

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

REGULAR MEETING

July 10, 2019

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. Trustees Michael Long, Dr. Kathy Orrin and Billy White were present. Secretary Emmanuel Campos 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 5:02 p.m. it was moved by Trustee Orrin, 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, 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 Labor Negotiators (Government Code Section 54957.6)
Agency Designated Representative: Board President
Unrepresented Employee: Superintendent/President
- F. 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
- H. 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 5:42 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 in Closed Session.

On the item PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE/COMPLAINT, GOVERNMENT CODE SECTION 54957, the Board took action by the following vote to deny an appeal

of a complaint submitted by Guillermo Alvarez. The vote was 4 to 0, with all members voting yea and no members noting nay.

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

No: None

Abstain: None

Absent: Emmanuel Campos

PLEDGE OF ALLEGIANCE

President Cole led the pledge of allegiance.

PUBLIC COMMENT ON OPEN SESSION ITEMS

No comments were heard.

GENERAL COMMUNICATIONS

A letter of gratitude was read from Athletic Director Kanoe Bandy. Dr. Daniels also introduced the Executive Director of Institutional Research and Planning, Xiaohong Li.

APPROVAL OF MINUTES

On a motion by Trustee Orrin, seconded by Trustee White and unanimously carried, the minutes of the Regular Meeting held June 5, 2019 were approved.

NEW BUSINESS

Collective Bargaining - Public Hearing and Request for Approval (A-D):

On a motion by Trustee Long, seconded by Trustee White and unanimously approved, the public hearing was declared open at 6:04 p.m. No comments were made. On a motion by Trustee Long, seconded by Trustee White and unanimously approved, the public hearing was declared closed at 6:55 p.m.

Dr. Daniels said that Items A-D are recommended for approval so that bargaining units may continue to negotiate contracts in the 2019/20 fiscal year.

Request for Approval - Presentation of the Taft College Faculty Association CTA/NEA Reopener for FY 2019/20

On a motion by Trustee Long, seconded by Trustee Orrin and unanimously carried, the request was approved.

Request for Approval - Presentation of the Taft College CSEA Chapter #543, Reopener for FY 2019/20 (No Action)

On a motion by Trustee White, seconded by Trustee Long and unanimously carried, the request was approved.

Request for Approval – Presentation of the WKCCD Reopener Proposal with the Taft College Faculty Association CTA/NEA for FY 2019/20 (No Action)

On a motion by Trustee Orrin, seconded by Trustee White and unanimously carried, the request was approved.

Request for Approval – Presentation of the WKCCD Reopener Proposal with the Taft College CSEA Chapter #543 for FY 2019/20 (No Action)

On a motion by Trustee Long, seconded by Trustee Orrin and unanimously carried, the request was approved.

Request for Ratification – 2019-2023 Contract for Dr. Debra Daniels, WKCCD Superintendent/President

On a motion by Trustee White, seconded by Trustee Long and unanimously carried, the request was approved.

Second Reading and Request for Approval – Tentative Agreement Between Taft College Faculty Association (TCFA/CTA/NEA) and West Kern Community College District – Club Advisor Stipends, Implementation 7/1/19

Dr. Daniels reported that this agreement would raise the number of club advisor stipends from 8 to 11 and would better serve the growing student population. On a motion by Trustee Long, seconded by Trustee Orrin and unanimously carried, the request was approved (copy attached to official minutes).

Second Reading and Request for Approval – Tentative Agreement Between Taft College Faculty Association (TCFA/CTA/NEA) and West Kern Community College District – Campus Security Video Monitoring and Surveillance Technology, Implementation 7/1/19

Dr. Daniels said that this agreement addresses the use of public video monitoring in specific terms within the Faculty bargaining agreement. On a motion by Trustee White, seconded by Trustee Long and unanimously carried, the request was approved (copy attached to official minutes).

Second Reading and Request for Approval – Tentative Agreement Between Taft College Faculty Association (TCFA/CTA/NEA) and West Kern Community College District – Faculty Evaluation Process, Implementation 8/1/19

Dr. Daniels told the Board that this agreement would clean up language in the current process as well as to document past practice as recognized by the bargaining committee. On a motion by Trustee Orrin, seconded by Trustee White and unanimously carried, the request was approved (copy attached to official minutes).

Second Reading and Request for Approval - Board Policy #3502 - Campus Security Cameras

Dr. Daniels told the Board that this policy documents the use and intent of the security cameras on campus (copy attached to official minutes). On a motion by Trustee Orrin, seconded by Trustee White and unanimously carried, the request was approved.

CONSENT AGENDA:

- A. Information Item - Annual List of Board Policies and Administrative Procedures Action for 2018-19
- B. Request for Ratification - 2019-20 Contract Education Agreement between WESTEC and WKCCD; 7/1/19 - 6/30/20
- C. Request for Approval - Cooperative Work Experience Education (CWEE) Plan (AP 4103)
- D. Request for Approval - California Virtual Campus-Online Education Initiative (CVC-OEI) Subaward Agreement, District to be Awarded \$100,000.00; Term is One Year
- E. Request for Approval - Resolution No. 2019/20-02 and Agreement with California Department of Education to Provide Migrant Specialized Services, Contract #CMSS-9005; 7/1/19-6/30/20; Grant is up to \$98,159.00
- F. Request for Approval - Resolution No. 2019/20-03 and Agreement with California Department of Education to Provide Migrant Child Care Contract #CMIG-9005; 7/1/19 - 6/30/20; Grant is up to \$706,722.00
- G. Request for Approval - Resolution No. 2019/20-04 and Agreement with California Department of Education to Provide General Child Care and Development Programs Contract #CCTR-9056; 7/1/19 - 6/30/20; Grant is up to \$709,075.00
- H. Request for Approval - Resolution No. 2019/20-01 and Agreement with California Department of Education to Provide Services Under the State Preschool Program Contract #CSPP-9133; 7/1/19 - 6/30/20; Grant is up to \$806,433.00
- I. Request for Approval - WKCCD 2019-20 Accident Insurance Renewal for Students/Intercollegiate Athletes; 8/1/19 - 7/31/20; \$50,026.00
- J. Request for Approval - AMS.net Annual Support Coverage, Quote #Q-00036352, CISCO Network Hardware; \$17,403.65
- K. Request for Approval - ITSavvy, LLC. - CommVault Software Support Renewal - Quote #3242596; 9/1/19 - 8/31/20; \$10,830.65

