

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

**SPECIAL MEETING
Board Retreat**

September 12, 2020

The special meeting of the Board of Trustees of the West Kern Community College District was called to order at 8:41 a.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 during the meeting held via Zoom online video.

PUBLIC COMMENT ON CLOSED SESSION ITEMS

No comments were heard.

CLOSED SESSION

No closed session was held.

PLEDGE OF ALLEGIANCE

President Cole led the pledge of allegiance.

PUBLIC COMMENT ON OPEN SESSION ITEMS

No comments were heard.

SENIOR LEADERSHIP REVIEWS

Foundation

Sheri Horn-Bunk, Executive Director of the Foundation, reviewed the Foundations income and expenses covered by Foundation funds for the 2019-20 academic year. She also shared that the 2020-21 year has \$875,428.44 in secured/pledged funds so far. Ms. Horn-Bunk debuted the Bob Hampton Memorial Scholarship Fund on behalf of the long-term Foundation President and College supporter. She recognized the Foundation Board of Directors and noted new faces in a few of the positions. Foundation efforts to continue networking and outreach has stemmed into a virtual meeting of professionals and students that is called Taft Talks. These Taft College Multiply hosted events allow for the professional networking for interested students as well as a bridge between the community and the College to discuss common interests and concerns. The Foundation hopes to mirror these meetings for alumni in events called Cougar Conversations.

Marketing and Public Relations

Susan Groveman, Executive Director of Market and Public Relations, shared information on brand guide implementation, social media online marketing, COVID-19 safety protocol signage, 2020 virtual commencement ceremony, and the 2022 centennial celebration logo. She has worked with departments across campus to development specific logos within guide branding while also collaborating with the Bookstore to make sure logos meet specifications for the Bookstore to use to locally print materials at a cost savings. She shared several examples of print and collateral in use currently. The approved centennial logo was shared. The logo will be used around campus in celebration of the 100 years of service to the community.

Human Resources

Heather del Rosario, Vice President of Human Resources, reviewed Human Resource highlights from the past academic year. The department collaborated with campus stakeholders to complete an update on Academic Procedure 7120. AP 7120 outlines the hiring process used by the District. Several situations during the past academic year led to review of the emergency response procedures with a major effort to meet the needs created by the pandemic. The department worked in real time to adapt the procedures to the specific situations of this academic year. In the midst of the pandemic, staff had to complete the hiring process completely in on online model. This among many other services had to be created and utilized as the pandemic stretched from weeks to months.

Ms. del Rosario shared details of the transition from paper to electronic timekeeping. The effectiveness of the process is evident and the amount of paper used has been drastically reduced. Since implementation at the beginning of August, she has worked to build the system to meet specific needs of our campus. The first data load for payroll purpose was successful.

Administrative Services

Brock McMurray, Executive Vice President of Administrative Services, reviewed facility projects including the solar project, parking lot resurfacing, soccer field maintenance, Wildcat dorm HVAC system, and WESTEC roofing. He provided an update on the Student Center project, which is the last remaining project attached to Measure A funding. He also recapped the GO bond refinance completed this academic year that will save tax payers \$2.8 million.

Mr. McMurray provided an update on the financial position of the District. The Student Centered Funding Formula (SCFF) continues to be monitored as the state continues to revise the SCFF. The state budget is also uncertain as they face the economy downturn in relation to COVID-19. The Fiscal Services staff have worked with staff to utilize COVID-19 emergency funding to assist in District expenses attached to the pandemic. The bookstore has also worked to provide necessary services to students during the pandemic by adapting the way their products and services are offered. Efforts to adapt practices has also occurred in Maintenance and Operations by reviewing the way the campus is sanitized.

In non-pandemic tasks, Fiscal Services has provided training in the Purchase Order process that includes training in software, accounting practices, and detailed management training to properly expend District funding.

Student Services

Severo Balason, Vice President of Student Services, shared details in the upgraded version of DegreeWorks and the continued development of the California Academic Partnership Program (CAPP) with Taft Union High School (TUHS). DegreeWorks is utilized by counselors and students. The program is meant to decrease the time-to-degree by tracking student progress and assisting to provide an academic road map based on the student's academic goals. The CAPP program has continued to be active during the COVID-19 pandemic with virtual meetings and events to assist high school students focus on higher educations after high school diploma completion. College and TUHS staff have hosted a parent orientation and a virtual Cougar Day at which 90 TUHS students were served. CAPP collaboration led to the development of three local goals that included increase mathematic/English success rates, an increase in the number of students completing the AA degree within 3 years, and a reduced equity gap. The use of data is assisting the groups decision-making.

