

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

REGULAR MEETING

June 8, 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, and Billy White were present. Executive Vice President of Administrative Affairs Brock McMurray and Executive Secretary Sarah Criss were in attendance. Trustee Dr. Kathy Orrin and Superintendent/President Dr. Debra Daniels were absent.

PUBLIC COMMENT ON CLOSED SESSION ITEMS

No comments were heard.

CLOSED SESSION

At 5:01 p.m. it was moved by Secretary Long, seconded by Trustee White 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 6:02 p.m., it was moved by Trustee White, 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.

APPROVAL OF MINUTES

On a motion by Trustee White, seconded by Secretary Long and unanimously carried, the minutes of the Regular Meeting held May 11, 2022 were approved.

NEW BUSINESS

Request for Approval – Taft College Class of 2022 Hall of Fame

Dr. Damon Bell, Vice President of Student Services, said these eight inductees had been recommend by the Hall of Fame committee. The Hall of Fame events will be held November 12 & 13, 2022. On a motion by Secretary Long, seconded by Trustee White and unanimously carried, the request was approved (copy attached to official minutes).

Request for Approval – TC 20008 – Data Center Generator Project; \$216,410.00

Brock McMurray, Executive Vice President of Administrative Services, said that this project would provide necessary back up for District data as well as improving data security. 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 – TC 20008 – Data Center Generator Project; BSK Associates; \$5,449.00

Mr. McMurray told the Board that due to this project qualifying as a Division of the State Architect (DSA) project that the District recommends this agreement for inspection and testing of construction materials. On a motion by Secretary Long, seconded by Trustee Chavira and unanimously carried, the request was approved (copy attached to official minutes).

Request for Approval – TC 20008 – Data Center Generator Project – Inspector of Record; \$9,800.00

Mr. McMurray shared with the Board that due to this project qualifying as a Division of the State Architect (DSA) project that the District recommends this agreement for an Inspector of Record. It was noted that due to Taft Union High School having an active project that the College was able to utilize someone working near the campus. 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 – Chiller Plant Testing Services; 12 Months; \$10,680.00

Mr. McMurray explained that the chiller used by the District requires regular maintenance as well as testing and treatment. This agreement is recommended as the lowest of solicited bids. On a motion by Trustee White, seconded by Secretary Long and unanimously carried, the request was approved (copy attached to official minutes).

Second Reading and Request for Approval – 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

Mr. McMurray reported 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. On a motion by Secretary Long, seconded by Trustee White and unanimously carried, the request was approved (copy attached to official minutes).

Second Reading and Request for Approval – 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

Mr. McMurray 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. On a motion by Trustee Chavira, seconded by Secretary Long and unanimously carried, the request was approved (copy attached to official minutes).

Second Reading and Request for Approval – 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

Mr. McMurray 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. On a motion by Trustee Chavira, seconded by Trustee White and unanimously carried, the request was approved (copy attached to official minutes).

Second Reading and Request for Approval – 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

Mr. McMurray 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. On a motion by Secretary Long, seconded by Trustee White and unanimously carried, the request was approved (copy attached to official minutes).

First Reading – Memorandum of Understanding between CSEA Chapter #543 and West Kern Community College District – Safety Shoe Requirement

Mr. McMurray shared that this item had been bargained and agreed upon to require closed toed shoes in the Child Development Center as a safety precaution.

**Second Reading and Request for Approval – Board Policy Revision
BP #6620 Naming of District Facilities and Properties**

Mr. McMurray 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. On a motion by Secretary Long, seconded by Trustee Chavira and unanimously carried, the request was approved (copy attached to official minutes).

Information Item – Taft College Faculty Association CTA/NEA, Reopener for FY 2022/23

Information Item – Taft College CSEA Chapter #543, Reopener for FY 2022/23

Information Item – WKCCD Reopener Proposal with the Taft College Faculty Association CTA/NEA for FY 2022/23

Information Item – WKCCD Reopener Proposal with the Taft College CSEA Chapter #543 for FY 2022/23

Mr. McMurray told the Board that items 9.K – 9.O are annual items that allow for the District to bargain throughout the academic year with the union committees.

CONSENT AGENDA:

- A. Request for Approval – Fiscal Year 2022-23 Annual Appropriations (GANN) Limit
- B. Request for Approval – Memorandum of Agreement between Taft College and West Kern Adult Education Network - TIL Program
- C. Request for Approval – Off Campus Lease Agreements for TIL Program
- D. Request for Approval – Consulting Services Agreement with Capitol Public Finance Group, LLC to Serve as the WKCCD Dissemination Agent; 7/1/22 – 6/30/25; Annual \$4,500.00 and Fee Schedule for Additional Filings
- E. Request for Approval – Statista an Online Database for Statistics; Begins 7/1/22; \$4,103.00 with a 5% Increase Annually)

