

**WEST KERN COMMUNITY COLLEGE DISTRICT  
MINUTES OF THE BOARD OF TRUSTEES**

**REGULAR MEETING**

**October 12, 2016**

The regular meeting of the Board of Trustees of the West Kern Community College District was called to order at 5:07 p.m. by President Billy White. Secretary Kal Vaughn and Trustees Emmanuel Campos, Michael Long and Dawn Cole were also present. Superintendent/President Dr. Debra Daniels and Executive Secretary Sarah Criss were also in attendance.

**PUBLIC COMMENT ON CLOSED SESSION ITEMS**

No comments were heard.

**CLOSED SESSION**

At 5:08 p.m. it was moved by Trustee Cole, seconded by Trustee Vaughn and unanimously carried, that the Board convene in Closed Session to discuss the District's position regarding the following matters:

- A. Public Employee Appointment/Employment, Government Code Section 54957
- B. Public Employee Performance Evaluations, Government Code Section 54957
- C. Public Employee Discipline/Dismissal/Release/Reassignment, Government Code Section 54957
- D. Conference with Labor Negotiators (Government Code section 54957.6)  
Agency Designated Representative: Superintendent/President  
Employee Organizations: TC Faculty Association, CSEA Chapter #543 & Management/Supervisory/Classified Confidential Employees
- E. Conference with Legal Counsel - Anticipated Litigation  
Significant Exposure to Litigation Pursuant to Paragraph (2) or (3) of Subdivision (d) of Section 54956.9 - 2 Potential Cases
- F. Student Discipline and Other Confidential Student Matters, Education Code Sections 35146, 48900 et. Seq. and 48912(b)

**TEMPORARILY ADJOURN - JOINT BOARD MEETING WITH TUHSD**

At 5:47 p.m., it was moved by Trustee Vaughn, seconded by Trustee Cole and unanimously carried, to temporarily adjourn to hold the special joint board meeting with Taft Union High School District.

**RECONVENE IN PUBLIC SESSION; ANNOUNCE CLOSED SESSION ACTIONS**

At 6:49 p.m., it was moved by Trustee Vaughn, seconded by Trustee Campos and unanimously carried, to reconvene in Public Session. President White reported that no action was taken during Closed Session.

## **PLEDGE OF ALLEGIANCE**

President White led the pledge of allegiance.

## **PUBLIC COMMENT ON OPEN SESSION ITEMS**

No comments were heard.

## **GENERAL COMMUNICATIONS**

No general communications were presented.

## **APPROVAL OF MINUTES**

On a motion by Trustee Vaughn, seconded by Trustee Long and unanimously carried, the minutes of the Regular Meeting held September 9, 2016 and the Special Meeting (Budget Study Session) held September 9, 2016 were approved.

## **NEW BUSINESS**

### **Adoption of the WKCCD Board Goals for 2016/17**

President White spoke about the process to create these goals during the Board Retreat. He thanked the staff that put in efforts to help create an informed set of goals for 2016/17 (copy attached to the official minutes). Trustee Cole echoed the staff commendation. On a motion by Trustee Cole, seconded by Trustee Campos and unanimously carried, the WKCCD Board goals for 2016/17 were approved.

### **Second Presentation and Request for Approval - Tentative Agreement with the Taft College Faculty Association for a Compensation Increase of 1.59% to the 2016/17 Faculty Salary Schedule, Effective July 1, 2016**

Dr. Debra Daniels reminded the Board that the Faculty bargaining agreement includes language that refers to the Frey report as the measurement tool for the TC Faculty salary schedule as compared to other California community college districts. The Frey Report indicates that the College is currently 1.59% below the identified benchmark. Through discussion during the bargaining process, the Faculty bargaining unit and the administration are recommending a 1.59% compensation increase to faculty salary schedules. On a motion by Trustee Long, seconded by Trustee Vaughn and unanimously carried, the 1.59% compensation increase to the 2016/17 Faculty Salary Schedule, effective July 1, 2016, was approved.

*NEW BUSINESS (continued):*

**Second Presentation and Request for Approval – Tentative Agreement with the Classified School Employees Association (CSEA) Chapter #543 for a Compensation Increase of 1.59% to the 2016/17 Classified Salary Schedule, Effective July 1, 2016**

District administration has bargained with the CSEA bargaining unit for a 1.59% compensation increase to the 2016/17 salary schedule. On a motion by Trustee Vaughn, seconded by Trustee Cole and unanimously carried, the 1.59% compensation increase to the 2016/17 Classified Salary Schedule, effective July 1, 2016, was approved.

