

WEST KERN COMMUNITY COLLEGE DISTRICT CITIZENS' OVERSIGHT COMMITTEE MEETING

October 28, 2004

The regular quarterly meeting of the Citizens' Oversight Committee of the West Kern Community College District was called to order at 4:00 p.m. by Chairman Neil Sawyer. Other Committee Members present were Andy Anderson, Dawn Cole, Fern Garratt, Don Koenig and Teffoni Moor. Member Emmanuel Campos joined the meeting in progress. Superintendent/President Dr. Roe Darnell and Secretary Shelley Klein were also in attendance.

COMMUNICATIONS

Chairman Neil Sawyer led the Committee in self-introductions. Members of the audience introduced themselves as well.

APPROVAL OF MINUTES

On a motion by Fern Garratt, seconded by Dawn Cole and unanimously carried, the minutes of the meeting held July 29, 2004 were approved as mailed.

ESTABLISHMENT OF TERMS

Consistent with the Committee Charter, each member present drew lots to determine the initial term of their membership. Following are the results:

Andy Anderson – 1 Year

Dawn Cole – 2 Years

Fern Garratt – 2 Years

Don Koenig – 1 Year

Neil Sawyer – 1 Year

The last lot remaining, which was for two years, was assigned to member Emmanuel Campos. Dr. Darnell reviewed that the Charter establishes that members may serve a maximum of two consecutive terms.

AUDITOR SELECTION PROCESS

Dr. Darnell reviewed that the selection of an auditor is very important to the Committee. The actual selection will be made by the WKCCD Board of Trustees, but input from the Citizens' Oversight Committee regarding their perspective and focus will be very important. A request for proposal will be disseminated soon and selection and engagement of the firm will be completed by April or May 2005. The focus of the audit will be twofold -- one financial and the other performance, i.e., how the proceeds of the bonds are being spent to meet the intent of Measure A.

William Duncan, Vice President of Administrative Services, reported that the auditing issue is complex but the process is not. The firm selected may not have experience in both aspects of the focus. Other districts that have passed bond measures will be contacted for information regarding potential auditing firms. The District Board of Trustees will select the firm utilizing the bid process. Mr. Duncan will provide information concerning the selection of the auditor to the Committee prior to the January 2005 meeting.

PROJECT REPORT

Financial Report

Mr. Duncan distributed the 2004 Measure A General Obligation Bond Fund Financial Report (Quarterly) for the period ended September 30, 2004 (copy attached to official minutes). Mr. Jim Nicholas, Administrative Services Accountant, reviewed the report including the Statement of Net Assets, Statement of Revenues, Expenditures and Changes in Fund Balance and the Statement of Cash Flows. He reported that the annual audit will appear in the same format and will match the information available on the Kern County Superintendent of Schools website. As projects are completed, the related financial information will disappear and, similarly, new data will appear as projects are initiated. The Project Report produced by Mr. Kevin Cobb of the Addington Partnership will provide in-depth detail of expenditures relating to each project.

Construction Project Reports

Mr. Cobb distributed and reviewed the WKCCD Facility Capital Improvement Plan Current Status of Projects and Cash Flow Reports (copies attached to official minutes). The current status of each project was reviewed and it was noted that changes to the report will appear highlighted in future versions. Mr. Cobb reported that potential impediments to the successful completion of each project include a delay or unavailability of state matching funds, and the lack of qualified contractors statewide due to the large amount of successful bond measures. Dr. Darnell emphasized that the reports will be revised to meet the information needs of the Committee. It was agreed that a status column will be added to the Current Status of Projects Report.

Mr. Anderson inquired if immediate acquisition of land required for various projects would be less expensive than purchasing it in the future. Mr. Cobb explained that the projected start dates for each project may change. The strategy will be to maintain flexibility that will allow the District to maximize all related resources to accomplish the total master plan. On November 4, 2004, Ms. Susan Yeager of the State Chancellor's Office will tour the campus. Her input could potentially influence an adjustment the current order of the projects.

Dedication Plaques

Dr. Darnell presented a proposed Dedication Plaque Program for the Library as part of the Administration/Library/LRC remodel for efficiency project. The plaques would be available in \$500, \$1,000 and \$2,500 donation levels. Proceeds from the donations would be maintained in an endowment fund for maintenance and upkeep of the building. The goal is to raise \$300,000 for this purpose.

ADJOURNMENT

There being no further business, Chairman Sawyer adjourned the meeting at 5:00 p.m.

Respectfully Submitted:

Shelley Klein, Secretary