- F. Request for Approval – Amendment No. 2 to Property and Casualty Claims Administration Services Agreement with Keenan & Associates; 7/1/22 – 6/30/23; Fee Schedule Attached
- G. Request for Approval – AMS.NET Annual Support Coverage Quote #Q-00062312; \$19,679.68
- H. Request for Approval – Contract for Professional Services with Curt Belcher; 6/8/22 – 6/8/23; \$100.00 per Hour, Not to Exceed 150 Hours
- I. Request for Approval – NetLink Loader (Pay Station Kiosk) Service Contract; 6/26/22 – 6/25/23; \$1,675.00
- J. Request for Approval – West Kern Adult Education Network (WKAEN) Joint Powers Authority (JPA) Funds Agreement Between West Kern Community College District and WKAEN; 7/1/22 – 6/30/23
- K. Request for Approval – Julie McNeil, Executive Coaching; 7/1/22 – 6/30/23; \$325.00 per Hour, Not to Exceed 100 Hours
- L. Ratification of the May 2022 Vendor Check & Purchase Order Registers

Secretary Long pulled item 10.K for further information. On a motion by Secretary Long, seconded by Trustee Chavira and unanimously carried, Consent Agenda Items A – J and L were approved (materials related to the items are attached to official minutes).

PUBLIC COMMENTS ON ITEMS OF GENERAL INTEREST

There were no comments.

EMPLOYMENT

It was noted that these items will be considered following closed session, which will reconvene after the rest of the open session items.

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, May 2022
4. Student Organization and Special Accounts, May 2022
5. Funds Deposited in County Treasury, May 2022
6. Employee Travel Report – May 2022

Trustee Reports

Trustee White attended the scholarship luncheon and the graduation. He commended the staff for the work to prepare for the successful events.

President Cole added that the Cougar on the graduation field was a nice touch as was the photo cove set up by the Foundation. She also thanked the Hall of Fame committee for their work to collect and select the Hall of Fame nominations.

Trustee Chavira attended the Maricopa High School graduation with Dr. Leslie Minor and noted that the ceremony was a good experience and students are honored well for their work.

Academic Senate

Dr. Sharyn Eveland, President of the Academic Senate, said that Senate is in recess for the summer. She noted that this was a productive year and work was completed in curriculum with help from the committee members and the Office of Instruction.

Instruction

Dr. Leslie Minor, Vice President of Instruction, told the Board that there have been extra meetings and progress made to ensure the College will be prepared to apply for a bachelor's degree in dental Hygiene. Summer session is underway and in-person attendance is up from last year. Fall scheduling is underway and enrollment strategies continue to be evaluated across the campus.

Foundation

Dr. Sheri Horn Bunk, Executive Director of Foundation and Advancement, reported data from the 2021-22 year from Foundation contributions and activity as required by Foundation bylaws. Over \$1.3 million was raised with over \$600,000 being utilized by the College. Dr. Horn Bunk also said that the Foundation Board currently has 32 members and will hold year-end meeting June 22nd.

Marketing

Susan Groveman, Executive Director of Marketing and Community Relations, shared website update status as it progresses from review to planning. The consulting company is exploring site design with the College at this time. Ms. Groveman also said that the Centennial history book project is close to wrapping up.

Student Services

Dr. Damon Bell, Vice President of Student Services, stated that the implementation of Salesforce is in the final phase and will help staff in enrollment efforts. Work to review and update the Student Equity Plan is underway as a the development of a Strategic Enrollment Management Plan in coordination with Instruction. Dr. Bell recognized Barbara Amerio for her recent award from a Financial Aid association for her exemplary work.

Faculty Association

Ruby Payne, Faculty Association President, said that faculty were happy to have a successful spring semester and graduation. She added that summer sessions are running as normal and students have returned to in-person.

Human Resources

Heather del Rosario, Vice President of Human Resources, is currently implementing the new recruiting program and looks forward to data being utilized across platforms. She also noted that employee data and the timekeeping system is also working together to improve work flow.

Institutional Research and Information Technology Services

Dr. Xiaohong Li, Vice President of Information and Institutional Research, said that Institutional Research work is focused on end of year data work and the development of a student equity data dashboard. She added that IT staff are assisting several departments with the implementation of new programs.

Campus Safety and Security

Kevin Altenhofel, Executive Director of Campus Safety and Security, told the Board that his department is again fully staffed.

CONTINUATION OF CLOSED SESSION

At 6:47 p.m. it was moved by Trustee White, seconded by Secretary Long and unanimously carried, that the Board reconvene in Closed Session.

RECONVENE IN OPEN SESSION; ANNOUNCE CLOSED SESSION ACTIONS

At 8:20 p.m., it was moved by Trustee White seconded by Secretary Long and unanimously carried, to reconvene in Public Session. President Cole reported that no action was taken.

EMPLOYMENT

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

- A. Academic Employment
- B. Classified Employment
 - a. Items 1.a through 1.i; Items 2.c, 2.f, 2.i
- C. Separations

Items 2.a, 2.b, 2.d, 2.e, 2.g, and 2.h were tabled for more information.

Yes: Dawn Cole, Billy White, Carlos Chavira, Michael Long
No: None
Abstain: None
Absent: Dr. Kathy Orrin

NEXT MEETING

The next monthly meeting is scheduled for Wednesday, July 13, 2022.

ADJOURNMENT

At 8:24 p.m., on a motion by Trustee White, seconded by Secretary Long and unanimously carried, the meeting was adjourned.

Respectfully Submitted:

Michael Long, Secretary