

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

REGULAR MEETING

October 14, 2020

The regular meeting of the Board of Trustees of the West Kern Community College District was called to order at 5:06 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. To ensure clarity the meeting was held via Zoom online.

PUBLIC COMMENT ON CLOSED SESSION ITEMS

No comments were heard.

CLOSED SESSION

At 5:07 p.m. it was moved by Trustee White, seconded by Trustee Orrin 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 - Potential Litigation, Pursuant to Paragraph (4) of
Subdivision (d) of Government Code Section 54956.9
- F. Student Discipline and Other Confidential Student Matters, Education Code Sections 35146,
48900 et. Seq. and 48912(b)

RECONVENE IN OPEN SESSION; ANNOUNCE CLOSED SESSION ACTIONS

At 6:00 p.m., it was moved by Trustee White, seconded by Secretary Campos 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

Dr. Debra Daniels presented President Cole and Trustee Long with certificates of recognition from the Kern County Superintendent of Schools for 10 years of service on the Board. Dr. Daniels also announced that the Transition to Independent Living program received notice that they will be awarded a TPSID grant to be disbursed over a 5-year period.

DISCUSSION - Board of Trustees Self-Evaluation

President Cole thanked administration for the reports during the Board retreat meeting held September 12, 2020. The information was used by trustees in a review of progress made on 2019-20 Board Goals. The adopted goals progressed well despite the interruption in the academic year with the interruption due to COVID-19. The Board discussed areas of continued focus and will bring the 2020-21 Board of Trustees Goals to a future meeting. President Cole thanked staff for efforts made towards progressing goals during an uncertain COVID-19 environment.

PRESENTATION - Annual Human Resources Recruiting Report

The presentation will be given at a future meeting.

APPROVAL OF MINUTES

On a motion by Secretary Campos, seconded by Trustee Orrin and unanimously carried, the minutes of the Regular Meeting held September 9, 2020 and the Special Meeting held September 12, 2020 were approved.

NEW BUSINESS

Request for Approval - 2020/21 West Kern Community College District Budget

Dr. Daniels stated that the budget was presented in detail during the study session prior to the regular meeting. She thanked College staff for the preparation of the budget and noted the resiliency shown during an unknown economic time due to COVID-19. On a motion by Trustee White, seconded by Trustee Long and unanimously carried, the budget was approved (copy attached to official minutes).

Second Presentation and Request for Approval - Proposed Salary Schedule Alignment of 2.32% Salary Schedule Alignment to the 2020-21 Faculty Salary Schedules, Appendix B-1, B-2 and B-3; Retroactive to 7/1/20

Dr. Daniels explained that the Frey Report determined a salary alignment of 2.32% was necessary. Typically the adoption of cost of living allowance (COLA) as determined by government figures assists in keeping salaries aligned. Due to current economic standing, COLA was not awarded. On a motion by Trustee Long, seconded by Secretary Campos and unanimously carried, the request was approved (copy attached to official minutes).

Second Presentation and Request for Approval – Proposed Salary Schedule Alignment of 2.32% to the 2020-21 Classified Salary Schedules, Appendix A; Retroactive to 7/1/20

Dr. Daniels said that it is recommended to also apply the 2.32% salary alignment to the classified salary schedules, as has been traditionally practiced. On a motion by Trustee Long, seconded by Secretary Campos and unanimously carried, the request was approved (copy attached to official minutes).

Request for Approval – Proposed Salary Alignment of 2.32% to the Administrative and Confidential 2020-21 Salary Schedules; Retroactive to 7/1/20

Dr. Daniels said that it is recommended to also apply the 2.32% salary alignment to the administrative and confidential salary schedules, as has been traditionally practiced. On a motion by Trustee Long, seconded by Secretary Campos and unanimously carried, the request was approved (copy attached to official minutes).

Request for Approval – Resolution 2020/21-04 – Establish a Student Rep Fee Trust Fund

Brock McMurray, Executive Vice President of Administrative Services, told the Board that legislation required a fee to be charged to students in connection with providing student representation at the state level. This fee is divided between the state and the local District and requires the District to collect the money in a trust account to be disbursed according to language in the legislation. Trustee Orrin expressed concern that this fee was put upon students unfairly by legislators. On a motion by Trustee White, seconded by Trustee Long and unanimously carried, the resolution was approved (copy attached to official minutes).

