

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

REGULAR MEETING

November 13, 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. Secretary Emmanuel Campos and trustees Michael Long and Billy White were present. Dr. Kathy Orrin 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 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/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 6:00 p.m., it was moved by Secretary Campos, seconded by Trustee Long 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. A00310173. The vote was 4 to 0, with all members voting yea and no members voting nay.

PLEDGE OF ALLEGIANCE

President Cole led the pledge of allegiance.

PUBLIC COMMENT ON OPEN SESSION ITEMS

No comments were heard.

GENERAL COMMUNICATIONS

There were no general communications.

QUARTERLY INVESTMENT REPORT

District Investment Advisors Dave Ivarie, of Morgan Stanley, and Mike Urner, of Wells Fargo, reviewed the quarterly report of the WKCCD General Obligation Bond Portfolio and Facilities Reserve for the quarter ending September 30, 2019 (copies attached to the official minutes). Mr. Urner reported that the GO Bond Portfolio gained income of \$25,146.00 for the quarter with an ending value of \$4,097,511.00. The projected 12-month portfolio coupon income is \$89,014.00 with \$5,288,725.00 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. Urner reviewed the highlights of the Facilities Reserve including income for the quarter of \$80,749.00 and an ending value of \$9,745,228.00. He also noted the projected 12-month portfolio coupon income of \$293,408.00 and \$5,369,581.00 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 - International Neuromyths Study

Dr. John Eigenauer, Philosophy professor, presented a synopsis of a professional study he participated in, "International Study: Neuromyths and Evidence-Based Practices in Higher Education," (PowerPoint copy attached to official minutes). As an expert panel member and representative of the community college community, Dr. Eigenauer assisted Dr. Kristen Betts (project lead) on the study of unsupported myths involving the brain and learning processes. He shared details from the study and noted its success in publication.

APPROVAL OF MINUTES

On a motion by Trustee White, seconded by Trustee Long and unanimously carried, the minutes of the Regular Meeting held October 9, 2019 were approved.

NEW BUSINESS

Request for Approval – Resolution Authorizing the Execution, Delivery and Sale of Certificates of Participation in the Maximum Aggregate Principal Amount of \$15,000,000 to Provide Financing for the Student Center Project at Taft College, and Approving Related Documents and Actions

Jeff Small of Capital Public Finance Group told the Board that the recommended action is a common way to lower public bond debt. On a motion by Trustee White, seconded by Trustee Long and unanimously carried, the item was approved (copy attached to official minutes).

Request for Approval – Out of Country Travel – Zero Project Conference – Austria – United Nations

Dr. Daniels explained that the Taft College Foundation had received funding through partner Adminitrust to provide travel/participation at a United Nations conference. The Taft College Transition to Independent Living program will be presented by TIL Director Aaron Markovits, TIL Direct Support Facilitator John Dodson and Foundation Director Sheri Horn-Bunk in February 2020. On a motion by Trustee Long, seconded by Secretary Campos and unanimously carried, the travel was approved.

First Reading – Tentative Agreement Between CSEA Chapter #543 and WKCCD – Electronic Time Clocks and Time Keeping System (No action)

Dr. Daniels reported that the bargaining unit had discussed and decided how to transition from paper timekeeping system to an efficient and accurate time clock and time keeping system.

First Reading – Board Policy #7365 – Discipline and Dismissal – Classified Employees (No Action)

Dr. Daniels stated the update to Board Policy #7365 was to divide it into a Board Policy and an Administrative Procedure.

CONSENT AGENDA:

A. Request for Approval – 2021-2022 Academic Calendar

B. Request for Approval – Course Inactivation

Liberal Arts Division

ART 1850 Website Production

ART 1860 Introduction to Computer for Web and Multimedia

C. Request for Approval – Resolution Authorizing the Kern County Auditor-Controller to Release Excess Impounded Local Tax Revenues

D. Information Item – CCFS-311Q for the 1st Quarter Ending September 30, 2019

E. Information Item – CCFS-311A for the Fiscal Year Ended June 30, 2019

F. Information Item – WKCCD Budget Development Calendar for Fiscal Year 2019-20

- G. Request for Ratification - Department of Education Agreement California State Preschool Program, Contract #CSPP-9133, Amendment 1; 7/1/19 - 6/30/20
- H. Request for Ratification - Department of Education Agreement General Child Care and Development Programs, Contract #CCTR-9056, Amendment 1; 7/1/19 - 6/30/20
- I. Request for Approval - Award Anatomy Equipment Bid to GTSimulators by Global Technologies
- J. Request for Ratification - Award of the WESTEC Building Number 65 Re-Roofing Project to Garcia Roofing; \$38,765.00 (Additional Costs May Include Deck Repair and Wood Facia)
- K. Request for Approval - SmartCatalog Services and Licensing 3-Year Agreement for 2020-2023 between Watermark Insights, LLC and Taft College; 3 Year Agreement Commencing 2/1/20 and May be Renewed for up to Additional 2 Years
- L. Request for Approval - Synapse Laserfiche Software Support Annual Renewal LSAP 2019/20; 11/29/19 - 11/28/20; \$4,343.70
- M. Request for Approval - Extension of Lease Agreement with Taft Plaza for the Rental Space Located at 515 S. Finley Drive, Taft, CA 93268, in Taft Plaza; 12/15/19 - 12/14/20 with Cancellation at Any Time with 60 Day Notice; \$1,907.00 per Month
- N. Request for Approval - Agreement with The Learning Underground for Hosting & Associated Services; 1/1/20 - 12/31/20; \$2,000.00
- O. Request for Approval - Agreement with Quicksilver Software, Inc. to Update TC-Stats Software Package; \$950.00 for iOS13 Compatibility and Up to \$500.00 for Maintenance and Enhancements if Requested
- P. Request for Approval - DJ ASH B, Ashley Brown Contract for Professional Services for Disc Jockey Services; 12/12/19; \$350.00
- Q. Request for Approval - Taft Masonic Building Corporation Hall Association Use and Event Agreement with Taft College; 12/12/19; \$200.00
- R. Request for Ratification - Agreement between Chabot-Las Positas Community College District on Behalf of its California Early Childhood Mentor Program and Taft College for 2019-20; 7/1/19 - 6/30/20; Mentor Program to Cover Expense
- S. Ratification of the October 2019 Vendor Check & Purchase Order Registers

