

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

REGULAR MEETING

May 11, 2022

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 Trustee White, seconded by Trustee Chavira and unanimously carried, to reconvene in Public Session. President Cole reported that no action was taken.

President Cole noted that Consent Agenda item J on the agenda needed to be amended to remove course LRSK 0250 from the list. On a motion by Trustee Orrin, seconded by Secretary Long and unanimously carried, the consent agenda was amended as noted.

President Cole also ask for a motion to amend the documentation for Employment item 16 to show retirement status for two employees (copy attached to official minutes). On a motion by Secretary Long, seconded by Trustee Orrin and unanimously carried, the amendment was approved.

PLEDGE OF ALLEGIANCE

President Cole led the pledge of allegiance.

PUBLIC COMMENT ON OPEN SESSION ITEMS

There were no public comments.

GENERAL COMMUNICATIONS

Dr. Daniels read a resolution from Congressman Kevin McCarthy honoring Taft College for 100 years of service to the West Kern community.

President Cole thanked Student Trustee Desirae Salas for her service to the Board during the 2021-22 academic year.

NEW BUSINESS

Request for Approval – Emeritus Status – Professors David Layne and Tony Thompson

President Cole presented a resolution to Professor Tony Thompson and thanked him for his service in the classroom, athletics and as an advisor. On a motion by Trustee Chavira, seconded by Secretary Long and unanimously carried, emeritus status was granted for Professor Thompson.

Trustee White read the resolution for Professor David Layne and spoke to his service to the District. On a motion by Secretary Long, seconded by Trustee White and unanimously carried, emeritus status was granted for Professor Layne.

President Cole called for a break to celebrate the Professors Thompson and Layne.

PRESENTATION – WESTEC Update

Bill Rector, Director of WESTEC, presented an update on WESTEC via PowerPoint (copy attached to official minutes). WESTEC has served Kern County for 40 years and was able to stretch resources to keep the program viable during the pandemic. Enrollment dropped dramatically during the pandemic and funding recession led to the utilization of reserve money as well as employees filling in as needed to meet the needs of students. Currently, the program is gaining momentum and has 165 fulltime equivalent (FTE) students for Taft College and is aiming to raise that number to 200 this summer. Gary Shaw, an instructor at WESTEC, reported on the status of the court reporting courses during the pandemic. While the program has had to adapt, they will continue to grow the program with the addition of a theory course to be taught in evenings. Mr. Rector thanked the Board and administration as well as staff for the ongoing support. Efforts from Maintenance and Information Technology Services have assisted in keeping WESTEC open to serve students during a difficult transition.

PRESENTATION – Athletics Update

Kanoe Bandy, Athletic Director, shared an athletic report on 2021-22 athletics (copy attached to official minutes). This year was the first year to have full-season sports and Ms. Bandy thanked the Human Resource department for assisting with testing protocols to help keep athletes in competition during the pandemic. Ms. Bandy introduced Mallory Rossi, Volleyball coach for the Cougars. She reported that figures statewide show that since the pandemic began female numbers have lowered and the College is no different. Despite that, the women's soccer team had such a strong academic record that they will be submitted for possible statewide recognition. Ms. Bandy reviewed data from athletics and highlights from the year. She also shared that the return of the Al Baldock golf tournament was a huge success with a net profit of \$28,635.54 and the addition of many new participants in the tournament.

PRESENTATION – ASO Spring Update

Desirae Salas, Student Trustee, presented spring activities sponsored by the Associated Student Organization (copy attached to official minutes). Activities included a food drive, alcohol and drug awareness, Clery education sessions, Best Buddies dance, Spring Fling, and a community service project with United Way. The ASO was represented at the state level in the General Assembly. Ms. Salas shared that the first year back with full activities since the pandemic began was busy but was successful. Students were served and they built relationships and memories as well. She thanked the Board and Administration for the mentorship during her term as Student Trustee.

APPROVAL OF MINUTES

On a motion by Trustee White, seconded by Secretary Long and unanimously carried, the minutes of the Regular Meeting held April 6, 2022 were approved.