Request for Approval – Resolution 2020/21-05 – Authorizing and Approving the Borrowing of Funds for Fiscal Year 2020-21; The Issuance and Sale of a 2020-21 Tax and Revenue Anticipation Note Therefore and Participation in the Community College League of California Tax and Revenue Anticipation Notes Program

Mr. McMurray said that the TRAN program is utilized in times when cash flow from state tax disbursements may be deferred. The District is preparing in the event that funding deferral occurs due to COVID-19. It is unknown at this time if the District will need to actually utilize the TRAN program. On a motion by Trustee Long, seconded by Trustee Orrin and unanimously carried, the resolution was approved (copy attached to official minutes).

Request for Approval – Award TC 21-003 Cougar Dorm HVAC Replace Project; \$83,750.00

Dr. Daniels said that with the closure of campus the College is using the time to update the Cougar dorm heating/cooling system. 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 – Notice of Completion for the TC 19-20-006 Main Parking Lot Re-Seal and Re-Stripe

Mr. McMurray told the Board that this is the final step in the process to complete the project. On a motion by Secretary Campos, seconded by Trustee Orrin and unanimously carried, the request was approved (copy attached to official minutes).

First Presentation - Board Policy Revisions

- BP #2730 Board Member Health Benefits**
- BP #3550 Drug Free Environment and Drug Prevention Program**
- BP #4040 Library Services**
- BP #4220 Standards for Scholarship**
- BP #4235 Credit for Pryor Learning**
- BP #5010 Admissions and Concurrent Enrollment**
- BP #5030 Fees**
- BP #7330 Communicable Disease**
- BP #7362 Discipline and Dismissals Classified Administrators and Confidential Employees**
- BP #7385 Salary Deductions**
- BP #7510 Domestic Partners**

Dr. Daniels explained that these policies were reviewed and required minor revisions. The Policy and Procedure services were utilized as were administrative review for local compliance to current practice.

First Presentation - Board Policy Review

- BP #4050 Articulation**
- BP #4226 Multiple and Overlapping Enrollments**
- BP #4400 Community Service Programs**

Dr. Daniels stated that these policies were reviewed and remain accurate.

Request for Approval - Discontinuance - Board Policy #4070 - Auditing and Auditing Fees

Dr. Daniels told the Board that this policy is recommended for discontinuance due to it being redundant. The information in the policy is included in BP #5030. On a motion by Trustee Orrin, seconded by Trustee White and unanimously carried, the request was approved (copy attached to official minutes).

CONSENT AGENDA:

- A. Request for Approval - California Virtual Campus - Online Education Initiative (CVC-OEI) MOU for Grant Completion Support of the Final Report; 1/1/21 - 1/31/21; District to Receive Up to \$15,000.00

- B. 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 2020-21
- C. Request for Approval – Campus Safety and Security Assessment – National Association of Campus Safety Administrators (NACSA); \$2,000.00
- D. Information Item – Use of Proposition 55 Education Protection Account (EPA) Funds for FY 2020/2021
- E. Request for Approval – Arvin Union School District Piggyback Bid No. 2018-19-001
- F. Request for Approval – Agreement with Ocelot (CareerAmerica, LLC); 1/1/21 – 12/21/23; \$3,350.00 Annually
- G. Request for Approval – Renewal Agreement (Quote #122126726-1) with DAI Source for IBM Cognos; 11/1/20 – 10/31/21; \$9,323.11
- H. Request for Approval – 2021 Library Services Platform Program Participation; \$6,121.00
- I. Request for Approval – IssueTrak: One Year of IssueTrak Software Maintenance; 10/2020 – 10/2021; \$2,587.50
- J. Request for Ratification – Behavioral Health Training for TIL Staff; 8/15/20 – 10/31/20; Up to \$2,500.00 from Westside Healthcare District Grant
- K. Request for Ratification – Agreement with Yosemite Community College District, Child Development Training Consortium (YCCD/CDTC); 9/1/20 – 6/30/21; No Cost to the WKCCD
- L. Ratification of the September 2020 Vendor Check & Purchase Order Registers

On a motion by Trustee Long, seconded by Secretary Campos and unanimously carried, Consent Agenda Items A - L 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-C were approved as amended by the following vote (Employment Items *(Appendix I and II)* are attached to official minutes):

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

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 2020/21
2. Expenditure Accounts (Account Level 1) FY 2020/21
3. Expenditure Detail of \$10,000.00 or Greater, September 2020
4. Student Organization and Special Accounts, September 2020
5. Funds Deposited in County Treasury, September 2020
6. Employee Travel Report – September 2020

Academic Senate

Dr. Sharyn Eveland, President of the Academic Senate, shared with the Board that local Academic Senate has been reviewing area-authored resolutions and will decide which they will endorse. Work continues in developing integration practices for Academic Senate's involvement with Guided Pathways implementation. Dr. Eveland also noted that the fall plenary will still be held although it will be virtual.

