

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

REGULAR MEETING

August 14, 2019

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 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 5:01 p.m. it was moved by Trustee Orrin, 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, 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 5:59 p.m., it was moved by Secretary Campos, seconded by Trustee Orrin and unanimously carried, to reconvene in Public Session. President Cole reported there was no action taken in Closed Session.

PLEDGE OF ALLEGIANCE

President Cole led the pledge of allegiance.

PUBLIC COMMENT ON OPEN SESSION ITEMS

No comments were heard.

GENERAL COMMUNICATIONS

Vice President of Instruction Dr. Leslie Minor introduced five new faculty members: Nathan Cahoon, Amble Hollenhorst, Salvador Jiminez Murguria, Jason Page and Lori Travis.

There was a celebratory recess at 6:22 p.m. to welcome the new faculty.

QUARTERLY INVESTMENT REPORTS

District Investment Advisors Dave Ivarie, of Morgan Stanley reviewed the quarterly report of the WKCCD General Obligation Bond Portfolio and Facilities Reserve for the quarter ending June 30, 2019 (copies attached to the official minutes). Mr. Ivarie reported that the GO Bond Portfolio gained income of \$24,016.00 for the quarter with an ending value of \$4,069,817.00. The projected 12-month portfolio coupon income is \$83,230.00 with \$5,263,579.00 total income earned since inception. He 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. Ivarie reviewed the highlights of the Facilities Reserve including income for the quarter of \$66,234.00 and an ending value of \$9,847,559.00. He also noted the projected 12-month portfolio coupon income of \$278,614.00 and \$5,288,832.00 total income earned since inception. He reviewed the asset and credit sector allocation and the portfolio maturity distribution, as well as confirming continuing compliance with state code and regulations.

PRESENTATION - Title IX Overview

Athletic Director Kanoe Bandy presented information on the College's compliance with Title IX (PowerPoint attached to official minutes). Through discussion of the College's strengths and challenges, Ms. Bandy explained the path ahead for athletic programs to remain compliant with Title IX standards. Due to complexity of the compliance standards, there are multiple tests completed in college data to prove compliance. Taft College is Title IX compliant under test 3. Ms. Bandy also reviewed department considerations that are included in the compliance and how it affects decision making.

APPROVAL OF MINUTES

On a motion by Trustee Long, seconded by Trustee Orrin and unanimously carried, the minutes of the Regular Meeting held July 10, 2019 were approved.

NEW BUSINESS

First Presentation - Updated Board Policies

#2100 - Board Elections

#3430 - Prohibition of Harassment

- #3810 - Claims Against the District
- #4250 - Probation, Dismissal and Readmission
- #5015 - Residence Determination
- #5020 - Non-Resident Tuition
- #5050 - Student Success and Support Program
- #7340 - Leaves

Dr. Daniels explained that the Board Policies have been reviewed and updated per Community College League of California's Policy and Procedure Program. The updates are non-material changes but meet requirements for legal standards.

CONSENT AGENDA:

- A. Request for Approval - Agreement with Foundation for California Community Colleges (FCCC) to Provide Microsoft Campus Agreement 2019 with Computerland of Silicon Valley; 9/16/19 - 9/15/20; \$34,411.00
- B. Request for Approval - Contract with Strata Information Group (SIG) for Consulting Services for Financial Aid During the 2019-20 Academic Year; 88-96 Hours; Up to \$19,720.00
- C. Request for Approval - New Alternative Fuel Vehicle Purchase through the Public Benefit Grants Program; District to Pay Taxes Only
- D. Request for Approval - Consultant Agreement with McNeil and Associates, LLC for Professional Development Services; 9/1/19 - 6/30/20; For up to 7 Employees at the Cost of \$3,150.00 per Month, \$3,000 (Travel Inclusive) for Face-to-Face Session/Meeting Day
- E. Request for Approval - Agreement with Dr. Idahlynn Karre - Consultant for Management and Leadership Training; \$2,700.00 per Session Up to Eight Sessions (Includes Travel and Expenses); District Will Pay for Hotel Accommodations
- F. Request for Approval - Annual Renewal of IBM SPSS Statistics Base Concurrent User Subscription and Support - Quote #18423844; 9/1/19 - 8/31/20; \$12,065.90
- G. Request for Ratification - 3-Year Renewal Agreement with Daikin for Chiller Maintenance; Effective 8/1/19; Year One Cost of \$1,070.25
- H. Request for Approval - Aramark Uniform Services Contract; Effective for 36 Months; \$534.84 per Month
- I. Request for Ratification - CPR/AED Training for Administrators and Campus Safety Personnel Provided by Cintas Corp.; 26 Personnel Total Cost \$2,522.00
- J. Request for Ratification - Agreement with AVID for Higher Education - Membership, Professional Development Trainings, Materials and Resources; 7/1/19 - 6/30/20; \$900.00 plus Applicable Taxes
- K. Request for Approval - Two-Year Contract Renewal with CAKE Corporation for Point-of-Sale System for Cafeteria; 24 Month Service Agreement; \$49.00 per Month
- L. Request for Approval - Training Services Agreement with Westside Energy Services Training and Education Center, Inc. (WESTEC) - Active Shooter Training for Faculty and Staff; 8/23/19; Flat Fee of \$350.00
- M. Request for Approval - Facility Request for West Side Recreation and Parks District (WSRPD) Gymnasium; 8/20/19; \$195.00 for WSRPD Labor

