

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

REGULAR MEETING

August 8, 2018

The regular meeting of the Board of Trustees of the West Kern Community College District was called to order at 5:06 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 5:07 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. Conference with Legal Counsel - Anticipated Litigation
Significant Exposure to Litigation Pursuant to Paragraph (2) or (3) of Subdivision (d) of Section 54956.9 - 1 Potential Case
- 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 6:10 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 no action taken during Closed Session.

PLEDGE OF ALLEGIANCE

President Cole led the pledge of allegiance.

PUBLIC COMMENT ON OPEN SESSION ITEMS

Comments were heard from Josh Taylor and Josh Raper, both of Carpenter's Union, Local 743, in connection with the Student Center Project.

GENERAL COMMUNICATIONS

Heather Meason, Executive Director of Human Resources, introduced Alex Havers, the newly hired Senior Generalist for the District.

Dr. Daniels also introduced Jessica Grimes as the Interim Dean of Instruction and Career Technical Education.

QUARTERLY INVESTMENT REPORTS

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 June 30, 2018 (copies attached to the official minutes). Mr. Urner reported that the GO Bond Portfolio gained income of \$22,839.23 for the quarter with an ending value of \$3,973,500.52. The projected 12-month portfolio coupon income is \$58,848.00 with \$5,108,285.12 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 \$50,091.59 and an ending value of \$9,908,133.70. He also noted the projected 12-month portfolio coupon income of \$296,203.00 and \$4,993,666.46 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 - Solar Project Presentation

Brock McMurray, Executive Vice President of Administrative Services, introduced Kevin Flanagan of School Project for Utility Rate Reduction (SPURR) and Brian Taylor of ForeFront Power. Mr. Flanagan presented a SPURR PowerPoint presentation on the Renewable Energy Aggregated Procurement (REAP) Program that would allow a district to save utility costs through a pre-negotiated solar project collective (copy attached to official minutes). As a member of SPURR, the District already participates in a natural gas program. The currently proposed solar program is currently being used by 22 other California public agencies.

Mr. Taylor of ForeFront Power presented specific details of the SPURR Power Project Agreement (PPA) that would provide energy savings with onsite solar that is owned and maintained by ForeFront Power (copy attached to official minutes). The PPA agreement would be a 20-year arrangement where the

PPA payment would remain flat and there would be no upfront cost to the District. It is estimated that the District would save over \$2.1 million dollars over the 20-year agreement based on the usage of the facilities on campus at this time. By using a California Division of the State Architect (DSA) pre-checked design, the project completed quickly.

APPROVAL OF MINUTES

On a motion by Trustee Long, seconded by Secretary Campos and unanimously carried, the minutes of the Regular Meeting held July 11, 2018, Special Meeting held July 11, 2018, and Special Meeting held July 13, 2018 were approved.

NEW BUSINESS

Adoption of West Kern Community College District Board of Trustees' Goals 2018/19

On a motion by Trustee White, seconded by Trustee Long and unanimously carried, the goals as developed at the special meeting held on July 13, 2018 were approved (copy attached to official minutes).

Request for Approval - Final Project Proposal (FPP) - Taft College Vocational Center

Mr. McMurray explained that the annual FPP submission is a requirement as a participant in the statewide funding from the Chancellor's office for future facility projects (copy attached to official minutes). On a motion by Trustee Orrin, seconded by Secretary Campos and unanimously carried, the proposal was approved.

Request for Approval - West Kern Community College District 2020-2024 Capital Outlay Plan

Mr. McMurray told the Board that the District is required to develop a 5-year capital outlay plan (copy attached to official minutes). On a motion by Secretary Campos, seconded by Trustee Long and unanimously carried, the request was approved.

Request for Approval - Non-Represented, Insurance Eligible Groups - Insurance Benefits

Dr. Daniels explained that this request aligns the insurance benefits of the non-represented, insurance eligible groups of the District into alignment with the insurance benefits approved by both the Faculty and CSEA units. On a motion by Trustee Long, seconded by Trustee Orrin and unanimously carried, the request was approved.

CONSENT AGENDA:

- A. Information Item - CCFS-311Q for the 4th Quarter Ending June 30, 2018
- B. Request for Approval - 2019 Enrollment Priorities
- C. Request for Approval - Updates to Parking Fees

