Supporting Consultants				
Mr. Bob Collins, Swinerton Management & Consulting				

1.0 CALL TO ORDER

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

2.0 ROLL CALL

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

3.0 PUBLIC COMMENTS

No public comments were made.

4.0 APPROVAL OF MINUTES

It was moved (Mr. Foster), seconded (Mr. Lofft), and passed that the minutes of the April 24, 2007 meeting be approved as drafted. Mr. Galvan abstained from voting.

5.0 BOND PROGRAM UPDATE & FINANCIAL REPORT

Mr. Jeffrey Kingston introduced Mr. Douglas Horner who replaces Craig Fernandez as the District's new Project Planner/Manager at Chabot College. Mr. Kingston also introduced Mr. Bob Collins, Construction Manager for Chabot College and mention that Mr. Collins was in attendance at the previous Citizen's Oversight Committee meeting.

5.1 Program Overview

Mr. Jeffrey Kingston presented an Executive Summary review of the key accomplishments for the Bond program with highlights of the Five-Year Plan, Project Stabilization Agreement and Central Plants which will be designed at each college. Mr. Kingston announced that the Central Plants are the first of all projects under the Project Stabilization Agreement.

Mr. Kingston reported organizational changes for the District to self perform and also mention that the program/project management is near completion. Mr. Kingston also noted that the Construction Management contracts are currently being reviewed to fine tune staffing for the Construction Management teams for both Chabot and Las Positas College.

Proceeding on with the Executive Summary for the Bond program, Mr. Kingston explained that the project schedules and associated project budgets are being reviewed to re-baseline the program/projects as some of the Bond projects near the Construction Phase and near the end of the Design Phase. The baseline of the budgets will then be entered into Banner for the Fiscal Year 07-08 budgets.

Mr. Kingston further reported on the Measure B budget summary as of July, 2007 and explained that the budget summary report consists of: the budget; the actual to date; the commitments to date; and the remaining budget for the Bond program.

Mr. Kingston then noted that Ms. Jeannine Methe, Chief Technology Officer provided information in regards to the accomplishments and future plans for the IT Technology Equipment funds being spent. He further mentioned that Ms. Methe is also in charge of the IT funds for both Chabot and Las Positas College. Committee members raised several questions in regards to the Smart Classroom, to which Mr. Kingston and Mr. Horner responded. Mr. Kingston suggested providing the Committee with copies of the IT Master Plan.

Mr. Lorenzo Legaspi proposed rotating the Citizen's Oversight Committee Meetings at the College campuses and have the meetings in the classrooms or tour the classrooms.

Lastly, Mr. Kingston highlighted the District-Wide Roof Replacement project which is managed by Mr. Tim Nelson, Director of Maintenance and Operations.

5.2 Chabot College Project Progress Report, July 2007

Mr. Douglas Horner introduced himself to the Committee as the new Project/Planner Manager for Chabot College. Following the introduction, Mr. Horner reported on the Project Progress Report beginning with the Swimming Pool Renovation project, which has been completed on time, on budget and is in the process of being closed out. Mr. Horner further reported to the Committee about the status for the remaining projects at Chabot College.

5.3 Las Positas College Project Progress Report, July 2007

Ms. Karen Powell directed the Committee's attention to the Las Positas Project Progress Report and began reporting on the current status as of July, 2007 for each project on the Las Positas College Campus.

5.4 Financials

Mr. Byron Kamp requested a report with a level of detail in regards to the Bond Program financials as of fiscal year end June 30, 2007. Mr. Kingston and Mr. Legaspi responded that they'll coordinate with each other to provide a report with the level of detail requested by Mr. Kamp.

Mr. Kamp further requested a percentage breakdown of staff in regards to the salary spent and would like a document of positions funded under Measure B. Mr. Legaspi responded that the Auditors will use the Board action and ensure the Committee that the positions are funded by Measure B. As for the actual percentage, Mr. Legaspi mention that the Auditors will then pull the payroll records to make sure that the following are funded under Measure B for the actual percentages as requested by Mr. Kamp, which will show the percent total. Mr. Kamp would like the Auditors to provide the audit report to the committee. Mr. Legaspi responded that the Auditors are able to provide the report to all.

6.0 DSA CHOICE SUMMARY AND UPDATE

Articles were provided to the Committee that was provided to Mr. Kingston by the State in regards to Title 24 California Building Code as legislated in the Field Act for community college construction projects.

Mr. Byron Kamp raised a question in regards to the impact of the Field Act. Mr. Kingston responded that the state community college system's approach is to give the community college Board of Trustees the ability to choose to utilize DSA for review and plan check. Mr. Kingston further explained that there are no negative impacts and that the buildings are currently designed under Title 24.

Mr. Kingston then informed the Committee that all projects are being pushed through DSA and are coming out in a timely matter. DSA is responding and taking more time because of the size of the Program. With the amount of time it's taking a project to come out of DSA most of the projects should be permitted and through DSA.

Mr. Byron Kamp questioned if we are designing by the Field Act. Mr. Kingston's replied that we are designing by the Field Act and all are projects are going through DSA and/or being reviewed by DSA. Mr. Kingston further explained that all school buildings have to build to the Field Act.

7.0 COMMITTEE MEMBER COMMENTS

Mr. Kamp recommended that at the next meeting information is needed on which bids are related to PSA and what the bid outcomes are for the projects. Mr. Kamp further recommended that information is needed to track the bids that will determine if the bids are over or under budget.

Mr. Kamp suggested for the next report he would like information on how are we progressing with the 5-year plan which will show that we are on schedule and how we're looking moving forward.

Mr. Kamp consented to meeting times and locations with a suggestion of rotating and holding the meetings at Chabot College or Las Positas College beginning at 6:30 p.m.

8.0 ADJOURNMENT

Meeting adjourned at 8:26 p.m.