

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

REGULAR MEETING

November 11, 2020

The regular meeting of the Board of Trustees of the West Kern Community College District was called to order at 5:08 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 5:09 p.m. it was moved by Secretary Campos, 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 - 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

There were no general communications.

PRESENTATION - Quarterly Investment Reports

Mr. McMurray reviewed the status of the Facilities Reserve and G.O. Bond investment accounts (copy attached to official minutes).

PRESENTATION - Annual Human Resources Recruiting Report

Heather del Rosario, Vice President of Human Resources, provided an annual overview of the recruiting for District positions. The data presented showed demographic information from a total of 638 applications received in the past year. The demographic categories are matched to required reporting fields for state which includes the mandated option to allow candidates to decline to report. While data is used to assist in diversifying the employee base, the option to decline to report demographics prevents an accurate measure of diversification. While turnover in the College is low staff continue to focus on practices to promote diversification. Ms. del Rosario also shared figures to show the information regarding employees that live within the District boundaries.

APPROVAL OF MINUTES

On a motion by Secretary Campos, seconded by Trustee Orrin and unanimously carried, the minutes of the Regular Meeting held October 14, 2020 and the Special Meeting held October 14, 2020 were approved.

NEW BUSINESS

Request for Approval - West Kern Community College District Board of Trustees Goals 2020/21

President Cole shared that the goals of the Board have been reviewed and updated. She commended administration and staff for the continued efforts to prioritize the work to meet the goals as set by the Board. On a motion by Trustee Long, seconded by trustee White and unanimously carried, the goals were approved (copy attached to official minutes).

Request for Approval - Resolution No. 2020/21-06 - 21st Century Energy Systems Resolution

Dr. Daniels explained that this resolution respectfully supports the ability to locally control energy choices. On a motion by Trustee Orrin, seconded by Trustee White and unanimously carried, the resolution was approved (copy attached to official minutes).

First Presentation - CSEA Chapter #543 MOU - Transition to Independent Living (TIL) Furlough Effects

Dr. Daniels explained that the recommended furlough effects had gone through the bargaining process. The need to furlough is due to lack of funding with the low enrollment TIL is experience with the need to hold distance courses with the COVID-19 pandemic (copy attached to official minutes).

Second Presentation and Request for Approval – 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. On a motion by Trustee Long, seconded by Secretary Campos and unanimously carried, the revisions were approved (copy attached to official minutes).

Second Presentation and Request for Approval – 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. On a motion by Trustee Orrin, seconded by Secretary Campos and unanimously carried, the reviews were approved (copy attached to official minutes).

CONSENT AGENDA:

- A. Request for Approval – Distance Education Course Approval
- B. Information Item – WKCCD Budget Development Calendar for Fiscal Year 2021-22
- C. Request for Approval – Records Destruction
- D. Information Item – Annual Financial and Budget Report (CCFS-311A0 for the Fiscal Year Ended June 30, 2020
- E. Information Item – CCFS-311Q for the 1st Quarter Ending September 30, 2020

- F. Request for Approval - Ellucian Annual Software Maintenance and License Fee 5-Year Contract; 1/1/21 - 12/31/25; \$209,815.00
- G. Request for Approval - Extension of Lease Agreement with Taft Plaza for the Rental Space Located at 515 Finley Drive, Taft, CA 93268 in Taft Plaza; 12/15/20 - 6/30/21; \$1,907.00 per Month
- H. Request for Approval - Contract with School Datebooks to Produce Student Planners for the 2021-22 Academic Year; \$9,188.21
- I. Request for Approval - 2020-2021 Synapse Laserfiche LSAP Software Support Renewal; 11/28/20 - 11/27/21; \$4,343.70
- J. Request for Approval - Electronic Records Management System - Therap - TIL Program; Annual Subscription; \$7,788.00
- K. Request for Approval - IssueTrak: Expanded Use for Distance Learning Department; 10/2020 - 10/2021; \$3,640.00
- L. Ratification of the October 2020 Vendor Check & Purchase Order Registers

On a motion by Trustee White, 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 White and seconded by Secretary Campos, Employment Items A-B 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, October 2020
4. Student Organization and Special Accounts, October 2020
5. Funds Deposited in County Treasury, October 2020
6. Employee Travel Report – October 2020
7. Report of Investments as of Quarter Ended 9/30/20 held at U.S. Bank Global Corporate Trust Services

Academic Senate

Dr. Sharyn Eveland, President of the Academic Senate, reported on the fall plenary sessions held by the state Academic Senate. Many resolutions were reviewed and considered. The two main themes in the resolutions were diversity and COVID-19 response. The need to educate staff and students in diversification and the role of AS to support the effort was discussed. The AS also held discussion on the need to collect data in the COVID-19 response and to continue quality education while shifting to online education.

