

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

REGULAR MEETING

December 12, 2018

The regular meeting of the Board of Trustees of the West Kern Community College District was called to order at 5:03 p.m. by President Dawn Cole. Secretary Emmanuel Campos and trustees Michael Long, Dr. Kathy Orrin and Billy White 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 5:01 p.m. it was moved by Trustee White, 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/Complaint/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. Conference with Legal Counsel - Anticipated Litigation
Significant Exposure to Litigation Pursuant to Paragraph (2) or (3) of Subdivision (d) of Section 54956.9
- G. 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 Trustee Orrin, seconded by Trustee White 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 resignation of Michael Capela, Director of Maintenance and Operations. The vote was five to zero, with all members voting yea and no members voting nay.

PLEDGE OF ALLEGIANCE

President Cole led the pledge of allegiance.

PUBLIC COMMENT ON OPEN SESSION ITEMS

No comments were heard.

GENERAL COMMUNICATIONS

There were no general communications.

APPROVAL OF MINUTES

On a motion by Secretary Campos, seconded by Trustee White and unanimously carried, the minutes of the Regular Meeting held December 12, 2018 were approved. Trustee Long abstained.

NEW BUSINESS

Annual Organization Meeting (Items A-C)

Administration of Oath of Office to Trustees Emmanuel Campos, Dawn Cole, and Michael Long

Trustee White administered to oath of office to Trustees Campos, Cole, and Long.

Organization of Board of Trustees - Election of President and Secretary

Trustee White nominated Trustee Cole to serve as President. Cole accepted. With no further nominations the nominations closed. On a motion by Trustee White, seconded by Trustee Orrin and unanimously approved, Cole was appointed as President.

President Dawn Cole nominated Trustee Campos to serve as Secretary. Campos accepted. With no further nominations, the nominations closed. On a motion by Trustee Orrin, seconded by Trustee White and unanimously approved, Campos was appointed as Secretary.

Setting of a Regular Monthly Meeting as Required by Law

Meetings will be held the second Wednesday, with the exception of March and June. On a motion by Trustee Long, seconded by Trustee Orrin and unanimously approved, the meeting dates were approved (copy attached to official minutes).

Second Reading and Request for Approval – Taft College Faculty Association (TCFA) English 1000 and 1500 Class Size Limits, Implementation Date January 1, 2019

Dr. Daniels explained that due to changes from legislation (AB 705), the bargaining unit agreed upon a class size reduction in these two English courses to accommodate instructors in areas such as preparation and grading of student materials. On a motion by Secretary Campos, seconded by Trustee Long and unanimously approved, the request was approved (copy attached to official minutes).

Second Reading and Request for Approval – Taft College Faculty Association (TCFA) Dental Hygiene

Dr. Daniels reported that the bargaining unit agreed upon the requested stipend in an effort to allow the Dental Hygiene program to offer remediation opportunities to students from other schools. On a motion by Trustee Orrin, seconded by Trustee White and unanimously approved, the request was approved (copy attached to official minutes).

CONSENT AGENDA:

- A. Request for Approval – Facility Use Agreement with Taft Union High School Soccer Fields for Spring 2019
- B. Request for Approval – Resolution No. 2018/19-04 Authorizing the Kern County Auditor-Controller to Release Excess Impounded Local Tax Revenues
- C. Request for Approval – Course Revisions

Social Science Division

HIST 2231 History of the United States to 1877

HIST 2232 History of the United States to 1877

Math and Science Division

BIO 2370 Basic Nutrition

MATH 1520 Finite Mathematics

Applied Technologies Division

IES 1100 Basic Employee Safety for General Industry

IES 1104 Supervisor Safety Training

IES 1106 Hazardous Material (HAZMAT) First Responder Awareness

IES 1107 Medic First Aid Training/CPR

IES 1108 Hazardous Waste Operations Emergency Response (HAZWOPER) Annual Refresher

