

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

**REGULAR MEETING**

**March 8, 2017**

The regular meeting of the Board of Trustees of the West Kern Community College District was called to order at 5:04 p.m. by President Billy White. Trustees Emmanuel Campos, Michael Long, and Dr. Kathy Orrin were present. Secretary Dawn Cole was not present until 7:45 p.m. 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 5:05 p.m. it was moved by Trustee Campos, seconded by Trustee Long 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 - 3 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 6:20 p.m., it was moved by Secretary Campos, seconded by Trustee Long 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**

There were five speakers who requested to speak on behalf of employee, Donald Thornsberry:

Carmen Rosales  
Dale Harris  
Shanti Taylor  
Miguel Bojorquez  
Rick Jorgensen

## **GENERAL COMMUNICATIONS**

There were no general communications.

## **APPROVAL OF MINUTES**

On a motion by Trustee Campos, seconded by Secretary Long and unanimously carried, the minutes of the Regular Meeting held February 8, 2017 were approved.

## **NEW BUSINESS**

### **Request for Approval - March 15, 2017 Accreditation Follow-Up Report**

Dr. Daniels stated that the Accreditation Follow-Up Report had been reviewed by necessary College groups, including the presentation to the Board on March 8, 2017 at the Board meeting. The report is now final, and with the approval of the Board, will be submitted to the Accrediting Commission for Community and Junior Colleges (ACCJC). President White commented on the report's attention to detail and noted the noticeable team effort involved in completing the process. On a motion by Trustee Long, seconded by Trustee Orrin and unanimously approved, the Accreditation Follow-Up Report was approved (copy attached to official minutes).

### **Request for Approval - Notice of Completion - Site Lighting Retrofit Phase 2**

Brock McMurray, Executive Vice President of Administrative Services, reported that the Proposition 39 funded Site Lighting Retrofit Phase 2 project is now complete. The process becomes final upon Board approval of the Notice of Completion, which will be filed at the Kern County Recorder's office. On a motion by Trustee Campos, seconded by Trustee Long and unanimously approved, the Notice of Completion was approved (copy attached to official minutes).

### **Second Reading and Request for Approval - Updated Board Policy #5220 - Shower Facilities for Homeless Students**

As recommended by the Community College League of California, language is updated to address Education Code Section 76011 which was effective January 1, 2017. There will be a procedure in place for homeless students of record to use existing facilities for shower purposes. On a motion by Trustee

NEW BUSINESS (continued):

Long, seconded by Trustee Campos and approved unanimously, Board Policy #5220 was approved (copy attached to official minutes).

**CONSENT AGENDA:**

- A. Request for Approval – New Course

Applied Technologies Division

CTRP      1015      Computer-Aided Transcription

- B. Request for Approval – Distance Learning Request

Math and Science Division

PHED      1644      Introduction to Physical Education

- C. Request for Approval – Course Revisions

English Division

ENGL      1000      Interactive Writing and Grammar

READ      0905      Intermediate Reading

Science and Math Division

BIOL      2370      Basic Nutrition

HLED      1510      Principles of Healthful Living

HLED      1535      Emergency Medical Technician

- D. Request for Approval – Notice of Release of Categorically Funded Temporary Faculty
- E. Request for Approval – Notice of Non-Reelection of Contract (Probationary) Employees
- F. Request for Approval – Notice of Release of Grant or Categorically Funded Employee
- G. Request for Approval – Resolution 2016/17-15 Classified School Employees Week
- H. Request for Approval – Resolution 2016/17-16 Faculty Appreciation Week
- I. Request for Ratification – Memorandum of Understanding with State Center for Strong Workforce Regional Program Funds, July 1, 2016 – December 31, 2018, District to Receive up to \$273,027.15
- J. Second Reading and Request for Approval – College and Career Access Pathways (CCAP) Agreement with Taft Union High School District (TUHSD), Effective Upon Signature for 1 Year, Apportionment will be awarded to WKCCD as per CCAP Agreement

CONSENT (continued):

- K. Request for Approval – Modification to WESTEC Instructional Agreement, March 9, 2017 – June 30, 2017
- L. Request for Approval – Purchase of Materials Testing System from Instron for Engineering Program, \$64,050.00
- M. Request for Approval – Contract for Professional Services with Debbie Hegeman, Not to Exceed 15 days at the Rate of \$300.00 per Day Plus Up to \$3,000.00 in Hotel and Mileage Expenses
- N. Request for Approval – Agreement with Vantiv Integrated Payments Solutions, Inc. (VIPS) for VIPS Gateway Service for Use in the Bookstore, May 1, 2017 – April 30, 2018, Set Up Fee \$299.00 and Annual Fee \$1,799.00 (Total \$2,098.00)
- O. Ratification of the February 2017 Vendor Check & Purchase Order Registers
- P. Routine Personnel Items:
  - a. Request for Conference Attendance and Expenses as of March 1, 2017

On a motion by Trustee Long, seconded by Trustee Campos, Items D, E, and F were pulled for discussion and separate vote.

On a motion by Trustee Campos, seconded by Trustee Long and unanimously carried, Consent Agenda Items A – P, except D, E, and F, were approved as presented (materials related to items A – P are attached to official minutes).

**PUBLIC COMMENTS ON ITEMS OF GENERAL INTEREST**

Melissa Thornsberry addressed the Board on the topic of the STEM Pathways Grant.

**EMPLOYMENT**

Trustee Long acknowledged the retirement of Eric Bèrubè and his service to the district. On a motion by Trustee Long and seconded by Trustee Campos, 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, Michael Long and Dr. Kathy Orrin
- No: None
- Abstain: None
- Absent: Dawn Cole

## REPORTS

### Financial Reports

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

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, February 2017
4. Student Organization and Special Accounts, February 2017
5. Funds Deposited in County Treasury, February 2017

### Trustee Reports

President White attended the Boys & Girls Club dinner in Bakersfield. He appreciated attending the event and networking with county wide organizations.

