

WEST KERN COMMUNITY COLLEGE DISTRICT CITIZENS' OVERSIGHT COMMITTEE MEETING

August 7, 2013

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 Temporary Chairman Roger Miller. Also present were Larry Buttke, and newly-appointed members Manual Campos and Paul Linder. Superintendent/President Dr. Dena Maloney and Secretary Shelley Klein were also in attendance.

INTRODUCTION OF NEW MEMBERS

Dr. Maloney reported that Chairman Neil Sawyer and Vice Chair Don Koenig had served the committee extended terms (since 2004) and according to the Committee Charter their eligibility had expired. Both were notified of the circumstances and understood the applicable regulations that require their replacement. Therefore, on July 10, 2013 the West Kern Community College District Board of Trustees appointed Mr. Manual Campos and Mr. Paul Linder as their replacements. Dr. Maloney publicly thanked Neil Sawyer and Don Koenig for their dedicated service and welcomed the Manual and Paul as new members and thanked them for their willingness to serve.

SELECTION OF COMMITTEE CHAIR AND VICE CHAIR

With the departure of Neil and Don, both the Chair and Vice Chair positions became vacant. Larry Buttke nominated Roger Miller as Chairman and Paul Linder nominated Larry Buttke as Vice Chair. Both nominations were approved with a unanimous vote of those present.

APPROVAL OF UPDATED COMMITTEE BYLAWS

Dr. Maloney reported that the proposed bylaws for the Citizens' Oversight Committee resulted from a legal review and the need to make updates to comply with regulatory modifications. The major change is to extend the length of the committee members' terms from two to four years and service of a maximum of three terms. The updated bylaws also incorporate the committee ethics policy as required by law (copy attached to official minutes). On a motion by Larry Buttke, seconded by Roger Miller and unanimously carried, the updated Committee Bylaws were approved.

APPROVAL OF MINUTES

On a motion by Larry Buttke, seconded by Roger Miller, the minutes of the meeting held May 1, 2013 were approved with abstentions by Paul Linder and Manual Campos who were not present at the meeting.

QUARTERLY FINANCIAL REPORTS - MEASURE A PROJECTS

Measure A General Obligation Bond Fund Financial Report at June 30, 2013

Director of Business Services Jim Nicholas distributed and reviewed the Bond Fund Financial Report for the year ending June 30, 2013, indicating total liabilities and net assets of \$10,704,565.38 (copy attached to official minutes). A total of \$2,228,954.14 in expenditures was reported for the year to date including \$2,500,000.00 transferred from the investment account to the country treasury for cash flow purposes related to construction projects. 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 as of June 30, 2013. Also included in the report is the Annual Fund Analysis indicating the Revenues, Expenditures and Assets of Measure A since its passage at March 31, 2004. The total construction funds spent to date is \$34,487,699.27 (page 7). Mr. Nicholas noted that all balances match those of AP Architects. Brief discussion took place regarding the total amount of Measure A funds remaining (\$14.6 million) and the GO Bond and Facilities Reserve investment accounts and the District's process of managing those funds.

Completion Recap at June 30, 2013

AP Architects Planner Richard Treece distributed and reviewed FCIP (Facility Capital Improvement Plan) Revisions at June 30, 2013 (copy attached to official minutes). The spreadsheet indicates the status of the Measure A projects including budgets, sources of funds, percentage complete, expenditures and remaining funds available. He noted that the report changed only slightly from the previous quarter due to the fact that the TIL Center for Independent Living has been the single project under construction and was recently completed.

CONSTRUCTION PROJECTS UPDATE

AP Architect Jose Vargas distributed and reviewed the Project Update report at August 7, 2013 (copy attached to official minutes).

Student Center

The construction projects are in the process and committee meetings are continuing to be held for plan development. It is anticipated that the project will be submitted to the Department of State Architects (DSA) for approval in October 2013. The start date for the project is the fourth quarter of 2014 pending completion of the dorm modernization.

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Dorm Modernization

The award of bid for the contractor for the dorm modernization project is an item on the WKCCD Board of Trustees agenda for their meeting scheduled for August 14th. With Board approval, the project should begin mid-September and is scheduled for completion at the beginning of the fourth quarter 2014.

TIL Center for Independent Living

The Center for Independent Living is complete. Staff moved in during the last weeks of July and students arrived August 1st. Several punch list items remain to be completed but those items do not affect occupancy of the facility.

Vocational Center

The Vocational Center project is an approved Final Project Proposal (FPP) by the state Chancellor's Office. The location of the future project is the current site of the cafeteria and testing center. Funding of the project is dependent upon the passage of a statewide general obligation bond in November 2014.

REPORT OF THE SUPERINTENDENT/PRESIDENT

Beginning of Fall Semester 2013

Dr. Maloney reported that summer session classes are concluding. Faculty members will return to the campus for one week of inservice on August 19th and the fall semester begins August 26th. Fall enrollment is very strong. It is anticipated that the College will exceed the fall enrollment of 2012.

Fall Activities/Important Dates

October 11, 2013 - Center for Independent Living Building Dedication at 11:00 a.m. with lunch following.

October 17, 2013 - Rib-Eye Cookout - Celebrating 20th Anniversary of the Dental Hygiene Program - 5:00 to 8:00 p.m.

October 18, 2013 - West Kern Petroleum Summit - 8:30 a.m. to 3:30 p.m.

NEXT MEETING

The next meeting of the Citizens' Oversight Committee is scheduled for Wednesday, November 6, 2013 at 4:00 p.m. in the Cougar Room at Taft College.

ADJOURNMENT

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

Respectfully Submitted:

Shelley Klein, Secretary