

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

REGULAR MEETING

May 9, 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 5:04 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 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 the Executive Director of Human Resources, Heather Meason. Dr. Daniels also thanked Julie McNeil for serving the Human Resource department during the search for the new Executive Director.

Notes of appreciation were read from Taft Union High School seniors Cody Keith and Alondra Cisneros, who each received a Taft College Merit Award Scholarship.

QUARTERLY INVESTMENT REPORT

District Investment Advisors Dave Ivarie, of Morgan Stanley, and Mike Urner, of Wells Fargo Advisors, LLC., distributed and reviewed the quarterly report of the WKCCD General Obligation Bond Portfolio and Facilities Reserve for the quarter ending March 31, 2018 (copies attached to the official minutes). Mr. Urner reported that the GO Bond Portfolio gained income of \$7,040.40 for the quarter with an ending value of \$3,955,930.89. The projected 12-month portfolio coupon income is \$63,242.00 with \$5,085,445.89 total income earned since inception. Mr. Urner reviewed the asset and credit sector allocation and the portfolio maturity distribution, as well as confirming continuing compliance with state code and regulations. He reminded the Board that this investment is projected for a short duration as the funds will be completely consumed by the current Measure A projects.

Mr. Urner reviewed the highlights of the Facilities Reserve including income for the quarter of \$87,042.40 and an ending value of \$9,911,533.90. He also noted the projected 12-month portfolio coupon income of \$281,892.00 and \$4,943,574.87 total income earned since inception. Mr. Ivarie reviewed the asset and credit sector allocation and the portfolio maturity distribution, as well as confirming continuing compliance with state code and regulations. While there is volatility in the market, the bonds remain stable due to solid investments.

PRESENTATION - Spring Athletic Update

Kanoe Bandy, Athletic Director, provided a PowerPoint presentation and sample of intern-provided videos on the Spring 2018 athletic season (copy attached to official minutes). Academic data showed areas that College athletes are succeeding and also showed areas of need for future planning. Overall, College athletes are active in the classroom, field and community with 60% of them completing 30 units or more in the 2016-17 academic year with an average grade point average of 2.95. Ms. Bandy also shared with the Board updates to the department including a Foundation student intern Augustin Duenas, season synopsis, and fundraiser figures from the Al Baldock golf tournament.

PRESENTATION - Distance Education

Dan Hall, Distance Education Coordinator, provided a PowerPoint presentation on data from Distance Education courses and a handout of materials from program resources (copies attached to official minutes). Mr. Hall also reported that the College was accepted into the Online Education Initiative Consortium (OEI). This consortium will allow College courses to use outside resources (NetTutor, course design academy trainings, etc.) and networking to improve online education efforts. Currently, the courses are being updated to bring the rubrics to OEI standards, which will raise the standard of education through the online platform. Geoffrey Dyer, Academic Senate President, provided information on the history and developmental planning of OEI and stated that the Academic Senate feels the College does online teaching well and looks forward to building on that momentum.

APPROVAL OF MINUTES

On a motion by Trustee White, seconded by Trustee Orrin and unanimously carried, the minutes of the Regular Meeting held April 11, 2018 and Special Meeting held April 23, 2018 were approved.

NEW BUSINESS

Request for Approval - 2017/18 Request for Authorizations to Transfer Unrestricted General Funds to the Futuris Public Entity Investment Trust Program for Post-Employment Benefits

Dr. Daniels stated that this item is an annual obligation to the trust to meet GASB regulations. On a motion by Trustee Orrin, seconded by Secretary Campos and unanimously carried, the item was approved (copy attached to official minutes).

CONSENT AGENDA:

- A. Information Item - CCFS-311Q for the 3rd Quarter Ending March 31, 2018
- B. Information Item - Education Code §42141 Compliance as it Relates to Workers' Compensation
- C. Request for Approval - Program Revision