Marketing and Community Relations

Susan Groveman, Director of Marketing and Community Relations, told the Board that newsletters and social media work continues. There will be a mass postcard drop within the District households that will also promote a Foundation raffle for those who respond to the mailer. Ms. Groveman is currently overseeing a student film project to make promotional videos for the College.

Administrative Services

Brock McMurray, Executive Vice President of Administrative Services, said that preparation for an auditor visit next month is underway. Progress on the Student Center continues with the addition of the large outer glass walls and the scheduling for the building to be added to power in the next month. The project to update the Cougar Dorms is going well including interior/exterior painting and HVAC work. Landscaping work is happening around the parking lot now that the solar project is complete.

Student Services

Severo Balason, Vice President of Student Services, said that priority registration is in its second week and that counselors are meeting virtually with students to assist in course selection and issues. The CARES act funding for students in need due to COVID-19 situations has been disbursed with 423 students receiving over \$650,000 in assistance.

Instruction

Dr. Leslie Minor, Vice President of Instruction, told the Board that Instruction hopes to assist in enrollment management with a student engagement survey being used to identify barriers in retention. The 3,000 surveys will be used to assess needs that can be addressed to retain students in

the Spring semester. Curriculum and Distance Education committees continue to work to put forth quality courses during the rapid transition to distance learning under pandemic guidelines. Materials that can be checked out by students now includes calculators as well as laptops/hot spots. Tutoring has had a low turnout so they are launching an in-person tutoring pilot.

Career Technology Education

Dr. Jessica Grimes, Dean of Instruction and Career Technical Education, participated in a Taft Union High School career technical education career fair with Alex Omega of Dental Hygiene. They saw over 175 students in the drive thru event and shared information about CTE at Taft College. Dr. Grimes is working with TUHS to develop a concurrent pathway for energy technology pathway. She also commended faculty for their recognition as a top participant in the CVC-OEI project to produce quality online coursework.

TIL

Aaron Markovits, Director of Transition to Independent Living, said that staff are working through the layoff and furloughs with a focus on providing instruction to students and planning ahead for in-person instruction with time to implement program enhancements. Recently TIL held a virtual art show fundraiser, successfully raising funds and publicizing the program. Staff are also working to implement a 5-year TPSID grant with brainstorming ways to most effectively serve students within the grant guidelines. Mr. Markovits thanked the Board in their approval of the electronic record keeping agreement on tonight's agenda. The system will increase record security and increase efficiency.

REPORT OF THE SUPERINTENDENT/PRESIDENT

Dr. Daniels shared reports from the 60-day fall activity challenge. Many employees are participating and have reached the halfway point of the challenge. She also noted that the annual Thanksgiving potluck has been replaced by a take-out option she has worked with Cafeteria staff to host.

The College is undergoing a campus safety and security assessment from a third-party company. Work to also increase awareness on diversity and equality among employees is being completed by a taskforce. The taskforce is preparing to offer professional development opportunities. Staff continue to prepare the self-evaluation report for the Accreditation visit that will be held in September 2021.

The College was just named a recipient from the California Community Colleges Finish Line Scholars Program. As a participant the college will be awarded \$150,000 to help close the gaps that students facing unexpected hardships often face while on their educational journey. The intent is to assist students to meet the goal of graduating or transferring in the face of adversity.

NEXT MEETING

The next monthly meeting is scheduled for Wednesday, December 9, 2020.

ADJOURNMENT

At 7:02 p.m., on a motion by Trustee Long, seconded by Secretary Campos and unanimously carried, the meeting was adjourned.

Respectfully Submitted:

Emmanuel Campos, Secretary