WEST KERN COMMUNITY COLLEGE DISTRICT

MINUTES OF THE BOARD OF TRUSTEES

**REGULAR MEETING**

**April 10, 2019**

The regular meeting of the Board of Trustees of the West Kern Community College District was called to order at 6:01 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.

**CLOSED SESSION**

On a motion by Trustee Long, seconded by Trustee Orrin and unanimously carried, Items 2-4 regarding Closed Session followed the recess between New Business Items G and H.

**PLEDGE OF ALLEGIANCE**

President Cole led the pledge of allegiance.

**PUBLIC COMMENT ON OPEN SESSION ITEMS**

No comments were heard.

**GENERAL COMMUNICATIONS**

Brock McMurray, Executive Vice President of Administrative Services, introduced Richard Treece as the Director of Facilities and Planning.

**APPROVAL OF MINUTES**

On a motion by Trustee White, seconded by Secretary Campos and unanimously carried, the minutes of the Regular Meeting held March 6, 2019 and the Special Meeting held March 23, 2019 were approved.

**NEW BUSINESS**

**Request for Approval – Resolution 2018/19-10- Classified Appreciation Week – April 22-26, 2019**

Trustee Orrin read the resolution in honor of Classified Appreciation Week. On a motion by Trustee Long, seconded by Trustee White and unanimously carried, the request was approved (copy attached to official minutes).

**Request for Approval – Resolution 2018/19-09- Faculty Appreciation Week – May 6-10, 2019**

Trustee Long read the resolution in honor of Faculty Appreciation Week. On a motion by Secretary Campos, seconded by Trustee Orrin and unanimously carried, the request was approved (copy attached to official minutes).

**Request for Approval – Resolution 2018/19-14- Emeritus – Brian Jean, Professor of Mathematics**

Trustee White read the resolution in honor of Brian Jean. On a motion by Trustee White, seconded by Secretary Campos and unanimously carried, the request was approved (copy attached to official minutes).

**Request for Approval – Resolution 2018/19-11- 2019 Phi Theta Kappa All-California Community College Academic Team – Brittany Long**

Student Trustee Whisper Lynn Null read the resolution in honor of Brittany Long. On a motion by Trustee Orrin, seconded by Secretary Campos and unanimously carried, the request was approved (copy attached to official minutes).

**Request for Approval – Resolution 2018/19-15- Honoring Dental Hygiene for the Strong Workforce Gold Star Award**

Dr. Daniels read the resolution in honor of the Dental Hygiene program. On a motion by Trustee White, seconded by Secretary Campos and unanimously carried, the request was approved (copy attached to official minutes).

**Request for Approval – Resolution 2018/19-12- 2019 California Community College Athletic Association Scholar Team for 2017-18 – Women’s Volleyball**

Secretary Campos read the resolution in honor of the 2017-18 women’s volleyball team. On a motion by Trustee Orrin, seconded by Trustee White and unanimously carried, the request was approved (copy attached to official minutes).

**Request for Approval – Resolution 2018/19-13- 2018-19 Junior/Community College Under Armor Athletics Director of the Year – Kanoe Bandy**

President Cole read the resolution in honor of Kanoe Bandy. On a motion by Trustee Long, seconded by Secretary Campos and unanimously carried, the request was approved (copy attached to official minutes).

On a motion by Secretary Campos, seconded by Trustee Orrin and unanimously carried, the meeting went into recess to meet with the honored guests at 6:28 p.m.

On a motion by Secretary Campos, seconded by Trustee White and unanimously carried, the meeting was reconvened from recess at 6:41 p.m.

**PUBLIC COMMENT ON CLOSED SESSION ITEMS**

No comments were heard.

**CLOSED SESSION**

At 6:42 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/Complaint/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

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 6:45 p.m., it was moved by Trustee White, seconded by Trustee Orrin and unanimously carried, to reconvene in Public Session. President Cole reported there was action taken in Closed Session.

On the item STUDENT DISCIPLINE AND OTHER CONFIDENTIAL STUDENT MATTERS, EDUCATION CODE SECTIONS 35146, 48900 et. Seq. and 48912(b), the Board took action by the following vote to approve and accept the expulsion of Student ID No. A00292755. The vote was 5 to 0, with all members voting yea, and no members voting nay.

