



**SAN DIEGO COMMUNITY COLLEGE DISTRICT**

3375 Camino del Rio South  
 San Diego, California 92108-3883  
 619-388-6550

CITY COLLEGE | MESA COLLEGE | MIRAMAR COLLEGE | CONTINUING EDUCATION  
**Citizens' Oversight Committee**  
 619-388-6546

MEETING MINUTES #27

Issue Date: February 25, 2008

MEETING DATE: Monday, January 14, 2008  
 MEETING TIME: 4:00 p.m.  
 MEETING LOCATION: District Offices  
 3375 Camino del Rio South, Suite 245  
 San Diego, CA

<b>Attendees* / Distribution</b>	<b>*Indicates those present at this meeting</b>
<b><u>Committee Members:</u></b>	<b><u>S.D.C.C.D. Staff:</u></b>
<b>Barton, Jaime*</b>	<b>Backensto, David</b>
<b>Berg, Andy*</b>	<b>Beebe, Anthony*</b> Continuing Education
<b>Bragg, Rocky</b>	<b>Burgess, Terry</b> City College
<b>Caballero-Sotelo, Linda*</b>	<b>Burkhart, Richard*</b>
<b>Fulton, Margaret</b>	<b>Carroll, Constance M.* Chancellor</b>
<b>Glaser, Bobby* CHAIR</b>	<b>Cepe da, Rita*</b> Mesa College
<b>Goodfriend, Harvey*</b>	<b>Davis, Terry*</b>
<b>Lemmon, Tom*</b>	<b>Dexheimer, Carol*</b> City College
<b>Marston, Jeff* VICE CHAIR</b>	<b>Dittbenner, Rich*</b>
<b>Morrell, John*</b>	<b>Hsieh, Patricia*</b> Miramar College
<b>Schwartz, Rosalie*</b>	<b>Lareau, Lance</b>
<b>Smith, Carolyn Y.*</b>	<b>Manges, Peggy</b> Miramar College
<b>Villarreal, Robert*</b>	<b>Murphy, Ryan*</b>
<b>Zaharopoulos, Pat</b>	<b>Parker, Bob*</b> Continuing Education
	<b>Perez, Ron</b> Mesa College
<b><u>Board of Trustees:</u></b>	<b><u>Rogers, Darrell</u></b>
<b>Block, Marty*</b>	<b>Umstot, Dave*</b>
<b>Schwant, Bill*</b>	<b>White, Peter</b> Miramar College
<b>Zechie, Peter*</b>	
	<b><u>Gafcon-Proposition S and N Program Staff:</u></b>
	<b>Minner, Joe*</b>
<b><u>Visitors/Speakers:</u></b>	<b>Ibarra, Rosie*</b>

Prepared by: Rosie Ibarra, Gafcon Reviewed by: Joe Minner, Gafcon Proofed by: Kay Swan, Gafcon  
 Information/corrections received regarding meeting minutes will be filed with the meeting minutes and considered to be record documents. Please inform the writer of any errors or omissions to these minutes; otherwise, they will be presumed correct as written. Meeting participants are asked to take notes and take action on items discussed.

