

**Coast Community College District**  
**BOARD POLICY**  
Chapter 2  
Board of Trustees

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## **BP 2222 Board of Trustees' Land Development Committee**

### **PURPOSE**

The Board of Trustees' Land Development Committee (The Committee) is established under the authority of the Board of Trustees and reports directly to the Board. The primary purpose of this Fiduciary Committee is to assist the Board of Trustees in fulfilling its responsibility for appropriately managing and maintaining the land resources of the Coast Community College District. The Committee serves as a forum for discussing any and all issues relating to the acquisition, disposition, management and administration of District land resources. The Committee convenes to discuss policy, land use proposals, public facilities and other District land development issues as they may arise.

### **GOALS AND OBJECTIVES**

While assisting the Board of Trustees with land development issues, the Committee also provides an open avenue of communication between the Board of Trustees and the District's Executive Management. The Committee has the following goals and objectives:

- Development of a process for identifying major land development projects, establishing priorities, obtaining local and state approvals that meet Education Code and other legal requirements, and incorporating long-term land development needs into a long term financial plan.
- Establishment of a reporting mechanism to the Board of Trustees and Board of Trustees' Audit Committee on the status of projects.
- Increased Awareness of current District land development opportunities.
- Recommending programs and projects that fit the individual campus' land use and master plans.
- Balancing of community needs vis-a-via District/Campus land development concerns.
- Coordination of land development programs with District planning initiatives.
- Assessment of future District land development needs.
- Act as a clearing house for external proposals that may come to the District with reports and recommendations to the full Board of Trustees.

### **COMPOSITION OF THE LAND DEVELOPMENT COMMITTEE**

The Committee was established by a vote of the Coast Community College District Board of Trustees. The Committee shall consist of two Members, a Chair and Vice-chair, who serve alternating terms of service, each with equal voting rights. Initially, one Member of the Committee will serve starting December 2008 with the term ending in December 2010. The term for the second member of the Committee shall begin in

December 2008 and end in December 2011. Thereafter, each Member of the Committee shall serve a two year term of service on an alternating basis. Members of the Land Development Committee shall possess or obtain a basic understanding of Education Code provisions related to community college land use and shall have a requisite interest in land development issues facing the District.

The Committee shall have access to at least one expert in real estate development issues, an outside party, with no voting rights, who will provide advisory and consulting duties. The real estate development expert shall be an individual with sufficient land development experience and interest to provide guidance and assistance to the Committee. The Committee is also able to obtain legal counsel on an "as needed basis."

## **RESPONSIBILITIES**

The Committee is established with significant responsibilities while providing oversight and recommendations to the Board of Trustees on land development issues. This is to include research and analysis on land development opportunities, understanding of financial implications, positive and negative, of any proposed land development opportunity, and to understand and address community needs in concerns associated with each specific land development proposal. The Committee is delegated the authority to act as the Board of Trustees' negotiator regarding all property management matters that are necessary for the Benefit of the District. Committee recommendations will first be placed on the information pages for review and discussion by the Board. With consent from the Board, the item(s) will move to the action pages. No transaction regarding the lease, sale, use or exchange of real property by the District shall be enforceable until acted on by the full Board of Trustees itself.

The Committee has the following responsibilities:

- Recommends to the Board of Trustees the approval of any land development opportunity.
- In tandem with the Vice Chancellor of Administrative Services, initiates the procurement process for any land development project. Makes the final recommendation of a selected bidder from the land development procurement process to the Board of Trustees.
- Monitors the status of current land development projects and reports to the Board of Trustees as appropriate.
- The Committee, in tandem with the Vice Chancellor of Administrative Services, shall be responsible for supervising acquisitions of real property, including appraisals and valuations of real property and improvements; securing title insurance policies; dedications or conveyance of easements; vacation of streets and alleys, street lighting and other special assignments; and the condemnation of real property.

## **ETHICAL CONDUCT**

Members of the Committee are expected to conduct business in the most ethical way possible and to adhere to the Code of Ethics adopted by the Board of Trustees on September 5, 2007.

## **MEETINGS**

The Committee shall meet no less than on a quarterly basis.

## **REPORTING**

The Committee will report to the Board of Trustees as appropriate.

Adopted December 10, 2008  
Replaces CCCD Policy 10-2-17, Fall 2010