

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

**REGULAR MEETING**

**February 13, 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 Secretary Campos, 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/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 6:00 p.m., it was moved by Trustee White, seconded by Trustee Orrin and unanimously carried, to reconvene in Public Session. President Cole reported there would be a continuation Closed Session.

**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.

#### **APPROVAL OF MINUTES**

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

#### **NEW BUSINESS**

##### **Request for Approval - West Kern Community College District Annual Financial Report, June 30, 2018 (Presentation)**

Amanda Bauer, Director of Fiscal Services, introduced David Schmidt of Vavrinek, Trine, Day and Company. Mr. Schmidt reviewed the audit report in detail (copy attached to official minutes). On a motion by Trustee White, seconded by Trustee Orrin and unanimously carried, the audit was approved (copy attached to official minutes).

##### **Request for Approval - Proposition 39 Measure A General Obligation Bonds Audit Report for the Year Ended June 30, 2018 (Presentation)**

Mr. Schmidt of Vavrinek, Trine, Day and Company. Mr. Schmidt reviewed the Measure A audit report in detail (copy attached to official minutes). On a motion by Trustee White, seconded by Trustee Orrin and unanimously carried, the audit was approved (copy attached to official minutes).

##### **Second Reading and Request for Approval - Tentative Agreement Between Classified School Employees Association (CSEA) Chapter #543 and West Kern Community College District (District) Vacation Leave Use**

Dr. Daniels said that this agreement lessens the time required by new classified employees to serve from one year to 90 days in order to utilize accrued vacation leave (copy attached to official minutes). On a motion by Trustee Long, seconded by Trustee White and unanimously carried, the agreement was approved.

##### **Second Reading and Request for Approval - Tentative Agreement Between Classified School Employees Association (CSEA) Chapter #543 and West Kern Community College District (District) Salary Schedule Step Changes**

Dr. Daniels reported that data from other institutions had been used in the bargaining process to determine the addition of three steps to the classified salary schedule that would recognize the value

to retaining long-term employees (copy attached to official minutes). On a motion by Trustee Orrin, seconded by Trustee White and unanimously carried, the agreement was approved.

**CONSENT AGENDA:**

- A. Information Item – CCFS-311Q for the 2<sup>nd</sup> Quarter Ending December 31, 2018
- B. Request for Approval – Course Revisions  
Social Science Division  
PSYC 1500 Instruction to Psychology  
  
Applied Technologies Division  
IES 1102 Passport Safety Training
- C. Request for Approval – New Course  
Learning Support Division  
STSU 1530 Transitioning from High School to College
- D. Request for Approval – Notice of Release of Grant or Categorically Funded or Temporary Faculty
- E. Request for Approval – ABTECH Technologies Quotation #ABTQ6420 Red Hat Software License for IT Servers; 3/20/19 – 5/30/20; \$7,620.21
- F. Request for Approval – Request for Purchase of Online Counseling Technology/Computer Equipment; \$6,836.45
- G. Request for Approval – PortalGuard Invoice #012119-S3 Annual Renewal for PortalGuard Software License, Technical Support & Maintenance Contract; 4/27/19 – 4/26/20; \$5,000.00
- H. Request for Approval – Annual Tutor Trac Hosting & Support Agreement with Redrock Software Corp.; 3/1/19 – 2/28/20; \$1,964.10
- I. Request for Approval – Contract for Professional Services with Lachelle Farewell for Assistance with Transcription of Video and Audio Recordings; 2/14/19 – 4/30/19; \$65.00 per Hour (Not to Exceed \$1,300.00)
- J. Request for Approval – Agreement with Quicksilver Software, Inc. to Update TC-Stats Software Package; 2/14/18 – Target Completion of App 3/15/19; \$950.00 for iOS 12 Compatibility and Up to \$500.00 for Maintenance and Enhancements if Requested
- K. Request for Approval – agreement with Author Amy Silverman to Speak to Taft College English 1500 and Disability Studies Students; April 11-12, 2019; \$500.00 plus Maximum Travel Expenses of \$500.00 at Established Rate Paid to District Employees
- L. Request for Ratification – Contract for Professional Services with Chris Ruiz for Sports Information/Webmaster Services for the Taft College Athletics Programs/Website; 2/1/19 – 5/31/19: \$500.00 per Month

- M. Request for Ratification – Agreement between the Chabot-Las Positas Community College District on Behalf of its California Early Childhood Mentor Program and Taft College for 2018-19; 8/1/19 – 6/30/19
- N. Request for Ratification – Training Services Agreement with Westside Energy Services Training and Education Center, Inc. (WESTEC) – Active Shooter Training for Faculty and Staff; 1/10/19; \$350.00
- O. Ratification of the January 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 items A – O are attached to official minutes).

#### **PUBLIC COMMENTS ON ITEMS OF GENERAL INTEREST**

There were no comments made.

#### **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 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, January 2019
4. Student Organization and Special Accounts, January 2019
5. Funds Deposited in County Treasury, January 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 December 31, 2018

### **Trustee Reports**

Trustee Orrin reported on the CCLC Legislative conference and the discussions that centered on the impact of community colleges within the communities they serve. She commended staff for participation and attendance at the forums for the Vice President of Instruction.

Secretary Campos appreciated the Legislative conference as well and noted that the information on the funding formula was a key piece of Board education provided at the event.