Administrative Services

Brock McMurray, Executive Vice President of Administrative Services, told the Board that a team from CDWL completed their annual audit process this week. The financial audit report will be presented to the Board once finalized by the firm.

Student Services

Severo Balason, Vice President of Student Services, said that staff are currently preparing for priority registration for the spring semester.

Instruction

Dr. Leslie Minor, Vice President of Instruction, reported current activity from the Curriculum and Distance Education committees. There is an ongoing effort between the two committees to continue to update online offerings in a quality manner but quickly to meet the need to distantly educate students. Staff are working to build a spring semester schedule of courses. There is ongoing effort to offer tutoring and assistance for students in a variety of methods to encourage persistence and success.

Marketing and Community Relations

Susan Groveman, Director of Marketing and Community Relations, shared the progress of the District centennial logo and project to update signage and banners on campus. A digital campus letter from the Superintendent as well as social media presence is continuing focus to increase communication across the campus. Ms. Groveman also told the Board that Hall of Fame inductee biographies will be shared soon.

Foundation

Sheri Horn-Bunk, Executive Director of the Foundation, thanked the Board and staff for the support of Taft Talks. Taft Talks are a new virtual event that showcase a versatile industry support base. The Foundation remains active in the development of a scholarship to honor the late Foundation Board President, Bob Hampton.

Institutional Research and Information Technology Services

Xiaohong Li, Executive Director of Institutional Research, updated the Board on the status of the Accreditation self-report. The campus is being updated on progress via an electronic newsletter. The site team will assess the College in September 2021.

Information Technology Services continues to assist in preparing classrooms and staff/students for a hybrid learning environment. Staff also continue to prepare laptops for student use.

TIL

Aaron Markovits, Director of Transition to Independent Living, said the program is already making an effort to recruit for fall 2021. Staff are working with regional centers to request an extension for students in the program due to the COVID-19 need to educate distantly. TIL is pleased to have received a five-year TPSID grant and will begin work to implement grant priorities into the program. Mr. Markovits shared that the 25th anniversary of TIL is being kicked off with a virtual art show fundraiser/silent auction.

Career Technology Education

Dr. Jessica Grimes, Dean of Instruction and Career Technical Education, will be participating in a virtual conference that will showcase the Dental Hygiene program. The conference audience is a majority of high school aged students. Work to offer more courses online through the CVC-OEI consortium has ranked the College in the top seven among California community colleges.

Taft College Faculty Association

Ruby Payne, President of the TCFA, said that faculty are working with staff to organize the January professional development trainings.

Campus Safety and Security

Kevin Altenhofel, Director of Campus Safety and Security, told the Board that vandalism has slowed with the continued on campus presence of employees. He is currently working to update department practices. Mr. Altenhofel is also working to align practices with the federal update to Clery Act guidelines.

Associated Student Organization

Melanie Medina, Student Trustee, thanked staff for their student support with COVID-19 learning adjustments. The ASO is moving annual events to a virtual platform to keep students engaged in College life. This includes a voting education movement, breast cancer awareness, Thanksgiving food drive and Halloween activities. The ASO is working with Campus Safety and Security to conduct Cleary Act training. Clubs also have moved activities and meetings online.

REPORT OF THE SUPERINTENDENT/PRESIDENT

Dr. Daniels recently chaired an Accrediting Commission for Community and Junior College site visit virtually. She is prepared for hosting our site visit in September 2021, whether virtual or in person. Taft College has prepared a first draft of the self-evaluation for the fall Accreditation visit.

Dr. Daniels reported that the College will be predominantly online in the Spring semester. Staff have participated in an Ask an Administrator virtual meeting where administrators answer anonymous questions asked by staff. She also said that several staff are taking part in a fall activity challenge to try and stay active while COVID-19 keeps most activities in a virtual environment. Dr. Daniels also told the Board that athletics is preparing for competition in spring but that the final determination will be made soon by the California Community College Athletic Association.

NEXT MEETING

The next monthly meeting is scheduled for Wednesday, November 11, 2020.

ADJOURNMENT

At 6:59 p.m., on a motion by Trustee Long, seconded by Trustee White and unanimously carried, the meeting was adjourned.

Respectfully Submitted:

Emmanuel Campos, Secretary