**MEETING MINUTES #28**

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<b>AGENDA ITEM AND MINUTES:</b>	<b>❖ ACTION</b>
The meeting was called to order by Chairman Bobby Glaser at 4:15 p.m.	
<b>1. Roll Call and Introductions</b>	<b>No motion on this item</b>
Chairman Glaser asked Joe Minner of Gafcon to conduct roll call and Chancellor Carroll to indicate who was present from the District.	
<b>2. Approval of COC Meeting Minutes #27, November 19, 2007</b>	
Chairman Glaser asked the COC if anyone had any questions with regard to the Meeting Minutes of November 19, 2007. There were no changes or comments. Chairman Glaser stated that the meeting minutes cover the important items of what was discussed without being too lengthy. (minutes were held until quorum).  <b>MOTION:</b> Chairman Glaser called for a motion to approve the November 19, 2007 meeting minutes. The motion was approved unanimously.	<b>Motion to approve the November 19, 2007 Meeting Minutes.</b>
<b>3. Chairman's Report</b>	<b>No motion on this item</b>
Chairman Glaser wished everyone a Happy New Year. Chairman Glaser stated that all the activities going on around the campuses are great and he looks forward to the upcoming projects. There have been many groundbreaking since the last COC meeting and it is exciting to see the construction begin.	
<b>4. Introductions to Campus Project Managers</b>	<b>No motion on this item</b>
Chairman Glaser asked Mr. Dave Umstot to make the introductions. Mr. Umstot introduced the Campus Project Managers by College: Tom Fine at City College; Daniel Sicile-Kira at Mesa College; Jim Bray at Miramar College; Scott Ellis at Continuing Education; and Larry Leon, the manager for Furniture Fixture & Equipment (FF&E) for all projects. All Project Managers have extensive management experience.  Chairman Glaser asked if there were any questions; there were none.	
<b>5. Sub-Committee Reports</b>	<b>Motion to move forward on the COC Annual Report</b>
Chairman Glaser asked the Chairmen of the Sub-committees to report.  <b>Communications</b> Sub-committee: Mr. Jeff Marston reported on the COC Annual Report and handed out draft copies. Mr. Marston thanked those who helped put the Annual Report together and briefly reviewed the report. Mr. Marston stated that there was certain information that still needed to be added to the report such as number of students served in each new facility so taxpayers better understand the benefit received. Chairman Glaser discussed the possibility of having the Annual Report reflect the Bond rating. Chairman Glaser asked for additions or comments.	

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<p>Mr. Harvey Goodfriend stated that the chart on the back of the Annual Report was very good. It is the kind of detailed information that the Citizens are really seeking. Mr. Andy Berg asked if the COC had previously seen the report. Mr. Joe Minner stated that it was emailed only to the Communications Sub-committee. Mr. Berg requested that the COC be given a week to review the report.</p> <p>There were no further questions.</p> <p><b>MOTION:</b> Chairman Glaser called for a motion to move forward with the COC Annual Report if no comments were received from COC members within one week. The motion was approved unanimously.</p> <p><b>Construction Sub-committee:</b> Chairman Glaser asked Mr. Tom Lemmon to report. Mr. Lemmon stated that the Construction Sub-committee met and is in the process of determining what information they will want to review during the course of the bond program. The Sub-committee has had great support from the staff. Mr. Goodfriend added that the meeting was very informative; they received a briefing from Dave Umstot on the management models and controls process. Mr. Berg agreed with Mr. Goodfriend and stated the Committee will be monitoring the program as the program moves forward. Chairman Glaser asked if there were any other comments or questions; there were none.</p> <p><b>Finance and Audit Sub-committee:</b> Chairman Glaser acknowledged that Mr. Rocky Bragg was not present to report on this Sub-committee. Chairman Glaser asked Mr. Minner to hand out hard copies of the audit report. Chairman Glaser stated that the report was presented to the Board shortly after it was given to the COC. There was not a lot of discussion because the report was positive. No findings or recommendations were made. Chairman Glaser asked Mr. Terry Davis if he would like to further comment on the Audit Report. Mr. Davis highlighted two items. In the compliance area of the Audit Report, it states that proceeds from the sale of Prop S Bonds were only used for the purposes set forth in the ballot measure; and the Board of Trustees and the District, in establishing the approved projects set forth in the ballot measure, evaluated the safety class size reduction information technology needs of the District. Mr. Davis highlighted these key statements because one of the discussions in the Sub-committee meeting was about the definition of the performance aspect that the auditors were reviewing.</p> <p>Chairman Glaser asked if there were any questions. Mr. Goodfriend commented on the Performance Review rather than the Compliance Audit just reviewed. Because the District is in a new cycle and has a new management team, Mr. Goodfriend does not think it makes sense to do a Performance Review until after completing a one-year cycle. The Construction Sub-committee will probably be looking at developing criteria and starting the process toward the end of summer. Chairman Glaser asked if there were any further comments or questions. There was no further discussion.</p>	