Math & Science Division

Physical Science: Associate in Science

- D. Request for Approval - Course Revisions

Math & Science Division

KINE 1500 Introduction to Kiniesiology

MATH 2140 Ordinary Differential Equations

Liberal Arts Division

SPAN 1601 Elementary Spanish I

- E. Request for Approval – Distance Learning Course

Learning Support Division

SCO 2038 Gender Studies

- F. Request for Ratification – Strong Workforce Regional Programs Funds Amendment to Agreement, 7/1/17 – 12/31/20, Increase Allocation of \$36,205.00
- G. Request for Ratification – Strong Workforce Local Programs Funds Increase to Allocation, 7/1/17 – 12/31/20, Increase Allocation to \$98,721.00
- H. Request for Ratification – Ray Morgan Company Copier Maintenance Agreement Renewal, 5/1/18 – 4/30/19, Estimated Cost is \$29,842.72
- I. Request for Approval – Purchase of a 2018 Chevrolet Traverse, \$23,720.69
- J. Request for Approval – 2017-20 Property and Casualty Claims Administration Services Agreement, Amendment #1, 7/1/18 – 6/30/19, Rates Remain at 2017/18 Rate
- K. Request for Ratification – Independent Contractor Agreement with Jamie Smith, The Internal Potential, for Evaluations of the Child Care Center, Upon Execution Through 6/30/18, \$120.00 per Hour and Travel Expenses (Compensation not to Exceed \$9,600.00 and Travel Costs Not to Exceed \$4,400.00)
- L. Request for Approval – Independent Contractor Agreement with Dr. Cindra Smith to Serve as Facilitator at Annual Board Retreat, 7/13/18, \$2,000.00 (Includes Travel Expenses/Mileage)
- M. Request for Approval – McGraw-Hill Higher Education (MHE) Publisher Consignment Rental Program Agreement
- N. Request for Ratification – Contract for Professional Services with Primavera Arvizu for Training of Admissions & Records Director, (4/20/18, 4/27/18, 5/4/18, & 5/11/18), \$600.00
- O. Request for Ratification – Independent Contractor Agreement with Fernando Lara to Serve as Assistant Director of Grants, 5/2/18 – 6/30/18, \$33.95 per Hour as Needed
- P. Request for Ratification – Consultant Agreement with Jana Peters to Serve as Human Resource Specialist, 5/1/18 – 5/31/18, \$31.41 per Hour
- Q. Request for Ratification – Convergent Technologies Proposal for Systems Monitoring of the Welding Shop, 4/9/18 – 4/8/19, \$480.00
- R. Request for Approval – 2017/18 Residential Lease Agreements for TIL Students Off-Campus Housing, 8/1/18 – 7/31/19, No Direct Expense to the District

- S. Request for Approval - Agreement with USA Technologies, Inc. for Cashless Transaction Processing System, 36 Months Effective Upon Signature, No Cost to District
- T. Request for Approval - HVAC Maintenance Agreement Renewal with the Taft City School District, 7/1/18 - 6/30/19, Income to Taft College
- U. Ratification of the April 2018 Vendor Check & Purchase Order Registers
- V. Routine Personnel Items:
 - Request for Conference Attendance and Expenses as of May 3, 2018

On a motion by Trustee Long, seconded by Trustee White and unanimously carried, Consent Agenda Items A - V were approved as presented (materials related to items A - V 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 - 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, March 2018
4. Student Organization and Special Accounts, March 2018
5. Funds Deposited in County Treasury, March 2018

6. Investments Held at Deutsche Bank Trust Company and The Bank of New York Mellon, Quarter Ending March 31, 2018

Trustee Reports

Trustee Long said that the joint Board meeting with TUHS was productive and felt that the collaboration of the Boards will lead to stronger academic opportunities for students. He also reported that the release of the annual Sharp Piece of Awesome will be on May 19th and that he looks forward to the event.

Trustee Orrin also spoke in appreciation of the work completed by both Boards at the joint Board meeting.

President Cole welcomed Ms. Meason and thanked Ms. McNeil. She reported that the Al Baldock golf tournament was fun and raised funds for athletics. President Cole attended the spring athletics' banquet and noted that the ability for parents to participate with their athletes made the event nice. She thanked Kayla Meyer for her work this school year and wished her well as she continues on to California State University Bakersfield.

Trustee White participated in the Al Baldock golf tournament and said that it was a great event and opportunity to connect with the community. He also attended a construction meeting for the Student Center Project and thanked Dr. Debra Daniels, Brock McMurray and Mike Capela for their leadership at the meeting. He added that he also felt the joint Board meeting was productive and looks forward to the next one.

Associated Student Organization

Student Trustee Kayla Meyer reported that the movie night and trip to Disneyland were each a success. She thanked the Board for the support and the opportunity to serve the campus.

Academic Senate

Geoffrey Dyer, Academic Senate President, reported on the current AS discussion which included AB 705, the credit by exam procedure, and implications of requirements of the Online Education Initiative. He and Dr. Vicki Jacobi attended the Academic Senate for California Community Colleges (ASCCC) Spring Plenary. He reviewed the discussions and actions from the Plenary which included AB 705, Guided Pathways, the state budget formula, and the OEI.