NEW BUSINESS (continued)

Request for Approval – 2022-23 West Kern Community College District Tentative Annual Budget

Brock McMurray, Executive Vice President of Administrative Services, reviewed highlights of the tentative budget for 2022-23 noting that figures will be finalized for the Board to receive a budget to adopt in September (copy attached to official minutes). Mr. McMurray said the state intends to fund COLA and includes differed maintenance, Student Success Completion Grant, and Adult Education Healthcare funds. There are also funds included for modernization of technology and to assist in enrollment efforts. The assumed COLA is currently 5.33% and a \$650,000 payment for post-employment benefits is included in the budget. A flat budget of \$32,781,128 is recommended. On a motion by Secretary Long, seconded by Trustee White and unanimously carried, the tentative budget was approved (copy attached to official minutes).

Request for Approval – Kern Regional K-16 Collaborative Grant Memorandum of Understanding with West Kern Community College District

Dr. Daniels explained that this cross-institutional grant project connects career pathways from K-12, community colleges, universities with an emphasis in our District with a pathway for medical assisting as well as education programs. On a motion by Trustee White, seconded by Trustee Orrin and unanimously carried, the request was approved (copy attached to official minutes).

First Reading – Tentative Agreement with the Taft College Faculty Association (TCFA) regarding the addition of Article 6.10, Academic Freedom and Responsibility, to the Faculty Collective Bargaining Agreement; Effective 7/1/22 (No Action)

Dr. Daniels told the Board that this language is in alignment with statewide movement to memorialize language in regards to academic freedom. The language was drafted by a subcommittee and approved by the bargaining unit.

First Reading – Tentative Agreement with the Taft College Faculty Association (TCFA) regarding the revision of Article 5.5, Bereavement Leave, to the Faculty Collective Bargaining Agreement; Effective 4/22/22 (No Action)

Dr. Daniels said that with the onset of the pandemic it was noticed that language did not include the practice to allow use of bereavement leave when services were scheduled. This language was drafted and approved by the bargaining unit.

First Reading – 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; Effective 4/22/22 (No Action)

Dr. Daniels explained that a need for a camera to cover the Dental Hygiene clinic area with money and records present during clinic hours. The location was added to the list of other similar locations on campus.

First Reading – Tentative Agreement with the Taft College Faculty Association (TCFA) regarding Compensation for Student Learning Outcomes Coordinator, to the Faculty Collective Bargaining Agreement; Effective 7/1/22 (No Action)

Dr. Daniels told the Board that the need to increase the release time to 50% for the Student Learning Outcomes Coordinator was agreed upon by the bargaining unit due to the level of work performed.

Request for Approval – Upgrading to 10 GB Network – AMS.NET and Burt Electronics and Communications, Inc.; \$93,815.36

Mr. McMurray and Dr. Xiaohong Li explained that this is necessary to update the campus infrastructure to utilize the 10 GB network. On a motion by Trustee Orrin, seconded by Trustee Chavira and unanimously carried, the request was approved (copy attached to official minutes).

First Reading – Board Policy Revision (No Action)

BP #6620 Naming of District Facilities and Properties

Dr. Daniels said the policy was reviewed and revised with minor changes to be in compliance with the California Policy and Procedure Services program and with local practice.

CONSENT AGENDA:

