

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

REGULAR MEETING

November 9, 2016

The regular meeting of the Board of Trustees of the West Kern Community College District was called to order at 5:00 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 5:02 p.m. it was moved by Trustee Vaughn, seconded by Trustee Campos 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)

RECONVENE IN PUBLIC SESSION; ANNOUNCE CLOSED SESSION ACTIONS

At 6:00 p.m., it was moved by Trustee Long, 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

A letter of gratitude from Dr. Blanca Cavazos, Superintendent of Taft Union High School District, for the participation at the Joint Board meeting held in October (copy is attached to the official minutes).

A note of thank you from Dr. Loretta Garcia-Lipscomb was shared for the flowers from the District in remembrance of her mother, Pearl Garcia.

QUARTERLY INVESTMENT REPORT

District Investment Advisors Mike Urner, of Wells Fargo Advisors, LLC., and Dave Ivarie, of Morgan Stanley, distributed and reviewed the quarterly report of the WKCCD General Obligation Bond Portfolio and Facilities Reserve for the quarter ending September 30, 2016 (copies attached to the official minutes). Mr. Ivarie reviewed the highlights of the Facilities Reserve including income for the quarter of \$94,619.08 and an ending value of \$12,919,292.91. He also noted the projected 12-month portfolio coupon income of \$341,726.00 and \$4,491,363.69 total income earned since inception. Mr. Ivarie reviewed the asset and credit sector allocation and the portfolio maturity distribution, as well as confirming continuing compliance with state code and regulations. He added that the quarter had a slight decrease with a decrease of -0.047% for the quarter and an overall increase of 30.713% since inception of the portfolio.

The General Obligation Bond Portfolio was also reviewed. Mr. Urner reported that the GO Bond Portfolio gained income of \$49,590.04 for the quarter with an ending value of \$9,664,910.74. The projected 12-month portfolio coupon income is \$160,842.00 with \$4,944,381.22 total income earned since inception. Mr. Urner reviewed the asset and credit sector allocation and the portfolio maturity distribution, as well as confirming continuing compliance with state code and regulations. He noted that the return numbers are starting to appear differently due to the expected date of the Student Center, which will utilize the GO Bond funds. The current economic trends were expected to show changes due to the effect of the election. At this time, the bond market is holding strong pending the determination of whether the federal rates will see an increase.

PRESENTATION - WKCCD Accreditation Update

Dr. Eric Bèrubè, Accreditation Liaison Officer, presented a PowerPoint detailing the progress of WKCCD in meeting the Accrediting Commission for Community and Junior Colleges (ACCJC) seven recommendations from the fall 2015 site visit (copy attached to the official minutes). Dr. Bèrubè reviewed the recommendations and stated that the majority of tasks are to meet recommendations 4 and 6. The work through the Institutional Effectiveness Partnership Initiative (IEPI) Plan is helping the District to complete recommendations 4 and 6. By working with Dr. Bob Pacheco through the IEPI Plan, the District has begun the process of analyzing and reviewing program review and the student learning outcomes (SLO).

WKCCD ACCREDITATION UPDATE (continued):

Dr. Bèrubè presented the District's responses to each of the seven recommendations. He thanked Dan Hall, the IEPI Plan committee, and the Office of Instruction for the efforts in helping to complete the work needed to meet the recommendations. The report and visit to address the seven recommendations will occur in March 2017. The District is on track to respond in a timely manner and to prepare for the 2017 visit.

PRESENTATION - Student Equity and Student Success and Support Program (SSSP)

Primavera Arvizu, Interim Vice President of Student Services, and Mark Williams, Vice President of Instruction, presented a PowerPoint on the Student Equity and Student Success and Support Program (SSSP) (copy attached to the official minutes). Ms. Arvizu spoke on the history and current status of SSSP, including the formula for funding the services mandated by SSSP. The data for SSSP is showing that the withdrawal rate of students who build a comprehensive educational plan is lower than that of those utilizing an abbreviated plan. The collected efforts from SSSP services appear to be educating and encouraging students in how to be a proactive participant in their educational planning. Currently, SSSP is working to join the statewide effort to use the Common Assessment tool and multiple measures for placement in courses. Other efforts include the continuation of targeted marketing and outreach, contact with students as they enter an at-risk educational status, working to streamline processes, and targeted enrollment communication to current students and prospective high school students during times of registration.

Mr. Williams explained the difference between SSSP and Equity efforts differs in the targeted population of Equity efforts. Student equity identifies the populations of students that are not succeeding and provides support to assist in finding paths to success for each population. He provided a definition of the Equity program and explained the state is currently moving from studying the student populations in 3 year versus 6 year cohorts in order to make data more relevant. The College has two areas of Equity focus: professional development and the development of operational data systems. Within these two areas there are various strategies and projects at work. Within the next 18 months, the SSSP and Equity plans will merge efforts while maintaining the respective goals of each program. These efforts will combine resources and continue to assist students to succeed.

