

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

REGULAR MEETING

January 11, 2017

The regular meeting of the Board of Trustees of the West Kern Community College District was called to order at 5:01 p.m. by President Billy White. Secretary Dawn Cole and trustees Emmanuel Campos, Michael Long, and Dr. Kathy Orrin were present. Superintendent/President Dr. Debra Daniels and Executive Secretary Sarah Criss were in attendance.

PUBLIC COMMENT ON CLOSED SESSION ITEMS

No comments were heard.

CLOSED SESSION

At 5:06 p.m. it was moved by Trustee Campos, seconded by Trustee Cole 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 6:03 p.m., it was moved by Secretary Cole, 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

Dr. Debra Daniels welcomed Vice President Severo Balason, Jr. to the District. After an introduction, Mr. Balason thanked Dr. Daniels and the Board for the opportunity to serve the College. He reported he has been attending meetings and has met much of the staff on campus. Mr. Balason looks forward to serving in his role.

APPROVAL OF MINUTES

Secretary Cole requested the minutes be amended on Item 9.A. on the Regular Board Agenda for December 14, 2016 that she regretfully declined the nomination to serve as Board President due to a recent family medical situation. On a motion by Trustee Campos, seconded by Secretary Cole and unanimously carried, the minutes of the Special Meeting held December 12, 2016 and the minutes of the Regular Meeting held December 14, 2016 as amended were approved.

PRESENTATION - Legislative Update Presented by the McCallum Group, Inc.

Mark MacDonald of the McCallum Group, Inc. provided a legislative update that included 2016 legislation and insight into possible 2017 trends, the Governor's proposed budget, and issues in 2017 through a PowerPoint presentation (copy attached to the official minutes). Discussion on legislative items included details on the following topics, to name a few:

- Veteran's Centers
- Mental Health Funding
- Promise Program
- Baccalaureate Programs

It was clarified that Veteran's Center funding is flexible and can be used for student recruiting purposes, if the District sees fit. There was discussion on the development of the Promise Program. The initial legislated funding was one-time financed and the current concern is whether the program will continue and if so where funding would come from. Board members questioned the community college Baccalaureate program and Mr. MacDonald described the program as to recent to expand due to the report of the programs progress not yet due to the state.

Mr. MacDonald gave a brief, first glimpse at the Governor's proposed budget, which will be revised and reviewed in May. This initial budget is conservative and includes a 1.48% Cost of Living Allowance (COLA), a base allocation increase of \$23.6 million for community colleges, and again no proposed student fee increase.

PRESENTATION - CCW Campus Forum Feedback Update

Primavera Arvizu, Dean of Student Success, reported feedback from the campus forum on Carry Concealed Weapon CCW through a PowerPoint presentation (copy attached to the official minutes).

PRESENTATION – CCW Campus Forum Feedback Update (Continued):

Ms. Arvizu thanked all staff involved in preparation of the forum for the work done on the project. The forum, which was recorded, was held on November 30, 2016. Feedback was collected at the forum and through email/electronic invitation; 36 employees responded. Of those who responded, 52 percent responded not in favor of an on campus concealed carry policy allowing CCW permit holders to carry on campus. Forty-seven percent responded in favor of a policy allowing CCW permit holders to carry on campus.

Trustee Michael Long spoke in favor of allowing the Superintendent/President the ability to allow CCW on campus, as the Superintendent/President sees fit. He stated he believes this is supported by the community.

President White was concerned with the low number of participants in the feedback. He encouraged the District to hold another vote to collect the voice of the campus. He also said he hoped more employees would participate in the vote.

Secretary Cole thanked staff for recording the forum, stating it made it easy for everyone to be informed. She spoke a concern with placing security responsibility burden on employees and administration if a policy allows CCW permit holders to carry on campus. She also said that there needs to be a look into overall security concerns by the Board, if there are specific concerns.

Dr. Daniels informed the Board that the information on the CCW policy, if adopted, would be open to the Freedom of Information Act. The names of approved CCW holders would be discoverable. Also, the District would be liable to track and keep training records current as well as the specific location of approved CCW holders on campus, each day.

NEW BUSINESS

Request for Approval – West Kern Community College District Annual Financial Report the Year Ended June 30, 2016 as Prepared by Vavrinek, Trine, Day & Co., LLP

Jim Nicholas, Director of Fiscal Services, presented the report from the 2015-16 audit. The audit is completed annually by a third party as required by the state of California. Vavrinek, Trine, Day & Co., Inc. gave the District an unmodified opinion, showing compliance in financial processes and procedures. It was noted by auditors that the District should work to clear short-term interfund obligations within the fiscal year. Mr. Nicholas and Mr. McMurray explained the program debts to the District and identified areas the District plans to make modifications to meet this suggestion. On a motion by Secretary Cole, seconded by Trustee Long and unanimously carried, the report as prepared by Vavrinek, Trine, Day & Co., LLP was approved (copy can be obtained in Administrative Services office).