- A. Request for Approval – Teleconference Option Under AB 361
- B. Information Item – CCFS-311Q for the 3rd Quarter Ending March 31, 2022
- C. Request for Approval – Adoption of Rules and Regulations Relating to the West Kern Community College District Student Trustee; 6/1/22 – 5/31/23
- D. Request for Approval – Memorandum of Understanding (MOU) Between West Kern Community College District (WKCCD) and Taft Union High School (TUHS) Dual Enrollment Program and Concurrent Enrollment Program 2022-2023
- E. Request for Approval – Distance Education Course Approval
 - BIOL 1500 Fundamentals of Biology
 - ECEF 1521 Practicum Field Experience
 - ECEF 1571 Child Study and Assessment
 - SOC 1510 Introduction to Sociology
 - SOC 2141 Sociology of Marriage
- F. Request for Approval – Distance Education Course Approval
 - STSU 1001 Educational Planning
 - STSU 1016 College Survival
 - STSU 1017 Becoming a Successful Online Student
 - STSU 1018 Career and Major Exploration
 - STSU 1019 Career/Life Planning
 - STSU 1500 Strategies for College and Life Management
 - STSU 1525 Transfer Planning
 - STSU 1530 Transitioning from High School to College
 - STSU 1550 Funding a Transfer Plan
 - BIOL 1500 Fundamentals of Biology
 - ECEF 1521 Practicum Field Experience
 - ECEF 1571 Child Study and Assessment
 - SOC 1510 Introduction to Sociology
 - SOC 2141 Sociology of Marriage
- G. Request for Approval – New Courses
 - Learning Support Division
 - EETC 1500 Introduction to Educational Technology
 - STSU 1505 Career and Life Planning
 - Business Arts & Humanities Division
 - COMM 1520 Argumentation and Debate

COMM 1590 Introduction to Persuasion

H. Request for Approval – Course Revisions

Math & Science Division

BIOL 1500 Fundamentals of Biology

BIOL 1513 Introduction to Environmental Studies with Lab

CHEM 1520 Introduction to Organic and Biochemistry

ENGR 1500 Introduction to Engineering

ENGR 1510 Engineering Graphics and Introduction to Design with Lab

ENGR 1540 Introduction to Programming Concepts and Methodologies for Engineers with Lab