IES 1109 Emergency Response Technician Training

Liberal Arts Division

PHIL 1531 The World's Living Religions

D. Request for Approval – Distance Learning Request

Applied Technologies Division

MGMT 1565 Professionalism and Etiquette

English Division

ENGL 1650 Introduction to Literature

Social Science Division

EDUC 1520 Introduction to Elementary Education for the Contemporary Educator

E. Request for Approval – New Course

Social Science Division

HIST 2212 World Civilization since 1500

F. Request for Approval – 2019 Ellucian Banner and Oracle Maintenance Contract

G. Request for Approval – 2019-2024 School Project for Utility Rate Reduction (SPURR) Contract

H. Request for Ratifications – Contract for Professional Services with Amber Anderson for Assistance with Registration Procedures and Processes; 11/30/18 – 3/29/19; \$100 per Hour (Not to Exceed \$10,000.00)

I. Request for Ratification – Weblink Secure Browser Software Upgrade for Laserfiche; 11/29/18 – 11/28/19; \$9,201.73

J. Request for Approval – Agreement with The Learning Underground for Hosting & Associated Services; 1/1/19 – 12/31/19; \$2,000.00

K. Request for Approval – Contract for Professional Services with Nichole Cook for Assistance with Veteran’s Certification and G.I. Bill Processes and Auditing Requirements; 12/14/18 – 2/1/19; \$60.00 per Hour (Not to Exceed \$1,500.00)

L. Request for Approval – 2019 Ellucian Oracle Data Integrator Maintenance Contract; 1/1/19 – 12/31/19; \$690.00

M. Ratification of the November 2018 Vendor Check & Purchase Order Registers

On a motion by Trustee White, seconded by Trustee Long and unanimously carried, Consent Agenda Items A – M were approved as presented (materials related to items A – M are attached to official minutes).

PUBLIC COMMENTS ON ITEMS OF GENERAL INTEREST

There were no comments made.

EMPLOYMENT

An amended version of Appendix II was distributed, correcting the grade and step for William Belcher III to a 14/3. On a motion by Secretary Campos and seconded by Trustee White, Employment Items A - D were approved by the following vote (Employment Items A - D (*Appendix I & II*) are attached to official minutes):

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

No: None

Abstain: None

Absent: None

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 2018/19
2. Expenditure Accounts (Account Level 1) FY 2018/19
3. Expenditure Detail of \$10,000.00 or Greater, November 2018
4. Student Organization and Special Accounts, November 2018
5. Funds Deposited in County Treasury, November 2018

Trustee Reports

Trustee Orrin commended groups representing the College in the community Christmas parade. She also shared an experience from an appreciative patient of the Dental Hygiene program for their continued services to people in need.

Trustee White thanked the Foundation for the festive Christmas event with Foundation partners and Board members. He noted he looks forward to the staff Winter Extravaganza.

President Cole also thanked the Foundation for the Christmas party and opportunity to meet donors. She was especially pleased to meet Madalyn Hutchison and to speak to her personally for the gift of the Hutchison Promise program. President Cole also attended the Fall Athletic Banquet and the tour of the Library and Resource Center today.

Associated Student Organization

Whisper Lynn Null, Student Trustee, reported on groups participating in the Taft and Bakersfield parades. She also commended the NSLS club for the donation drive to benefit Taft children.

Academic Senate

Geoffrey Dyer, President of Academic Senate (AS), shared current discussion topics and action from AS during the last month. The AS will meet again in January.

Administrative Services

Mr. McMurray reported that the Bookstore held the annual open house and celebrated record sales during the event. He also shared an update on projects to be continuing over the winter break including the G building access and S-4 conversion projects. The Student Center update from the surety's legal team is that there is a recommendation for a possible new contractor. Official notice and selection has not yet been made but there is noted progress.

Business Services

Amanda Bauer, Director of Fiscal Services, told the Board that the department is closing the calendar year with final audit steps completed and focus now shifting to annual employee tax documentation.

