

WEST HILLS COMMUNITY COLLEGE DISTRICT
9900 Cody Street
Coalinga, CA 93210

MINUTES OF THE CITIZENS OVERSIGHT COMMITTEE FOR SFID #1
August 4, 2009

6:00 p.m.

North District Center
1511 Ninth Street
Room 7
Firebaugh, CA 93622

COC Attendees:

Rosa Espinoza, Jose Ramirez, Sean Howard, Gilbert Coelho, Miguel Arias, Oscar Sablan, Bill Pucheu

Other Attendees: Ken Stoppenbrink, Willard Lewallen, Kevin Cobb, Richard Treece, Byron Woods, Matt Flood, Oscar Casarreal, Marcel Hetu

1. Call to Order

- Flag Salute
Willard Lewallen led the flag salute and then introduced today's attendees. He also reported that committee members Gil Rossette and Vernon Gordon will not be at tonight's meeting due to other commitments and illness.
- Public Comments
Marcel Hetu, Director at NDC, noted that NDC has received recognition as one of the top performing community colleges nationwide on the basis of the Community College Survey of Student Engagement.

2. Action Items

A. Select Terms of Service

- a. Willard Lewallen thanked the membership for their willingness to provide oversight for expenditure of the SFID funds; He then provided copies of the bylaws for operation of this committee. He reported that the membership needs to select terms of service. Dr. Lewallen recommended using January 2009 as the starting date for terms of service. Sean Howard then

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clarified the terms of service “Everyone serves two years. At the committee’s first meeting the committee shall draw lots for two to serve an additional one year.”

B. Election of Officers

- a. Willard Lewallen reported officers include chair and vice-chair. A motion was made by Sean Howard to have Jose Ramirez serve as chair for two years, seconded by Miguel Arias, motion passed unanimously. A motion was made by Miguel Arias to have Gilbert Coelho serve as vice-chair, seconded by Oscar Sablan, motion passed unanimously.
- b. Additional one year term selected by drawing Oscar Sablan and Sean Howard.

C. Set Meeting Calendar

- a. Willard Lewallen noted that the by-laws state this group must meet once per year. He recommend at least twice annually. A motion was made by Gilbert Coelho to have the COC meet quarterly (Sept., Jan., April and July), seconded by Miguel Arias. Following further discussion a motion was made by Miguel Arias to meet quarterly, on the second Tuesday of the following months (Sept. 8/Dec. 8/March 9/June 8), at 7 p.m., seconded by Bill Pucheu, motion passed unanimously. Dr. Lewallen agreed to provide meeting notices.

3. Information/Discussion/Presentations

A. Review of Measure Q

- a. Willard Lewallen reviewed Measure Q and provided a copy of the language approved by voters verbatim on the ballot. He explained this document will be provided at each meeting and it is the committee’s guide for projects to make sure that they are within the language. He reminded everyone that no bond funds can be used for salaries. Discussion followed with both Jose Ramirez and Willard Lewallen noting the positive impact the voters have made within their communities by passing

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the bond. Willard reminded committee members that the funds must remain within the SFID taxing district.

B. Review of Bylaws

- a. Oscar Sablan commented on the bylaw language and his concern with how the committee's potential opposition can be expressed to the Board of Trustees. He said the bylaws make it clear in 3.4 that this committee doesn't have a say and that the Board can remove committee members with no reason given. Jose Ramirez reminded everyone that COC is only responsible for oversight of spending.

C. Sale of Bonds – Series A

- a. Ken Stoppenbrink presented information on the sale of Series A bonds for Measure Q. Ken shared that we received a rating of A+ by Standard & Poor. Ken anticipates an assessed value increase of 4% annually. The district will manage growth pressures and capital needs while preserving adequate reserve levels as projects go forward.

D. Property Acquisition

- a. Willard Lewallen reported the Rubio property has been acquired for \$124,000. An appraisal is being completed for a property on the south side of the building for possible acquisition. The property further north (where CDC sits) is not owned by the district. The district has an arrangement with the owner to pay the property taxes and Ken said we will look at acquiring the property as the contract expires next year.

E. Measure Q Projects, Cash Flow and Expenditures

- a. Kevin Cobb distributed project program report information and overall budget information. He stated that the information will be updated and the committee can review them at future meetings. Some of the projects listed are future year estimates. He said the project description for some projects is incomplete

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because we're still designing. The timeline schedule and actual project costs were also included.

