

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

REGULAR MEETING

August 11, 2021

The regular meeting of the Board of Trustees of the West Kern Community College District was called to order at 5:0 p.m. by Secretary Emmanuel Campos. Trustees Michael Long, Dr. Kathy Orrin and Billy White were present. President Dawn Cole 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 5:01 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 Long, seconded by Trustee Orrin and unanimously carried, to reconvene in Public Session. President Cole reported that no action was taken.

PLEDGE OF ALLEGIANCE

Secretary Campos led the pledge of allegiance.

PUBLIC COMMENT ON OPEN SESSION ITEMS

No comments were heard.

GENERAL COMMUNICATIONS

Dr. Daniels presented a certificate in recognition of 20 years of service to Trustee White and a certificate for five years of service to Trustee Orrin.

Dr. Daniels also presented a Phi Theta Kappa pin of recognition to Dr. Sharyn Eveland for her service as the PTK Chapter Advisor.

APPROVAL OF MINUTES

On a motion by Trustee Long, seconded by Trustee White and unanimously carried, the minutes of the Regular Meeting held July 14, 2021 were approved.

PRESENTATION – Child Development Program Self-Evaluation

Meghan Hall-Silveira, Director of the Child Development Center, presented a PowerPoint with details from the Program Self-Evaluation (PSE) report that is due to the state annually (copy and handout attached to official minutes). She reviewed the areas that are reported and gave examples of local practices. One example was the noted improvement in two-way communication between staff and families with the use of Learning Genie. Ms. Hall-Silveira also reported on deficits in connection with COVID-19 effects. The CDC also completed a Program Administrative Scale (PAS) while it was not required this year due to COVID-19. The Taft CDC chose to participate to continue a focus on growth/improvement of the program.

NEW BUSINESS

Second Presentation and Request for Approval – Tentative Agreement Between Taft College Faculty Association (TCFA/CTA/NEA) and West Kern Community College District – Dual Enrollment Pilot Program High School Instruction

Dr. Daniels said that this agreement allows for College faculty to instruct on the Taft Union High School campus if a need arises for a dual enrollment course. On a motion by Trustee White, seconded by Trustee Long and unanimously carried, the request was approved (copy attached to official minutes).

First Reading – Board Policy Revision

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| BP #2200 | Board Duties and Responsibilities |
| BP #2220 | Committees of the Board |
| BP #2435 | Evaluation of the CEO |
| BP #2745 | Board Self-Evaluation |

Dr. Daniels reported that the revisions are as suggested by the Community College League of California Policy and Procedure service. Revisions focus on the addition of diversity, equality and inclusion language.

Information Item – Annual List of Board Policies and Administrative Procedures Action for 2020-2021

Dr. Daniels told the Board that this item is a report required annually to inform the Board of all Board Policies and Administrative Procedures that have been updated during the previous year.

CONSENT AGENDA:

- A. Request for Ratification – 2021-22 Contract Education Agreement between WESTEC and WKCCD; 7/1/21 – 6/30/22
- B. Request for Approval – WKCCD Equal Employment Opportunity Plan for 2021-2024
- C. Request for Ratification – Facilities Use & Activities Request Form for Use of Taft Union High School Soccer Field for Summer/Fall 2021 Classes, Practices, & Seasonal Games; 8/2/21 – 12/17/21; \$5,000.00 plus repair costs
- D. Request for Ratification – Retainer Agreement with Public Agency Law Group; See Fee Schedule
- E. Request for Ratification – Agreement with Absolute Mitigation Services; \$39,332.69
- F. Request for Approval – ITSavvy LLC – CommVault Software Support Renewal, Quote #3487959; 9/1/21 – 8/31/22; \$11,687.10
- G. Request for Approval – Renewal of Turnitin (Plagiarism Detection) Account; 8/1/21 – 7/31/22; \$9,703.68
- H. Request for Approval – Adaptigent (Formerly GT Software) NetCOBOL Maintenance Renewal, Quote #0001533; 9/1/21 – 8/31/22; \$2,376.00
- I. Ratification of the July 2021 Vendor Check & Purchase Order Registers

On a motion by Trustee Long, seconded by Trustee Orrin and unanimously carried, Consent Agenda Items A – I were approved as presented (materials related to the items are attached to official minutes).

PUBLIC COMMENTS ON ITEMS OF GENERAL INTEREST

There were no comments.

