

WEST KERN COMMUNITY COLLEGE DISTRICT CITIZENS' OVERSIGHT COMMITTEE MEETING

November 9, 2005

The regular quarterly meeting of the Citizens' Oversight Committee of the West Kern Community College District was called to order at 4:04 p.m. by Vice Chairman Dawn Cole. Other Committee Members present were Bradley Cramer (Student Representative), Fern Garratt and Don Koenig. Committee Members Andy Anderson, Emmanuel Campos and Chairman Neil Sawyer were absent. Superintendent/President Dr. Roe Darnell and Secretary Shelley Klein were also in attendance.

APPROVAL OF MINUTES

On a motion by Don Koenig, seconded by Fern Garratt and unanimously carried, the minutes of the meeting held July 28, 2005 were approved.

CONSTRUCTION PROJECTS UPDATE

Child Development Center Ground Breaking

Dr. Darnell reported that a ground breaking ceremony had been held for the Child Development Center on October 28, 2005. Excavation has begun and the portable buildings on the site have been relocated. An unanticipated problem with the location of electrical equipment on the project site has caused a delay. A tour of the project will be planned for the Citizen's Oversight Committee when construction actually begins.

Child Development Center Project

Mr. Duncan expounded that the delay in the project was due to the undisclosed location of electrical utility equipment that also serves Buena Vista High School. It is hoped that P.G.&E. will be able to resolve the issue so that construction will resume shortly. It was noted that a misconception exists that the Child Development Center, which is designed to serve 75 children, will downsize the operations of the TC Children's Center. Mr. Duncan pointed out that, to the contrary, the CDC will provide additional space and will serve as the educational center of the Early Childhood Education Program. The TC Children's Center will continue its existing operations during and after construction.

Swing Space (*temporary relocation of classrooms and offices*)

Mr. Duncan reported that the swing space projects are nearing completion that will accommodate the displaced classrooms and offices during the remodel for efficiency of the Administration, Library and LRC buildings. The actual move to the various swing space locations is currently being planned.

Remodel for Efficiency of Administration/Library/Learning Resource Center

Mr. Duncan reported that the third phase of the structural report has been received from the State Department of Architects five months behind schedule. The next step is for the District architects to implement the recommended changes and resubmit the plans for final approval by the DSA and authorization for the District to solicit for bids. Without unexpected delays, the start of construction is anticipated for April 2006. The Facilities Committee has recommended that the classrooms, faculty offices, Library and LRC be moved to their swing space locations during the winter recess in order to avoid disruption during the spring semester.

Transition to Independent Living Program Center

The TIL Center project was originally scheduled for construction following the second series of bond sales. However, due to the state's current interest in the program, it appears that the project could be approved to be funded by the next statewide construction bond and would no longer be dependent on Measure A funds. As a result of this information, the Facilities Committee is considering the location of the project in the current state of the master plan.

Technology Upgrade

Dr. Darnell reported that the Technology Upgrade project is the identification and replacement of the current management information system, which has been utilized by the college for over 20 years. A committee representative of the campus community has utilized an enterprise resource planning system to identify the campus MIS needs and research and recommend an appropriate vendor. Currently, the committee is visiting sites for demonstrations where the two products that are under consideration are installed. It is anticipated that the total cost of the new system including training and implementation will be \$3MM.

FINANCIAL REPORTS - MEASURE A PROJECTS

Kevin Cobb, Principal Partner with the Addington Partnership, distributed and reviewed The WKCCD Facility Capital Improvement Plan and the Completion Recap spreadsheets reflecting Measure A expenditures and construction progress to date (copies attached to official minutes).

Refunding of the District's Series 2004A General Obligation Bonds

Dr. Darnell reported that an opportunity had arisen from the recent increase in property assessments and higher interest rates for the WKCCD Board of Trustees to refinance the first bond sale (Series 2004A) in order to gain \$2MM in additional revenue, while

repaying the bonds eight years earlier and maintaining the original tax rate. The refinance transaction closed on November 3, 2005. The additional revenue will provide funds to offset increased construction costs.

2004 Measure A General Obligation Bond Fund Financial Report

Mr. Jim Nicholas, Administrative Services Accountant, distributed and reviewed the Bond Fund Financial Report as of September 30, 2005 reflecting total liabilities and net assets of \$13,548,816.69. Included in the report are the Statement of Net Assets, Statement of Revenues, Expenditures and Changes in Fund Balance, Statement of Cash Flows, Reconciliation Statement and Notes (copy attached to official minutes).

CITIZENS' OVERSIGHT COMMITTEE ANNUAL REPORT

Draft copies of the letter from the Committee Chairperson to the WKCCD Superintendent and Board Members and the Measure A Bond Financial Statements for Years Ended 6/30/04 and 6/30/05 prepared by Mr. Nicholas were distributed. Mr. Duncan reported that the two documents are components of the Committee's required annual report to the WKCCD Board of Trustees, which will be presented by COC Chairman, Neil Sawyer.

Following a review of the documents, committee members were asked to submit their comments and suggestions to Mr. Duncan by December 1, 2005. Following discussion, a motion was made by Don Koenig, seconded by Fern Garratt and unanimously carried, to approve the drafts and also authorize Chairman Neil Sawyer to approve any changes to the documents subsequent to December 1st.

Vice Chairman Cole asked that copies of the final documents be mailed to the Committee.

ADJOURNMENT

There being no further business, Vice Chairman Cole adjourned the meeting at 4:50 p.m.

Respectfully Submitted:

Shelley Klein, Secretary