On the item PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE, the Board took action by the following vote to approve and accept the termination of Dr. Julie Marty-Pearson with an effective date of March 15, 2019. The vote was 5 to 0, with all members voting yea, and no members voting nay.

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

No: None

Abstain: None

Absent: None

**NEW BUSINESS (*continued*)**

**Information Item – Citizen’s Oversight Committee Annual Report for 2017/18**

Citizen’s Oversight Committee (COC) Chair Roger Miller presented the annual report to the Board. As defined by law, the COC reviews expenditures in connection with bond language as approved by voters. Mr. Miller noted that records and accounting have shown the District to be in good standing.

**First Reading – Tentative Agreement Between Taft College Faculty Association and West Kern Community College District – Compensation for SLO Coordinator (No Action)**

Dr. Daniels reported that review of the job position duties showed a need to decrease release time from 50 hours to 40 hours due to the evolution of the Student Learning Outcomes on campus.

**Request for Approval – Change Order #1 – Interior Lighting Retrofit – Credit of $2,610.51**

Brock McMurray, Executive Vice President of Administrative Services, reported that a credit was due on the Proposition 39 energy efficiency project to retrofit the interior lighting on campus. On a motion by Trustee White, seconded by Trustee Long and unanimously carried, the request was approved (copy attached to official minutes).

**Request for Approval – Change Order #1 – S-4 Fume Hood – Credit of $6,384.25**

Mr. McMurray stated the project was finished with a credit due to the District. On a motion by Trustee Orrin, seconded by Trustee Long and unanimously carried, the request was approved (copy attached to official minutes).

**Request for Approval – Notice of Completion – S-4 Fume Hood Project**

Mr. McMurray said the project is now complete and the process requires District approval for the contractor to receive final payment. On a motion by Trustee White, seconded by Trustee Orrin and unanimously approved, the request was approved (copy attached to official minutes).

**Request for Approval – Reserved Parking**

Dr. Daniels discussed that the four reserved parking places were requested by the Board for two Veteran spaces, a space for an employee of the month and a place for the Superintendent/President. On a motion by Trustee White, seconded by Secretary Campos and unanimously carried, the request was approved.

**First Reading – Board Policy #7250 – Educational Administrators (No Action)**

Dr. Daniels stated that the policy was being updated to comply with legislation language in regards to retreat rights for educational administrators.

**PRESENTATION – Human Resources Report**

Heather Meason, Executive Director of Human Resources, presented a PowerPoint reporting an update on the demographics for the District (copy attached to official minutes). Many employee demographics remained flat. The HR department is broadening the recruitment effort to raise diversity in candidates. Ms. Meason shared information from California Community Colleges as well as legislation that strengthens the District’s goal to improve employee diversity. She shared a few examples of steps recently taken to reach a more varied pool of candidates and explained how an applicant tracking system would also give the department the tools they need for reporting and further analysis.

