

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

REGULAR MEETING

September 12, 2018

The regular meeting of the Board of Trustees of the West Kern Community College District was called to order at 5:00 p.m. by President Dawn Cole. Secretary Emmanuel Campos and trustees Dr. Kathy Orrin and Billy White were present. Trustee Michael Long was absent. 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 Orrin 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 6:01 p.m., it was moved by Trustee Orrin, seconded by Secretary Campos 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

Severo Balason, Jr., Vice President of Student Services, introduced the Dean of Student Success, Dr. Windy Martinez.

PRESENTATION - Distance Education

This item was tabled for presenter preparation.

APPROVAL OF MINUTES

On a motion by Trustee Orrin, seconded by Trustee White and unanimously carried, the minutes of the Regular Meeting held August 8, 2018 were approved.

NEW BUSINESS

Public Hearing for 2018/19 WKCCD Budget

President Cole declared the public hearing open at 6:04 p.m. There were no comments made by the public. The hearing was closed at 6:05 p.m.

Request for Approval - 2018/19 WKCCD Budget

Brock McMurray, Executive Vice President of Administrative Services, noted that the budget (as presented at the special meeting prior to the regular meeting) was completed with many staff efforts made across the campus. President Cole also noted appreciation of staff in connection with the budget preparation. On a motion by Trustee White, seconded by Secretary Campos and unanimously carried, the budget was approved.

Request for Approval - Delegation of Authority to the Superintendent/President to Enter Into Takeover Agreement with Allied World Insurance Company Re: Student Center Project

Mr. McMurray told the Board that the District is requesting the resolution giving the Superintendent/President the authority to enter into an agreement on the Student Center Project to avoid running into possible time constraints (copy attached to official minutes). On a motion by Secretary Campos and seconded by Trustee Orrin, the resolution was approved by the following vote:

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

No: None

Abstain: None

Absent: Michael Long

Request for Approval - Recommendation to Award Black/Hall Construction the S-4 Fume Hood Project, \$141,161.00

Dr. Daniels told the Board that the installing of fume hoods to convert the classroom to a laboratory classroom will assist in serving the needs of students. On a motion by Secretary Campos, seconded by Trustee White and unanimously carried, the request was approved (copy attached to official minutes).

First Presentation - Agreement Between CSEA Chapter #543 and the West Kern Community College District - Proposed Compensation Increase of 2.71% COLA to the 2018-19 Classified Salary Schedules, Appendix A; Retroactive to 7/1/18

Dr. Daniels reported that the cost of living allowance (COLA) from the state was approved at 2.71%. The District would like to pass the COLA to the compensation of classified employees. The attached agreement has gone through the negotiation process and the terms have been agreed upon (copy attached to official minutes).

First Presentation - Agreement with Taft College Faculty Association (TCFA/CTA/NEA) and West Kern Community College District - Proposed Compensation Increase of 2.71% COLA to the 2018-19 Faculty Salary Schedules, Appendix B-1, B-2 and B-3; Retroactive to 7/1/18

Dr. Daniels reported that the cost of living allowance (COLA) from the state was approved at 2.71%. Similarly to the classified unit, the District would like to pass the approved COLA to the compensation of faculty. The attached agreement has gone through the negotiation process the terms have been agreed upon (copy attached to official minutes).

Request for Approval - West Kern Community College District Equal Employment Opportunity Plan 2018-2021

Dr. Daniels explained that the District is required to update the Equal Employment Opportunity plan every three years. Through the work of Human Resources and the Equal Employment Opportunity committee, the current update brings the District to compliance. On a motion by Trustee White, seconded by Secretary Campos and unanimously carried, the plan was approved (copy attached to official minutes).

CONSENT AGENDA:

- A. Information Item - Use of Proposition 55 Education Protection Account (EPA) Funds for FY 2018/19
- B. Request for Ratification - Agreement with California Virtual Campus - Online Education Initiative Consortium, Effective Upon Signature

- C. Request for Approval - MOU with Management & Training Corporation for Inmate Education Services at the Taft Correctional Institute, Effective Upon Signature for a Period of Three Calendar Years Thereafter
- D. Request for Approval - MOU with Taft Modified Community Correction Facility (TMCCF) for Inmate Education Services, Effective Upon Signature for a Period of Three Calendar Years Thereafter
- E. Request for Ratification - Agreement with the Yosemite Community College District, Child Development Training Consortium (YCCD/CDTC), 9/1/18 - 6/30/19, CDTC will Pay Becky Roth \$7,500.00
- F. Request for Approval - CampusLogic Subscription Order, 10/1/18 - 9/20/21, \$27,000 Per Year with a One-Time Implementation Fee of \$3,500.00 (Total 3-Year Cost \$84,500.00)
- G. Request for Approval - Contract with Strata Information Group (SIG) for Consulting Services for Financial Aid, Two Weeks (88-96 Hours), Not to Exceed \$19,720.00
- H. Request for Approval - Agreement with Mark Potter of D2UP, LLC as Motivational Speaker, 9/5/18, Flat Fee of \$2,250.00
- I. Request for Approval - Agreement with E-Colors in Education for Workshop, 1 Day of Training, \$1,539.96 (Which Includes Travel Expenses)
- J. Request for Approval - Agreement with MatchWare for Mindview Software, Effective Upon Purchase for 5 Years, \$4,000.00 Per Year
- K. Request for Ratification - Facilities Use Agreement with West Side Recreation and Parks District for TIL, 8/20/18 - 12/12/18, \$3,000.00
- L. Request for Approval - IssueTrak: One Year of IssueTrak Software Maintenance, October 2018 - October 2019, \$1,725.00
- M. Request for Approval - Equitrac Equipment Support Renewal and On-Site Support - C.A. Reding, 11/1/18 - 10/31/19, \$1,286.60 Annually
- N. Request for Ratification - Consultant Agreement with Sherrie Freitas for Child Care Center, 8/22/18 - 8/23/18, \$28.00 Per Hour, Up to \$400.00 for Mileage/Expenses/Hotel
- O. Ratification of the August 2018 Vendor Check & Purchase Order Registers

