

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

REGULAR MEETING

March 9, 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 Secretary Long 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 Orrin, seconded by Secretary Long 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 – ASO Fall Update

Marco Martinez, the Social Media and Publicity Officer for the Associated Student Organization, presented on his role and responsibilities as the Regional Affairs Director for Region VI. In his role he represents the students of seven districts spanning across five counties. Student Trustee Desirae Salas reviewed activities from Fall 2021 including welcome week, club rush, breast cancer awareness activities, Native American heritage speaker, movie night and a Christmas extravaganza.

APPROVAL OF MINUTES

On a motion by Secretary Long, seconded by Trustee Orrin and unanimously carried, the minutes of the Regular Meeting held February 9, 2022 and the Special Meeting held February 9, 2022.

NEW BUSINESS

Request for Approval – Board of Trustees Goals 2021/22

President Cole stated that the goals were established after a Board retreat where area administrators reported on current District progress. The goals are set annually by the Board to provide direction to the District. On a motion by Trustee White, seconded by Secretary Long and unanimously carried, the goals were approved (copy attached to official minutes).

Request for Approval – ACCJC Annual Report and Annual Fiscal Report

Dr. Xiaohong Li, Vice President of Information and Institutional Effectiveness, told the Board that this annual report was populated with the previous three years collective data. The report will be submitted after the state releases information that is needed prior to submission. The fiscal report is data from the previous budget. On a motion by Secretary Long, seconded by Trustee Chavira and unanimously carried, the request was approved (copy attached to official minutes).

Second Reading and Request for Approval – Board Policy Revision

BP #3725 Information and Communications Technology Accessibility & Acceptable Use

BP #5035 Withholding of Student Records

BP #5050 Student Success and Support Program

Dr. Daniels said that revisions were made in alignment with suggestions from the Community College League of California Policy and Procedure Services program. On a motion by Trustee Orrin, seconded by Trustee White and carried unanimously, the revisions were approved (copy attached to official minutes).

First Reading – Board Policy Review

BP #7130 Compensation

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

First Reading – Board Policy Revision

- BP #1200 District Mission
- BP #2310 Regular Meetings of the Board
- BP #3200 Accreditation
- BP #7120 Recruitment and Hiring
- BP #7600 Campus Security Officers

Dr. Daniels said that revisions were made in alignment with suggestions from the Community College League of California Policy and Procedure Services program.

CONSENT AGENDA:

- A. Request for Approval – Teleconference Option Under AB 361
- B. Request for Approval – Resolution 2021/22-10 – Faculty Appreciation Week
- C. Request for Approval – Resolution 2021/22-11 – Classified Appreciation Week
- D. Information Item – CCFS – 311Q for the 2nd Quarter Ending December 31, 2021
- E. Request for Approval – 2021/2022 Request for Authorization to Transfer Unrestricted General Funds to the Futuris Public Entity Investment Trust Program for Post-Employment Benefits; \$642,878.00
- F. Request for Ratification – Off Campus Rental for TIL Program; 2/1/22 – 6/30/22
- G. Request for Approval – ABTECH Technologies Quotation Contract No. M5320 for Hardware and Software Maintenance; 4/16/22 – 4/16/23; \$9,819.00
- H. Request for Ratification – CommonLook Software PDF Remediation and Accessibility Services for Taft College Website; \$5,400.00
- I. Request for Approval – PortalGuard Invoice #012622-S1 Annual Renewal – PortalGuard Software License, Technical Support & Maintenance Contract; 4/27/22 – 4/26/23; \$5,000.00
- J. Request for Ratification – Professional Services Agreement with Dr. Jarek Jaino; 1/12/22; \$250.00
- K. Ratification of the February 2022 Vendor Check and Purchase Order Registers

On a motion by Secretary Long, seconded by Trustee Chavira and unanimously carried, Consent Agenda Items A - K 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-C were approved by the following vote (Employment Items *(Appendix I and II)* 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, February 2022
4. Student Organization and Special Accounts, February 2022
5. Funds Deposited in County Treasury, February 2022
6. Employee Travel Report – February 2022

Trustee Reports

Trustee Orrin noted that the promotion of the Centennial events around the community has been noticed and is appreciated.

President Cole thanked Dr. Daniels for her service as a Taft Chamber board member. She also commended the College for their visual promotion of the Centennial in the community and for the return of events such as the golf tournament and community breakfast.

Academic Senate

Dr. Eveland, Academic Senate President, recently met twice and completed necessary tasks. She thanked her colleagues for their commitment for the extra time given to ensure work progressed.

Associated Student Organization

Desirae Salas, Student Trustee, reported that the ASO is planning for several end of year activities and gearing up for graduation.

Administrative Services

Brock McMurray, Executive Vice President of Administrative Services, told the Board that Grad Fair has begun in the Bookstore. Facility projects are progressing with the repainted G-building area and Child Development Center most recently being completed. Fiscal Services is in budget preparation mode and working with budget managers to begin 2022-23 budget planning.

Student Services

Damon Bell, Interim Vice President of Student Services, reported statistics from the recent COVID-19 vaccination clinic and that another has been scheduled for March. Graduation application

deadline has passed and 406 students have applied. The ASO is preparing a food give away event to assist students and book vouchers will be given to late start spring students. Dr. Bell introduced Cecelia Alvarado, the new Dean of Student Services.

Dental Hygiene

Dr. Vickie Kimbrough, Director of Dental Hygiene, said that students are registering for the professional exam. The clinic continues to serve patients and maintain aerosol control. Dr. Kimbrough is working to prepare an application for a bachelor program in Dental Hygiene.

Faculty Association

Ruby Payne, Faculty Association President, reported that faculty are working with administration to complete scheduling for summer/fall classes.

Phi Theta Kappa

Sharyn Eveland, Advisor for PTK, announced the new date spring induction ceremony as April 22nd. She encouraged Board, administration and staff to attend in support of the students.

Campus Safety and Security

Kevin Altenhofel, Executive Director of Campus Safety and Security, told the Board that the hiring of a security position is wrapping up. The department will again be fully staffed.

Institutional Research and Information Technology Services

Dr. Xiaohong Li, Vice President of Information and Institutional Research, said that the Institutional Research staff are working on federal and state reporting that is required at the end of each school year. The Strategic Planning Committee continues to develop and prepare the District for a 3-year Program Review cycle. The Information Technology department continues to serve students and staff.

Career Technical Education

Armin Rashvand, Dean of Instruction and Career Technical Education, said he has been meeting with CTE staff and will begin adjunct faculty observations soon.

Marketing

Susan Groveman, Executive Director of Marketing and Community Relations, reported on the status of the ASO literary project with United Way. The project will send books to District youth in an effort to encourage literacy building at a young age. She also shared progress on Centennial events.

REPORT OF THE SUPERINTENDENT

Dr. Daniels presented recent activities which included the Taft Chamber Installation, a K-16 Collaboration meeting with local educational institutions that is being led by CSU Bakersfield, and the CEO Symposium hosted by Community College League of California. She also told the Board that the Centennial Gala is sold out. She thanked staff and volunteers that have worked on the event.

NEXT MEETING

The next monthly meeting is tentatively scheduled for Wednesday, April 6, 2022.

ADJOURNMENT

At 6:47 p.m., on a motion by Trustee Orrin, seconded by Trustee White and unanimously carried, the meeting was adjourned.

Respectfully Submitted:

Michael Long, Secretary