

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

**REGULAR MEETING**

**April 11, 2018**

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 Dawn Cole. Secretary Emmanuel Campos and Trustees Michael Long, Dr. Kathy Orrin and Billy White were present. Trustee Long had to leave the meeting at 6:26 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 5:02 p.m. it was moved by Trustee Long, seconded by Trustee White 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  
Claim Received from Donald Thornsberry  
Claim Received from Melissa Thornsberry
- 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 6:01 p.m., it was moved by Secretary Campos, seconded by Trustee Long and unanimously carried, to reconvene in Public Session. President Cole reported there was action taken during Closed Session.

On the item PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE, the Board took action by the following vote to approve and accept the discipline and demotion agreement of Employee ID No. A00200624. The vote was 5 to 0, with all members voting yea, and no members voting nay.

Yes: Emmanuel Campos, Dawn Cole, Michael Long, Dr. Kathy Orrin and Billy White

No: None

Abstain: None

Absent: None

### **PLEDGE OF ALLEGIANCE**

President Cole led the pledge of allegiance.

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

No comments were heard.

### **GENERAL COMMUNICATIONS**

Primavera Arvizu, Dean of Student Success, introduced Jennifer Strobel, the new Director of Admissions and Records. Severo Balason, Jr., Vice President of Student Services, introduced Kevin Altenhofel, the new Director of Campus Safety.

### **PRESENTATION - Guided Pathways**

Primavera Arvizu, Dean of Student Success, presented a PowerPoint update on the framework being developed by College Guided Pathways workgroup (copy attached to official minutes). The collective effort is making progress in creating predictive pathways that would allow colleges to offer students the courses and resources they need to complete educational goals on time and efficiently. Focuses in developing Guided Pathways includes the self-assessment of the abilities expected from the College, integration of data to determine what efforts are effectively making a difference, and educating the student in their role to develop and follow educational plans. Dr. Daniels thanked Ms. Arvizu and the workgroup participants for the work included in developing the detailed framework. She also thanked Ms. Arvizu and congratulated her on her promotion to the Vice President of Student Services at another California Community College.

### **APPROVAL OF MINUTES**

On a motion by Trustee Long, seconded by Secretary Campos and unanimously carried, the minutes of the Regular Meeting held March 14, 2018 were approved.

### **NEW BUSINESS**

**Second Presentation and Request for Approval - Tentative Agreement Between Taft College Faculty Association (TCFA/CTA/NEA) and West Kern Community College District (WKCCD) - Faculty/Adjunct Faculty Employee Data and New Employee Orientations (AB 119)**

Dr. Daniels reported that the agreement will bring the District into compliance with legislation and is a joint effort to bring union participation into the onboarding process. On a motion by Trustee White,

seconded by Trustee Orrin and unanimously carried, the agreement was approved (copy attached to official minutes).

**Second Presentation and Request for Approval - Tentative Agreement Between Taft College Faculty Association (TCFA/CTA/NEA) and West Kern Community College District (WKCCD) - Proposed Compensation and 100% Release Time for Academic Senate**

Dr. Daniels explained that the Academic Senate release time has been reviewed by the bargaining committee. Data showed that the current release time was not comparable to like-sized colleges and the committee agreed to raise the release time to 100 percent. On a motion by Trustee Long, seconded by Trustee Orrin and unanimously carried, the agreement was approved (copy attached to official minutes).

**Second Presentation and Request for Approval - College and Career Access Pathways (CCAP) Agreement with Taft Union High School District (TUHSD)**

Dr. Daniels stated that this agreement is a renewal of the CCAP agreement that will conclude in June with TUHSD. This is a one-year agreement. On a motion by Trustee Orrin, seconded by Trustee Long and unanimously carried, the CCAP agreement was approved (copy attached to official minutes).

**Request for Approval - Request for Approval to Proceed with the G Buildings Door Hardware Phase One Project with Convergent Technologies, \$28,538.08**

Dr. Daniels reported that this project would update the G buildings to the passcard lock system. Brock McMurray, Executive Vice President of Academic Affairs, added that this update would increase the security of the buildings and that the passcard system does bring long-term savings to the District. On a motion by Trustee Campos, seconded by Trustee White and unanimously carried, the project was approved (copy attached to official minutes).

**Second Reading and Request for Approval - Board Policies**

**#5530 - Student Rights and Grievances**

**#7400 - Travel**

Dr. Daniels reported that BP #5530 is not a process that is frequently used but it would establish the policy in case it is needed. Board Policy #7400 aligns processes to current laws. On a motion by Trustee White, seconded by Secretary Campos and unanimously carried, the board policy updates were approved (copy attached to official minutes).