Request for Approval – Proposition 39 Measure A General Obligation Bonds Audit Report for the Year Ended June 30, 2016 as Prepared by Vavrinek, Trine, Day & Co., LLP

Mr. Nicholas presented the audit report for the Proposition 39 Measure A General Obligation bonds. As required by California law, the District must have bond financial information audited by a third party to ensure the bond intent is upheld in its expenditures. The District received an unmodified opinion with no findings noted. President White commended staff for efforts. On a motion by Secretary Cole, seconded by Trustee Long and unanimously carried, the report on the Measure A General Obligation bonds were approved (copy can be obtained in Administrative Services office).

Request for Approval – Request to Increase Balance of WKCCD/TC Revolving Account #2

Dr. Daniels explained the intent of this revolving account was to correct payroll differences that occurred and could not be corrected in time due to the printing process with the County Office of Education. The account was created over 15 years ago. It is requested that the balance of the account be increased to meet the needs of a growing payroll in connection with wage increases and the number of staff on payroll. On a motion by Trustee Long, seconded by Trustee Orrin and unanimously carried, the request was approved.

Request for Approval – Request to Award the Gym Reroof Phase 2 Project to Lowest Bidder, Midstate Sheetmetal, Inc., \$96,544.00

Mr. McMurray said that this project would replace and/or repair the upper section and parts of the lower section of the gymnasium roof as needed. The project is funded by Deferred Maintenance funding. It is requested that the lowest bidder, Midstate Sheetmetal, Inc. be awarded the project. Mr. Jose Vargas, of AP Architects, stated the roof will have a 15 year warranty. On a motion by Trustee Campos, seconded by Secretary Cole and unanimously carried, the project was awarded to Midstate Sheetmetal, Inc. (copy attached to the official minutes).

Second Reading and Request for Approval – Updated Board Policy #7600 – Campus Security Officers

Dr. Daniels stated that Board Policy #7600 has been brought to the Board with updates as recommended by the Community College League of California. Language requires any officers that carry a firearm be trained as the law describes. On a motion by Trustee Long, seconded by Trustee Cole and unanimously carried, Board Policy #7600 as updated was approved (copy attached to the official minutes).

First Reading – Updated Board Policy #2100 – Board Elections

As recommended by the Community College League of California, language is updated to reflect the appropriate meeting for a newly elected Trustee to begin a term in office. (No Action)

CONSENT AGENDA:

- A. Request for Approval – Course Inactivation

CONSENT AGENDA (Continued):

Applied Technologies Division

ENER	1005	Energy Data Management and Analysis
ENER	1020	Introduction to the Petroleum Industry

English Language Arts Division

ESL	0001	English as a Second Language Pre-level 1
ESL	0010	English as a Second Language Level 1
ESL	0020	English as a Second Language Level 2
ESL	0030	English as a Second Language Level 3

- B. Request for Approval – New Associate in Spanish for Transfer Degree (AS-T Spanish)
- C. Request for Approval – Course Revisions

Applied Technologies Division

ENER	1510	Introduction to Energy
ENER	1520	Introduction to Petroleum Technology

Social Sciences Division

PSYC	2050	Introduction to Biological Psychology
PSYC	2200	Elementary Statistics for the Behavioral and Social Sciences

- D. Request for Approval – 2017/18 Nonresident Tuition Fees
- E. Request for Approval – Resolution #2016/17-10 Authorizing the Kern County Auditor-Controller to Impound Local Tax Revenues to Anticipate Pending Assessment Appeals & Superior Court Cases
- F. Request for Approval – Agreement with Laserfiche for Webportal License to View Documents via Web Browser, January 12, 2017 – January 11, 2018, \$9,118.30
- G. Request for Approval – Agreement with ABTECH Technologies (Quotation #ABTQ2501) for Red Hat Software License for IT Servers, March 19, 2017-March 18, 2018, \$5,404.53
- H. Request for Approval – Agreement with SenSource, Inc. for the Contract of Sale, Installation, and one year Service for 3D People Counters to be used in the Library, \$5,232.24
- I. Request for Ratification – Agreement with Liebert Cassidy Whitmore (LCW) for Presenting Professional Development Workshop Sessions, January 5, 2017, \$3,800.00
- J. Request for Ratification – Converjint Technologies Proposal for Fire Alarm Monitoring of the Ash St. Dorms, January 1, 2017 – December 31, 2019, \$1,800.00 for 3-Year Renewal

CONSENT AGENDA (Continued):

- K. Ratification of the December 2016 Vendor Check & Purchase Order Registers
- L. Routine Personnel Items:
 - a. Request for Conference Attendance and Expenses as of January 4, 2017

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

PUBLIC COMMENTS ON ITEMS OF GENERAL INTEREST

No comments were made.

EMPLOYMENT

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

Yes: Emmanuel Campos, Billy White, Dawn Cole, Michael Long and Dr. Kathy Orrin
No: None
Abstain: None
Absent: None

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, December 2016
 4. Student Organization and Special Accounts, December 2016
 5. Funds Deposited in County Treasury, December 2016

REPORTS (Continued):

Trustee Reports

President White attended the Winter Extravaganza. He thanked those involved and said it was a fun event he looks forward to attending each year.