Administrative Services

Brock McMurray, Executive Vice President of Administrative Services, reported on the current status of the state budget. Most Community College discussions surround the formula that the state will use to weigh full time equivalent student count, student need, and student success. Locally, Mr. McMurray reported that staff are building a balanced budget to present to the Board in June.

Facilities

Mike Capela, Maintenance and Operation Director, thanked the Board for their support in on going construction planning. He reported that the Student Center is now 40% complete. There is a lighting project through PG&E that is preparing to go to bid.

English Department

Geoffrey Dyer, English Professor and advisor for the student literary magazine called A Sharp Piece of Awesome, shared a flyer with the Board for the release event to be held May 19.

Faculty

Diane Jones, Faculty Association President, thanked Ms. Meyer and the ASO for Faculty Appreciation Week. She also commended Oleg Bepalov on the Report to the Community.

Information Services

Andrew Prestage, Executive Director of Information Services, reported the there will be a site report delivered by Ellucian next week. The department is also conducting a printer survey on campus. Mr. Prestage reported that there was a legitimate phishing attack but due to campus awareness efforts the attack did not cause many issues.

Institutional Research & Planning

Oleg Bepalov, Executive Director of Institutional Research & Planning (IR), stated that the IR department is developing the ACCJC midterm report and is on track to be completed in fall as required.

Student Services

Severo Balason, Jr., Vice President of Student Services, reported on the golf tournament and credited Foundation and College staff for efforts to put on the successful event. Mr. Balason told the Board that Professor Jessica Grimes will sing the National Anthem at this year's graduation ceremony.

Campus Safety

Kevin Altenhofel, Director of Campus Safety, reported that he recently held a security meeting. While the campus security team is short staffed, they are working to keep the campus covered. He also shared data from reported crime statistics from the 2017 calendar year.

Foundation

Sheri Horn-Bunk, Foundation Director, reported that she is hopeful that graduate Mayra Reyes, who was accepted into University of California, Berkeley, may receive the Hutchison grant. She is currently a candidate. Ms. Horn-Bunk told the Board that there were 90 students at the TC Grad Summit, along with about 100 staff, alumni, and industry professionals in attendance. The event featured eight speakers and scholarships to selected students.

Business Services

Amanda Bauer, Director of Fiscal Services, said the department is currently developing the 2018/19 budget. She and staff also held a year-end workshop for staff to review the processes to properly close out the fiscal year.

REPORT OF THE SUPERINTENDENT

Joint Board Meeting

Dr. Daniels and Dr. Blanca Cavazos, Superintendent of Taft Union High School District, facilitated a joint Board meeting. She and Dr. Cavazos will collaborate on tasks determined at the meeting and there will be another joint meeting planned.

Dental Hygiene

Dr. Daniels attended the April meeting of the Dental Hygiene Committee of California (DHCC). The Taft College Dental Hygiene program was approved by the DHCC. The Dental Hygiene staff are motivated to continue improvements. Dr. Daniels thanked the Board and the staff for the on-going support and work to help deliver the DHCC approval status.

Events

Welding Open House

The event familiarized students with program options and had a great community presence. There were demonstrations and support from vendors as well as City officials.

Spring Athletic Banquet

The athletic department honored spring athletes at the annual banquet. With the support of coaches, staff, the Board and parents, students were recognized for their efforts in representing the College.

Chamber of Commerce Car Show

Dr. Daniels and many other volunteers from the College and community represented the Friends of Taft College at the Car Show. Volunteers worked to spread awareness of the current Bond measure and to share information on college facilities and planning.

Taft Chamber of Commerce Forum

Dr. Daniels was one of the speakers at forum. She provided information on the current bond measure. Dr. Daniels stated that the event was well attended and much information was provided to the community.

Report to the Community

The annual Report to the Community was authored and designed by Oleg Bepalov. Dr. Daniels thanked Mr. Bepalov for his work on the project. The report was mailed to district residents and was well received. The report showcases the students and opportunities of Taft College. Dr. Daniels noted that Mr. Bepalov volunteered to take the project and the end result provided a great tool for the campus to use all year long.

NEXT MEETING

The next monthly meeting is scheduled for Wednesday, June 13, 2018, at 5:00 p.m.

ADJOURNMENT

At 7:51 p.m., on a motion by Trustee White, seconded by Trustee Orrin and unanimously carried, the meeting was adjourned.

Respectfully Submitted:

Emmanuel Campos, Secretary