

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

REGULAR MEETING

December 8, 2021

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 Michael Long and trustees Carlos Chavira, 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 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 Secretary Long, seconded by Trustee Orrin and unanimously carried, to reconvene in Public Session. President Cole reported that no action was taken.

PLEDGE OF ALLEGIANCE

President Cole led the pledge of allegiance.

PUBLIC COMMENT ON OPEN SESSION ITEMS

There were no public comments.

GENERAL COMMUNICATIONS

There were no general communications.

PRESENTATION – Community College Survey of Student Engagement

Dr. Xiaohong Li presented a PowerPoint with highlights of the 2021 CCSSE survey (copy attached to official minutes). Due to COVID-19, the survey was administered in an electronic format which appears to have reduced the response rate. From responses gathered, the College appears to have a higher rating in learning support than that of other institutions. The survey shows the top five favorable and least favorable responses so that staff and faculty can improve or maintain efforts to increase student engagement. The CCSSE is given every three years.

APPROVAL OF MINUTES

On a motion by Secretary Long, seconded by Trustee White and unanimously carried, the minutes of the Regular Meeting held November 10, 2021, Special Meeting held November 11, 2021 and Special Meeting held November 18, 2021 were approved.

NEW BUSINESS

Oath of Office – Trustee Carlos Chavira

President Cole administered the Oath of Office to Trustee Chavira.

Request for Approval – West Kern Community College District Annual Financial Report, June 30, 2021 (Presentation)

Brock McMurray, Executive Vice President of Administrative Services, introduced CDWL Partner Ben Leavitt. Mr. Leavitt presented the District audit and told the Board the District received an “unmodified” rating. This rating is the highest an auditor can give. He commended the staff for -working ahead of deadlines during the pandemic and noted that the District had one finding and had already completed review of the area to confirm it was the lone error as well as put a procedure in place to prevent future occurrences. On a motion by Secretary Long, 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, 2021 (Presentation)

Mr. Leavitt provided a history of the requirement to audit bond expenditures and accounts. He reported that the Measure A bond audit received an “unmodified” rating and met all compliance components. On a motion by Trustee Orrin, seconded by Secretary Long and unanimously carried, the audit was approved (copy attached to official minutes).

First Presentation – Proposed Compensation Increase to the 2021-22 Classified Salary Schedules, Appendix A; Effective January 1, 2022 (No Action)

Dr. Daniels said that in alignment with the mandated minimum wage increase this compensation adjustment will bring all wages within compliance.

First Presentation - Tentative Agreement with the Taft College Faculty Association (TCFA) regarding the revision of Article 6.9, Campus Security Video Monitoring and Surveillance Technology, to the Faculty Collective Bargaining Agreement (No Action)

Dr. Daniels explained that the addition of live feed cameras to the Bookstore, Cafeteria and Child Development Center required an update to the bargained language in regards to campus security cameras.

**Second Reading and Request for Approval - Board Policy Revisions
BP #4020 Program, Curriculum, and Development**

Dr. Daniels said that the revisions are as suggested by the Community College League of California Policy and Procedure service. Language added Ethnic Studies for inclusion within College programs. On a motion by Trustee White, seconded by Trustee Orrin and unanimously carried, the revision was approved (copy attached to official minutes).

CONSENT AGENDA:

- A. Request for Approval - WKCCD Board of Trustees - Teleconference Option Under AB 361
- B. Request for Approval - Child Development Center Authorization to Proceed with Continued Funding Application for FY 2022-2023
- C. Request for Approval - Course Revisions
 - Allied Health/Applied Technology
 - PHED 1508 Women's Intercollegiate Basketball
 - PHED 2508 Advanced Women's Intercollegiate Basketball

 - Social Science Division
 - PSYC 1018 Crisis Intervention

 - English Division
 - ENGL 2150 American Literature II
 - ENGL 2600 World Literature I

 - Business Arts & Humanities Division
 - PHIL 1520 Critical Thinking
- D. Request for Approval - New Courses
 - Social Science Division
 - HIST 2230 Women in American History from Indigenous America to the Present
 - ETHN 2280 Mexican American Culture and History in the American Context
 - ETHN 1510 Introduction to Ethnic Studies