EMPLOYMENT

On a motion by Trustee Long and seconded by Trustee White, Employment Items A-C were approved by the following vote (Employment Items (*Appendix I and II*) are attached to official minutes):

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

No: None

Abstain: None

Absent: Dawn Cole

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 2021/22
2. Expenditure Accounts (Account Level 1) FY 2021/22
3. Expenditure Detail of \$10,000.00 or Greater, July 2021
4. Student Organization and Special Accounts, July 2021
5. Funds Deposited in County Treasury, July 2021
6. Employee Travel Report – July 2021
7. Report of Investments as of the Quarter Ended June 30, 2021 Held at U.S. Bank Global Corporate Trust

Trustee Reports

Trustee White said he had met a successful alumni from the class of 1966. He shared that the alumni stated his success started with his educational foundation at Taft College.

Secretary Campos shared a praise from a newly enrolled student who attended the Cougar Day. He said that the student was hesitant about starting college but was excited to sign up for classes with the help of the staff on Cougar Day.

Associated Student Organization

Desirae Salas, Student Trustee, stated it was a busy but rewarding Cougar Day. She shared the story of a new student who enrolled after much frustration was eased by the staff in the Financial Aid department. The ASO will continue to assist students with Welcome Week the first week of school and are planning club rush and mentoring programs.

Academic Senate

Dr. Eveland, Academic Senate President, thanked administration for the consistent communication since the COVID-19 pandemic began. The AS council and the AS as a whole will meet next week to set goals for the academic year. Three faculty members attended the Curriculum Institute. The AS is starting to prepare new faculty members in the practices of the AS roles. Focus in curriculum continues to address the addition of diversity, equality and inclusion. Distance Education strategies also continue to be a focus. The AS is looking to boost collaboration with the Associated Student Organization this year.

Administrative Services

Mr. McMurray, Executive Vice President of Fiscal Services, said that the campus is busy with the opening of the Student Center building and the transitions for departments and offices that will be housed there. Work to prepare a final budget is well underway and the budget will be presented at the next regular Board meeting.

Child Development Center

Meghan Hall-Silveira, Director of the CDC, told the Board that work for the next Program Self-Evaluation (PSE) is already beginning.

Student Services

Dr. Damon Bell, Interim Vice President of Student Services, reported that 66 students were assisted during Cougar Day. Of the 66 there were 32 students who enrolled full-time in courses. During the Cougar Day a COVID-19 vaccination clinic was held.

Human Resources

Heather del Rosario, Vice President of Human Resources, said that the Cornerstone professional development program has been implemented and will launch soon. The department will then begin implementation of the new HR information system.

Marketing and Community Relations

Susan Groveman, Director of Marketing and Community Relations, said that many advertisements are happening including both digital and print with focuses on enrollment, the Student Center and inclusion in the Oildorado map. The webpage redesign project is out for bid and the Centennial Celebration committee continues to plan for a busy yearlong celebration.

Institutional Research/Information Services

Xiaohong Li, Vice President of Information and Institutional Effectiveness, said that the ITS staff continue to set up new equipment and train staff in preparation for the start of classes. The Institutional Research will be sharing Annual Program Review (APR) data soon.

Career Technology Education

Dr. Jessica Grimes, Dean of Instruction and Career Technical Education, said that preparation for next week's inservice is wrapping up. Work also continues to ready instructors and classes to resume for in-person instruction. There are also discussions to bring back work-based learning opportunities.

Campus Safety and Security

Kevin Altenhofel, Director of Campus Safety and Security, said that staff are working to be ready for in-person assistance to ensure safety.

REPORT OF THE SUPERINTENDENT/PRESIDENT

Dr. Daniels thanked IT staff for the work to assist in installing, testing and training staff across the campus with the many updated classrooms and meeting rooms.

Recently Assemblyman Vince Fong met with Dr. Daniels. He and his staff toured the Student Center and were pleased with the many ways the building will improve the students' educational experience at Taft College.

Events are returning to the College as COVID-19 protocols allow in-person interaction. Dr. Daniels hosted her five-year anniversary celebration with staff and a Promise luncheon was held with 72 scholarship recipients in attendance. Cougar Day was held today on campus and the annual Convocation will be held in the new Student Center on August 17th. The Convocation will be complete with reports from senior leaders as well as professional speaker Dr. Tyrone Holmes who will discuss the topic of diversity, equality and inclusion with a focus on bias.

NEXT MEETING

The next monthly meeting is scheduled for Wednesday, September 9, 2021.

ADJOURNMENT

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

Respectfully Submitted:

Emmanuel Campos, Secretary