Trustee Orrin recently attended the Go Red for Women luncheon. She believes the message was well delivered and that the Foundation's support of this event is well invested.

Trustee Campos also attended the Boys & Girls Club dinner. He thanked the Foundation for their support of the event and for including Board members.

### Associated Student Body

Martha "Luz" Lopez, Associated Student Body (ASB) representative to the Board of Trustees, reported that the ASB will hold a Clery Act presentation on alcohol abuse on March 23<sup>rd</sup>. The ASB will also attend a CSUB forum on March 23<sup>rd</sup>. The students and faculty will face off in a volleyball match.

### Academic Senate

Academic Senate (AS) Vice President Vicki Jacobi reported that the AS is discussing the Guided Pathways initiative. They have three retiring faculty that will be noted for Emeritus status. Action was taken in support of the Accreditation Follow-Up Report, the Distance Education Plan, and the Student Learning Outcome guidebook.

### Administrative Services

Brock McMurray, Executive Vice President of Administrative Services, stated that facilities projects are progressing. The Student Center and the gymnasium reroof projects are both on track.

*REPORTS (continued):*

### **Taft College Foundation**

Sheri Horn-Bunk, Director of the Foundation, announced that the Foundation will be involved in the 2<sup>nd</sup> annual Day of Community Giving. It is a digital campaign and will be a first of its type for the campus. Ms. Horn-Bunk also shared that in honor of the late Trice Harvey, there will be a Trice Harvey Memorial Scholarship Fund this spring. This scholarship will be an annual effort.

The Foundation Petroleum Partner group is in the fourth year of service. The 20 partners have renewed the commitment to the group. The next round table event will be held May 17<sup>th</sup> at the Aera Training Academy. Steven Callander, of Stanford, will present on the topic of Strategy Beyond the Market.

The Board of Directors approved 3 new members: Bill Philamore, Elizabeth Howard, and Kal Vaughn on February 22<sup>nd</sup>. The Foundation will hold the Bernard Osher alumni mixer on March 23<sup>rd</sup>. The Foundation is also currently accepting Innovation Grant applications from faculty.

### **Human Resources**

Dr. Robert Meteau, Associate Vice President of Human Resources, reported that over 80 people participated in the health screening event that was held on campus. He also reported that the faculty and classified bargaining members attended an Interest Based Bargaining refresher training with consultant Steve Barber. The training went well and feedback showed a positive response to the presentation.

### **Instruction**

Mark Williams, Vice President of Instruction, reported that the Taft College Childcare Center recently completed a 3 day accreditation visit from the California Department of Education. While the visit did point out areas of needed improvement, Mr. Williams noted that these areas will be easy to rectify. He commended the staff on the overall positive visit.

### **Student Success**

Primavera Arvizu, Dean of Student Success, reported that priority registration is currently underway. Also, a pilot program that places TC counselors at high school sites to work with potential incoming students to create an abbreviated educational plan. Counselors were at various high school sites today.

### **Student Services**

Severo Balason, Jr., Vice President of Student Services, stated that he also attended the Boys & Girls Club dinner. He thanked the Foundation for the participation in the event. Mr. Balason also reported that the new website is active. A key feature on the new website are safety and security reporting forms.

## REPORT OF THE SUPERINTENDENT

### Boys & Girls Club

Dr. Debra Daniels attended the Boys & Girls Club dinner with Board members and Foundation Director Sheri Horn-Bunk. Dr. Daniels was impressed by the message delivered by Condoleezza Rice, the featured speaker.

### CEO Symposium

Dr. Daniels attended the CEO Symposium, which was held in Solvang. It was an opportunity to network with California Superintendents and to learn about upcoming legislation, grants, and items of interest to the District.

### IBB Refresher Training

Dr. Daniels attended the Interest Based Bargaining refresher training, presented by Steve Barber. She reported that both the classified and faculty bargaining units received training in the process. The day concluded with the focus on an active bargaining item that is shared by both units.

### TUHSD Strategic Planning Session

Just last weekend, Dr. Daniels took part in the Taft Union High School District Strategic Planning Session, along with Trustee Orrin. The day provided insight into the processes and strategies at TUHSD. The group worked cohesively to provide input into the strategic plan for the school with insight into the connection to higher education.

### Board Member Information

Dr. Daniels shared information with the Board that included:

- Foundation information on the Trice Harvey Memorial Scholarship
- Information on the past Academic Merit Award
- Report from the Community College Center for Student Engagement
- WKCCD Organizational Charts

## NEXT MEETING

The next monthly meeting is scheduled for Wednesday, April 12, 2017, at 5:00 p.m.

## CONTINUATION OF CLOSED SESSION

On a motion by Trustee Campos, seconded by Trustee Orrin and approved unanimously, the Board reconvened into Closed Session at 7 p.m.

## RECONVENE IN PUBLIC SESSION; ANNOUNCE CLOSED SESSION ACTIONS

At 8:53 p.m., it was moved by Trustee Campos, seconded by Trustee Long and unanimously carried, to reconvene in Public Session. President White reported that no action was taken during Closed Session.

**CONSENT AGENDA**

On a motion by Trustee Long, seconded by Trustee Orrin and unanimously carried, Consent Items D, E, and F were approved (copy attached to official minutes).

**ADJOURNMENT**

At 8:56 p.m., on a motion by Trustee Long, seconded by Trustee Campos and unanimously carried, the meeting was adjourned.

Respectfully Submitted:

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Billy White, President