



AR 3302 Bond Program Management

ISSUED: March 16, 2010
REVISED:

The CEO directs that the following regulations apply to Bond Program Management in the Compton Community College District:

- I. **Program Goals.** Compton Community College District is committed to providing the students, faculty, administration and residents of its service region with safe, functional, cost-effective facilities. The overarching goals of this program are to:
 - A. Maintain the highest standards of safety possible, with every individual responsible for this or her own safety and responsible for the safe behavior of others nearby.
 - B. Construct each facility as quickly as possible without sacrificing quality or losing focus of the entire program.
 - C. Ensure Bond funds are used only for construction, rehabilitation, equipping of school facilities or the acquisition or lease of real property for school facilities, as defined in the voter approved bond ballot language and by the District's duly approved Education Plan and Facility Mater Plan.

 - II. **Program Objectives.** The objectives of this program are to:
 - A. Ensure that District authority and responsibility for bond fund expenditures and for delivery of approved facility projects are clearly defined and adhered to.
 - B. Ensure that progress on bond program funded projects is reported regularly and in sufficient detail to management, the Board of Trustees, and the public.
 - C. Ensure the program optimizes the use of bond program funds through the implantation of a comprehensive and well-controlled Program Management Plan and detailed Program Management Procedures.

 - III. **Program Management Plan.** The Program Management Plan (PMP) will be the road map to implement the Bond Program. The three most important elements in the PMP are the scope, budget, and schedule. The success of the program depends on a careful balance of these variables and the management of each throughout the life of the program.
 - A. Scope is defined as the physical result of the project (e.g., the number of rooms, the size of the rooms, and other requirements of the space).
 - B. The budget is the original estimated cost of construction, including inflation, architectural and engineering services, and all other costs associated with a building program.
 - C. The schedule models the time line for executing the individual projects, taking into consideration space requirements, bond cash flow requirements, and the absorption rate of additional classroom space created.
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IV. Bond Program Management Controls shall include:

- A. A specific list of CCCD projects to be funded and certification that the district board has evaluated safety and information technology needs in developing the list.
- B. A facility needs assessment that includes a detailed inventory of existing facilities, a comprehensive energy analysis, enrollment projects and staffing needs resulting in a Facilities Master Plan.
- C. An annual revision to the Facilities Master Plan.
- D. A schedule showing implementation plan milestone start and due dates.
- E. Identification and tracking of all funding by source.
- F. Cost and schedule estimates for each project.
- G. Management of design, contract and construction phases, including document management throughout.
- H. Monthly progress reports in detail for each project and in summary for the program including inspection of workmanship, completion of work to meet specification, and the suitability of proposed changes to the scope and original design of work. Monthly progress reports will also include a comparison of actual costs against original projections and an explanation accounting for differences.
- I. Quarterly forecasts of final cost and date of completion for each project. The Quarterly Forecast shall include recommended adjustments to project budgets and/or construction schedule timelines if revised expenditure projections so require.
- J. Annual, independent financial and performance audits prepared on behalf of the Board of Trustees, until all bond funds have been spent to ensure that the bond funds have been used only for the projects listed in the measure.

V. Organization. The following constituencies participate in Bond Program Management:

- A. **Board of Trustees.** The elected Board of Trustees sets policy for all district actions affecting the bond program. The Board approves the educational and facilities master plans, the five year construction plan, and all project management and/or construction contracts.
- B. **Citizens Oversight Committee.** The Board of Trustees appoints a minimum of seven community members to oversee the bond program as in delineated in BP 3310 Citizens Oversight Committee.



**COMPTON COMMUNITY COLLEGE DISTRICT
ADMINISTRATIVE REGULATIONS**

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- C. **Facilities Committee.** Consults concerning campus-wide capital construction; long-range planning in conjunction with local, state bond funding and reports to the Consultative Council as delineated in AR 2511 Council and Committee Structure.

 - D. **District Management.** The CEO provides overall direction to the Bond Program and shall establish such regulations and direction as are necessary to that end. The CEO or designee provides the bond program progress reports called for by this regulation.