

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

REGULAR MEETING

June 13, 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. 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 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/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 Trustee White, seconded by Trustee Long and unanimously carried, to reconvene in Public Session. President Cole reported there was no action taken during Closed Session.

PLEDGE OF ALLEGIANCE

President Cole led the pledge of allegiance.

PUBLIC COMMENT ON OPEN SESSION ITEMS

No comments were heard.

GENERAL COMMUNICATIONS

Dr. Debra Daniels introduced Student Trustee Whisper Lynn Null, Director of TIL Aaron Markovits, and Interim Director of Child Care Meghan Hall-Silveira.

Notes of appreciation were read from Taft Union High School seniors Caitlyn Bailey and Abbi Kindred. Kayla Meyer also sent a note of gratitude for the opportunity to serve on the Board as the Student Trustee.

APPROVAL OF MINUTES

On a motion by Trustee White, seconded by Secretary Campos and unanimously carried, the minutes of the Regular Meeting held May 9, 2018 were approved.

NEW BUSINESS

Request for Approval - 2018-19 West Kern Community College District Tentative Annual Budget (Presentation)

Dr. Daniels presented a PowerPoint with highlights from the tentative 2018-19 annual budget (copy attached to official minutes). The budget as prepared is conservative due to the changes in funding that are on the horizon. A final budget will be presented in September once the State budget is first finalized. On a motion by Secretary Campos, seconded by Trustee White and unanimously carried, the tentative budget was approved.

Request for Approval - Change Order #4 - Student Center Project

On a motion by Trustee Orrin, seconded by Trustee Long and unanimously approved, the change order was approved (copy attached to official minutes).

Information Item - Presentation of the Taft College Faculty Association CTA/NEA Reopener for FY 2018/19

The initial presentation of the request from the Faculty Association to reopen contract negotiations for fiscal year 2018/19 was reviewed.

Information Item - Presentation of the Taft College CSEA Chapter #543, Reopener for FY 2018/19

The initial presentation of the request from CSEA, Chapter #543 to reopen contract negotiations for fiscal year 2018/19 was reviewed.

Information Item - Presentation of the WKCCD Reopener Proposal with the Taft College Faculty Association CTA/NEA for FY 2018/19

The initial presentation of the request from the District to reopen contract negotiations with the Faculty Association for fiscal year 2018/19 was reviewed.

Information Item - Presentation of the WKCCD Reopener Proposal with the Taft College CSEA Chapter #543 for FY 2018/19

The initial presentation of the request from the District to reopen contract negotiations with CSEA, Chapter #543 for fiscal year 2018/19 was reviewed.

Information Item - First Presentation Tentative Agreement between Taft College Faculty Association ("TCFA/CTA/NEA") and West Kern Community College District ("District") - Work Experience Classes Compensation

Dr. Daniels explained the need to compensate faculty members who are assigned a work experience course. This is a recent offering at the College and the committee worked to find a compensation agreement that fit the need of the College.

Information Item - First Presentation Tentative Agreement between Taft College Faculty Association ("TCFA/CTA/NEA") and West Kern Community College District ("District") - Insurance Benefits

Dr. Daniels reported that through the bargaining process, the committee has agreed to the plan presented in the agreement (copy attached to official minutes).

Information Item - 1st Reading - Board Policy #3410 - Nondiscrimination

Dr. Daniels told the Board this updated Board Policy reflects legal language suggestion as recommended by the Community College League of California.

CONSENT AGENDA:

- A. Request for Approval - New English Course
English Division
ENGL 1650 Introduction to Literature

- B. Request for Approval - New Associate Degree for Transfer
Applied Technology Division
Economics: Associate in Arts for Transfer

- C. Request for Approval - New Occupational Safety & Health Certificates
Applied Technology Division
Occupational Safety and Health: Basic Employee Safety in General Industry (Local Certificate)

Occupational Safety and Health: Certificate of Achievement

D. Request for Approval – Course Revisions

Applied Technologies Division

- IES 1116 Hazardous Waste Operations and Emergency Response (HAZWOPER) Training
- IES 1552 Respiratory Protection for Hazardous Materials Handling and Permit Required Confined Spaces
- IES 2058 Occupation Safety and Health Standards for the Construction Industry/OSHA 30 Hour Construction Industry Training Program
- IES 2061 Occupational Safety and Health Standards for General Industry/OSHA 30 Hour General Industry Training Program

English Division

- ESL 0900 English for Academic Purposes: Writing and Grammar IV
- ENGL 2700 British Literature 1
- ENGL 2750 British Literature 2

E. Request for Approval – Discontinuance of Programs

Applied Technologies Division

- Industrial Health and Safety Midlevel Certificate
- Industrial Health and Safety Foundation

F. Request for Approval – Course Inactivation

Applied Technologies Division

- IES 1105 Mine Safety and Health Refresher
- IES 1120 Confined Space Attendant/Entrant Plus Medic First Aid Retraining

G. Information Item – Taft College Class of 2018 Hall of Fame Inductees

H. Request for Ratification – Adoption of Rules and Regulations Relating to the West Kern Community College District Student Trustee, June 1, 2018 – May 31, 2019