- b. Oscar Sablan questioned the chancellor's office fee on page 2. It was clarified that this was not the WHCCD Chancellor, but the Statewide Office.
- c. Willard Lewallen reported it will require a statewide bond measure for the college to move forward and hoped it would be a 2010 bond.
- d. Kevin Cobb also shared that there are four binders in existence with historical information regarding projects. If changes occur they will be highlighted in yellow. The four binders are open for public review at any time. One is in the AP Architects Office, one in the District Office, one at NDC and one in the President's Office at WHCC.
- e. Willard Lewallen reported smaller communities have challenges with internet bandwidth. The district is writing a grant for broadband deployment throughout the westside of the valley.
- f. Kevin Cobb also noted that there is a contingency amount in each project.

F. Recent and Current NDC Improvement Projects

- a. Kevin Cobb shared that the first expenditure is master planning/CEQA. Next is interior remodeling. Improvements started at Christmas break. New lights up outside, land acquisition next door, restroom and HVAC repairs are all needed to get us through the next five years or so.
- b. Kevin Cobb presented the recap document for all facilities projects.
- c. Ken Stoppenbrink reported that \$11.9 million in taxpayer money is leveraged almost five to one. Willard Lewallen noted that the microwave towers is a good

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example. A couple of hundred of our dollars and millions of theirs.

- d. Kevin Cobb reported that last summer three design options were prepared for the existing NDC facility. Two options involved adding onto the existing facility. The challenge with these options is that the existing facility would have to be vacated. The third option removes the existing building and constructs a new, much larger building. One of the advantages of option 3 is that the existing facility can be used while the new facility is constructed. Following six months of discussion and public meetings, the third option has been chosen. Willard Lewallen said we are five to seven years out for new construction and felt we owed it to folks to do some improvements now (i.e. accessible and modernized restrooms, HVAC, lighting, parking, etc.).

G. Proposed Parking Lot Improvements

- a. Kevin Cobb presented plans for parking improvements.

H. Transfer of Title for Existing Facility/Property

- a. Willard Lewallen reported that NDC's current facility is owned by the WHC Foundation, not by the district. The Foundation has agreed to transfer title to the district. Ken Stoppenbrink reported that official action will be taken by the Foundation on August 20, and the Board of Trustees will take action on August 25. Once all of this is done that will clear the way for construction of a new facility.

I. Proposed New Building – joint use with Fresno County Library

- a. Willard Lewallen reported that the district is working with Fresno County Library to include a joint use library in the new facility. No solid plans yet, but discussions have been ongoing for a year and a half. Jose Ramirez said the county is looking for 7,000 square feet and it could be the centerpiece of the new building. Further discussion is needed with Fresno.

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J. Strategy for Outreach/Learning Centers

- a. Willard Lewallen discussed strategies for outreach/learning centers. He shared that studies taken show participation rates are lower for communities away from the Coalinga campus and NDC, even in Mendota. We know that's an issue of transportation, but the college would like to get out of transportation business. We are looking at taking education to those communities by providing a learning/outreach center in each community (starting in San Joaquin). The college would like to see cities provide a place for us to deliver educational services at no cost. The college would make all improvements to these facilities (equipment, computers, furniture, etc.). Jose Ramirez reported San Joaquin has third phase of CTF funds for distance learning and Willard Lewallen said we'll try it there as a pilot and replicate it elsewhere.

K. Annual Audit

- a. Measure Q passed in June of 2008 and the college anticipates the first annual audit will be at the end of this fiscal year in 2010. Ken Stoppenbrink was asked if SFIDs audits get folded into district audits. Kevin Cobb reported that the audits are separate. Bill Pucheau asked if this group can spend money for an audit and the answer was no. The district covers the costs of audits.
- b. Jose Ramirez disclosed that he owns the building to the south of NDC. He said he will step out during discussions of the property purchase to the south of NDC.

4. Announcements and Upcoming Events

- Next meeting of the Citizens Oversight Committee for SFID #1
 - September 8, 2009.

5. Committee Members Comments and Requests

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6. Adjournment

A. The meeting adjourned at 8:06 p.m.

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