**CONSENT AGENDA:**

- A. Request for Approval - Four-Day Workweek Policy, 5/21/18 - 8/9/18
- B. Request for Approval - Course Revisions

Applied Technologies Division

BUSN 2275 Business Law

- C. Request for Approval – Distance Learning Course

Learning Support Division

STSU 1500 Strategies for College and Life Management

- D. Request for Approval – 2017/18 Audit Service Engagement with Vavrinek, Trine, Day & Co., LLP., \$63,135.00 (up to additional \$1,500.00 per Federal Program Fee and \$3,700.00 for KCDHN Audit)
- E. Request for Ratification – Agreement with Total Compensation Systems, Inc. for Actuarial Services, \$13,400.00, 3/28/18 – 11/30/18 or Until Consulting Services Have Been Performed
- F. Request for Approval – Purchase of Paystation Kiosk for Library, \$8,575.00
- G. Request for Ratification – Consultant Agreement with Jana Peters, 4/1/18 – 4/30/18, \$31.41 per Hour
- H. Request for Approval – SchoolDude.com, Inc. Contract Renewal, \$5,082.53, 7/1/18 – 6/30/19
- I. Request for Approval – Extension of Lease Agreement with Taft Plaza for the Rental Space Located at 515 S. Finley Drive, Taft, CA 93268 in Taft Plaza, Monthly Rate of \$1,907.00, 6/15/18 – 12/14/18
- J. Request for Approval – Contract with BankMobile to Provide Comprehensive Student Refund Disbursement Services to Taft College, Costs Not to Exceed \$750.00 (\$150.00 per Year), Five Year Contract with Two One-Year Extension Options
- K. Request for Approval – Contract for Professional Services with Garden Pathways for Trauma-Informed Intervention Training, \$600.00, 5/21/18
- L. Request for Approval – Agreement with Janet Fulks to Facilitate a Student Learning Outcome (SLO) Training, \$500.00 Plus Travel, 4/26/18
- M. Request for Approval – Event Rental Contract with The Fort Preservation Society for the EOPS/CARE & CalWORKS End of the Year Celebration, Not to Exceed \$300.00, 5/10/18
- N. Ratification of the March 2018 Vendor Check & Purchase Order Registers
- O. Routine Personnel Items:
- Request for Conference Attendance and Expenses as of April 5, 2018

On a motion by Trustee White, seconded by Trustee Orrin 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**

There were no comments on items of general interest.

#### **EMPLOYMENT**

On a motion by Trustee White and seconded by Secretary 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, Dawn Cole, Dr. Kathy Orrin and Billy White

No: None

Abstain: None

Absent: Michael Long

#### **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 2017/18
2. Expenditure Accounts (Account Level 1) FY 2017/18
3. Expenditure Detail of \$10,000.00 or Greater, March 2018
4. Student Organization and Special Accounts, March 2018
5. Funds Deposited in County Treasury, March 2018

##### **Trustee Reports**

Trustee White reported that the Board attended the Association of Community College Trustees Governance Leadership Institute in San Antonio, Texas. The conference was educational and included campus visits near San Antonio. He is proud of the work being done at Taft College following the conference and campus visits.

President Cole echoed the commendation of the work being done at Taft College. She also recognized the effort and work completed by Guided Pathways workgroup in completing the plan. President Cole also recently participated in the Taft Union High School Honors Night. The College honored 78 seniors with the Taft College Merit Award.

### **Associated Student Organization**

Student Trustee Kayla Meyer reported events in planning with the upcoming Spring Fling week and a spring ASO trip to Disneyland. The ASO will also be celebrating Faculty Appreciation week with a variety of events. Students will be able to have a snack from ASO officers during finals. Also underway are ASO officer elections and a constitution review.

Focus group efforts brought in 23 students, each offering feedback in areas such as high school students taking transferable courses, the transfer process, and unique positive characteristics at Taft College. The next focus group will be held May 8<sup>th</sup> and will be concentrated on the student athlete population.

### **Academic Senate**

Diane Jones reported on behalf of the Academic Senate (AS). First, she stated that the AS members thank the District and Faculty bargaining group for agreeing on an increase in release time for the AS officers. Ms. Jones then reported that the Senate of the Whole approved the annual report to ACCJC, changed the language of the computation institutional Student Learning Outcome to align with language in California State University breadth pattern, and recommended that the District update Board procedure AP 5011: Special Admit Procedure to be revised so that the age limit for students be removed and the instructor signature no longer be required.