- L. Request for Ratification – Contract for Professional Services with Amber Anderson for Assistance and Training Staff Regarding Procedures and Processes with Admissions and Records Mandated Reporting; 7/1/19 – 6/30/20; \$100.00 per Hour Not to Exceed 100 Hours
- M. Request for Approval – Employment Credentials Project Memorandum of Understanding with Yosemite Community College District; Up to \$5,000.00
- N. Request for Ratification – Proposal from Daikin for Chiller Repair; \$4,243.00
- O. Request for Ratification – 2019-20 Renewal of Liebert Cassidy Whitmore (LCW) Central California Community College District Employment Relations Consortium Membership; 7/1/19 - 6/30/20; \$4,050.00
- P. Request for Approval – Alumni Project/CRC Regional Strong Workforce Project; \$2,500.00
- Q. Request for Approval – GT Software NetCOBOL Maintenance Renewal, Quote #00012309; 9/1/19 – 8/31/20; \$2,376.00
- R. Request for Approval – Taft Union High School Soccer Field Rental for the Fall Semester 2019; \$5,000.00 Rental Fee plus Additional Expenses
- S. Request for Approval – Declaration of Surplus Personal Property and Authorization for Sale
- T. Ratification of the June 2019 Vendor Check & Purchase Order Registers

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

PUBLIC COMMENTS ON ITEMS OF GENERAL INTEREST

No comments were heard.

EMPLOYMENT

On a motion by Trustee Long and seconded by Trustee Orrin, 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, Michael Long, Dr. Kathy Orrin and Billy White
- No: None
- Abstain: None
- Absent: Emmanuel Campos

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, June 2019
4. Student Organization and Special Accounts, June 2019
5. Funds Deposited in County Treasury, June 2019

Trustee Reports

Trustee Orrin recognized the TIL program for another wonderful graduation and awards banquet. She specifically noted the student appreciation for the staff and fellow classmates.

Administrative Services

Brock McMurray, Executive Vice President of Administrative Services, told the Board that the latest 2018-19 budget information is more favorable than previous information though it still is a deficit from initial funding expectations. The District prepared a flexible budget in anticipation of state uncertainty on calculating metrics within the new Student Centered Funding Formula (SCFF) and will be able to internally rectify unfunded expenses from 2018-19. District efforts continue to make the 2019-20 budget conservative and to follow state discussions and trainings to keep budget practices in line with the SCFF. Mr. McMurray also reported that the Business Services department is currently auditing the 2018-19 expenditures and that the Maintenance Department continues work at the Child Development Center, gymnasium, dorms, and other classroom preparation. He informed the Board that this fall there will be e-books available to students and the Bookstore has been working across campus with stakeholders to ensure student success during the transition.

Information Services

Andrew Prestage, Executive Director of Information Services, reported that staff continue to work with multiple departments in preparation for the fall semester. He also stated that IT has worked to update the phone system to prevent accidental emergency calls, helped in the installation process on the gymnasium door hardware, and are in the process of overseeing the installation and training for the District's new copy machines.

Institutional Research and Planning

Xiaohong Li, Executive Director of Institutional Research and Planning, thanked the District and Board for the warm welcome. Ms. Li is working with several departments to become familiar with the campus practices and needs. She noted that staff have been helpful so far in her transition.

Foundation

Sheri Horn-Bunk, Executive Director of Foundation and Advancement, reported that the Foundation has been hosting luncheon tours with donors and supporters. These meetings have given the Foundation a chance to build more personal relationships with those who support the College and to welcome them on our campus to learn more about the programs and facilities. She also announced that Bob and Judy Hampton will receive the Spirit Award at the 2019 Cougar Cookout. Ms.Horn-Bunk said that 2018-19 was a positive year with over \$500,000 donated, employee contributions at \$16,000, and \$440,000 given to the College for various requests.

Student Services

Severo Balason, Vice President of Student Services, summarized activities from the conference attended with Taft Union High School District and WKCCD employees to further develop student success through the California Academic Partnership Program (CAPP). He also noted that Dr. Windy Martinez, Dean of Student Success, is presenting at the national conference on behalf of Taft College. She is sharing information on services for disabled students.

REPORT OF THE SUPERINTENDENT

Dr. Daniels said that the District is busy preparing for the upcoming academic year. Enrollment in summer courses increased roughly 4% and fall is near even from last year's figures. The College will now participate in the federal student loan program which will enable government Promise funding and opportunity to participate in the capital building program. She also thanked the Maintenance and Operations staff for painting the Cougar Room among other summer projects on campus.

NEXT MEETING

The next monthly meeting is scheduled for Wednesday, August 14, 2019, at 5:00 p.m.

ADJOURNMENT

At 6:31 p.m., on a motion by Trustee White, seconded by Trustee Long and unanimously carried, the meeting was adjourned.

Respectfully Submitted:

Emmanuel Campos, Secretary