

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

**April 21, 2005**

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 Emmanuel Campos, Bradley Cramer (Student Representative) Dawn Cole, Fern Garratt and Don Koenig.. Committee Member Andy Anderson was absent. Superintendent/President Dr. Roe Darnell and Secretary Shelley Klein were also in attendance.

**COMMUNICATIONS**

No communications were brought before the committee.

**APPROVAL OF MINUTES**

On a motion by Don Koenig, seconded by Dawn Cole and unanimously carried, the minutes of the meeting held January 27, 2005 were approved as mailed with one correction in reference to "Proposition 39 Bond funds."

**INTRODUCTION**

Chairman Sawyer announced that Student Member Teffoni Moor had withdrawn from classes at Taft College due to personal reasons and introduced and welcomed her replacement, Mr. Bradley Cramer, current Phi Theta Kappa Vice President and candidate for Vice President of the Associated Student Body for 2005/06.

**AUDITOR SELECTION - REQUEST FOR PROPOSALS (RFP) REVIEW**

Vice President of Administrative Services, William Duncan, announced that, as reported at the previous meeting, Request for Proposals (RFP) for audit services to perform the District annual financial audit and/or the Proposition 39 bond funds audit (Measure A) had been disseminated. A single proposal was received from the previous District auditing firm of Darrell Harris, CPA, to perform the audit of Measure A funds for the year ending June 30, 2005 at a cost of \$3,600.00. That proposal was approved by the WKCCD Board of Trustees at their meeting held April 13, 2005.

**PROJECT REPORT**

**Construction Project Update**

Dr. Darnell announced that the District received approval from the Chancellor's Office to solicit bids for the Child Development Center Project. It is anticipated that ground breaking will take place sometime in July.

Mr. Duncan distributed copies of the WKCCD Facility Capital Improvement Plan Current Status of Projects at 3/31/05 (copy attached to official minutes) and reviewed each project that will be funded from Bond Sales A as follows:

Project #303 – CEQA/Master Planning

As reported previously, the Environmental Impact Report has been completed by the firm, Quad Knopf, and distributed to all affected agencies. The public hearing was held on March 3, 2005 at 6:00 pm. with no attendance by or response from the public. Currently Quad Knopf is preparing a detailed study for public comments. Copies will be distributed to members of the Committee at the next quarterly meeting.

Project #309 – Child Development Center

Bids are being solicited for this project and are scheduled to be opened May 26<sup>th</sup>. At that point the District will request permission from the Chancellor's Office to initiate construction. The recommendation for award of bid will be presented to the WKCCD Board for approval as soon as practical.

Project #317 – Child Development Center Parking Development

Discussions are being held with representatives of Taft Union High School regarding the layout of the parking lot, which they own.

Project #316 – Utility Circulation Infrastructure (Phase 1)

The phone system equipment has been moved from the Administration Building to the Science Building.

Project #314 – Swing Space

The swing space project (temporary relocation of classrooms and offices that may require remodel or improvement) is divided into two phases – auto shop facility at WESTEC and classroom and office space. Bids for the work at the WESTEC facility have been solicited and it is hoped that an award of bid will be recommended to the WKCCD Board at their May meeting. Additionally, plans have been made to locate a modular building alongside the Vocational Technology building to use as classroom space.

Project #301 – Community Technology Center (Administration/Library RFE)

Progress on this project continues to be stalled due to the delay in receiving Department of State Architect approval.

### Project #315 – Technology Upgrade

This project represents a new management information system (software) to replace the 20-year old system currently in use. Six or Seven responses have been received as a result of The Request for Proposals (RFP). The campus wide committee is currently reviewing those proposals. Additionally, due to the need for expansion, the existing phone system is also being reviewed for possible augmentation or replacement if necessary.

### Project #319 – Land Acquisition (Phase 1)

Negotiations haven taken place and are continuing regarding the acquisition of certain properties near the campus.

### Project #308 – Science Modernization

The campus wide committee is currently working on the plans for this project.

### **Future Bond Sales Projects:**

#### Project #312 – Tech Arts Modernization

Although unfunded at this time, the final project proposal was approved by the Chancellor's Office.

#### Projects #342, #345 and #350

Work on the proposals for these projects is underway. If they are favored by the State, they may eventually be realized.

### **Financial Report – Measure A Projects**

The WKCCD Facility Capital Improvement Plan Completion Recap (prepared by Kevin Cobb) and the 2004 Measure A General Obligation Bond Fund Financial Report at 3/31/05 (prepared by Jim Nicholas) were distributed and reviewed by Mr. Duncan and Mr. Nicholas (copies attached to official minutes). Both reports balance and reflect the funds expended on the itemized projects to date.

### **Master Plan Review**

Dr. Darnell reported that as projects are actually constructed a review of the master plan will be necessary from time-to-time due to the occasional rearrangement of projects dictated by unanticipated factors.

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**ADJOURNMENT**

There being no further business, Chairman Sawyer adjourned the meeting at 4:30 p.m.

Respectfully Submitted:

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Shelley Klein, Secretary