**CONSENT AGENDA:**

1. Request for Approval – ACCJC Annual Report

1. Request for Approval – Memorandum of Understanding (MOU) Between West Kern Community College District (WKCCD) and Taft Union High School District (TUHSD) Dual Enrollment Program and Concurrent Enrollment Program
2. Request for Approval – New Courses
3. Request for Approval – Distance Learning
4. Request for Approval – Course Revisions
5. Request for Approval – 2018/19 Request for Authorization to Transfer Unrestricted General Funds to Futuris Public Entity Investment Trust Program for Post-Employment Benefits; $543,900
6. Request for Approval – Four-Day Workweek Policy
7. Request for Approval – Records Destruction; $1,575.00
8. Request for Approval – Satisfaction of Transistion to Independent Living (TIL) Interfund Balance
9. Request for Ratification – Surfacing Proposal from Courts and Greens; $59,950.00
10. Request for Approval – 2017-2020 Property and Casualty Claims Administration Services Agreemetn, Amendment #2; 7/1/19 – 6/30/20
11. Request for Approval – Contract with Strata Information Group (SIG) for Consulting Services for Banner Student; 152-164 Hours; $25,840.00 - $32,980.00
12. Request for Approval – Purchase of Nine Automated External Defibrillators (AEDs) for the District; $11,319.39
13. Request for Approval – C.A. Reding Contract; $9,169.13
14. Request for Approval – Continuation of Subscription to Turnitin Feedback Studio; 8/1/19 – 7/31/20; $9,022.65
15. Request for Approval – Southern Computer Warehouse (SCW) Contract; $8,644.19
16. Request for Approval – IBM Cognos Framework Reporting Model Creation; 4/11/19 – 6/30/19; $7,000.00
17. Request for Approval – SchoolDude.com Contract Renewal; 7/1/19 – 6/30/20; $5,082.53
18. Request for Ratification – Newton Applicant Tracking System; Month to Month with a 30 Day Cancellation Notice; $333.00 per Month with 2 Months Free
19. Request for Ratification – Contract for Professional Services with Amber Anderson for Assistance with Registration Procedures and Processes; 4/1/19 – 5/24/19 (Not to Exceed 48 Hours); $100.00 per Hour
20. Request for Approval – Ray Morgan Company Renewal for Copier Maintenance Agreement #CN921-04; 5/1/19 – 4/30/20; Estimated $2,200.00
21. Request for Approval – Advertisement in NACDA Convention Program Honoring Kanoe Bandy as a Recipient of the Under Armor JC Athletic Director of the Year; $1,800.00
22. Request for Approval – Facilities Use Agreement with Taft Union High School for the 2018-19 Graduation Practice and Ceremony; 5/24/19; $50 per Hour Labor Fee
23. Request for Approval – Facilities Use Agreement with the West Side Recreation and Park District for Taft College’s Summer 2019 Water Aerobics Courses; 6/10/19 – 8/1/19; $920.00
24. Request for Approval – Event Rental Contract with the Fort Preservation Society for the EOPS/Care & CalWORKS End of Year Dinner to Recognize Academic Achievements by our EOPS, CARE and CalWORKS Students; 5/16/19; $300.00
25. Ratification of the March 2019 Vendor Check & Purchase Order Registers

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

**PUBLIC COMMENTS ON ITEMS OF GENERAL INTEREST**

There were no comments made.

**EMPLOYMENT**

On a motion by Secretary Campos and seconded by Trustee Long, 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 Campo, 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, March 2019
4. Student Organization and Special Accounts, March 2019
5. Funds Deposited in County Treasury, March 2019

**Trustee Reports**

Trustee Orrin mentioned the TC Bookstore program to rent suits for interviews and such. She commended the staff for finding ways to prepare students for opportunities.

President Cole welcomed Richard Treece and noted that the tour prior to the Board meeting showed a lot of effort already made by him and department staff.

**Academic Senate**

Diane Jones reported on behalf of the Academic Senate. The AS approved the annual report to the ACCJC and supported applying for Online CTE Pathways grant and the Student Services effort to establish processes that will prevent any auto-awarding of certificates/degrees. The AS discussed future events and has a team attending the Spring Plenary.

**Information Services**

Andrew Prestage, Executive Director of Information Services, stated that efforts to increase technological security are ongoing. Due to budgetary concerns while adapting to a new funding formula, the District will not be completing the entire campus printer project but will be making improvements to campus copy centers in an effort to improve quality and cost of printing.

**Child Development Center (CDC)**

Meghan Hall-Silviera, Director of the CDC, told the Board that the center is prepared for the rubber surface project, which is to be poured soon. She thanked Mr. Treece and his staff for their support in organizing the ongoing modifications to the CDC facility.

**Foundation**

Sheri Horn-Bunk, Executive Director of Foundation and Institutional Advancement, reported on the success from the West Kern Petroleum Summit. The event was not only informative but brought new contacts to the Foundation.

**EOPS/CARE & CalWORKS**

Morgan Sanchez, the department Technician, told the Board the details for the program’s End of Year dinner and stated staff are excited to have Secretary Campos as a speaker at the event.