**Second Presentation and Request for Approval – Compensation Increase of 1.59% to the 2016/17 Management Salary Schedule, Effective July 1, 2016**

Dr. Daniels reported that the administration is recommending a 1.59% compensation increase to the management class. On a motion by Trustee Cole, seconded by Trustee Campos and unanimously carried, the 1.59% compensation increase to the 2016/17 Management Salary Schedule, effective July 1, 2016, was approved.

**Request for Approval – Development of an External Education Laboratory (EEL), Anticipated Cost of \$450,000.00**

Mark Williams, Vice President of Instruction, reminded the Board that the EEL lab model was demonstrated during the Board Retreat. This laboratory would be funded by CEED and Pathways grants. It would serve a variety of Career Technical Education (CTE) courses. Further details of the plans and the location of the laboratory are attached to the official minutes. On a motion by Trustee Vaughn, seconded by Trustee Cole and unanimously carried, the EEL laboratory at an anticipated cost of \$450,000.00 was approved.

**Request for Approval – Proposal for Construction Materials Testing and Inspection Services from BSK Associates for the Student Center Project, \$152,522.00**

Mike Capela, Director of Maintenance and Operations, explained that the testing that the suggested contractor would perform is required by the DSA standards. BSK Associates have performed such testing in the past for Taft College. On a motion by Trustee Long, seconded by Trustee Cole and unanimously carried, the proposal for construction materials testing and inspection from BSK Associates, at a cost of \$152,522.00, was approved (copy is attached to official minutes).

**Request for Approval – Subcontractor Substitution Request – HVAC Subcontractor for the Student Center Project from CH Air System Co., Inc. to Custom Air Conditioning, Inc.**

Mr. Capela explained that the original subcontractor requested to be released from the project due to inability to complete the project on our timeline. This would not alter the

*NEW BUSINESS (continued):*

cost of the Student Center Project. On a motion from Trustee Campos, seconded by Trustee Cole and unanimously carried, the subcontractor Custom Air Conditioning, Inc. was awarded the HVAC scope of work for the Student Center Project (copy is attached to official minutes).

**Request for Approval - Resolution #2016/17-09 - Support of Proposition 55**

Dr. Daniels reported that this resolution was due to a request from the CSEA unit (copy is attached to official minutes). Proposition 55 would extend Proposition 30, which is a tax on higher income earners that provides funding to K-14 grades. The District receives an average of \$2.7 million in funding currently from Proposition 30. Trustee Long stated he is not in support of funding through tax propositions. On a motion by Trustee Vaughn and seconded by Trustee Cole, Resolution #2016/17-09 was approved by the following vote:

Yes: Emmanuel Campos, Billy White, Dawn Cole, and Kal Vaughn  
No: Michael Long  
Abstain: None  
Absent: None

**CONSENT AGENDA:**

- A. Information Item - Review of the California Community College Financial Status Report (CCFS-311A) for the Year Ending June 30, 2016
- B. Request for Approval - Discontinuance of the A.A. in English Degree
- C. Request for Ratification - Memorandum of Understanding between Kern Community College District (KCCD) and West Kern Community College District for Proposition 39 Clean Energy Workforce Program Grant, September 1, 2016 - April 30, 2017, Revenue of \$50,000.00 assigned to Proposition 39 Budget
- D. Request for Approval - Agreement with Class 1 DSA Inspector John Karwoski, November 1, 2016 - October 31, 2017, \$10,920.00 per Month
- E. Request for Ratification - 2-Year Agreement with SmartCatalog IQ Services and Licensing for Integrated Academic Catalog Services, Two Year Term Commencing October 1, 2016, Total Cost of \$30,841.00
- F. Request for Ratification - Agreement with Lasefiche Avante Solution Project Proposal: Avante Upgrade, May 11, 2016 - May 11, 2017, Not to Exceed \$15,825.00