I. Request for Approval – Continuation of WESTEC Agreement, 7/1/18 – 6/30/19

J. Request for Approval – Resolution 2017/18-17 Authorizing Agreement with California Department of Education for Taft College to Continue to Provide Child Care Services for the General Child Care and Development Program, 7/1/18 -6/30/19, \$576,634.00

K. Request for Approval – Resolution 2017/18-18 Authorizing Agreement with California Department of Education for Taft College to Continue to Provide Child Care Services for the California State Preschool Program, 7/1/18 – 6/30/19, \$767,919.00

- L. Request for Approval - Resolution 2017/18-16 Authorizing Agreement with California Department of Education for Taft College to Continue to Provide Child Care Services for the Migrant Specialized Services Program, 7/1/18 - 6/30/19, \$90,494.00
- M. Request for Approval - Resolution 2017/18-15 Authorizing Agreement with California Department of Education for Taft College to Continue to Provide Child Care Services for the Migrant Program, 7/1/18 - 6/30/19, \$608,440.00
- N. Request for Approval - 2018-19 Renewal of Statewide Association of Community Colleges (SWACC) Proforma for Property and Liability Insurance Coverage, 7/1/18 - 7/1/19, \$115,415
- O. Request for Approval - Agreement for Legal Services with Lozano Smith, LLP., 7/1/18 - 6/30/20, Prepaid Deposit of \$25,000.00 to Secure a 5% Discount
- P. Request for Approval - Consulting Services Engagement with Capitol Public Finance Group, LLC "Capitol PFG" to Serve as the WKCCD Dissemination Agent (Consulting Services Agreement, Consulting Services Order CSO No. 2018-1 and Certificate of Acceptance), 7/1/18 - 6/30/19, Annual Reporting Filing \$3,500.00; \$500.00 for Each Material Event Filing; Expenses (Statistical Data Reports Provided by Outside Vendors)
- Q. Request for Approval - Itsavvy LLC- CommVault Software Support Renewal - Quote #3090960, 9/1/18 - 8/31/19, \$12,252.94
- R. Request for Approval - Continuation of Subscription to Turnitin Feedback Studio, 8/1/18 - 7/31/19, \$8,319.29
- S. Request for Approval - Evisions Formfusion Software Maintenance Renewal, 7/1/18 - 6/30/19, \$7,369.00
- T. Request for Approval - CI Solutions Order Number 0095375, Renewal of Software License, 7/1/18 - 6/30/19, \$2,384.00
- U. Request for Approval - 2018/19 District Business Office Systems Agreement, KCSOS AGT #18-0100, 7/1/18 - 6/30/19, Quarterly Payments of \$1,595.04 for an Annual Cost of \$6,380.17
- V. Request for Approval - CCS Disaster Recovery Services, CCS Quickship Program, 7/1/18 - 6/30/18, \$3,420.00 (1-Year Payment Provides 5% Price Reduction)
- W. Request for Ratification - Consultant Agreement with Jana Peters to Serve As Human Resource Specialist, 6/1/18 - 6/8/18, \$31.41 per Hour
- X. Request for Approval - Vehicle Maintenance Agreement Renewal with the Taft City School District, 7/1/18 - 6/30/19, \$67.00 per Hour with a Minimum ½ Hour Charge for Work Performed on Any Vehicle

- Y. Request for Approval – Independent Contractor Agreement with Jamie Smith, The Internal Potential, for Evaluation of the Child Care Center, 7/1/18 – 8/1/18, \$120 per Hour and Travel Expenses (Compensation Not to Exceed \$9,600.00 and Travel Costs Not to Exceed \$4,400.00)
- Z. Ratification of the May 2018 Vendor Check & Purchase Order Registers
- AA. Routine Personnel Items:
 - Request for Conference Attendance and Expenses as of June 6, 2018

On a motion by Trustee Long, seconded by Trustee Orrin and unanimously carried, Consent Agenda Items A – AA were approved as presented (materials related to items A – AA 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 Long and seconded by Secretary Campos, Employment Items A – E were approved by the following vote (Employment Items A – E (*Appendix I & II*) are attached to official minutes):

Yes: Emmanuel Campos, Dawn Cole, 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 2017/18
2. Expenditure Accounts (Account Level 1) FY 2017/18
3. Expenditure Detail of \$10,000.00 or Greater, May 2018
4. Student Organization and Special Accounts, May 2018
5. Funds Deposited in County Treasury, May 2018

Trustee Reports

Trustee Orrin welcomed Ms. Null to the Board. She acknowledged Ms. Hall-Silveira and commended her for her work thus far.

Secretary Campos recognized staff efforts in celebrating students as the academic year came to an end.

President Cole welcomed Ms. Null, Mr. Markovits, and Ms. Hall-Silveira. She also thanked the many volunteers who worked on behalf of the Measure C bond election, noting that their work was appreciated as an important part of the future growth and sustainability of the college.