- D. Request for Approval - Agreement with the Chancellor's Office Tax Offset Program (COTOP), 10/1/18 - 12/28/18
- E. Request for Approval - Pearson Education ("Pearson") Publisher Consignment Rental Program Agreement
- F. Request for Approval - Disposal of District Property - Vehicles
- G. Request for Approval - Agreement with Foundation for California Community Colleges (FCCC) to Provide Microsoft Campus Agreement 2018 with Computerland of Silicon Valley, 9/16/18 - 9/15/19, \$33,590.00
- H. Request for Approval - Agreement with McNeil and Associates, LLC for Executive Coaching for Professional Development, 9/3/18 - 2/28/19, \$3,150.00 monthly for 6 Months (Total \$18,900.00)
- I. Request for Approval - AMS.NET Annual Support Coverage, Quote #Q-00027714, CISCO Network Hardware, Terms Vary, \$15,794.10
- J. Request for Approval - Annual Renewal of IBM SPSS Statistics Base Concurrent User Subscription and Support, Quote No. 18057740, 9/1/18 - 8/31/19, \$11,715.22
- K. Request for Approval - Renewal Agreement (Quote #26995700) with International Business Machines for IBM Cognos (Report Writer) License, 11/1/18 - 10/31/19, \$8,475.28
- L. Request for Ratification - Agreement with Van Dermynen Maddux Law Firm, Rates Vary, Effective 7/19/18
- M. Request for Ratification - Statement of Work (320 Reporting Consulting) with Strata Information Group, Not to Exceed \$8,000.00 which Includes Labor and Travel Expenses
- N. Request for Approval - GT Software NetCOBOL Maintenance Renewal, 9/1/18 - 8/31/19, \$2,244.00
- O. Request for Ratification - Renewal of Liebert Cassidy Whitmore (LCW) Central California Community College District Employment Relations Consortium Membership, 7/1/18 - 6/30/19, \$3,895.50
- P. Request for Approval - Renewal of Annual Maintenance Services with Harland Technology Services for the Campus Scantron Scanner, 9/6/18 - 9/5/19, \$766.00
- Q. Request for Approval - Training Services Agreement with Westside Energy Services Training and Education Center, Inc. (WESTEC) - Active Shooter Training for Faculty and Staff, 8/14/18 and 8/17/18, \$700.00

- R. Request for Approval – Subscription Service for Choice Reviews, an Online Catalog of Reviews of Library Resources, Effective Upon Agreement for one-year, \$300.00 for First Year and \$600.00 Annually After
- S. Ratification of the July 2018 Vendor Check & Purchase Order Registers
- T. Routine Personnel Items:
 - Request for Conference Attendance and Expenses as of July 30, 2018

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

Yes: Dawn Cole, Emmanuel Campos, 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, July 2018
4. Student Organization and Special Accounts, July 2018
5. Funds Deposited in County Treasury, July 2018
6. Investments Held at U.S. Bank Global Corporate Trust Services and The Bank of New York Mellon Trust Company, Quarter June 30, 2018

Administrative Services

Brock McMurray, Executive Vice President of Administrative Services, reported that the District will learn more about the new funding formula by attending a statewide meeting next week.

Student Services

Severo Balason, Jr., Vice President of Student Services, stated the 4th Cougar Day of the summer was held today. The events assist in first time students fast-tracking through the enrollment process.

Human Resources

Heather Meason, Executive Director of Human Resources, informed the Board that open enrollment for insurance benefits will open on Friday. Information will be emailed to Board and staff.

Information Services

Andrew Prestage, Executive Director of Information Services, gave the Board a brief update of projects completed by the department in preparation for the start of the semester.

Campus Security & Safety

Kevin Altenhofel, Director of Campus Safety, informed the Board about break in incidents in the area that included the Taft College Bookstore.

Business Services

Amanda Bauer, Director of Fiscal Services, told the Board that the interim audit visit is complete. The final audit visit will be completed in November. So far, the District is in good standing. She also noted the department is preparing the final budget for approval recommendation in September.

Instruction and Career Technical Education

Jessica Grimes, Interim Dean of Instruction and CTE, thanked the Board for the opportunity to serve in the role. She is currently meeting with staff and visiting facilities within the department.

Taft College Faculty Association

Diane Jones, President of the Faculty Association, welcomed Ms. Grimes to her new role. She noted that Faculty appreciate the work from staff during summer in preparation for the new school year as they prepare to return this coming Monday for inservice.

Transition to Independent Living

Aaron Markovits, Executive Director of TIL, stated that 21 sophomores graduated the program in June and a full cohort of freshmen (27 students) will join the current class of 25 sophomores who are continuing the program.

WESTEC

Bill Rector, Executive Director of WESTEC, reported that staff welcomes Randy Kizzar back after an absence. He also noted four more students are taking the exam for court reporting; the program is successfully assisting students in career needs.

Facilities

Mike Capela, Director of Maintenance, said that staff have been working this summer to have classrooms ready for the fall semester. He noted that new scoreboards for baseball and softball are being installed with support from the Foundation. The update to science room 4 to install a fume hood will begin soon. The job walk for potential contractors was held yesterday and the bid will open next week.

REPORT OF THE SUPERINTENDENT

Dr. Daniels thanked the CTE staff for the past few months of work during transition in leadership. She noted that the staff each stepped forward to fill needs to keep the program progressing and to serve the students.

The fall enrollment figures are showing continuing growth, at this time a 5% increase is being reflected in data. Scheduling work this summer has led to very few course cancellations.

Dr. Daniels closed her report with the showing of KERO channel 23's video on TIL graduate Frankie Ozaeta. Ozaeta's success in the program and relationships through the College and Foundation led to full time employment with the Boys and Girls Club in Bakersfield.

NEXT MEETING

The next monthly meeting is scheduled for Wednesday, September 12, 2018, at 5:00 p.m.

ADJOURNMENT

At 7:15 p.m., on a motion by Trustee Long, seconded by Trustee White and unanimously carried, the meeting was adjourned.

Respectfully Submitted:

Emmanuel Campos, Secretary