**CSEA, Chapter #543**

Jeanene Robertson, Vice President of Chapter #543, shared the success of the annual CSEA fundraiser to fund a scholarship. $1,300 were raised from 27 donated desserts. This was the highest grossing fundraiser in 10 years for the group. Classified week planning is in the works and President Greg Hawkins reported the general details for the week.

**Career Technical Education**

Jessica Grimes, Interim Dean of Instruction and CTE, provided department work in the area of the Central Valley Consortium – Online Education Initiative as well as networking with Aera Energy to promote safety courses.

**Instruction**

Dr. Leslie Minor, Vice President of Instruction, told the Board that registration is successfully underway. Instruction is also in the process of recruiting three fulltime faculty members. Dr. Minor recently accompanied PTK honoree Brittany Long to a state award function. She noted that Taft was represented well from a very competitive community college system.

**Campus Safety & Security**

Kevin Altenhofel, Director of Campus Safety and Security, told the Board that interdepartmental communications are ongoing in an effort to make safety improvements.

**Student Services**

Severo Balason, Jr., Vice President of Student Services, gave a brief update on the work with Taft Union High School District within the California Academic Partnership Program (CAPP). The program will be administering 197 student success navigator assessments to TUHS sophomores. Mr. Balason also reminded the Board of the upcoming Al Baldock Memorial Golf Tournament.

**Transition to Independent Living**

Aaron Markovits, Director of TIL, told the Board that he recently attended the KEDC Economic Summit and TIL staff have also attended a variety of conferences. He recently was able to advocate for legislative support in Sacramento and also hosted local representation in a tour of TIL facilities. Alumni events and student activities are ongoing as are efforts to recruit for a full Fall semester class. Aaron Jackson, TIL student intern, told the Board that he is reviving the TIL Times newsletter to communicate with the rest of the College Campus.

**Dental Hygiene**

Dr. Vickie Kimbrough, DH Director, told the Board that students are still in the process of taking necessary state examinations. She thanked the Board for the demonstrated support of the program.

**REPORT OF THE SUPERINTENDENT**

ACCJC Visit

Dr. Daniels chaired an accreditation committee on behalf of the Accreditation Commission for Community and Junior Colleges. She reported that the visit and team were both wonderful and she was able to get a better understanding of current processes for ACCJC compliance in preparation of our upcoming accreditation cycle.

Joint Board Meeting

The annual spring Joint Board meeting with Taft Union High School District was held. The meeting was informative on the partnership activities to prepare students towards academic and career goals. She commended TUHS foods students for also providing the Boards with a great meal.

Recognitions

Dr. Daniels recently attended a state luncheon that recognized the 2017-18 women’s volleyball team as the Scholar Team of the Year. She commended students and staff for their efforts on the court and in the classroom.

Dr. Daniels also participated in the TUHSD Honors Night for graduating seniors. This year 78 merit awards were earned and 58 of those were present at Honors Night for Dr. Daniels and President Cole to honor in person.

Other

Dr. Daniels hosted a campus tour for local legislative representatives. The tour covered the general campus and the TIL, Dental Hygiene, and Child Development programs. She also noted that April is national community college month. Dr. Daniels thanked the Foundation for the West Kern Petroleum Summit and told the Board that the partnership between the Foundation and West Side Recreation and Park District will benefit the community by providing a much needed event space.

**CONTINUATION OF CLOSED SESSION**

On a motion by Trustee White, seconded by Trustee Orrin and unanimously carried, the Board reconvened in Closed Session at 7:40 p.m.

**RECONVENE IN PUBLIC SESSION; ANNOUNCE CLOSED SESSION ACTIONS**

At 8:03 p.m., it was moved by Trustee Orrin, seconded by Trustee Long and unanimously carried, to reconvene in Public Session. President Cole reported there was no action taken in Closed Session.

**NEXT MEETING**

The next monthly meeting is scheduled for Wednesday, May 8, 2019, at 5:00 p.m.

**ADJOURNMENT**

At 8:04 p.m., on a motion by Trustee Long, seconded by Secretary Campos and unanimously carried, the meeting was adjourned.

Respectfully Submitted:

Emmanuel Campos, Secretary