President Cole thanked the Foundation for the opportunity to attend the State of the County. She also recognized Foundation member Jan Ashley for being an honoree at the Chamber of Commerce annual awards ceremony.

### **Associated Student Organization**

Whisper-Lynn Null, Student Trustee, stated that ASO held a welcome back event and was thrilled at the attendance. ASO members were also available to new students during the first week of the semester to usher them to campus locations. Plans for student events are underway for the remainder of the semester.

### **Academic Senate**

Geoffrey Dyer, AS President, introduced Dr. Sharyn Eveland as the incoming AS President. Mr. Dyer reported action of the AS including endorsing the California Academic Partnership Program Guided Pathways Alignment Program grant application as well as the ranking of new faculty position requests.

### **Faculty Association**

Ruby Payne stated that a recent technology issue gave her and several department members an opportunity to appreciate the technology that is utilized on our campus and thanked faculty and staff for their work at getting the department's needs corrected.

### **Distance Education**

Adam Bledsoe, Director of Distance Education, reported that 35% students are taking at least one DE course. He noted that the work being done for the Online Education Initiative consortium is paving the way for the department to meet the current and future needs of the DE student population.

### **Business Services**

Amanda Bauer, Director of Fiscal Services, told the Board the department is finished with the tax documentation process for annual statements and is now in the process of budget preparation for the next fiscal year.

### **Transition to Independent Living**

Aaron Markovits, Executive Director of TIL, introduced Aaron Jackson as a TIL student intern. Mr. Jackson reported that TIL students are completing community service projects, which has provided opportunity for the students to learn many tasks by hands-on application.

### **Campus Safety & Security**

Kevin Altenhofel, Director of Campus Safety & Security, reported that he has been communicating with many campus stakeholders in an effort to make the campus smoke-free.

### **Foundation**

Sheri Horn-Bunk, Executive Director of Foundation and Institutional Advancement, said that the West Kern Petroleum Forum is almost sold out. The event will feature former and new participants as well as a legislative representative panel.

### **Student Services**

Severo Balason, Jr., Vice President of Student Services, reminded the Board of the upcoming annual fundraiser golf tournament.

### **CSEA, Chapter #543**

Greg Hawkins, President of Chapter #543, thanked the Board for support of the two agreements on tonight's agenda. He told the Board that 135 employees will benefit from these items, 110 of which that live in the District.

### **Information Services**

Andrew Prestage, Executive Director of Information Services, told the Board that a recent project was not going well but with the patience and assistance from faculty and staff, IT was able to fix the issue. He thanked the many staff members who supported the effort. The department is also in the process of reviewing safety technology lists and procedures.

### **Child Development Center**

Meghan Hall-Silveira, Director of the Child Development Center, reported that today Building 4 at the CDC was open for use. She also thanked Distance Education staff for making videos to help students, parents, and staff navigate the CDC while under construction.

### **Administrative Services**

Brock McMurray, Executive Vice President of Administrative Services, provided a report of campus facility projects including lighting, CDC improvements, athletic facility upgrades and the conversion of S-4 to a much needed chemistry laboratory.

### **REPORT OF THE SUPERINTENDENT**

#### Hutchison Engineering Promise Program

Dr. Daniels attended the orientation for the inaugural class for the Hutchison Engineering Promise Program. Students and some parents were on hand to network and celebrate as well as educate the students in available resources and program details.

#### Accreditation

Dr. Daniels reported that a Accrediting Commission for Community and Junior Colleges liaison held the first training to begin the accreditation cycle. New standards are in place for this cycle and key staff are working to familiarize themselves with the standards to prepare the campus community for their tasks in the accreditation process.

#### Events and Accolades

Dr. Daniels recapped the CCLC Legislative Summit, meetings with legislative representative Assemblyman Vince Fong and staff members of Senator Shannon Grove, the State of the County, and the Chamber of Commerce Installation event. With the support of the Board, the District was well represented at important events at local and state level. She commended Trustee White for his earned honor as Sportsman of the Year and Adam Bledsoe, Director of Distance Education, as Rotarian of the Year in the Taft chapter. Dr. Daniels also thanked the faculty/staff/students in the Engineering program for assisting a local group in an effort to build a monument in the Taft business district.

#### **NEXT MEETING**

The next monthly meeting is scheduled for Wednesday, March 6, 2019, at 5:00 p.m.

#### **CONTINUATION OF CLOSED SESSION**

At 7:10 p.m. it was moved by Trustee White, seconded by Trustee Orrin and unanimously carried, that the Board reconvene in Closed Session.

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

At 7:35 p.m., it was moved by Trustee White, seconded by Trustee Long and unanimously carried, to reconvene in Public Session. President Cole reported there was action in Closed Session.

On a motion by Trustee Long, seconded by Trustee Orrin, the Board took action on the item PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE by the following vote to approve and accept the resignation and agreement of Employee ID No. A00000378. The vote was five 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

On a motion by Secretary Campos, seconded by Trustee Long, the Board took action on the item PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE by the following vote to approve and accept the resignation and agreement of Employee ID No. A00107642. The vote was five 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

**ADJOURNMENT**

At 7:37 p.m., on a motion by Trustee White, seconded by Secretary Campos and unanimously carried, the meeting was adjourned.

Respectfully Submitted:

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Emmanuel Campos, Secretary