

MINUTES OF THE MEASURE A BOND OVERSIGHT COMMITTEE
OF THE CONTRA COSTA COMMUNITY COLLEGE DISTRICT

Date: August 11, 2005
Time: 5:30 p.m.
Place: George R. Gordon Education Center
6th floor Board Room
500 Court Street
Martinez, California

Members Present

Maria Alegria
Keith Archuleta
Mary Erbez
Mary Piepho
Mark Ross
Hermann Welm
John Wolfe

Absent

Jason Aguilar
Gary Bell
Michael Dugan
Don Freitas
Myriam Roiz

Staff/Guests

Jeffrey Kingston
Victoria Lamica
Cam Perrotta
Bruce Rich
Georgette Stewart
Helen Benjamin

CALL TO ORDER

At 5:30 p.m., the meeting was called to order by Mary Piepho, Chair. Jeffrey Kingston, Vice Chancellor, Facilities and Operations reviewed the agenda.

PRESENTATIONS FROM THE PUBLIC

There were no presentations from the public.

AGENDA - ACTION ITEMS

Committee Membership

Mary Piepho reported on the membership of the committee, the membership's role of conducting business, the continuation of a strong and functioning committee, chair assignments and the succession of the staggering committee members serving two-year terms.

It was recommended to take action on the replacement of Committee members, in accordance with the District Governing Board approved rules and regulations of the terms of office provisions which state that a "Committee member misses three (3) committee meetings and a vote is taken by the rest of the Committee to request that the Governing Board replace the member" who have three (3) confirmed absences.

It was further recommended that the District Governing Board replace those committee members identified as; Jason Aguilar, student representative; Michael Dugan, CCC representative; and Don Freitas, LMC representative and sending a letter thanking each of the members for their interest and service on the Measure A Oversight Committee.

It was further recommended that the District Governing Board accept the letter of resignation from Committee member, Myriam Roiz representing business and community interest for Diablo Valley College. Mary Piepho accepted the letter of resignation and asked that the District Governing Board replace the member and send a letter of acceptance and thanking member Myriam Roiz for her interest and service on the Measure A Oversight Committee for the past two terms.

It was moved by Mary Piepho, seconded by Maria Alegria, to approve the recommendation to request that the District Governing Board replace committee members; Jason Aguilar, Michael Dugan and Don Freitas from the Measure A Oversight Committee membership and request that District Governing Board accept the letter of resignation from committee member Myriam Roiz. The motion passed unanimously.

Chair Assignments

In accordance with the District Governing Board approved rules and regulations of the committee operations provisions, which state that "the Committee shall annually select a chairperson, vice chairperson, and secretary and Committee decisions will be made by majority vote of the members present" a motion was recommended to nominate Hermann Welm as vice chairperson; and Keith Archuleta as secretary. The motion was

passed unanimously.

Mary Piepho will remain the chairperson for the remainder of the year. A request to the members to solicit offers for the vacancy positions of the committee. It was suggested that the Chancellor could submit a nomination for the taxpayers association, a senior citizens organization or a general member, in accordance the provisions.

Approval of Minutes of the March 11, 2004 Meeting

No action taken at this time to approve the minutes of the March 11, 2004 meeting. Mary Piepho, Chair requested that the item be placed back on the agenda for approval at the next scheduled oversight committee meeting.

Approval of Minutes of the July 08, 2004 Meeting

No action taken at this time to approve the minutes of the July 08, 2004 meeting. Mary Piepho, Chair requested that the item be placed back on the agenda for approval at the next scheduled oversight committee meeting.

Approval of Minutes of the November 18, 2004 Meeting

It was moved by John Wolfe, seconded by Keith Archuleta, to approve the minutes of the November 18, 2004 meeting. The motion passed unanimously.

Approval of Minutes of the March 10, 2005 Meeting

No action taken at this time to approve the minutes of the March 10, 2005 meeting which was re-scheduled for April 14, 2005. Mary Piepho, Chair requested that the meeting minutes become available for review and that the item be placed back on the agenda for approval at the next scheduled oversight committee meeting.

GENERAL AGENDA ITEMS - INFORMATION/DISCUSSION

Introduction of Dr. Helen Benjamin, Chancellor

Jeffrey Kingston, Vice Chancellor, Facilities and Operations introduced Dr. Helen Benjamin to the Oversight Committee meeting.

