

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

REGULAR MEETING

November 10, 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. Trustees Michael Long, 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.

APPROVAL OF MINUTES

On a motion by Secretary Long, seconded by Trustee White and unanimously carried, the minutes of the Regular Meeting held October 13, 2021 were approved.

NEW BUSINESS

Request for Approval - WKCCD Board of Trustees - Teleconference Option Under AB 361

Dr. Daniels told the Board that a new law has provisions to allow a teleconference option but that one provision is to previously approve the ability to do so during the next month. On a motion by Trustee White, seconded by Secretary Long and unanimously carried, the request was approved (copy attached to official minutes).

Request for Approval - Resolution No. 2021/22-05 - COVID Vaccination Requirement for Faculty and Staff

Dr. Daniels stated that the presidential order mandates employers with 100+ employees to require proof of vaccine or to test employees. Measures are being taken to prepare for testing as long as feasible or necessary. Secretary Long noted he is not in agreement with the vaccine mandate but will support the option to test. On a motion by Secretary Long, seconded by Trustee Orrin and unanimously carried, the resolution was approved (copy attached to official minutes).

First Reading - MOU Between TCFA/CTA/NEA and WKCCD - Compensation Increase of 3.07% to Faculty Schedule (No Action)

Dr. Daniels said that in alignment with the bargained process there is a recommended compensation increase of 3.07% to bring the faculty salary to the Frey Report standard. It is to be noted that 2.75% is deemed COLA and the remainder is the salary increase itself.

First Reading - Tentative Agreement Between CSEA Chapter #543 and WKCCD - Compensation Increase of 3.07% to Classified Salary Schedule (No Action)

Dr. Daniels reported that it is past practice to offer equal compensation to the classified bargaining unit as is offered to faculty.

First Reading - 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.

CONSENT AGENDA:

- A. Request for Approval - Distance Education Course Approval
Social Science Division

HIST 2230 Women in American History from Indigenous America to the Present
HIST 2212 World Civilization since 1500
ETHN 2280 Mexican American Culture and History in the American Context

English Division

ENGL 1501 Enhanced Composition and Reading
ENGL 2600 World Literature I

Allied Health/ Applied Technology

HLED 1531 Emergency Medical Technician 1-A A Refresher Course
HLED 1535 Emergency Medical Technician

B. Request for Approval – Course Inactivations

JRNL 1510 Mass Communication and the Individual
JRNL 1605 Reporting and News Writing
JRNL 1610 Reporting and Feature Writing
JRNL 1620 Introduction to Multimedia Reporting
JRNL 2105 News Media Practicum
JRNL 2110 Advanced News Media Practicum

C. Information Item – CCFS-311Q for the 1st Quarter Ending September 30, 2021

D. Information Item – Annual Financial and Budget Report (CCFS-311A) for the Fiscal Year Ended June 30, 2021

E. Request for Ratification – Purchase of a New 24/25 Passenger Starcraft Allstar Bus; \$89,148.04

F. Request for Ratification – TC 22-001 I.T. & I.R. Office Project; \$88,244.00

G. Request for Approval – Consulting Agreement with Blue Icon Advisors; \$135 per Hour as Outlined in Exhibit A-1

H. Information Item – WKCCD Budget Development Calendar for Fiscal Year 2022-23

I. Request for Approval – American General Media – 6 Month Monthly Plan; 11/29/21 – 5/30/22; \$60,000.00

J. Request for Ratification – iHeartMedia Agreement – 6 Month Monthly Broadcast Plan; 11/1/21 – 5/1/22; \$37,920.00

K. Request for Ratification – Medi-Cal Administrative Activities Claiming Agreement with Kern County Superintendent of Schools; Effective 7/1/21

- L. Request for Approval - eLumen Annual License Renewal, Invoice #915; 1/1/22 - 12/31/22; \$14,611.00
- M. Request for Approval - 2021-2022 Synapse Laserfiche LSAP Software Support Renewal; 11/28/21 - 11/27/22; \$4,343.70
- N. Request for Approval - Agreement with Quicksilver Software, Inc. to Update TC-Stats Software Package; Not to Exceed \$1,450.00
- O. Request for Approval - 2021-2022 MTS Maintenance Contract Renewal, Quote #20211006i-F; 11/28/21 - 11/27/22; \$1,044.75
- P. Ratification of the October 2021 Vendor Check & Purchase Order Registers