Instruction and Career Technical Education

Jessica Grimes, Interim Dean of Instruction and Career Technical Education (CTE), told the Board that through the Strong Workforce Grant they are working to expand career pathways. Efforts are also being made to outreach to students in the low enrolled CTE areas to not only encourage enrollment but to advise students to keep them engaged in the program.

Human Resources

Heather Meason, Executive Director of Human Resources, stated that performance reviews are in progress. She also commended internal candidates for recent promotions and noted that recruiting efforts will continue to fill District vacancies.

Child Development Center

Meghan Hall-Silveira, Director of the Child Development Center, reported that the center is currently conducting several repairs. They have also hired several new employees.

Information Services

Andrew Prestage, Executive Director of Information Services, said that the Banner 9 transition is going well and the department is working on security measures including reviewing electronic door access and the masking of sensitive identifiable numbers in District databases. He looks forward to welcoming a new staff member in January and is working on a possible additional scanner for faculty use.

WESTEC

Gary Shaw, Program Manager at WESTEC, reported that the semester finals are underway and staff are working with auditors for the fiscal year closing.

Transition to Independent Living

Aaron Markovits, Executive Director of TIL, recently visited two similar programs. He was proud to say they were both modeled from the TIL program. Students and staff participated in the Christmas parade and earned an award. Student projects have increased volunteer-based projects on campus for

a variety of needs and groups. Staff are working to develop future pathways for students to earn degrees or certificates after TIL transition is complete.

Student Services

Severo Balason, Jr., Vice President of Student Services, reported that enrollment currently looks up seven percent for the Spring semester.

Foundation

Sheri Horn-Bunk, Executive Director of Foundation and Institutional Advancement, thanked Board members for attending the Christmas party. A video presenting Madalyn Hutchison was viewed at the party and Mrs. Hutchison was moved by the appreciation expressed from staff and students since the program was unveiled. Spring semester will have 14 students in the Hutchison promise program. Ms. Horn-Bunk also shared that Foundation board president Bob Hampton was the Grand Marshall of the Taft Christmas parade.

Dental Hygiene

Dr. Vickie Kimbrough thanked students and staff for participating in both the Taft and Bakersfield parades. She also noted she has received letters of recognition following a nationally published Strong Workforce article on the program. Staff are currently working with Information Services to implement a patient management system. Dr. Kimbrough reported the first remediation student has successfully passed the state exam and that the first professional continuing education course has raised \$14,000 in revenue.

REPORT OF THE SUPERINTENDENT

Events

Dr. Daniels reported that the first "Ask an Administrator" was held and had nearly 50 attendees. Staff participated with a variety of questions and plans are underway for another session to be held in Spring. The staff also held the annual Thanksgiving potluck and are busy prepping TC Promise baskets for the Winter Extravaganza. The Promise luncheon was held for both first and second year students. Wells Fargo presented a \$10,000 check to the Promise program. She also attended the annual Fall Athletic banquet and met students and their families.

The annual Foundation Christmas party was a success. She was most touched by the time spent with Madalyn Hutchison, who appreciated getting to meet the College staff and Foundation members.

Dr. Daniels also recently attended an accreditation training for chairs for future visits. She has been selected to chair a visiting team in Spring.

Other

Dr. Daniels told the Board that recruiting efforts are continuing. The Vice President of Instruction first round of interviews has produced four finalists. The final candidates will be invited to the College for a second round interview and campus introduction. Dr. Daniels also shared the results of the most recent actuarial study with the Board.

NEXT MEETING

The next monthly meeting is scheduled for Wednesday, January 9, 2019, at 5:00 p.m.

ADJOURNMENT

At 7:06 p.m., on a motion by Trustee White, seconded by Trustee Orrin and unanimously carried, the meeting was adjourned.

Respectfully Submitted:

Emmanuel Campos, Secretary