*NEW BUSINESS (continued):*

- G. Request for Ratification- Contract with Collaborative Brain Trust for Consulting Services to Assess Taft College's Degree Granting Office, October 11, 2016 - November 2016, Contract Services and Travel Not to Exceed \$12,350.00
- H. Request for Ratification - Agreement with GL Consulting Services, LLC for IMB Cognos Business Intelligence Support for On-Site Training, \$6,200.00
- I. Request for Approval - Renewal of Agreement with C.A. Reding for Equitrac Equipment and On-Site Local Support for Library Printing Management, November 1, 2016 - October 31, 2017, \$1,287.00
- J. Request for Ratification - Renewal of Agreement with Issue Trak for Information Technology Work Order Tracking Software, August 1, 2016 - August 1, 2017, \$1,925.00
- K. Request for Ratification - Facilities Use Agreement with Lincoln Junior High School for Use of the TC Gym and Volleyball Courts for Athletic Events, Dates Include 10/8/16, 12/3/16, 1/21/17, and 1/28/17
- L. Request for Ratification - Facilities Use Agreement with Calvary Temple for WKAEN Career Technical Education Courses, October 1, 2016 - June 30, 2017, \$250.00 per Session
- M. Request for Ratification - Agreement between the Chabot-Las Positas Community College District on Behalf of its California Early Childhood Mentor Program and Taft College, August 1, 2016 - July 31, 2017, Mentor Program to Pay \$500.00 to Becky Roth
- N. Ratification of the September 2016 Vendor Check & Purchase Order Registers
- O. Routine Personnel Items:
  - a. Request for Conference Attendance and Expenses as of October 3, 2016

On a motion by Trustee Cole, seconded by Trustee Campos and unanimously carried, Consent Agenda Items A - O were approved as presented (materials related to items A - O are attached to official minutes).

**PUBLIC COMMENTS ON ITEMS OF GENERAL INTEREST**

No comments were made.

## REPORTS FROM STAFF AND STUDENT ORGANIZATIONS

### Financial Reports

The financial reports listed on the page following were presented for information (copies attached to official minutes).

#### Financial Reports:

##### A. Financial Reports (for information):

1. Revenue Accounts (Account Level 1) FY 2016/17
2. Expenditure Accounts (Account Level 1) FY 2016/17
3. Expenditure Detail of \$10,000.00 or Greater, September 2016
4. Student Organization and Special Accounts, September 2016
5. Funds Deposited in County Treasury, September 2016

### Trustee Reports

Trustee Vaughn attended the Bakersfield Business Conference along with Trustee Campos, Dr. Daniels and Sheri Horn-Bunk. He was pleased with the conference and enjoyed networking with local and statewide connections.

President White served as a judge in the ASB Pretty in Pink contest during Breast Cancer Awareness Week. The event was well attended, well prepared and very informative. He looks forward to next year's awareness week.

### Academic Senate

Academic Senate President Geoffrey Dyer reported that the Senate as a whole met on October 3<sup>rd</sup>. The Academic Senate Council met on September 21<sup>st</sup>. Topics that the Senate are currently discussing include: process for appointing faculty to screening committees; examine Chancellor's Office Guidelines for Flexible Calendar; review taskforce proposal to annually adopt criteria to guide Senate prioritization of new faculty position requests; advancing action items through the Senate under new Bylaw and Constitution statutes; and they examined accreditation recommendations and discussed actions still needed to meet the recommendations.

Academic Senate is also reviewing the cycle of Institutional Student Learning Outcomes (ISLOs) assessments. The Senate is discussing the development of SLO assessments for courses. They are also reviewing the draft SLO Assessment Guidebook that was created by Vicki Jacobi.

### Associate Students

Student Trustee Martha "Luz" Lopez reported the Associated Student sponsored Breast Cancer Awareness week is going well. Activities included the Pretty in Pink contest,

*REPORTS (continued):*

which was a lot of work to produce. Ms. Lopez said overall the students are enjoying the week and hoping to earn funds to help Taft College employees who are currently fighting breast cancer.

**West Kern Adult Education Network (WKAEN)**

Kathy Johnson, Director of WKAEN, invited the Board of Trustees to attend the WKAEN Graduation to be held on October 27<sup>th</sup> at the Fort Auditorium. Currently there are about 130 students enrolled. There have been 16 GED graduates, four of which are already enrolled in TC courses. The ceremony is the inaugural ceremony for the WKAEN. Student feedback has shown much appreciation for the program's availability in the community.

**Faculty Association**

Diane Jones, Faculty Association President, thanked the Board for the support on Proposition 55. Ms. Jones stated she is familiar with AB 288 (that was discussed during the special meeting with Taft Union High School District). She acknowledged the bill is complicated but is sure with work there are great results to come from the dual enrollment efforts. Ms. Jones read a letter that the Faculty Association had received on behalf of Professor Brian Jean. Mr. Jean has presented a successful lecture at Kern Medical Center titled, "Evidence Based Medical Research versus Bean Counting: What's the Difference?" This lecture was well received which has led to another successful lecture to the staff just this past Friday. The Association feels Mr. Jean is representing Taft College well in these efforts.

