

**WEST KERN COMMUNITY COLLEGE DISTRICT
CITIZENS' OVERSIGHT COMMITTEE MEETING**

February 6, 2008

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 Chairman Neil Sawyer. Other Committee Members present were Andy Anderson, Dawn Cole, Fern Garratt, Don Koenig and Student Trustee Nicole Girard. Committee Member Michael Long was absent. Interim Superintendent/President William Duncan and Secretary Shelley Klein were also in attendance.

APPROVAL OF MINUTES

On a motion by Don Koenig, seconded by Dawn Cole and unanimously carried, the minutes of the meeting held November 7, 2007 were approved.

CONSTRUCTION PROJECTS UPDATE

Interim Superintendent/President William Duncan, along with Architect Jose Vargas presented the following project updates:

Remodel for Efficiency of Administration/Library/Learning Resource Center

Mr. Duncan, reported that punch list items are continuing to be resolved in connection with the RFE project. Construction of the library portion of the project continues. The windows were completely installed the previous week and the process of acclimating the building is underway. An extensive site work plan is being developed which will utilize planters for shrubs and trees in order to avoid any water seepage and potential settling of the buildings.

Science Building Modernization

Construction on the Science Building Modernization project is underway. The project suffered a slow start due to a lack of bidders on the project. The roof, however, has been completed. The project is scheduled for a June completion date. At that time, the science faculty will move from the swing space located at the corner of Emmons Park and Harrison (6th St.) (Phase II Swing Space) into their new building.

Chiller Plant and Technical Arts Building Modernization

With the swing space vacant, the inhabitants of the Technical Arts building will take their turn as that building is remodeled. Additionally, construction on the foundation for the Chiller Plant will be initiated. Director of Maintenance and Operations, Mike Capela, and Architect Jose Vargas recently traveled to Phoenix, Arizona, to oversee the final details of the Chiller Plant order.

Construction Project Status Update (continued):

Transition to Independent Living (TIL) Center

The TIL Center is scheduled to begin construction in the fall of 2009. At that time, it is planned to facilitate the closing of Emmons Park Drive.

Vocational Education Building Project

Mr. Kevin Cobb, Principal Architect with AP Architects, reported that the plans for the Vocational Education Building Project are currently in line for Department of Architect (DSA) approval. Funding for the project is dependent upon the successful passage of a state bond this fall (2008).

FINANCIAL REPORTS - MEASURE A PROJECTS

Measure A Audit Report for Year Ending June 30, 2007

Director of Business Services, Jim Nicholas, distributed and reviewed the Measure A Audit Report for the year ending June 30, 2007. He reported that the audit had received an unqualified opinion from the auditors. The audit will be presented to the WKCCD Board of Trustees February 21st. Mr. Nicholas briefly reviewed pages 9 and 10 which provides a breakdown of bond expenditures.

Measure A General Obligation Bond Fund Financial Report

Mr. Nicholas distributed and reviewed the Bond Fund Financial Report for the period ended December 31, 2007, indicating total liabilities and net assets of \$31,681,466.76 (copy attached to official minutes). Included in the report are the Statement of Net Assets, Statement of Revenues, Expenditures and Changes in Fund Balance, Statement of Cash Flows, and Reconciliation Statements and Notes. He reported that \$22,502,186.98 had been moved from the Kern County Treasury into a District investment account which is being co-managed by representatives of Merrill Lynch and Morgan Stanley. The move was made in order to capture higher than normal bond yields currently available outside the county treasury. Total construction expenses to date are \$12,646,251.29. Additionally, the final series of bonds of the three issuances authorized by Measure A were sold.

Completion Recap and Overall Budgets at June 30, 2007

Mr. Cobb distributed and reviewed the Completion Recap and Overall Budgets Reports for the WKCCD Capital Improvement Plan funded by Measure A as of February 5, 2008 (copies attached to official minutes). He reported that the data is the same as that presented at the previous Citizens' Oversight Committee meeting.

Financial Reports (continued):

Mr. Duncan reported that additional funds from interest earned and the refinancing of the Certificates of Participation have not been allocated. It is planned to use those funds for contingencies and possibly for site work and beautification projects, including shade structures.

Remodel for Efficiency Project Furnishings

Mr. Duncan reported that the process of selecting vendors, planning and ordering the interior furnishings (funds for which is included in the construction budget) for the Administration, Library and LRC is underway.

Introduction of Newly-Appointed WKCCD Trustee

WKCCD Board President, Carolyn Hosking, introduced Mr. Kal Vaughn who was appointed to the Board on January 21st. Mr. Vaughn was selected to fill the unexpired term of John Kinney.

Tour of Administration Building

It was noted that a tour of the Administration Building was scheduled immediately following adjournment.

ADJOURNMENT

There being no further business, Chairman Sawyer adjourned the meeting at 4:40 p.m.

Respectfully Submitted:

Shelley Klein, Secretary