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<p><b>6. Status of Program Tools</b></p>	<p><b>No motion on this item</b></p>
<p>Chairman Glaser asked Mr. Umstot to report on the status of program tools. Mr. Umstot updated the COC on the status of obtaining the resources that will be needed with the programs. Mr. Umstot presented the list of Architects. There were 55 responses to the Request for Qualifications (RFQ) and 20 firms were shortlisted and interviewed. The 12 most highly ranked firms were contracted and 8 new project assignments are moving forward. Mr. Berg asked how many firms were local and how many were considered small businesses. Mr. Umstot stated that all of the firms were either San Diego-based or had significant San Diego presence. Seven of the 12 were small firms, there were 3 firms that were minority-owned businesses or founded by minority principals and one woman-owned business.</p> <p>The RFQ for Construction Management services has also moved forward. There were 33 responses and 13 were shortlisted and interviewed; 6 were traditional construction manager, owner-agent firms and 7 firms were traditional builders. The District has recommended that the Board award 7 contracts at the next meeting. Mr. Jaime Barton asked if the COC will be provided with a list of the construction managers. Mr. Umstot said that once the agenda for the Board is published, this information will be public.</p> <p>Mr. Umstot stated that at the September meeting there was a question about how appraisers were selected. Mr. Umstot explained that the District has subsequently advertised a RFQ for appraisal services for real estate, furniture, fixtures and equipment (FF&amp;E), and goodwill. There were 12 responses and it has been recommended that the Board award 5 contracts; 3 for traditional real property appraisals, 2 for FF&amp;E and one for goodwill. The only firm that responded with qualifications to provide goodwill appraisal services is based in Los Angeles. Mr. Umstot asked if there were any questions on appraisals. Mr. Goodfriend asked if there was still more land to be acquired. Mr. Umstot stated that there remained two major acquisitions: the balance of the west block and a property for a Continuing Education facility in Linda Vista.</p> <p>A RFQ was sent out for geotechnical and material testing services as well, which includes DSA inspection services. There were 15 responses and the top 5 ranked firms are being recommended to the Board for award of contracts. The District was very pleased with these particular responses.</p> <p>Mr. Umstot discussed the District's current real property acquisition/relocation consultants. The 2 firms are Overland Pacific Cutler and Epic Land Solutions. These firms have worked out well.</p> <p>Chairman Glaser asked if there were any questions or comments. Mrs. Linda Caballero-Sotelo asked to have the process for determining short-listed firms explained. Mr. Umstot stated that the RFQ specified what kind of information the firm needed to provide as part of their submittal and the basis for selection. A committee of typically three or more people ranks all the submitted packages and develops a list based on scoring totals.</p>	

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<p>Highest ranked firms are recommended for award or invited to a short list interview process prior to making final selections .</p> <p>Chairman Glaser asked if there were any comments or questions. Chancellor Carroll stated that the District emphasizes small business and local firm diversity whenever it can. Chairman Glaser added that the District has a great reputation for accomplishing these goals.</p> <p>There were no further questions or comments.</p>	
<p><b>7. Revised List of COC Scheduled Meeting for 2008</b></p>	<b>No motion on this item</b>
<p>Chairman Glaser handed out a COC Work Plan for 2008 indicating proposed dates and times of Sub-committee meetings and COC meetings. Chairman Glaser asked the COC to calendar the dates in their schedule s, and hold meetings as necessary.</p> <p>There were no questions.</p>	
<p><b>8. Open Forum – Adjournment</b></p>	
<p>Chairman Glaser asked if there was anyone from the public that would like to speak or if there were any additional comments from the COC members.</p> <p>There were no additional comments or questions.</p> <p>Meeting adjourned at 4:45 p.m.</p>	
<p><b>Next Meeting:</b> Monday, March 10, 2008, at the District Offices, 3375 Camino del Rio S. Suite # 245, Conference Room.</p>	