**Classified School Employees Association (CSEA)**

Velda Peña, CSEA Chapter #543 President, thanked the Board for their support of Proposition 55.

**Instruction**

Mark Williams, Vice President of Instruction, invited the Board to attend the opening of the Veteran's Center on Thursday, October 13<sup>th</sup>. A lot of effort has been made by many employees to make this Center available. They are excited to begin offering services.

**Administrative Services**

Brock McMurray reported that the Student Center Project is actively underway - demolition is now visible. The project is estimated to be 6% complete. The PG&E conversion project is entering its final phase and should be completed by January 2017. Proposition 39 LED lighting retrofit project is currently waiting for approval to begin phase 3, which is in the Library.

*REPORTS (continued):*

### **Student Services**

Primavera Arvizu, Interim Vice President of Student Services, provided a handout of Student Services updates. She reported that the EOP&S and CalWORKS programs were able to send students to the Bakersfield Women's Conference for a day of experience and networking. The Student Services Outreach Coordinator, Sheri Black, hosted a high school counselor luncheon in the Cougar Room on Tuesday. This year the focus was to find out how TC could assist students and area high schools more effectively. The feedback showed an interest for more presence of TC staff on campuses, application availability near November 1 and for parent orientations.

### **Human Resources**

Dr. Robert Meteau, Associate Vice President of Human Resources, reported that a flu shot clinic was being offered on campus through Costco. On Thursday, October 13<sup>th</sup> the New Employee Luncheon will honor all new employees who have started working since last April.

### **Transition to Independent Living**

TIL Interim Director Carey Carpenter reported that TIL staff are preparing for Disabilities Awareness Week which will have events on October 25<sup>th</sup> - 27<sup>th</sup>, including comedian Miguel Lugo on October 25<sup>th</sup>. The Shake Out drill that is happening on October 20<sup>th</sup> will be used as a lesson for building a preparedness kit. Students have been participating in ASB events like the Pretty in Pink contest and will be serving at the Foundation's Cougar Cookout.

TIL will hold an open house on October 21<sup>st</sup> for regional centers in an effort to boost outreach and recruitment. On October 31<sup>st</sup> the TIL students will partner with ASB to offer community trick or treating at the TIL and Ash Street dorms.

Staff have provided tours to Taft Union High School students in an effort to educate the community on TIL's opportunities.

### **REPORT OF THE SUPERINTENDENT**

Dr. Debra Daniels thanked Mark Williams, Tony Cordova and Dr. Vicki Jacobi on their presentation during the special board meeting with Taft Union High School District in regards to the dual enrollment courses. She stated that a lot of work has gone into developing this program further, from both districts. She also praised Mr. Williams and Mr. Cordova for their work on what has been deemed the "Taft Formula" for the collaborative consortium to use. The revised formula allows for districts, like Taft, to obtain a more equitable portion of funds for the needs of the District.



*SUPERINTENDENT REPORT (continued):*

Recently, the City of Taft honored women in education, Dr. Daniels was among the honorees. The Council gave each administrator present a proclamation honoring women in education.

Dr. Daniels updated the Board on the search to hire a Vice President of Student Services. The interview process is underway this week. The selection will be presented at the regular November Board meeting.

Dr. Daniels has recently attended two conferences - Council for Advancement and Support of Education (CASE) and the Central Valley Higher Education Policy/Legislative Summit. She reported she attended the CASE conference with Sheri Horn-Bunk, Foundation Director. They obtained a lot of knowledge and ideas for future fundraising. Dr. Daniels attended the Higher Education Summit with Ms. Arvizu. The focus was on college improvement, college-going rates and assessment.

Dr. Daniels also reported that the Bakersfield Business Conference was informative and an enjoyable experience.

**EMPLOYMENT**

On a motion by Trustee Campos and seconded by Trustee Vaughn, Employment Items A - D were approved by the following vote (Employment Items A - D (*Appendix I & II*) are attached to official minutes):

Yes: Emmanuel Campos, Billy White, Dawn Cole, Michael Long and Kal Vaughn  
No: None  
Abstain: None  
Absent: None

**NEXT MEETING**

The next monthly meeting is scheduled for Wednesday, November 9, 2016, at 5:00 p.m.

**ADJOURNMENT**

At 7:24 p.m., on a motion by Trustee Vaughn, seconded by Trustee Cole and unanimously carried, the meeting was adjourned.

Respectfully Submitted:

---

Kal Vaughn, Secretary