Student Services

Severo Balason, Jr., Vice President of Student Services, reported that enrollment remains strong with healthy growth in summer full time equivalent students and in headcount. Today was Cougar Day and 14 of 37 attendees were able to complete the process of enrolling for Fall classes.

Foundation

Sheri Horn-Bunk, Foundation Director, thanked President Cole for the new Kaiser employee contribution to the Foundation. Ms. Horn-Bunk reported that \$20,000 in Faculty Innovation Grants were funded and that the inaugural Grad Summit was a huge success. Speakers presented scholarships to selected students and an Alumni Association is in development. The Foundation is in planning for an educational/networking event with partner California Resource Corporation. Also, there will be a check presentation from partner Chevron for \$80,000 to Taft College programs for specific needs. The presentation will occur during the STEM camp next week. Ms. Horn-Bunk also acknowledged donations from Varner Bros. and Kern Community Foundation. Lastly, Ms. Horn-Bunk told the Board that graduate Mayra Reyes will attend University of California, Berkley and is the recipient of the Stan and Madelyn Hutchison Scholarship as well as the Regent Scholarship from Berkley.

Human Resources

Heather Meason, Executive Director of Human Resources, told the Board that the HR department has assisted in the filling of a majority of the open positions and that few remain unfilled/open. The department is also reviewing internal processes.

Information Services

Andrew Prestage, Executive Director of Information Services, told the Board that progress continues to be made on the Internet upgrade. The department continues work on the campus printer study, installing new equipment, and analyzing the results from the Ellucian report.

Dental Hygiene

Vickie Kimbrough, Director of Dental Hygiene, reported that staff are focusing on creating opportunities within existing infrastructure. Currently they are developing patient management curriculum to broaden student's experience in that area. She also reported that during the summer break students are taking state exams towards receiving professional status.

Facilities

Mike Capela, Maintenance and Operation Director, updated the Board on the Student Center project. The contractor is currently installing the decking on the roof. He also told the Board that a lab conversion project is in approval process with the California Division of the State Architect (DSA) and that the Proposition 39 lighting project for the 5th year of funding will be going to bid this week. Deferred maintenance monies are funding the currently modular update to keycard access.

Campus Safety

Kevin Altenhofel, Director of Campus Safety, told the Board that data for crime/incidents can be found online and that standardized reporting is being updated. Recently, a homeless encampment near campus was cleared by the city. He also reported that one security guard was hired and the recruiting process to secure another is underway.

Child Care

Meghan Hall-Silveira, Interim Director of Child Care, thanked the staff, administration and Board for support during the recent changes to the department and facilities. She also thanked the Foundation for the Innovation grant funded purchase of the AED unit last spring as it was utilized to help a child in need recently. Ms. Hall-Silveira provided a report on the recent evaluation that the center conducted and its possible benefits to the program.

Transition to Independent Living

Aaron Markovits, Director of TIL, told the Board his first weeks have been busy with introductions to staff, students, and campus contacts. He hopes to continue the work of the TIL program and to focus on student activity on campus and in the community. He invited the Board to attend the upcoming awards dinner and graduation ceremony for the 2018 TIL graduates.

WESTEC

Gary Shaw, Program Manager at WESTEC, reported that Randy Kizzar will be returning after an absence. He also told the Board that the summer session is going well and running at full strength.

REPORT OF THE SUPERINTENDENT

End of Year/Graduation

Dr. Daniels commended staff on end of year events from the End of Year dinner honoring employees to the Grad Summit honoring graduating students, the events were run well and properly recognized those who have worked hard during the academic year. She noted that the Grad Summit was a celebration of students and alumni, providing a opportunity for students to see success stories similar to theirs in the presence of current potential employers and professional partners.

Events

Dr. Daniels attended many events in May. She noted that the Dental Hygiene pinning ceremony held at the Petroleum Club was a great event that is hosted by the DH student club. The release party for a Sharp Piece of Awesome (student literary magazine) was hosted by Black Gold and was a community event that brought students and alumni together. The STEM mobile unit was invited to attend an event

at Downtown Elementary in Bakersfield as a tool to encourage young students to learn more about STEM pathways.

Measure C

Dr. Daniels stated that while it is unfortunate Measure C did not pass, she is thankful for the campaign work completed by volunteers the last few months. The District plans to gather feedback and to remain focused on the mission of the College. Dr. Daniels acknowledged author Jim Collins in his work *Good to Great* as saying that institutions will become good to great when they have a "laser-sharp focus on their mission." She told the Board that the College will remain rooted to the mission of West Kern Community College District.

NEXT MEETING

The next monthly meeting is scheduled for Wednesday, July 11, 2018, at 5:00 p.m.

CONTINUATION OF CLOSED SESSION

On a motion by Secretary Campos, seconded by Trustee White and unanimously carried, the Board reconvened into closed session at 7:24 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 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 retirement agreement of Employee ID No. A00200617. 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

ADJOURNMENT

At 8:30 p.m., on a motion by Trustee Long, seconded by Secretary Campos and unanimously carried, the meeting was adjourned.

Respectfully Submitted:

Emmanuel Campos, Secretary