ENGR 1550 Computer Programming and Problem Solving with Lab

ENGR 2000 Circuit Analysis with Lab

Social Science Division

ECEF 1521 Practicum Field Experience

ECEF 1501 Early Care, Education, and Family Studies Curriculum

ECEF 1571 Child Study and Assessment

ECEF 1601 Diversity in Early Care, Education and Family Studies

SOC 1510 Introduction to Sociology

SOC 2141 Sociology of Marriage

PSYC 2050 Introduction to Biological Psychology

Business, Arts & Humanities Division

COMM 1510 Introduction to Mass Communications

COMM 1511 Public Speaking

Applied Health/Applied Technologies Division

CTRP 1010 Beginning Machine Shorthand Theory and Lab 1

CTRP 1015 Computer-Aided Transcription

CTRP 1070 Legal Terminology I

CTRP 1075 Legal Terminology II

CTRP 1080 Court and Deposition Procedures

CTRP 1090 Punctuation and Grammar

CTRP 1131 60 WPM Machine Shorthand Speed Bldng: Literary and Jury Charge

CTRP 1132 100 WPM Machine Shorthand Speed Bldng: Literary and Jury Charge

CTRP 1133 140 WPM Machine Shorthand Speed Bldng: Literary and Jury Charge

CTRP 1134 180 WPM Machine Shorthand Speed Bldng: Literary and Jury Charge

CTRP 1141 60 WPM Machine Shorthand Speed Building: 2-Voice

CTRP 1142 100 WPM Machine Shorthand Speed Building: 2-Voice

CTRP 1143 140 WPM Machine Shorthand Speed Building: 4-Voice

CTRP 1144 180 WPM Machine Shorthand Speed Building: 4-Voice

CTRP 1151 80 WPM Machine Shorthand Speed Building: Literary and Jury Charge

CTRP 1152 120 WPM Machine Shorthand Speed Building: Literary and Jury Charge

CTRP 1153 160 WPM Machine Shorthand Speed Building: Literary and Jury Charge

CTRP 1154 200 WPM Machine Shorthand Speed Building: Literary and Jury Charge

CTRP 1161 80 WPM Machine Shorthand Speed Building: 2-Voice

CTRP 1162 120 WPM Machine Shorthand Speed Building: 2-Voice

CTRP 1163 160 WPM Machine Shorthand Speed Building: 4-Voice

CTRP 1164 200 WPM Machine Shorthand Speed Building: 4-Voice

CTRP 1250 Certified Shorthand Reporter Preparation

CTRP 1260 Machine Shorthand Speed Building – Dictation/Transcription

I. Request for Approval – New Program

Learning Support Division

Communication Studies – Associate Degree for Transfer

J. Request for Approval – Course Inactivation

ETHN 2110 Introduction to Ethnic Studies

STSU 0205 Introduction to Campus Life

STSU 0206 Time/Organizational/Study Strategies

LRSK 0200 Enhancement of Learning Styles

LRSK 0240 Math Concepts

~~LRSK 0250 Improving Study Skill Strategies~~

ECEF 1001 Introduction to Curriculum

ECEF 1003 Introduction to Child Growth and Development

ECEF 1031 Introduction to the Child in Family/Community/Relationships

ECEF 1090 Introduction to Child Health and Safety

ECEF 1660 School-Age Curriculum for Before and After School Programs/Int

ECEF 1661 School-Age Curriculum for Before and After School Programs/Activities

ECEF 1662 School-Age Curriculum for Before and After School Programs/Theory

K. Request for Approval – Program Revision

Science & Math Division

Associate Degree for Transfer: Mathematics

Allied Health/Applied Technologies Division

Associate in Science: Court Reporting

L. Request for Approval – Four-Day Workweek Policy

M. Request to Approve – TC 22-013 Baseball Infield Turf Project – Rudy’s Landscape; \$30,530.00

N. Request to Approve – TC 22-012 Athletics Training Room Tile Replacement Project – Rosedale Tile and Marble, Inc.; \$34,250.00

O. Request for Approval – End-User Training on the Banner Finance System; 40 Hours Not To Exceed \$11,200.00

P. Request for Ratification – iHeartMedia Agreement – Broadcast Plan Extension; 5/2/22 – 6/26/22; \$12,640.00

Q. Request for Approval – American General Media – Extension; 5/30/22 – 6/30/22; \$10,000.00

R. Request for Ratification – Pacific Floor Company Proposal for the Gym Floor Recoat; \$7,972.00

S. Request for Approval – CCS Disaster Recovery Services Annual Renewal 2022-23; 7/1/22 – 6/30/23; \$3,420.00

T. Request for Approval – CI Solutions Renewal of ID Badge Software License; 7/1/22 – 6/30/23; \$3,180.00

U. Request for Approval – C.A. Reding – Equitrac Support Software Maintenance Annual Renewal; 6/18/22 – 6/19/23; \$2,640.00

V. Request for Approval – Community College League of California (CCLC) Library Consortium Membership Agreement

W. Request for Approval – Vehicle Maintenance Agreement Renewal with the Taft City School District; 7/1/22 – 6/30/23; \$76.00 per Hour with a Minimum ½ Hour Charge for Work Charged

X. Request for Approval – Terri Winfree Executive Coaching; Effective 7/1/22

Y. Request for Approval – Resolution 2021/22-14 – Declaring a State of Emergency and Delegating Authority to the Superintendent/President to Close District Centers, Campus, and Offices, and to Otherwise Respond to the Novel Coronavirus (COVID-19)

Z. Ratification of the April 2022 Vendor Check & Purchase Order Registers

On a motion by Secretary Long, seconded by Trustee Orrin and unanimously carried, Consent Agenda Items A – Z as amended were approved (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 Secretary Long and seconded by Trustee Orrin, Employment Items A-B as amended were approved as amended by the following vote (Employment Items (*Appendix I*) are attached to official minutes):

Yes: Dawn Cole, Billy White, Carlos Chavira, 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, April 2022
4. Student Organization and Special Accounts, April 2022
5. Funds Deposited in County Treasury, April 2022
6. Employee Travel Report – April 2022

Trustee Reports

President Cole inquired on the status of the website redesign project. At this time the site mapping has been completed and the high-level planning for the site is underway. We are on time with our schedule. President Cole shared that she had attended the Phi Theta Kappa, National Society of Leadership and Success, and Promise program end of year celebration events. She congratulated students and staff for the success this academic year. She also said that the State of the City luncheon provided a diverse group of speakers, covering a variety of topics.