### **Administrative Services**

Brock McMurray, Executive Vice President of Administrative Services, told the Board that the Student Center steel structure is in phase four of five. He also reported that the Business Services department is focused on preparing for the 2018/19 budget with new unknown parameters from the State. Staff are building a conservative budget in anticipation of formula changes being determined by the Governor, which will be announced in May.

### **Human Resources**

Julie McNeil, Interim Associate Vice President of Human Resources, updated the Board that many of the key positions that are currently vacant are now in the selection process.

### **Student Services**

Severo Balason, Jr., Vice President of Student Services, recently attended a ceremony honoring Phi Theta Kappa award winner Cyerra Davis. He stated that the event was wonderful and inspiring the students who were recognized. Mr. Balason reminded the Board that the Al Baldock Golf Tournament is soon. At present time, there are 20 teams signed up to participate in the event.

### **Information Services**

Andrew Prestage, Executive Director of Information Services, told the Board that the department recently conducted a phishing test to bring awareness to the issue to employees. He also told them that the update to internet bandwidth is coming very soon.

### **Student Success**

Primavera Arvizu, Dean of Student Success, stated that she is currently working the Admissions and Records department to ensure a smooth transition. She thanked the Board and the College staff for the opportunity to serve the District.

### **WESTEC**

Bill Rector, Executive Director of WESTEC, reported that this has been a fruitful full time equivalent (FTE) year. He also shared that five court reporting students are awaiting their state test dates and 16 more students are nearing meeting the standards to take the test as well.

### **Transition to Independent Living**

Carey Carpenter, Interim Director of TIL, thanked the community and campus for their continued support of the program. With collected efforts, TIL had a successful 20 year reunion celebration. She added that there will be a TIL team at the golf tournament which will be comprised of staff and students. Ms. Carpenter also reported that the program is beginning the process to transition students home and also recruiting the next TIL class. TIL is honored and excited to also participate in the Give Big Kern fundraising event with the support of the TC Foundation.

### **Institutional Research & Planning**

Oleg Bepalov, Executive Director of Institutional Research & Planning (IR), stated that the IR department is developing the ACCJC midterm report and will present it to the Board in September. The IR staff are also working with College staff to complete the Annual Program Review step to rank non-personnel requests and personnel requests in their separate processes.

### **Foundation**

Javier Reyes, TC Foundation Development Officer, said that the Foundation hosted Wounded Heroes on campus and are networking to improve resources/opportunities to Veterans on campus. Foundation staff are working developing a Grad Summit event with alumni returning to speak to graduating students regarding the experience with TC and how to continue their educational and career goals. The College had a visit from Assemblyman Vince Fong and also from Chevron's Adam Alvidrez. The support from the community and elected officials continues to benefit College programs and students.

## **REPORT OF THE SUPERINTENDENT**

### ACCT Governance Leadership Institute (GLI)

Dr. Daniels attended the GLI conference with the Board in San Antonio, Texas. The opportunity to meet and discuss collegiate issues with trustees and administrators was vital. These experiences give a lesson in the business of being a Board member and providing leadership to the College.

### Phi Theta Kappa Honoree

Dr. Daniels reported that Cyerra Davis was awarded the Phi Theta Kappa (PTK) All-California Academic Award.

### TUHS Honors Night

Dr. Daniels stated that this year there were 78 honorees at Taft Union High School that received the TC Merit Award Scholarship. She added that the event is a nice opportunity to see the impact of the relationship between the two schools and the opportunity it gives students.

State of the City

Dr. Daniels was one of the community speakers at the annual State of the City luncheon. She was grateful to speak and was pleased with the information shared by other presenters in regards to other topics/issues shared with community stakeholders.

Other

Currently Dr. Daniels is observing adjunct faculty and is pleased to have the opportunity to meet many of our adjunct instructors. She also noted that the end of year events are about to begin and many staff are working in preparation of these events.

**NEXT MEETING**

The next monthly meeting is scheduled for Wednesday, May 9, 2018, at 5:00 p.m.

**CONTINUATION OF CLOSED SESSION**

On a motion by Secretary Campos, seconded by Trustee Orrin and unanimously carried, the Board reconvened into closed session at 7:02 p.m.

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

At 7:46 p.m., it was moved by Secretary Campos, seconded by Trustee Orrin and unanimously carried, to reconvene in Public Session. President Cole reported that no action was taken during Closed Session.

**ADJOURNMENT**

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

Respectfully Submitted:

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Emmanuel Campos, Secretary