

2004 COMMUNITY BOND OVERSIGHT COMMITTEE
Meeting Summary
March 22, 2005

Committee Members in Attendance

Mark Boyden
Jimmy Castro
Donetta Goodall
Staley Gray
Morris Hoover
Ana Martinez
Carolyn Merritt
Mary Ann Neely
Leroy Nellis
Jim Recek
Steve Rogers
David Stevens
Vince Torres
Thomas Walker
Gerard Washington
Horace Willis
Peck Young

Staff Members in Attendance

Randy Baldwin
Pat Rossett
Curt Shaw
Larry Throm
Paul Turner

Agenda

- I. Call to Order
- II. Introductions
- III. CBOC Expectations and Processes
- IV. Accelerated Safety and Security Projects Funded through a Reimbursement Resolution
- V. Overview of Financial Reports
- VI. Approval of Meeting Schedule
- VII. Agenda Items for Next Meeting

I. Call to Order

Dr. Donetta Goodall called the meeting to order and invited questions and modifications of the agenda from the other CBOC members.

II. CBOC Expectations and Processes

A discussion of the expectations and processes and procedures to be utilized by the CBOC was led by the tri-chairs. The following is a summary of that discussion.

Public Comment

- The committee discussed a process for inclusion of public comment and provided the following suggestions:
 - Provide a time (two minutes each) at the beginning of the meeting, similar to the process used at the Board of Trustees meetings.
 - Tri-chairs will review all comments prior to the meeting and decide who will appear before the committee.
 - Post meeting notice in the school news section of the newspaper.
 - Provide meeting notice on the website.
 - Rather than make comments to the entire committee, a dialog with the tri-chairs is more valuable. These issues should be screened by the staff and tri-chairs.
 - The committee's charge is substantial. The only public comment that should be received by the committee is a request for a substantial change to the scope of work.
 - Public input should be through written communication, either email or U.S. mail, website, state/metro section of the *Austin American Statesman* or through press releases.
 - Provide compilation of questions and responses (FAQ's) on website.
 - The committee needs to ensure this process doesn't slow down the progress and implementation of the bond program. It shouldn't get in the way.
 - There needs to be a degree of screening in the process.
 - Provide a "Bond Hotline" where questions are received and answered by staff. The committee would receive copies of questions and responses.

Member Expectations/Ground Rules

1. Attend all meetings.
2. Review materials prior to meeting/critical review. (Materials should be available by Friday prior to the meeting)
3. Complete assignments on time.
4. Respectful of others' comments.
5. Bring materials to meeting.
6. Stick to committee charge.
7. Act, to the greatest extent possible, as "committee of the whole".
8. Evaluate our own performance/participation.
9. Once a decision is made, it is represented as one made by the entire committee.

Subcommittees

1. Information
 - Presentation and Format
 - A. "Blue Book" items
 - B. Program Objectives/Document
 - C. Budget
 - D. Schedule
 - E. Campus Task Force Contacts

2. Project Implementation Process
3. Committees Assigned to Project Manager

Challenges

- Outreach
- Structured Process
- Clarify Committee Charge

Committee Charge

- Design/evaluate survey
- Hold hearings
- Recommendations and reports to the Board of Trustees
- Facilities Analysis
- Review implementation of commitments
 - Environmentally sensitive
 - Athletics
- Review/analyze demographics

Communication with the CBOC

- Posting a mechanism on the website to communicate with the CBOC
- Bond Hotline
- Written Communication
 - E-mail
 - Letter
 - Phone message
- All communications will be reviewed by staff and the CBOC tri-chairs
- A response will be prepared by the staff with a referral to CBOC tri-chairs
- Copies of all communications will be provided to members in their meeting packets.
- Constituents, raising questions or concerns, could:
 - Meet with tri-chairs only
 - Meet with full committee

Issues Raised by Members

- The committee has to make sure that it does not deviate from the charge.
- The committee needs a process for ensuring the public that it is addressing “hot topic” issues.
- One of the primary duties of the committee is to oversee the fulfillment of the promises, i.e., “Green Building” component, SOS compliance, overcrowding, placement of schools, commitment to athletic facilities.
- Project reports should reflect a slot for every issue to be addressed in the project.
- To ensure that projects are successful and at the end, there is a need to ensure that it is successful at the beginning. Identify key stakeholders, bring their points of view to the table at the beginning. Expectations need to be managed at the beginning of the project.
- There needs to be strong outreach and ongoing communication with the campuses.

- Site visits would validate the CBOC process.
- A third-party oversight is needed to be the “eyes and ears” of the committee.
- Another member felt that the committee already has enough resources and third-party oversight was not necessary.
- One member felt that there should be geographic subcommittees that take on the oversight of projects in their geographic areas and report back to the larger committee.

At the end of this lengthy discussion, members agreed that the tri-chairs would work with staff to develop a process and provide the draft at the next meeting.

III. Accelerated Safety and Security Projects Funded through a Reimbursement Resolution

The schedule did not allow sufficient time for this agenda item. It will be discussed at the next meeting of the CBOC on April 26, 2005.

IV. Overview of Financial Reports

Members were provided copies of financial reports used in previous bond programs, however schedule did not allow sufficient time for this agenda item. It will be discussed at the next meeting of the CBOC on April 26, 2005.

V. Approval of Meeting Schedule

The CBOC agreed that the meetings would be held on the fourth Tuesday of the month with a starting time of 6:30 p.m. A motion was made not to count the member absences from the first meeting. The motion carried.

VI. Agenda Items for Next Meeting

- Committee Expectations and Processes
- Request for Changes for the competition tennis courts and golf facilities