



**BLUE RIBBON COMMITTEE
MEETING #1 AGENDA
CAMPUS DISTRICT VISIONING PROJECT**

Meeting Objectives

1. Initiate the Blue Ribbon Committee process and BRC Organizational Framework
2. Review the history of the Concord Naval Weapons Station site and current planning efforts, and examine demographics, market conditions and higher education trends
3. Identify BRC member's preliminary ideas and possibilities

When

September 20, 2018
6:00 PM – 9:00 PM

Where

Concord Senior Center
2727 Parkside Circle, Concord

BRC Members

Susan Bonilla, Council for Strong America
Greg Feere, Trades, Retired
Dr. Glenda Humiston, UC ANR
Randell Iwasaki, CCTA
Sharon Jenkins, John Muir Health
Buck Koonce, Lawrence Livermore NL
Ron Leone, Concord Councilmember
Bob Linscheid, Cal Poly San Luis Obispo
Satinder Mahli, CSUEB
Dr. Nellie Meyer, Mt. Diablo USD
Carlyn Obringer, Concord Vice Mayor
Dr. Peter Wilson, Retired Dean, CSUEB
Dr. Fred Wood, CCCC
Jim Wunderman, Bay Area Council

Project Team

Valerie Barone, City of Concord
Kathleen Tropa, City of Concord
Guy Bjerke, City of Concord
Daniel Iacofano, MIG
Dan Amsden, MIG
Jamillah Jordan, MIG
Gabrielle Guidetti, MIG

- I. Welcome and Agenda Review.....6:00 PM
- II. Introductions.....6:15 PM
 - City Staff and Consultants
 - Blue Ribbon Committee Members
 - Other audience members
- III. Blue Ribbon Committee Purpose and Organizational Framework.....6:30 PM
 - Purpose and Charge
 - Key Responsibilities
 - Brown Act Requirements
 - Overall Schedule
- IV. Background Presentations.....7:00 PM
 - Concord Naval Weapons Station
 - Concord Community Reuse Specific Plan
 - Higher Education Needs in California and Beyond
 - Regional Demographics
 - Regional Market Conditions
- V. Discussion/Brainstorming.....8:15 PM
- VI. Public Comments.....8:50 PM
- VII. Close.....9:00 PM



BLUE RIBBON COMMITTEE ORGANIZATIONAL FRAMEWORK CAMPUS DISTRICT VISIONING PROJECT

September 12, 2018

PURPOSE

The purpose of this document is to provide an Organizational Framework for the Blue Ribbon Committee (BRC) established by the Concord City Council for the Campus District Visioning Project.

MISSION AND CHARGE OF THE BLUE RIBBON COMMITTEE

The mission and charge of the BRC is to:

- Review, evaluate and discuss information and concepts for developing the Campus District at the former Naval Weapons Station consistent with the adopted 2012 Area Plan: a campus “capable of accommodating a variety of education, research and cultural uses such as a university or research and development center.”
- Assess the feasibility of a range of campus development options, opportunities and strategies.
- Develop recommendations for the future campus district for consideration by the Concord City Council.

BRC MEMBER ROLES

BRC members are expected to:

- Provide ideas for consideration in forming the Campus District Visioning Report.
- Assist City staff, consultants and community members with gaining a broader understanding of the needs, roles and functions of the Campus District.

- Identify ideas and approaches for addressing key topics and issues in a constructive manner and in a spirit of problem solving for the benefit of the community and the region.
- Adhere to the Principles of civil discourse outlined in this Organizational Framework.
- Work with the BRC’s facilitator team to find common ground among BRC member participants in the discussion of issues and the development of recommendations for the Campus District Visioning Report.

OPERATING PRINCIPLES

The BRC will carry out its mission and charge through a series of regularly scheduled, facilitated meetings. To ensure a useful, productive exchange, the BRC will conduct its work according to the following operating principles.