- E. Request for Approval – Distance Education Course Approval
Social Science Division
ETHN 1510 Introduction to Ethnic Studies
- F. Request for Approval – Resolution Authorizing the Kern County Auditor-Controller to Impound Local Tax Revenues
- G. Request for Approval – Spectrum Reach, LLC Agreement 12 Mo. Digital Campaign; \$48,000.00
- H. Request for Approval – Facility Use Agreement with Taft Union High School Soccer Fields for Spring 2022; 1/19/22 – 5/20/22; \$5,000.00 not Including Possible Costs for Maintenance
- I. Request for Approval – Agreement with Dr. Idahlynn Karre – Consultant for Management and Leadership Training; 4 sessions; \$3,000.00 per Session and Hotel Expense Covered by District
- J. Request for Ratification – Commercial Building and Land Lease Agreement with Beard Family Trust; 10/31/21 – 10/21/22; \$3,500.00 per Month
- K. Request for Approval – Agreement with Dr. Terri L. Winfree & Associates, LLC; 1/1/22 – 12/31/22; \$150.00 per Session Not to Exceed \$5,400.00
- L. Request for Approval – Arvin Union School District Piggyback Bid No. 2018-19-001; Expires 11/12/22
- M. Request for Ratification – 1 Year Mobile Device Management Software Licenses (50) with AMS.NET; \$1,304.50
- N. Ratification of the November 2021 Vendor Check & Purchase Order Registers

On a motion by Secretary Long, seconded by Trustee Chavira and unanimously carried, Item 11.F was amended for a typographical error (copy attached to official minutes). On a motion by Trustee White, seconded by Trustee Orrin and unanimously carried, Consent Agenda Items A – N were approved as amended (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 White and seconded by Trustee Orrin, Employment Items A-C were approved by the following vote (Employment Items (*Appendix I and II*) are attached to official minutes):

Yes: Dawn Cole, Carlos Chavira, 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 2021/22
2. Expenditure Accounts (Account Level 1) FY 2021/22
3. Expenditure Detail of \$10,000.00 or Greater, November 2021
4. Student Organization and Special Accounts, November 2021
5. Funds Deposited in County Treasury, November 2021
6. Employee Travel Report – November 2021

Trustee Reports

Trustee Orrin thanked Aaron Markovits, Director of Transition to Independent Living, for presenting TIL at the Chamber Sit and Sip event.

President Cole welcomed Trustee Chavira. Trustee Chavira thanked the Board and administration for the transition so far and noted he looks forward to serving on the Board.

Academic Senate

Dr. Eveland, Academic Senate President, told the Board that things are going smoothly and discussions are ongoing as the Senate wraps up the semester.

Administrative Services

Brock McMurray, Executive Vice President of Administrative Services, thanked staff and the CDWL team for a productive audit process.

Transition to Independent Living

Aaron Markovits, Director of TIL, invited advocacy students from the program to attend tonight's meeting. Mr. Markovits reported that the Oildorado art show raised over \$17,000 and that recycling fundraising efforts are underway for volunteer work conducted by the students. He also told the

Board that hiring is complete for the vacant management position and that recruitment for a fall class is already strong.

Marketing

Susan Groveman, Executive Director of Marketing and Community Relations, updated the Board on ongoing enrollment campaigns as well as progress on a website redesign. As a part of the Centennial Celebration, a gala event is being planned for March 26 and other events are also being finalized.

Instruction

Dr. Leslie Minor, Vice President of Instruction, said that the fall semester is almost complete and planning for faculty inservice and spring scheduling has begun.

Human Resources

Heather del Rosario, Vice President of Human Resources, told the Board that preparations for weekly COVID-19 testing are being made to be in compliance with the federal vaccine mandate.

Campus Safety and Security

Kevin Altenhofel, Director of Campus Safety and Security, reported that the department is now fully staffed for 24/7 coverage of the campus.

Institutional Research and Information Technology Services

Dr. Xiaohong Li, Vice President of Information and Institutional Research, said that ITS staff are building a new server and testing of the system will occur after the break. She also said that IR staff are working with various departments to complete end of year reporting.

REPORT OF THE SUPERINTENDENT

Dr. Daniels presented a PowerPoint update of events and happenings on campus as well as information pertinent to the College. She and Board members and staff attended the annual Western States Petroleum Association end of year event. The event benefits the Taft College Foundation. She also shared that a Black & Gold Day was held for recruitment of Taft Union High School students. Dr. Daniels also reminded the Board of the annual Winter Extravaganza would take place tomorrow during lunch time.

NEXT MEETING

The next monthly meeting is tentatively scheduled for Wednesday, January 12, 2022.

ADJOURNMENT

At 7:01 p.m., on a motion by Secretary Long, seconded by Trustee White and unanimously carried, the meeting was adjourned.

Respectfully Submitted:

Michael Long, Secretary