

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

Date: March 15, 2007

Time: 4:00 p.m.

Place: San Ramon Center
1690 Watermill Road
San Ramon, CA 94582

Present: Gary Bell, Ed Best, John DuBois, Raja Hudson, Vernon Jones, Andrea Lopez, Colin Nelson, Jerry Okendo, Jack Weir

Absent: Maria Alegria, Diane Gibson-Gray, Leonard McNeil

Staff: Helen Benjamin, Teresa Greenwell, Patricia Kaya, Kindred Murillo, Cam Perrotta, Bruce Rich, Jack Shaffer, Ted Wieden

CALL TO ORDER

At 4:00 p.m., Jack Weir, committee chairperson, invited the Measure A committee members to tour the new San Ramon Campus (SRC). Kevin Horan, SRC Executive Dean, conducted the tour.

AGENDA - ACTION ITEMS

Approval of Minutes of Business Meeting February 7, 2007

On motion of Mr. Jones, seconded by Ms. Hudson, by unanimous vote, the February 7, 2007, minutes were approved.

GENERAL AGENDA ITEMS – INFORMATION/DISCUSSION

Nomination of Committee Membership Replacement

Ted Wieden, Interim Special Assistant to the Chancellor, summarized the committee membership structure. On motion of Mr. Jones, seconded by Mr. Best, by unanimous vote, the nomination of Los Medanos College (LMC) students Andrea Lopez and Colin Nelson, who agreed to share the student position for the college, were approved for appointment to the committee. Mr. Weir thanked Ms. Lopez and Mr. Nelson for volunteering to serve.

Summary of Annual Report Presented to the Governing Board on 2/28/07

Mr. Weir summarized the report that he presented to the Governing Board on February 28, 2007. He said the Board thanked him for the information that was presented. Facilities and Operations Representative Kindred Murillo said she is in discussions with District legal counsel to determine if bond money can be used to supplant the operating

budget. Legal counsel said that when buildings are in disrepair, bond money can be used for rehabilitation. Mr. Weir welcomed committee members to join in this discussion. Mr. Weir, Ms. Lopez, Mr. Wieden and Ms. Murillo volunteered to be part of this discussion with legal counsel.

Status Report on Measure A Projects

Mr. Weir asked for an update on presenting Measure A information to the voters. Mr. Wieden said that a 15-minute presentation on cable television would cost \$10,000.00 and a Contra Costa Times insert would cost \$20,000.00. Mr. Best asked if both types of mediums would be used. Mr. Weir asked what would be a reasonable amount of money to spend on getting out bond information to the community. Chancellor Benjamin said \$20,000.00 was a reasonable amount. Various ways of communicating Measure A information to the public were discussed:

- Mr. Best said more emphasis should be placed on the route taken to get the information out, not the amount of money to be spent.
- Dr. Benjamin said information through a newspaper insert would be a one-time event.
- Mr. Wieden said he would contact the Contra Costa Times to find out their number of subscribers.
- Mr. Best said information could be recorded and placed in public libraries.
- Chancellor Benjamin said information could be placed on websites.
- Ms. Lopez said there is a Pittsburg newspaper that has online articles. She offered to help get the information out to this publication.
- Ms. Hudson said information could be placed on college websites.
- Mr. Jones said information could be televised and later distributed on DVDs.
- Dr. Benjamin said presentations could be made at city council meetings, which are televised.
- Mr. DuBois said the newspaper insert which ran in 2006 was very good and he suggested an insert sheet in the newspaper to advertise a video presentation on cable access television.
- Ms. Murillo recommended allocating \$30,000.00 to \$35,000.00 for the communication.
- Mr. Okendo said he preferred a newspaper insert; he added that if information was shared on a website, there should be a comments section for public to respond. Ms. Murillo said a blog could be created from the District web page.

The committee decided that the end of August 2007 would be the best time to make bond project update information available to the public. The committee also agreed that a budget of \$30,000.00 should be set aside to make this information available. On motion of Mr. Okendo, seconded by Mr. Jones, by unanimous vote, Mr. Okendo, Ms. Lopez and Mr. Best were selected to serve on the subcommittee for communication of bond information.

Ms. Murillo and project managers for the three colleges summarized projects on campus. Teresa Greenwell, project manager for CCC gave an overview of building at CCC. Mr. Okendo asked if additional money had been allocated for seismic conditions at

this college. Ms. Murillo responded that a detailed seismic plan for CCC has been submitted to the State to address geotechnical seismic retrofit. She added that is the District's intent to have the State fund this project. Mr. Bell asked if the master plan would be ready by June 2007. Dr. Benjamin said Cabinet decided to have the colleges plan for building before bond money is released. She said the colleges have already chosen the architecture firms for their projects.

Jack Shaffer, project manager for DVC summarized building on campus. Mr. Weir asked if the three project managers at all three colleges have discussed how to mitigate problems as they arise on campus. Mr. Shaffer said the project managers will meet to discuss this issue. Mr. Weir requested that all three project managers share information on what they learned, etc. at the August 1, 2007, Measure A meeting.

Cam Perrotta, project manager for LMC summarized building on campus. Mr. Weir asked that future reports reflect what type of contingency is being used on projects. Ms. Murillo said that contingencies are addressed up front in the change order process so that contingency can be tracked by project to standardize project estimates.

Mr. Bell questioned the percentage of bond funds used for "soft costs." Ms. Murillo said salaries are not paid out of the bond, but project managers can be hired to run the bond and/or a company can be hired to do construction management. Currently, the college project managers are paid out of the District general fund. Ms. Murillo added that nine percent of bond funds are devoted to "soft costs."

Chancellor Benjamin announced that a Chief Facilities Planner will be hired for District building projects. The job announcement will close in mid-April. Dr. Benjamin said one Measure A committee member should serve on this hiring committee.

Goals/Plans for 2007

This item was not discussed.

Other

Mr. Weir asked that the following items be included on the August 1, 2007, meeting agenda:

- Project managers report on how to mitigate problems with future building projects
- Bridging completion process on 2002 projects
- Planning on 2006 projects
- Delta Science Center project

ADJOURNMENT

There being no further business to come before the Measure A Bond Oversight Committee, the meeting was adjourned at 7:08 p.m.

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