Institutional Research and Information Technology Services

Xiaohong Li, Executive Director of Institutional Research (IR) and interim Executive Director of Information Technology Services (ITS), said that the College is inline with Accreditation tasks leading to the fall 2021 site visit. Subcommittee work continues to draft the College's Institutional Self-Evaluation Report (ISER). To keep the College informed on the Accreditation status there is now an Accreditation Newsletter that is shared with employees.

The Strategic Action Plan (SAP) is in review for its cyclical update. The Strategic Planning Committee (SPC) and IR staff are working on document updates. They are also utilizing software to provide a Data Dashboard in the future. It is in the planning stages and staff are testing its use prior to releasing to the campus. The dashboard will assist in planning efforts across the District. Also, IR is using an IR database to provide fluid, consistent data recovery for staff requests.

The ITS staff have employed a 2-factor authentication key in data sensitive departments on campus. This safety measure is used in areas like Financial Aid and requires 2-factors such as a password and fingerprint in order to access sensitive information. The department also continues to educate and inform employees in the need to be vigilant in email phishing scams.

Instruction

Dr. Leslie Minor, Vice President of Instruction, reported that while enrollment is down with COVID-19 regulations the cancellation of courses is down and that wait lists are smaller. The effort to be more efficient in offerings continues and a focused effort to provide quality courses through consistent review of course and programs has remained at the forefront of Instruction. A new Teacher Prep ADT program is in development and several courses are in process to align with the California Virtual Campus-Online Education Initiative. More CTE courses will be submitted through CVC-OEI as well as the continued effort to support regional workforce needs through work in the Central Mother Lode Regional Consortium.

Instructional services have grown in the past year, especially with the development of distance learning during COVID-19. Many services have been adapted to be offered virtually or to meet social distancing guidelines. For the first time ever, there are evening and weekend tutoring options and an option for drop-in tutoring has been added. The Distance Education staff continue to train in the use of Canvas and to assist in the transition to an online environment. The STEM-CiTE summer camps were offered virtually and were able to serve 197 campers (191 campers were served in combined summers from 2014-2019). This also led to a new Geekwise Academy with a partnership from Bitwise Industries.

Grant work continues in the area of CTE with the active participation in CVC-OEI for curriculum development, Perkins/VETA federal funding and state funding from CTE transitions, Strong Workforce and Guided Pathways. A possible new partnership is being explored between CSU Bakersfield and the early childhood program.

Instruction continues to work on improving enrollment management. This includes cross-department work to ensure enrollment is appropriately aligning with the needs of the College. There is also work being done to offer appropriate dual enrollment offerings to TUHS students. Strategies for increasing student persistence rates are being developed and implemented.

REVIEW OF BOARD POLICIES 2200 AND 2715, ETHICS AND TRUSTEESHIP

Dr. Debra Daniels shared Board Policies 2200 and 2715 with the Board and led a discussion to review the policies. The Board discussion led to affirmation of the policies.

BOARD REVIEW OF 2019/20 GOALS

Dr. Daniels distributed the 2019/20 goals along with notes documenting related Board action/education in alignment with the goals. There was discussion on the goals in general and to the District focus to align action each academic year to meet the goals as set by the Board. Dr. Daniels asked that as the Board review goal action during the self-evaluation process that they note any interest in future goals.

BOARD SELF-EVALUATION TIMELINE

Dr. Daniels shared a blank self-evaluation and told the Board that the tool will be emailed to them and is hosted by SurveyMonkey. The individual responses will be combined to a single document and the Board will discuss their self-evaluation at the next Board meeting. Once the 2019/20 self-evaluation is complete the Board will work to adopt 2020/21 goals.

PLANNING SESSION

Dr. Daniels reviewed Child Development Center status in relation to COVID-19 guidelines and funding. She also reviewed cafeteria services and a continued effort to evaluate the department's budget. Dr. Daniels also discussed the effect of COVID-19 on the Transition to Independent Living (TIL) program which had led to the need to layoff employees due to lack of funding and/or work.

College staff are hopeful to return students to campus and to rehire employees from the 39 month rehire list as necessary.

Dr. Daniels discussed future growth of the campus with the Board. There was discussion on the need to obtain land and/or buildings. With the development of the pandemic in spring, it had been decided to not place a bond measure on the November ballot in an effort to be sensitive to the community's economic status. The District will continue to monitor the need for a future bond measure.

NEXT MEETING

The next monthly meeting is scheduled for Wednesday, October 14, 2020 at 5 p.m.

ADJOURNMENT

At 1:55 p.m., on a motion by Trustee White, seconded by Trustee Long and unanimously carried, the meeting was adjourned.

Respectfully Submitted:

Emmanuel Campos, Secretary