N. Ratification of the July 2019 Vendor Check & Purchase Order Registers

On a motion by Trustee Long, seconded by Secretary Campos and unanimously carried, Consent Agenda Items A – O 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: 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 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
6. Report of Investments at U.S. Bank Global Corporate Trust Services and the Bank of New York Mellon Trust Company, N.A. as of June 30, 2019

Administrative Services

Brock McMurray, Executive Vice President of Administrative Services, reported that after attending a statewide meeting the funding status from 2018-19 remains uncertain.

Faculty Association

Ruby Payne, President of the Faculty Association, said that faculty are returning to campus. She welcomed new faculty members.

Human Resources

Heather del Rosario, Vice President of Human Resources, gave a brief summary of summer projects that included several new hires/recruiting, system improvements with employee data and now open enrollment.

TIL

Aaron Markovits, Director of the Transition to Independent Living Program, said that staff have worked with Business Services to train on District procedures and 52 students have begun the program. TIL staff are also working to reach alumni for surveying and networking purposes. He reminded the Board of the Casino Night to be held in September.

Campus Safety and Security

Kevin Altenhofel, Director of Campus Safety and Security, stated that AED units will soon be available in more locations on campus. The campus will also have 26 trained personnel in the use of CPR/AED.

Child Development

Meghan Hall-Silveira, Director of the Child Development Center, gave an update on facility projects at the center. She also reported professional development training has been ongoing this summer to assist in licensure for employees. The staff have also worked with Foundation staff to provide tours to Foundation industry partners.

CTE

Jessica Grimes, Dean of Instruction and Career Technical Education, told the Board that a recent job/college fair in the community served 17 vendors and 100 attendees. This summer there were five STEM camps and that industry advisorship is on the rise.

WESTEC

Bill Rector, Executive Director of WESTEC, reported that enrollment is strong. His staff is working with District staff to prepare/train for a first responder training session.

Institutional Research

Xiaohong Li, Executive Director of Institutional Research, said that Program Review work is underway with a session held during inservice. She also noted that the District Quick Stats brochure is complete and the foundation for an IR database has been built.

Dental Hygiene

Dr. Vickie Kimbrough, Director of Dental Hygiene, told the Board that the program has new equipment and software ready to start the fall semester.

Student Success

Dr. Windy Martinez, Dean of Student Success, shared data from a recent open day for community to be served by Student Services. She also reported that she recently at a national conference on the topic of serving students of trauma. Dr. Martinez also thanked the District for the summer leadership training sessions.

Information Services

Andrew Prestage, Executive Director of Information Services, reported that the new copiers are installed and training for staff is underway. There is also a new scantron machine. He also noted that work with IR to streamline data practices is ongoing.

Business Services

Amanda Bauer, Director of Fiscal Services, told the Board about the recent visit from the new audit team. She also told the Board that preparation for a timely 2019-20 budget is occurring.

Student Services

Severo Balason, Vice President of Student Services, said that College staff will be present at the Taft Union High School Back to School night to be held next week. This will assist in outreach and ongoing AB 705 work through the CAPP program.

Instruction

Dr. Leslie Minor, Vice President of Instruction, reported that enrollment remains strong for the fall semester.

REPORT OF THE SUPERINTENDENT/PRESIDENT

Dr. Daniels said that summer tours with Foundation prospective partners went well. She also noted that she hosted employees for an anniversary ice cream social and attended a Taft leaders' luncheon with Congressman Kevin McCarthy. Dr. Daniels recounted the topics of the summer Leadership 101 series. She again noted the presence of College recently hired faculty members, who were among many honored at an annual Rotary education luncheon. She reminded the Board of the upcoming Welcome Back breakfast.

NEXT MEETING

The next monthly meeting is scheduled for Wednesday, September 11, 2019, at 5:00 p.m.

ADJOURNMENT

At 7:25 p.m., on a motion by Secretary Campos, seconded by Trustee Long and unanimously carried, the meeting was adjourned.

Respectfully Submitted:

Emmanuel Campos, Secretary