

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

May 2, 2007

The regular quarterly meeting of the Citizens' Oversight Committee of the West Kern Community College District was called to order at 4:10 p.m. by Chairman Neil Sawyer. Other Committee Members present were Dawn Cole and Michael Long. Committee Members Andy Anderson and Fern Garratt were absent. Superintendent/President Dr. Roe Darnell and Secretary Shelley Klein were also in attendance.

APPROVAL OF MINUTES

On a motion by Dawn Cole, seconded by Michael Long and unanimously carried, the minutes of the meeting held February 7, 2007 were approved.

CONSTRUCTION PROJECTS UPDATE

Executive Vice President, Willy Duncan, presented the following project updates:

Child Development Center

The Child Development Center project is essentially complete and is occupied by both staff and children. A few punch list items remain before the building can receive final approval from the Department of State Architects. Miscellaneous playground and site work will continue for the next few months and the side walks will be installed soon.

Remodel for Efficiency of Administration/Library/Learning Resource Center

The RFE project is 45% complete with the drywall nearly finished and the installation of door and window frames underway. Preparations are being made in the Learning Resource Center to begin wall framing. The roof deck is being completed and scaffolding is being raised in preparation for the wall framing of the new Library.

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

Modular units will be placed on the former tennis court sites and in front of the gym to serve as swing space during the remodel of the Science and Tech Arts buildings. Construction of the modular buildings is occurring offsite and is 90% complete. Site work has begun and is scheduled to be completed by the end of May. The goal is to occupy the classrooms by June 4th.

Science Modernization

The Science Modernization project is currently undergoing review by the Department of State Architects and scheduled to go to bid the first week of May. It is planned that an award of bid can be made in June with a projected start date of August 1.

Construction Project Status Update (continued):

Maintenance & Operations Building

Final architectural drawings are being completed and it is planned to go to bid by June. This project does not require approval of the Department of State Architects which should accelerate construction. Maintenance and Operations will be moved from its current site to the former site of the city transportation yard behind the Children's Center and Buena Vista High School. The parking lot of the Children's Center will be included in this project as well.

Technical Arts Building

The design work for the Technical Arts Building is nearly complete and work has begun on the working drawings. It is projected that the project will begin in August 2008 and will take approximately 12 months to complete.

Transition to Independent Living Center

The TIL Center will be composed of dorm units, instructional and office space. The scope of this project will depend on our fundraising efforts for private donations and appropriate grants. Because of the proximity of the project to Sandy Creek, the site work is significant and the construction timeline is approximately 24 months. Design work on the office and instructional space is complete and work is beginning on the dorm design. The design package is due in the Chancellor's Office in June. Closure of Emmons Park Drive is planned as part of the TIL project.

Vocational Building

Funding for the state portion of the Vocational Building project is anticipated in November 2008 with the passage of a bond. If successful, construction could begin in May 2010 with a 24-month timeline. The final design of this project is not complete, but will include instructional space, both large and small labs and will house the Dental Hygiene Program.

Additional Projects

One of the many infrastructure and utility projects is the development of the overall landscaping and pedestrian circulation improvement plans. In addition, an FPP (Final Project Proposal) is being submitted to the state for the gymnasium renovation project. The dorm and student center renovation projects are not yet scheduled but will continue to be considered by the TC Planning Council.

FINANCIAL REPORTS - MEASURE A PROJECTS

Completion Recap and Overall Budgets at 4/24/07

Mr. Kevin Cobb, Principal Architect with the Addington Partnership Architectural firm, distributed and reviewed the Completion Recap and Overall Budgets Reports for the WKCCD Capital Improvement Plan funded by Measure A at April 24, 2007 (copies attached to official minutes). He indicated that there were no changes from the previous report. He reported that his firm will solicit bids for the Science Modernization project soon. Discussion ensued regarding the bid solicitation and award process.

Mr. Cobb distributed and reviewed the Overall Budgets at 4/24/07 (copy attached to official minutes). He pointed out that project #314 (swing space) is \$143,293.88 over budget due to the addition of the scope of the work which will be covered by monies from the general fund. He added that, at this point in time, 20% of the Measure A funds have been expended.

Measure A General Obligation Bond Fund Financial Report

Jim Nicholas, Director of Business Services, distributed and reviewed the Bond Fund Financial Report as of March 31, 2007, indicating total liabilities and net assets of \$23,736,990.82. 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 Statement and Notes (copies attached to official minutes). He reported that the Measure A audit had been completed with an unqualified opinion for both the financial and performance areas and was presented to the WKCCD Board at the April meeting. Mr. Nicholas also mentioned that project #334 is actually the swing space project and not the dorm renovation project which will be corrected on the next report. He also reviewed Note 4 - Commitments and Contingencies - appearing on page 12.

Revised Charter - Committee Member Terms

Dr. Darnell proposed a revision of the original Citizens' Oversight Committee Charter which limits the number of terms members may serve. By eliminating the restriction, the committee will function with greater continuity and improved effectiveness over time. He asked the opinion of those members present and the consensus was that the elimination of terms was favorable. The revised charter will be presented to the WKCCD Board of Trustees at their meeting scheduled for May 10th.

Tour of Child Development Center

A tour of the Child Development Center project took place following adjournment.

ADJOURNMENT

There being no further business, Chairman Sawyer adjourned the meeting at 4:48 p.m.

Respectfully Submitted:

Shelley Klein, Secretary