On a motion by Secretary Campos, seconded by Trustee Long and unanimously carried, Consent Agenda Items A – S 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 White, Employment Items A – E were approved by the following vote (Employment Items A – E (*Appendix I & II*) are attached to official minutes):

Yes: Emmanuel Campos, Dawn Cole, Michael Long, and Billy White

No: None

Abstain: None

Absent: Dr. Kathy Orrin

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 2019/20
2. Expenditure Accounts (Account Level 1) FY 2019/20
3. Expenditure Detail of \$10,000.00 or Greater, October 2019
4. Student Organization and Special Accounts, October 2019
5. Funds Deposited in County Treasury, October 2019
6. Report of Investments at U.S. Bank Global Corporate Trust Services & The Bank of New York Mellon Trust Company, N.A. as of September 30, 2019

Associated Student Organization

Whisper Lynn Null, Student Trustee, reported on the upcoming ASO & Student Resource Center drive for food and supplies. This year they have identified 8 families of students in need. There will also be a celebration of 2nd year athletes tomorrow in the Quad during lunch time.

Instruction

Dr. Leslie Minor, Vice President of Instruction, thanked the Board for the purchase approval of science equipment and supplies. She also announced faculty hiring and transitions occurring before the start of the Spring semester. She thanked Distance Education Director Adam Bledsoe for his time in the role and welcomed him back to the classroom fulltime. Recently, Dr. Minor attended a conference on the topic of strategic enrollment management.

Information Services

Andrew Prestage, Executive Director of Information Services, provided a brief update of services rendered to events and classrooms.

Dental Hygiene

Dr. Vickie Kimbrough, Director of Dental Hygiene, stated that the \$25,000 Synagro donation given during the Cougar Cookout has been used for program needs. The students were honored to receive the donation and to assist in the event. Staff are working on creating a pathway that bridges students from the program to employment.

Student Services

Severo Balason, Vice President of Student Services, reported that priority registration is going well. Recruitment for a Director of Admissions and Records has begun.

Institutional Research

Xiaohong Li, Executive Director of Institutional Research, said that Strategic Action Plan committee work has been a recent focus. Also, the department has promoted Brandy Young to a Senior Research Assistant after a successful recruitment effort.

Foundation

Sheri Horn-Bunk, Executive Director of Foundation and Institutional Advancement, thanked the Board on behalf of Bob and Judy Hampton. The Hampton's were honored as the Spirit Award winners at the Cougar Cookout and wished to thank all involved for the special event. Ms. Horn-Bunk also thanked the Board for their attendance at a luncheon during a Phillips 66 \$25,000 donation to the Career Technical Education program. This weekend the Foundation will host Blast from the Past in honor of the Hall of Fame inductees. The casual event will give inductees, alumni, staff and community members a time to network and share memories.

Human Resources

Heather del Rosario, Vice President of Human Resources, express gratitude for the support from the Board and the Taft College Classified Collective Bargaining Committee in the effort to adopt the usage of a timeclock system. Implementation will be conducted from HR staff as well as Business Services staff. The department has assisted in receiving inclusion in a free integration project with Cornerstone, an education/training system.

Distance Education

Adam Bledsoe, Director of Distance Education, told the Board he was grateful for their support and his experience as the Director of Distance Education. Distance Education Coordinator Nicole Avina reported that a local survey of DE students gathered many motivational stories to share with staff and potential students. She shared one such testimony of success through the College's Distance Education courses.

Fiscal Services

Amanda Bauer, Executive Director of Fiscal Services, told the Board that the audit team will deliver a draft to the District. The audit will come before the Board in December.

Administrative Services

Brock McMurray, Executive Vice President of Administrative Services, recently attended a Chief Business Officer's meeting to obtain information on the Student Centered Funding Formula. Updated metrics for the SCFF are expected in February 2020. District staff and AP Architects are working with Colombo Construction on finalizing paperwork so that work can resume on the Student Center project.

REPORT OF THE SUPERINTENDENT/PRESIDENT

Community Events

Dr. Daniels recently attended the Taft City Council meeting and promoted College events. She was part of a College "team" that attended the Women Inspiring Girls Girl Scout Event in Bakersfield. This morning she and Trustee White were among many at the Kern Economic Development Committee's Energy Summit. The summit provided insight to the local economic climate.

College Events

The campus has been busy with many events. Dr. Daniels highlighted a Career and Transfer Fair, the 10th Annual Cougar Cookout, Pizza with Administrators, the many Halloween events hosted by College groups, and the Phillips 66 luncheon in honor of their donation.

Legislative Meeting

Dr. Daniels hosted a meeting with local representatives Senator Shannon Grove and Assemblyman Vince Fong. She invited Associated Student Organization and Board of Trustee members. The meeting was a discussion on issues in higher education and experiences from our students.

NEXT MEETING

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

ADJOURNMENT

At 7:08 p.m., on a motion by Trustee White, seconded by Trustee Long and unanimously carried, the meeting was adjourned.

Respectfully Submitted:

Emmanuel Campos, Secretary