Facilities Modernization Program Report

Jeff Kingston reported that the Measure A Status Report was distributed in advance by mail to the committee with their agenda for their review prior to this meeting. An overhead presentation highlighting key areas of the report given to the committee. There was a discussion reviewing the modernization program, providing general updates and highlighting the progress of the projects. The overall strategy of the program plan was previously given to the District Governing Board laying out the structure, implementation and the programmatic approach to the various projects and to include a program schedule depicting how each project is inter-related and prioritized.

A review of the program organizational chart to ensure effective and efficient project delivery began with a review of positions, job duties and how they relate to the overall funding for the program. Cam Perrotta, LMC Building and Grounds Manager has replaced Alex Edwards as the LMC Project Manager for the modernization program.

Paragon, a web based cost control system which interfaces with Datatel has been purchased and is being implemented to allow activity base cost accounting across multiple years for the program. This will enable the project cost to be tracked and provide estimate to complete figures and variances. One of the challenges that the District faces is the 30% inflation experienced in construction costs over the past 24 months. The cost control system will enable better forecasting of program and project costs and provide better tools to understand project cost and schedule status at given points in time.

A question by Mary Erbez regarding if passing another bond issuance will short-change any campus from completing their projects and who will get their projects completed generated discussions about public awareness. Hermann Welm suggested that the District be proactive about the construction cost inflation by producing a public announcement campaign. He recommended that a college task force workshop could share this information with their communities and leadership; and that the Contra Costa Times could run a story about the unprecedented inflation. He also recommended that a public awareness process should be conducted prior to any postponing of projects. Mark Ross agreed with the recommendation of a public announcement campaign and stated that it will provide credibility. Mary Piepho added that the campaign should include the process and project timelines.

John Wolfe recommended that the District's strategy should focus on getting good information out to the public immediately and not to wait until the progress report shows

cost over-runs, deficiencies in projects and scope reductions. Then, it becomes old news and not new information which could give the wrong message. Hermann Welm suggested that a press release focusing on the progress to date and future project schedules would create public confidence with the reported expenditures.

Chancellor, Helen Benjamin acknowledged that public awareness is a priority of the District. She reported on her strategy and role in getting information to the College Presidents; City Council meetings; and Board of Supervisors.

Maria Alegria asked the chairperson, Mary Piepho what was the role of the committee. Mary replied that the committee has an important role and responsibility to the public to represent a hyper-awareness, to build the bridge that connects to the community and to continue to enhance public awareness. Chancellor, Helen Benjamin agreed that there is a responsibility to make the public aware of our needs. That the Oversight Committee is a reporting mechanism to be utilized; and that they have an obligation to report back to the public.

Keith Archuleta thanked the Chancellor for the response that the District is continuing to prioritize and move the projects forward towards completion. John Wolfe agreed that the Oversight Committee acts as a vehicle to disseminate the project information to the public. He recommended that a draft of the press release come before the Oversight Committee for review.

Jeffrey Kingston continued his presentation with photographs of the various job-sites of current projects that are underway. He agreed that the District's successes be announced and that our construction projects costs are currently around \$300 sq. ft., which is great value for our monies. Mark Ross asked if there had been any bidding complications with any projects. Jeffrey Kingston replied that we have had a good bidding climate in the past. The only issue had been with the LMC Math/Science bid which had been withdrawn by Biltwell Development Company.

Jeffrey Kingston reported on the challenges that the Modernization Program faces which included; that the industry usually budgets 4-6% of total program budget for support services and that the District's program support services budget should be closer to \$9.5 million in lieu of the budget \$2 million; and that Contra Costa College resides near the Hayward fault and compliance to the Field-Act requires us to investigate fault traces to eliminate potential of a known fault prior to construction. He assured the committee of his commitment to quickly move the projects forward. Mary Piepho thanked Jeffrey Kingston for his presentation and welcomed Cam Perrotta to his new position as Project Manager at the Los Medanos College. A copy of the powerpoint slides are attached to these minutes.

Committee Membership Replacement Terms & Composition

The committee membership replacement terms & composition discussion was conducted as an action item on the agenda.

Set Revised Committee Calendar

The next Oversight Committee meeting is scheduled for November 30, 2005, beginning at 5:30 p.m.

ADJOURNMENT

There being no further business to come before the Measure A Bond Oversight Committee, the meeting was adjourned at 7:00 p.m.