

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

July 29, 2004

The initial meeting of the Citizens' Oversight Committee of the West Kern Community College District was called to order at 4:10 p.m. by Superintendent/President Roe Darnell. Other Committee Members present were Emmanuel Campos, Dawn Cole, Fern Garratt and Don Koenig. Committee Members Thomas Burke and Neil Sawyer were absent. Secretary Shelley Klein was also in attendance.

COMMUNICATIONS

Following Committee self-introductions, Dr. Roe Darnell announced that the majority of individuals in the audience were WKCCD staff members that will be available to support the Committee as necessary. Dr. Darnell also announced that he would conduct the meeting up to the point that a Chair is elected.

RESIGNATION OF THOMAS BURKE

Dr. Darnell presented a letter from member, Mr. Thomas Burke, Assistant Chancellor Administrative Services of the Kern Community College District, resigning from the Committee (copy attached to official minutes). The resignation will be presented at the August meeting of the WKCCD Board of Trustees. The Kern Taxpayer's Association has identified Mr. Andy Anderson as his replacement and his official appointment to the Committee will also take place at the upcoming Board meeting. Dr. Darnell introduced Mr. Anderson who attended the meeting as an observer.

ESTABLISHMENT OF MEETING DATES AND TIMES

Dr. Darnell reported that the law requires the Committee to meet at least once yearly and that it would be helpful to identify the meeting schedule once yearly in advance. He explained that the law mandates that the Committee meets at least once annually but does not prohibit more frequent meetings, and that the Committee is also required to produce an annual report. Following discussion a motion was made by Don Koenig, seconded by Fern Garratt and unanimously carried, to meet quarterly. It was further agreed to meet at 4:00 p.m. on the last Thursday of each quarter as follows:

October 28, 2004
January 27, 2005
April 28, 2005
July 28, 2005

It was also agreed that each July the meeting frequency and schedule will be established for the ensuing year. It was noted that additional meetings as needed are allowable and will be called when necessary.

ELECTION OF COMMITTEE CHAIR AND VICE CHAIR

On a motion by Don Koenig, seconded by Dawn Cole and unanimously carried, Neil Sawyer was elected Chairman. On a motion by Fern Garratt, seconded by Don Koenig and unanimously carried, Dawn Cole was elected Vice Chair. Ms. Cole conducted the remainder of the meeting.

REVIEW OF THE RALPH M. BROWN ACT

Dr. Darnell reviewed the intent and purpose of the Ralph M. Brown Act, known more commonly as the Brown Act, an overview of which was mailed previously to the Committee (copy attached to official minutes). He explained that the Act was created to ensure that public agencies in the state of California deliberate and take actions openly in public meetings with adequate prior notice of meetings and agenda items to be discussed and acted upon. As such, the Citizens' Oversight Committee is subject to the regulations established by the Brown Act. As members of a public agency and as designated in the District Conflict of Interest Policy, members are also required to complete the Fair Political Practices Commission Form 700 financial disclosure statements for submission to the County Clerk's office.

REVIEW OF COMMITTEE CHARTER

Dr. Darnell reported that the WKCCD Citizens' Oversight Committee Charter, which was previously mailed to the Committee, was developed from models of other school districts that have similarly passed bond issues (copy attached to official minutes). He reviewed the duties of the Superintendent and the specific duties of the Committee as follows:

- * Inform the Public
- * Review Expenditures
- * Present an Annual Report

He reported that all administrative support for and associated expenses of the Committee will be borne by the District from general funds (non-Measure A funding). Indemnification of Committee members is provided through the District as well. A student member will be added to the Committee following the beginning of the fall semester.

The Committee will also receive copies of two audits, inspect facilities and grounds projects for which Measure A funds are expended, review copies of deferred or scheduled maintenance projects, and monitor efforts by the District to maximize bond proceeds.

The dates of the two-year terms of the Committee will be established at the upcoming October meeting. As established by the Charter, members of the Committee will draw lots to select a minimum of two members to serve for an initial one-year term and the remaining members for initial two-year terms. The Charter also establishes that no member may serve more than two consecutive terms. Members of the Committee are appointed and may be removed by the WKCCD Board of Trustees.

Dr. Darnell also reviewed the Ethics Policy Statement, which had also been provided prior to the meeting (copy attached to official minutes).

REVIEW OF BOND PROCESS, PROJECTS AND REPORTING PROCESSES

Dr. Darnell reviewed that the first step of the entire process was the initiation of Measure A, the WKCCD \$39,800,000 bond issue, which was passed in March earlier in the year. To be successful, the measure had to receive approval of at least 55% of the voting public. The second step was for the District to undergo a financial rating process in order to achieve the highest risk rating possible and third the sale the first series of bonds totaling \$15,000,000. Future sales of bonds (ultimately totaling \$39,800,000) will take place in increments of four or five years.

Mr. Kevin Cobb, Principal Architect with the Addington Partnership, distributed the following materials (copies attached to official minutes):

1. Draft WKCCD Facility Capital Improvement Plan (funding spreadsheet)
2. Draft Plan of Student Services Floor of the Administration/Library/Learning Resource Center Remodel for Efficiency Project
3. Elevation and Floor Plan Rendering of the Child Development Center Project

Mr. Cobb, along with Mr. William Duncan, Vice President of Administrative Services, reviewed each document. It was explained that the Draft Facility Capital Improvement Plan is a tool to track the funding, budget and expenditures of each project. As indicated in the draft, funding sources other than Measure A funds will also be utilized in the projects such as state capital outlay, hazardous materials funds, and grant funds, which bring the total for the Master Plan to approximately \$103,087,433. Mr. Cobb demonstrated (via the computer) that the spreadsheets will provide much more detailed and deeper information as the projects progress.

Mr. Cobb demonstrated the Measure A web page within the Taft College web site. In addition to information regarding the progress of construction projects funded by the bond issue, information relative to the Citizens' Oversight Committee, i.e., meeting agendas, minutes and reports, will be included and available for public access.

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WKCCD Board President, Ms. Carolyn Hosking, thanked the members for their commitment to the community and their willingness to serve on this important Committee. She stressed that her fellow board members take the responsibility for accountability and carrying out the construction of the master facilities plan very seriously. She assured the Committee members that every measure will be taken to keep them well informed.

ADJOURNMENT

At 5:42 p.m., on a motion by Don Koenig, seconded by Fern Garratt and unanimously carried, the meeting was adjourned.

Respectfully Submitted:

Shelley Klein, Secretary