

COMPTON COMMUNITY COLLEGE DISTRICT
MEASURE CC CITIZENS' BOND OVERSIGHT COMMITTEE

MEETING MINUTES

January 19, 2011

The meeting was called to order at 10:15 a.m. in the Board Room at Compton Community College District.

Members Present: Bruce Boyden, Dr. Giovanna Brasfield, Joel Estrada, Brandon Mims, Mary Edwards, Mark Guillen, Olivia Verrett

Members Not Present: N/A

Also Present:

Fred Sturner, Director of Facilities Planning and Construction (FS)
 Linda Owens, Senior Project Manager (LO)
 Don Backstrom, Backstrom McCarley Berry & Co., L.L.C. (DB)
 Daniel Villanueva, Chief Business Officer (DV)
 Marie Mejia, Assistant Project Manager (MM)

Item	Description	Due	Action
1.2	<p>Meeting Frequency: Meetings will be held monthly initially; (may change to quarterly meetings later). 5/19/10 Update: Meetings will be held the 3rd Wednesday of the month at 10 a.m. 6/16/10 Update: Meetings are scheduled for 1-1/2 hours.</p>		Info
1.8	<p>Minutes and Agenda: A Meeting Agenda will be sent out via email prior to the next meeting. Meeting Minutes will be sent via email. 10/20/10 Update: CBOC Members Estrada and Brasfield will contact LO to discuss/finalize November 17, 2010 Agenda.</p>	<i>recurring</i>	FS
2.2	<p>Music Building Renovation Project: The Project Architect will be invited to present project information at the next meeting. 6/16/10 Update: Scott Holland with Elements Architecture is the Arch. for the Music Building Renovation Project. He provided project information. Question: How many seats? Answer: 216 seats including all fixed seats, and accessible wheelchair seats. Prequalification of B Licensed Contractors due June 30, 2010. 8/18/10 Update: Members were provided with a list of all Contractors that requested Prequalification Packages. The prequalified Contractors were emboldened on the list. 10/20/10 Update: Per DSA, the Music Project must be under Construction by January 31, 2011.</p>	ongoing	FS
	<p>a) CBOC requested a list of contractor license classifications</p>	11/17/10	complete
	<p>b) Based on the prequal request list, what licenses do the local Contractors hold?</p>	11/17/10	complete
	<p>c) Note: Bigger project (i.e. infrastructure) will include some Incentive to include local contractors. Currently working on Front End Documents.</p>		Info
	<p>11/17/10 Update: CBOC toured Music Building</p>		
3.2	<p>Analysis of rest of campus: Member Mary Edwards requested a project list for the rest of the campus (non-Bond related projects) for members to review. 8/18/10: A milestone and projection list in chart form was</p>	2/16/11	FS

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	requested by Member M. Edwards. 10/20/10: FS will provide chart. 1/19/11 Update: Members given project dashboard. Members would like to see more detail on each project.		
3.4	Site Visit: Members would like to include a site visit during one of the future CBOC meetings. 8/18/10: Members agreed to hold off site tours for several Months. 10/20/10: CBOC has requested a tour of the Cafeteria and Music Bldg Projects for our next meeting. Tour starts a 10am. We Will meet at Board Room. 11/17/10: CBOC toured Cafeteria and Music Bldg Projects 1/19/11 Update	11/17/10	TBD LO
4.1	Meeting Minute Approval: Members unanimously approved meeting minutes from 11/17/10.		Info
4.3	Cafeteria Invoices: Members requested that the Business Office provide all invoices related to the Cafeteria Project that was paid out of the bond for the Members review. Eventually, Members want to review all Bond related invoices. (FS will forward a vendor recap spreadsheet on the Cafeteria, however, JG will provide the invoices.) 10/20/10 Update: The Business Office will provide a report in lieu of invoices.	9/15/10	JG
4.4	Upload CBOC Minutes on Compton Website: Dr. Cox would like the approved CBOC Minutes uploaded to the Compton website. 10/20/10: LO to determine how to get the CBOC Minutes and Agenda uploaded onto Compton's Website. 1/19/11 Update: Members asked that the Webmaster Omar Brenes be invited to the next meeting so that Members can meet the people behind the Website for Compton.	2/16/11	FS/LO
5.1	LRC Update: Barnhart (CM@Risk) has not mobilized for project (now in breach of contract). Facilities Dept putting together General Conditions to cover Barnhart's absence. FS will provide breakdown of how much of the bond dollars have been spent on the LRC project to date.	11/17/10	FS
5.2	Sample for Reporting to Board of Trustees: LO will research for Reporting update sample for the CBOC to use to report to the Board. 1/19/11 Update: Members given handout of LACCD Annual Report as a sample. Members would like to do a tri-fold pamphlet like the CCCD Foundation Report. However, they are not sure of the overall cost.	11/17/10	LO
6.1	Member Questions: a. Term Limits for CBOC Member? Per CBOC Bylaws, Sect 5.4 <u>Term</u> "...each member shall serve a term of one (1) years, beginning July 1 and may be reappointed. No member may serve more than two (2) consecutive terms." Please refer to your bylaws for further details. b. Can the Bond pay for Outreach? Discuss at next meeting	1/19/11	LO
6.2	Executive Summary: Members would like an executive summary that covers the RFQ process, Prequal process and Outreach.	1/19/11	FS

Item	Description	Due	Action
New Business			
7.1	<u>Special Trustee:</u> Members would like to invite the new Special Trustee to the February Meeting.	2/16/11	FS
7.2	<u>New CBO's Resume:</u> Members were introduced to the new CBO, Daniel Villanueva. Members asked that he bring/send copy of his resume for the next meeting.	2/16/11	DV
7.3	<u>Attendance of the Board of Trustees Meeting:</u> Member Edwards suggested that CBOC members attend some of the monthly Board of Trustees Meeting		Info
7.4	<u>2011 CBOC Meeting Calendar:</u> The calendar of CBOC meetings for 2011 was finalized and will be uploaded to the website.		Info
7.5	<u>Next Meeting:</u> Wednesday, February 16, 2011 at 10:00 a.m.		Info

END