APPROVAL OF MINUTES

On a motion by Trustee Vaughn, seconded by Trustee Cole and unanimously carried, the minutes of the Regular Meeting held October 12, 2016 and the Special Meeting (Joint Board Meeting with Taft Union High School District) held October 12, 2016 were approved.

NEW BUSINESS

First Reading - Updated Board Policies

#4225 - Course Repetition

#7330 - Communicable Disease

NEW BUSINESS (continued):

The Board Policies listed above have been updated as recommended by the legal counsel of Community College League of California Board Policy and Procedure Services (copy attached to the official minutes).

BP 4225 now states that the Board has determined reasonable limitations on course repetition as described in AP 4225 titled Course Repetition.

BP 7330 was updated to extend language indicating academic or classified employees will provide a certificate from their examining physician saying the employee was free from active tuberculosis.

These policies are being presented for a first reading and will be recommended for approval at the December 14th Board regular meeting.

Request for Approval - Joint Exercise of Powers Agreement - West Kern Adult Education Network (WKAEN) as the Joint Powers Authority (JPA)

The JPA agreement finalizes the formation of the WKAEN, establishing a legal entity to conduct business of WKAEN, which includes policies governing budget and personnel. This agreement designates the College to maintain its role as Treasurer on a transitional basis. Once approved by all of the involved districts, all authority to conduct the business of WKAEN will reside fully with the WKAEN Board. On a motion by Trustee Campos, seconded by Trustee Cole and unanimously carried, the JPA agreement was approved (copy attached to official minutes).

First Presentation- Tentative Agreement with Taft College Faculty Association for Compensation for Coaches Driving Athletic Teams to Events/Games, 2016-17 Academic Salary Schedules, Effective Upon Approval (No Action)

Dr. Daniels stated that the tentative agreement was reached through the bargaining process (copy attached to the official minutes). The intent of Administration and the Faculty Association is to utilize a pool of driver's for athletic transportation. If approved, this agreement would provide compensation to coaches who drive when a driver is not available.

CONSENT AGENDA:

- A. Information Item - Review of the California Community College Financial Status Report (CCFS-311Q) for the Quarter Ending September 30, 2016
- B. Request for Approval - 2018/19 Academic Calendar
- C. Information Item - WKCCD Budget Development Calendar for Fiscal Year 2017-18
- D. Request for Approval - New Associate in Science for Transfer Degree

CONSENT (continued):

- E. Request for Approval – New Course - ILS 1532 Industrial Hygiene
- F. Request for Approval – Course Inactivation

Learning Support Division

ILS	0050	Communication Skills Level
ILS	0075	Pedestrian Safety
ILS	0076	Remedial Reading
ILS	0031	Personal Safety Level 2
ILS	0033	Personal Safety Level 4
ILS	0051	Communication Skills Level 2

Sciences and Mathematics Division

BIOL	2255	Human Physiology
BIOL	2256	Human Physiology Laboratory
CHEM	2250	Quantitative Analysis

- G. Request for Approval – Course Revisions

Applied Technologies Division

IES	1102	Passport Safety Training
IES	1116	Hazardous Waste Operations and Emergency Response
IES	1500	Occupational Health and Safety Compliance

Sciences and Mathematics Division

BIOL	1501	Fundamentals of Biology Laboratory
CHEM	1520	Introduction to Organic and Biochemistry

- H. Request for Approval – Master Services Agreement with Phytorion, Inc. to Assist in Data Warehouse Reporting for Multiple Grants, Expenses to be Individually Submitted via Statements of Work (SOW), Funded through Grant Monies
- I. Request for Approval – Ellucian Banner and Oracle Maintenance Contract, January 1, 2017 – December 31, 2017, \$171,947.00
- J. Request for Approval – Agreement with Ewing Consulting, Inc. for Classification and Compensation Study Services, Initiation Date of Study is November 28, 2016, Cost Not to Exceed \$48,000.00
- K. Request for Ratification – Agreement with Guest Speaker Kimberly Papillon to Present on Implicit Bias, October 21, 2016, \$14,000.00

CONSENT (continued):