- Transparency:** BRC, Project Team members and City staff will share relevant information and facts to facilitate productive discussion and progress toward mutual goals.
- Equal participation:** All participants agree to provide one another the opportunity to engage in open dialogue and allow time for all members of the BRC to express their ideas and opinions.
- Inclusivity:** BRC meetings will be conducted to ensure that the ideas and views of all members are considered.
- Respectful Engagement:** BRC members, Project Team members, and City staff will show courtesy, honesty and respect for each other and members of the public during all meetings and other forms of communication, especially when giving and receiving contrary opinions as well as positive or negative feedback on ideas and proposals.
- Facilitated Meetings:** The meeting facilitator will assist BRC members in engaging in productive conversations while adhering to the Principals of Civil Discourse and ensuring that all BRC member ideas and feedback are respected and considered.

Brown Act:

BRC meetings will be conducted in accordance the Ralph M. Brown Act (“Brown Act”), which is a series of laws designed to guarantee the public right to attend and participate in local government meetings, and to ensure (with limited exceptions) that discussions and decisions occur in public. The Brown Act also prohibits behind-the-scenes communications among a quorum of BRC members.

EXPECTATIONS OF BRC MEMBERS

BRC Members agree to:

- Attend all BRC meetings (or identify a designated alternate to attend meetings).
- Participate actively and enthusiastically.
- Review meeting materials and documents provided in advance of each meeting.
- Consider the technical information shared during presentations and during ensuing BRC discussion.
- Make serious efforts to understand BRC member ideas and points of view, especially if they are different than their own.
- Listen carefully to all comments and suggestions made by all members of the BRC, as well as members of the broader community, during the public comment portion of BRC meetings, including all written comments received.
- Adhere to Operating Principles as described above.

EXPECTATIONS OF THE FACILITATOR AND PROJECT TEAM

- The facilitator team must remain neutral.
- The facilitator team will work with City staff and the Project Team to provide meeting agendas one week in advance and meeting support materials approximately five days in advance of each meeting.

- The City will provide a binder to help organize meeting materials for each BRC participant.
- The Project Team will prepare a written summary of each BRC meeting. The summary will not be a word-for-word meeting transcription but instead will highlight discussion themes, key issues, areas of agreement and issues requiring further discussion and resolution.

GROUND RULES FOR CONSTRUCTIVE CONVERSATION

BRC members agree to the following:

- Only one person can speak at a time. A BRC member wishing to speak will signal the facilitator and the facilitator will recognize each BRC member wishing to speak in the order the signals are received. The facilitator may change the order of speakers if in their judgement the conversation will be made more productive in doing so, such as in order to conclude a topic or line of discussion before switching to another topic, etc.
- BRC members agree to keep their comments concise.
- Cell phones must be turned off during BRC presentations and discussions.
- BRC members are asked to inform City staff in advance if they are unable to attend a scheduled meeting.

COMMUNICATIONS WITH THE MEDIA AND ELECTED OFFICIALS

Each BRC meeting will be open to the public with opportunities for comment from City residents who are not members of the BRC. BRC members are subject to the Brown Act and are required to provide their comments about this project only during publicly noticed meetings. BRC members are requested to avoid communications with elected officials regarding the BRC process, except in a publicly noticed meeting. This is intended to prevent real or perceived violations of the Brown Act, which regulates formal and informal communications with elected officials.

BRC members are requested not to discuss their opinions on specific issues or their responses or reactions to individual BRC members with the public. This is necessary to maintain the integrity of the BRC process and respect for BRC members who are volunteering their time and providing this important community service.

Similarly, BRC members should also refrain from commenting on meeting dialog publicly, verbally or in writing through print media, social media, blogs or other communication tools.

All media inquiries and contacts related to the BRC process will be handled by:

Kathleen Trepa, Assistant City Manager

City of Concord

1950 Parkside Drive, MS/01A

Concord, CA 94519

(925) 671-3150

kathleen.trepa@cityofconcord.org