On a motion by Trustee White, seconded by Trustee Orrin and unanimously carried, Consent Agenda Items A - P 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

There was a correction to classified employment line 1.a. to say Financial Aid Special Program Coordinator. On a motion by Trustee White 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, 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, October 2021

4. Student Organization and Special Accounts, October 2021
5. Funds Deposited in County Treasury, October 2021
6. Employee Travel Report – October 2021
7. Report of Investments as of the Quarter Ended September 30, 2021 held at U.S. Bank Global Corporate Trust Services

Trustee Reports

Trustee Orrin praised staff for the Hall of Fame event and noted that the Student Center was the perfect venue for the occasion. She also shared that the KEDC Energy Summit was informative and a good way to learn the needs of the community.

Trustee White said that the Hall of Fame was wonderful, and the attendees were well recognized. He also attended a luncheon hosted by the Foundation for Carolyn Hosking and Larry Buttke, both long-term servants of the College.

President Cole congratulated the Hall of Fame recipients. She also added that the Energy Summit provides an opportunity for the Board to network with county industry leadership.

Academic Senate

Dr. Eveland, Academic Senate President, and other faculty attended the Fall Plenary. Resolutions that were passed by the statewide group are in alignment with current TC practices.

Administrative Services

Brock McMurray, Executive Vice President of Administrative Services, attended the statewide budget representatives conference. The issues with COVID-19 and enrollment continue to be the focus surrounding budget discussions. The District audits will be completed ahead of schedule and brought before the Board in December. The outdoor furniture to provide more seating and social distancing has been delivered and is being assembled.

Student Services

Dr. Damon Bell, Interim Vice President of Student Services, told the Board that preparation for a Black and Gold day are being made. This event invites high school students on campus for a tour and orientation to encourage higher education.

Instruction

Dr. Leslie Minor, Vice President of Instruction, recently participated in a Chief Instructional Officer conference. Enrollment and budget concerns were discussed as was upcoming legislation. The Instructional staff are preparing for spring scheduling and conducting faculty evaluations. The search for a Dean of Instruction and Career Technical Education continues.

Phi Theta Kappa

Dr. Eveland invited the Board to attend the PTK Induction Ceremony on December 2nd from 6-8 p.m.

Human Resources

Heather del Rosario, Vice President of Human Resources, stated that the Human Resource Information System is on schedule to launch January 3rd. She also told the Board that all safety and security positions are filled.

Faculty Association

Ruby Payne, Faculty Association President, thanked the Board and Administration for the testing facilitator to assist in testing during COVID – 19 absences.

Institutional Research and Information Technology Services

Dr. Xiaohong Li, Vice President of Information and Institutional Research, said that IR staff is working with the Strategic Planning Committee to review the Annual Program Review process as well as updating that data for the 2020-2021 update. The IT department has sent a second phase of the audio/visual campus project to bid. Both departments are preparing to move to the new location on campus.

REPORT OF THE SUPERINTENDENT

Dr. Daniels presented a PowerPoint update of events and happenings on campus as well as information pertinent to the College.

Campus Events

The College kicked off the Centennial Celebration by participating in the Oildorado parade. The Hall of Fame and Foundation sponsored Blast from the Past honored valued alumni and employees. The return of in person events to campus and addition of the Student Center venue was well-celebrated with the Hall of Fame events. She thanked the volunteers responsible for the event preparation.

District Update

The Kern Economic Development Committee Energy Summit was held today and attended by Dr. Daniels and Board representatives. Dr. Daniels also participated in a site team virtual follow-up visit for an accreditation team. She told the Board that the planning for a year-long Centennial Celebration is in full motion.

NEXT MEETING

The next monthly meeting is scheduled for Wednesday, December 8, 2021.

ADJOURNMENT

At 6:32 p.m., on a motion by Trustee White, seconded by Secretary Long and unanimously carried, the meeting was adjourned.

Respectfully Submitted:

Michael Long, Secretary