- L. Request for Ratification – Agreement with Involvio, LLC. To Assist in Social Media Development, October 14, 2016 – November 1, 2019, \$12,700.00 Annually
- M. Request for Approval – Ellucian Banner Advancement Maintenance Agreement to Record Alumni Information, January 1, 2017 – December 31, 2017, \$10,382.00
- N. Request for Approval – Agreement with The Learning Underground for Hosting and Associated Services for the MyMathSkillz Software, January 1, 2017 – December 31, 2017, \$4,000.00
- O. Request for Ratification – GT Software NetCOBOL Maintenance Renewal, September 1, 2016 – August 31, 2017, \$2,244.00
- P. Request for Ratification – AMS.Net Informacast Maintenance Subscription for the Emergency Notification System, November 1, 2016 – October 31, 2017
- Q. Request for Approval – Facilities Use Agreement with Taft Union High School for the 2017 Graduation Practice and Ceremony, May 19, 2017, No Fees Charged
- R. Ratification of the October 2016 Vendor Check & Purchase Order Registers
- S. Routine Personnel Items:
 - a. Request for Conference Attendance and Expenses as of November 2, 2016

On a motion by Trustee Campos, seconded by Trustee Long and unanimously carried, Consent Agenda Items A – S were approved as presented (materials related to items A – S 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):

REPORTS (continued):

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, October 2016
4. Student Organization and Special Accounts, October 2016
5. Funds Deposited in County Treasury, October 2016
6. Investments Held at Deutsche Bank Trust Company and
The Bank of New York Mellon 7/1/16 - 9/30/16

Trustee Reports

President White attended the annual Cougar Cookout and felt the event represented the College well. He commended the Foundation for the effort in the event. Mr. White also attended the GED graduation, noting that the effects of the program in the lives of those in our community were visible. President White also participated as a judge in the art contest for the One Book, One Kern with a focus on water conservation. He was impressed at the level of work our students presented.

Trustee Cole also attended the Cougar Cookout and the GED graduation. She mentioned the work with the Veterans as well as the ability to hold the GED ceremony in two languages served the varying needs of the community. Ms. Cole reminded everyone of the annual Hall of Fame dinner occurring the upcoming weekend.

Trustee Campos thanked the individuals involved in forming the WKAEN. Attending the GED graduation and meeting those participating in the classes showed him the direct impact on lives. Mr. Campos also attended the Cougar Cookout and was impressed with the Veteran's Center. He made special mention of the athletes working to fundraise through tree sales in the community.

Trustee Long commended the STEM employees for bringing the program's trailer for hands on demonstrations to the cruise night in downtown Taft.

Board members congratulated President White and Dr. Kathy Orrin for the success in the election. They thanked Trustee Vaughn for his years of service, with mention to his dedication and leadership.

Trustee Vaughn thanked the District for the opportunity to serve. The College has value to him, as well as his family. Trustee Vaughn stated he has enjoyed serving the District.

Academic Senate

Academic Senate President Geoffrey Dyer reported that the Senate as a whole met on November 7th. The Academic Senate Council met on October 19th. Topics that the Senate are currently discussing include the current procedure for emeritus status and screening committee process. The Council as a whole invited Dr. Daniels, Mr. Williams, and Mr. Tony Cordova to discuss the topic of dual enrollment. The meeting focused on the current program and the exploration of the agreement for the welding/industrial technology pilot.

REPORTS (continued):

Mr. Dyer, Dr. Vicki Jacobi, and Tori Furman attended the Academic Senate Fall Plenary session. This year the focus was on guided pathways and integrated planning.

Administrative Services

Brock McMurray, Executive Vice President of Administrative Services, thanked Trustee Vaughn for his service. He congratulated President White and Dr. Kathy Orrin on the election to the Board of Trustees.

IEPI - Geoffrey Dyer

Mr. Dyer spoke on behalf of the Institutional Effectiveness Partnership Initiative (IEPI) planning group. The IEPI regional meeting in December will be hosted at the College.

Instruction

Mr. Williams offered congratulations to President White and Dr. Orrin on the election to the Board. He expressed gratitude to Trustee Vaughn for his service.

Faculty Association

Diane Jones, Faculty Association President, thanked Trustee Vaughn for his service to the District. She congratulated both President White and Dr. Orrin. Ms. Jones reported that she attended the ground breaking ceremony for the Student Center. The faculty is excited to see progress on this facility.

Human Resources

Dr. Robert Meteau, Associate Vice President of Human Resources, invited the Board and all employees to join the Thanksgiving potluck to be held on Friday, November 18th.

Student Services

Primavera Arvizu, Interim Vice President of Student Services, thanked the Board for the positive presence on campus. By attending events, the staff and students feel supported by the Board. Ms. Arvizu reminded the Board of the upcoming Hall of Fame ceremony and dinner. She also shared that the application for financial aid and for enrollment is now open.

Distance Learning

Distance Learning Coordinator Dan Hall thanked the Board of Trustees for their positive presence on the campus at events.