On a motion by Trustee Orrin, seconded by Secretary Campos and unanimously carried, Consent Agenda Items A - O were approved as presented (materials related to items A - O are attached to official minutes).

PRESENTATION – Distance Education

Nicole Avina, Integrated Technology Support Technician, presented an update on the Distance Education (DE) department (copy attached to official minutes). Currently, seventy percent of students take at least one DE course. The department serves the technical and academic needs of students. There is a variety of students served, from full time students, part time students, inmates at institutions, and many other different types of students. The DE department also assists the campus with other needs (i.e. filming for classroom projects). While trends for online courses are on the rise, the Taft College DE department is working with the Online Education Initiative consortium to meet the needs of students and expectations from the State level.

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

Academic Senate

Dr. Vicki Jacobi, Vice President of Academic Senate (AS), reported that that the AS recently recommended that the College apply for the California Academic Partnership Program (CAPP) Capacity Building Grant; the College was awarded the grant. The AS also recommended that the Curriculum and General Education Committee should assist in the update of BP 4020 and AP 4020 in

regards to necessary changes to the credit hour policy. Discussion also focused on AB 705, Guided Pathways, the Online Education Initiative, the Accreditation midterm report as well as the new student centered funding formula.

Business Services

Amanda Bauer, Director of Fiscal Services, reported that the department is in the process of closing the 2017-18 fiscal year.

CSEA Chapter #543

Greg Hawkins, President of the California School Employee Association (CSEA), Chapter #543, introduced Vice President Jeanene Robertson and stewards/representatives Nicole Avina and Morgan Sanchez. Mr. Hawkins and Ms. Robertson both stated Chapter #543 is increasing in participation and that they are looking forward to a great year.

Instruction and Career Technical Education

Jessica Grimes, Interim Dean of Instruction and CTE, told the Board she has had many meetings and staff are currently focused on curriculum alignment, providing innovative options with the inmate population, increasing student retention and continued connections with community.

Human Resources

Heather Meason, Executive Director of Human Resources, said that the department is still reviewing and updating processes and procedures. The District recruitment efforts are ongoing. Ms. Meason also noted that the department is utilizing the Chancellor's resources for many free lessons for software applications used in most college offices.

Taft College Faculty Association

Diane Jones, President of the Faculty Association, thanked the Human Resource department for their involvement in securing on an on-campus flu shot clinic for the employees and dependents of employees. She also thanked the Distance Education staff for their assistance to the faculty while the District fills the open position of Distance Education coordinator.

Campus Security & Safety

Kevin Altenhofel, Director of Campus Safety, reported that cameras have been installed at the College bookstore. Efforts will be made to increase security at that location.

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. There have been phishing attempts on campus and the department is also educating campus users on power consumption during non-business hours. The District is in the process of implementing a single sign on (SSO) for many of the College's applications. Staff have worked to purchase necessary audio-visual equipment for some classrooms and are working to install the equipment. During the transition to Banner 9 this semester, the department is holding weekly sessions for users to become accustomed to the new interface.

Transition to Independent Living

Aaron Markovits, Executive Director of TIL, said that the students are adjusting to life on campus and to having rigorous schedules. Students have also begun jobs. Currently, staff have been continuing efforts to acclimatize students by hosting athlete and TIL student events. The events have been successful and are building confidence in the TIL students among their peers. Dr. Jacobi added that the TIL students are participating in survey/data collection to increase efforts to integrate future TIL students into other College courses (non-TIL courses). The goal is to develop possible pathways for TIL students.

Student Success

Dr. Windy Martinez, Dean of Student Success, stated she is looking forward to working with the talent on campus. Dr. Martinez noted that this staff has been extremely accessible during her transition.

Student Services

Severo Balason, Jr., Vice President of Student Services, noted the College selection for the grant for the CAPP opportunity. He explained this grant is an initial funding resource to compete for a possible \$150,000 grant that would be disbursed over the course of five years.

REPORT OF THE SUPERINTENDENT

Dr. Daniels reported that the District's inservice week was busy with professional development opportunities and the annual welcome back breakfast. Enrollment continues to be strong at the College and the current headcount shows a 5% growth from last fall. Dr. Daniels also commended the Men's Soccer team for their current rank of #1 in the state.

NEXT MEETING

The next monthly meeting is scheduled for Wednesday, October 10, 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 7:08 p.m.

RECONVENE IN PUBLIC SESSION; ANNOUNCE CLOSED SESSION ACTIONS

At 8:30 p.m., it was moved by Trustee White, 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 8:31 p.m., on a motion by Trustee Orrin, seconded by Trustee White and unanimously carried, the meeting was adjourned.

Respectfully Submitted:

Emmanuel Campos, Secretary