Academic Senate

Dr. Sharyn Eveland, President of the Academic Senate, said that the last meetings of the year have been held with many policies and procedures being review. The committee's activity has assisted in policy and procedure review. She also noted that the dual enrollment committee worked with Taft Union High School on the dual enrollment agreement that was approved tonight.

Associated Student Organization

Desirae Salas, Student Trustee, said that next year the Student Trustee will be Jasmine Perez.

Administrative Services

Brock McMurray, Executive Vice President of Administrative Services, reported that the Bookstore is preparing for their role in graduation and end of semester services to student. Fiscal Services is assisting the campus with end of year financial processes.

Marketing

Susan Groveman, Executive Director of Marketing and Community Relations, shared that she has collaborated with Student Services to create the program for graduation and that she will video the ceremony. A book voucher postcard will be dropped for all households in our District for summer and fall attendees. The Centennial historical book is still in the works and progress has been made.

Student Services

Damon Bell, Vice President of Student Services, stated the graduation committee has prepared well is ready to assist students at the commencement ceremony. So far 426 will attend the ceremony. In total, 638 degrees have been earned.

Transition to Independent Living

Aaron Markovits, Director of TIL, said that the fall term will have 35 students. This number is below capacity but the fluctuation since COVID-19 pandemic begin is a good number. Staff are preparing for an in-person graduation for the TIL graduates. They will hold the Wacky Awards (student to student recognition) as well as the formal awards dinner prior to graduation.

Faculty Association

Ruby Payne, Faculty Association President, told the Board that finals are beginning. The Association will be able to give \$6,000 in scholarships this year at the scholarship luncheon.

Human Resources

Heather del Rosario, Vice President of Human Resources, said the department is assisting many departments in the recruiting/hiring process. The market remains difficult since the pandemic.

Institutional Research and Information Technology Services

Dr. Xiaohong Li, Vice President of Information and Institutional Research, explained that work continues to transition the District to a 3-year program review process. The Institutional Research staff are working to provide an enrollment dashboard on the website. ITS staff are assisting students and staff as they also prepare for summer projects.

Phi Theta Kappa

Dr. Eveland, PTK Advisor, thanked those who attended the PTK induction ceremony. She said the event went well and it was nice to return to in-person for recognition this year.

REPORT OF THE SUPERINTENDENT

Dr. Daniels presented highlights from the previous month including working with the ASO and United Way on a community service project that promotes literacy in young children in Taft. She also attended the Taft College Industry Advisory dinner which brings together contacts across industries to discuss business happenings and to network. Dr. Daniels thanked those who participated in running the Classified and Faculty appreciation weeks. The events not only recognize the importance of our staff but bring a smile to the faces of the campus during the busy end of year season. She also reported that the Promise Program luncheon was held to honor those succeeding in courses.

Dr. Daniels thanked the Board members who attended the State of the City Luncheon with the College. She echoed President Coles sentiment that the speakers covered many topics that affect the West Kern community.

With the return of the Al Baldock Golf Tournament, Dr. Daniels noted that more participants signed up to play and many stayed for the dinner and awards following the tournament. She acknowledged the success of the event was due to Athletics, Student Services and many other volunteers.

The Centennial Activity Challenge is wrapping up. Dr. Daniels reported that the challenge is running for 100 days and encourages employees to celebrate physical activity in a friendly, competitive way.

NEXT MEETING

The next monthly meeting is scheduled for Wednesday, June 8, 2022.

CONTINUATION OF CLOSED SESSION

At 8:00 p.m. it was moved by Trustee White, seconded by Trustee Chavira and unanimously carried, that the Board reconvene in Closed Session.

RECONVENE IN OPEN SESSION; ANNOUNCE CLOSED SESSION ACTIONS

At 8:44 p.m., it was moved by Trustee Orrin, seconded by Secretary Long and unanimously carried, to reconvene in Public Session. President Cole reported that no action was taken.

ADJOURNMENT

At 8:45 p.m., on a motion by Trustee Chavira, seconded by Trustee White and unanimously carried, the meeting was adjourned.

Respectfully Submitted:

Michael Long, Secretary