REPORTS (continued):

Information Services

Adrian Agundez, Director of Information Services, stated his appreciation of Trustee Vaughn and extended congratulations to both President White and Dr. Orrin.

Classified School Employees Association

Velda Peña, CSEA President, congratulated President White and Dr. Orrin on the election to the Board. She also thanked Trustee Vaughn for his years of service.

Taft College Foundation

Sheri Horn-Bunk, Director of the Foundation, thanked the Board for the participation at the Cougar Cookout. The event was successful in raising an estimate of \$7,000, in part due to donations from vendors like Cooper's True Value. Owner Eric Cooper donated the use of the table and chairs. The Foundation is also looking to extend support in Foundation revenue by including employee participation in fundraising, as well as TIL families and alumni of the College. The Foundation has had continued support from Chevron, with a recent \$85,000 donation. In the future, the Foundation will also be receiving a large gift from the Harry Wilson trust. Mr. Wilson was a great supporter of the College and continued efforts in the Foundation until his passing.

Ms. Horn-Bunk reported that there is a new Foundation member, Roland Maier. Mr. Maier is the Executive Director of First 5 Kern and offers years of service in education and community involvement.

In the coming week, Ms. Horn-Bunk will present at the California League of Community Colleges conference on the planning and success of the West Kern Petroleum Summit. The Foundation will also hold the annual Christmas dinner for Foundation members.

STEM

Anthony Cordova, Career and Technical Education Director, expressed gratitude to the City of Taft and the Taft Chamber of Commerce for the opportunity to allow the STEM staff to bring the STEM trailer to the recent cruise night in downtown Taft. He congratulated President White and Dr. Orrin on the recent election. Mr. Cordova told Trustee Vaughn thank you for his support in CTE efforts.

Facilities

Jose Vargas of AP Architects provided an update on current facility projects on campus. The Student Center is 5-7% complete with the focus on grading and compacting soil to prepare for foundation work to begin. The PG&E project to relocate the source of power and to increase the power to the campus is progressing well, the contractor is nearing the completion of tasks to be completed by the College. Then PG&E will test the contractor's work and begin the PG&E portion of the project.

REPORTS (continued):

The gymnasium roof repair project, a deferred maintenance project, is set to go to bid. Potential contractors have attended a walkthrough of the project. Also, moving forward is the Proposition 39 LED lighting project. The next phase of lighting to be replaced is in the library.

Proposition 51, the bond for education facility development, passed in the election. Community colleges should receive \$2 billion in funding. The Chancellor's office will use a ranking process to award projects based on a formula for need. The College Vocational Center is the current project submitted to be considered for potential funding.

REPORT OF THE SUPERINTENDENT

GED Graduation

Dr. Debra Daniels attended the GED graduation ceremony for WKAEN students. She congratulated staff involved on a great event. Dr. Daniels noted that the students graduating shared testimonies to the audience. The program is well on its way to serving the community as each testimony reflected.

Cougar Cookout

The Cougar Cookout was a huge success. Dr. Daniels spoke highly of the staff who planned, set up, prepared, and attended the event. The overall collaboration by staff made this event a successful celebration of the College's local impact as well as a service to community veterans.

Congressman Kevin McCarthy

Congressman Kevin McCarthy recently visited the College. His intent was to meet Dr. Daniels and show support in her role as the College Superintendent/President. Dr. Daniels noted his visit went well and she is pleased to have Congressman McCarthy's continued support of the College.

Proposition 51 & 55

Dr. Daniels reported to the Board that the election results showed that both Proposition 51 and Proposition 55 have passed. The facility bond for K-14 institutions as well as the tax on high income earners were both supported by voters, which will benefit the District.

Vice President of Student Services

On tonight's agenda is the recommendation to hire Severo Balason, Jr. as the Vice President of Student Services. Dr. Daniels thanked the hiring committee for the effort in completing the process and shared her excitement to recommend Mr. Balason for hire.

Hall of Fame

Dr. Daniels reminded the Board of the Hall of Fame dinner and ceremony to be held on Sunday. She encouraged all to attend and shared a brief description of the honorees of the 2016 class.

Dr. Daniels thanked Trustee Vaughn for his service, noting that she hopes to continue the vision he entrusted her with upon her hiring. Dr. Daniels also congratulated President White and Dr. Orrin for the election results.

EMPLOYMENT

On a motion by Trustee Cole and seconded by Trustee Long, Employment Items A - C were approved by the following vote (Employment Items A - C (*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, December 14, 2016, at 5:00 p.m.

ADJOURNMENT

At 8:20 p.m., on a motion by Trustee Campos, seconded by Trustee Cole and unanimously carried, the meeting was adjourned.

Respectfully Submitted:

Billy White, President