Secretary Cole also attended the Winter Extravaganza. She thanked Dr. Daniels and the basket donors for the TC Promise basket efforts. She looks forward to the future of this new tradition.

Academic Senate

Academic Senate President Geoffrey Dyer reported that the Senate as a whole met today. Topics that the Senate are currently discussing include SB 1379 regarding part-time/adjunct rehire, the Innovation Planning Grant, and the Zero-Textbook Cost Degree Planning Grant. The Zero-Textbook Cost Degree Planning Grant will be coordinated by Dan Hall. The Senate issued a resolution endorsing a College and Career Access Pathways Partnership Agreement with Taft Union High School, on a year-to-year basis. Another resolution, encouraging revitalization of the Joint Dual Enrollment Committee, was passed. This was the result of recent legislation and interest. The Senate will also begin annual Academic Senate Faculty Excellence Awards.

Student Services

Primavera Arvizu, Dean of Student Success, reported a Cougar Day was held today. She welcomed Severo Balason, Jr. as the new Vice President of Student Services.

Mr. Balason thanked the Board and staff for a welcoming first week. He has made observations and introductions during in-service this week. Mr. Balason looks forward to the work ahead.

Human Resources

Dr. Robert Meteau, Associate Vice President of Human Resources, reported that the Winter Extravaganza was a success with employees. He said that the current in-service is providing a lot of professional development opportunities for employees. The feedback from in-service is showing that the opportunities are well received.

Taft College Foundation

Sheri Horn-Bunk, Director of the Foundation, thanked the Board for their attendance at the holiday party. She informed the Board that there are great donor meetings with herself and Dr. Daniels happening this month. She also told the Board that there will be an event to honor the Osher scholarship donors and recipients as well as another round table event this spring.

REPORTS (Continued):

Transition to Independent Living

Carey Carpenter, Interim Director of TIL, invited all to attend the Chamber of Commerce mixer tomorrow at 5 p.m. The event will be held in the Center for Independent Living kitchen. The TIL students have worked to provide a wonderful event.

Administrative Services

Brock McMurray, Executive Vice President of Administrative Services, introduced Jose Vargas, of AP Architects. Mr. Vargas provided an update on campus facility projects. The Student Center is nearing completion of the excavation. Soon work will begin to form utility trenches and the foundation. The PG&E expansion project is moving forward as well. The concrete pads and foundation for the transformer is being built. Lastly, the Proposition 39 LED lighting project is entering the next phase with the lighting in the library going to bid soon.

Mr. McMurray also told the Board the College is in planning stages for an Outdoor Learning Yard (OLY) that will hold the tank farm project STEM had previously demonstrated.

Mr. McMurray noted that the 4th annual Triple Play dinner is to be held on January 27th and features former MLB player Eric Byrnes.

Business Services

Mr. Nicholas, Director of Fiscal Services, stated that Business Services is currently working on annual employee wage reporting and will begin planning the 2017/18 budget soon.

Instruction

Mark Williams, Vice President of Instruction, told the Board Instruction is working on both the Zero-Textbook Cost and Innovation grants. Great work is being completed by many staff members. He also reported that enrollment is doing well, thanking Student Services for their continued collaborative efforts.

REPORT OF THE SUPERINTENDENT

Foundation Holiday Party

Dr. Debra Daniels attended the annual Foundation holiday party. She was pleased with honoring Chevron for continuous support of the College. She thanked the Foundation for the work in the event and in the award to Al Williams on behalf of Chevron. Dr. Daniels looks forward to the dedication of the STEM building in the name of Chevron.

SUPERINTENDENT'S REPORT (Continued):

Winter Extravaganza

The annual Winter Extravaganza was a success. Employees share a meal, competed in an ugly sweater contest, and played bunco. Dr. Daniels was pleased with the employee response to her request for baskets to begin a TC Promise scholarship. With her match, the scholarship has a strong \$4,000.00 foundation. The baskets were festive and showed the generosity of the College's staff.

Upcoming Events

Dr. Daniels and Trustee Orrin will attend the Effective Trusteeship Workshop for newly elected trustees in late January. They will then be joined by the other members of the Board for the annual Legislative Conference.

The Accrediting Commission for Community and Junior Colleges (ACCJC) will be visiting this spring, tentatively the first week of April. Prior to that visit, Dr. Daniels will serve on a visiting accreditation team at Mt. San Antonio College. She will be prepared for the College's visit as well as the new standards the College will face from ACCJC in the future.

NEXT MEETING

The next monthly meeting is scheduled for Wednesday, February 11, 2017, at 5:00 p.m.

ADJOURNMENT

At 7:46 p.m., on a motion by Trustee Cole, seconded by Trustee Long and unanimously carried, the meeting was adjourned.

Respectfully Submitted:

Dawn Cole, Secretary