

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

REGULAR MEETING

December 22, 2022

The regular meeting of the Board of Trustees of the West Kern Community College District was called to order at 5:03 p.m. by President Dawn Cole. Trustees Kathy Orrin and Billy White were present. Trustees elect Mike Eveland and Jeremy Gregory were also in attendance. Interim Superintendent/President Brock McMurray and Executive Secretary Sarah Criss were in attendance.

OATH OF OFFICE

Trustee Billy White administered the oath of office to Trustees Cole, Eveland, and Gregory.

PUBLIC COMMENT ON CLOSED SESSION ITEMS

No comments were heard.

CLOSED SESSION

At 5:05 p.m. it was moved by Trustee White, seconded by Trustee Gregory 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 Labor Negotiators (Government Code section 54957.6)
Agency Designated Representative: Board of Trustees
Unrepresented Employee: Interim Superintendent/President
- F. Conference with Legal Counsel – Potential Litigation, Pursuant to Paragraph (4) of Subdivision (d) of Government Code Section 54956.9
- G. 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 5:49 p.m., it was moved by Trustee White, seconded by Trustee Gregory 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.

NEW BUSINESS

Request for Approval – Resolution 2022/23-03 – Taft College Men’s Soccer

President Cole read the resolution honoring the Men’s Soccer team for a successful 2022 season. The resolution was presented to the team acknowledging advancement to the final four bracket for State play as well as numerous individual recognitions in the conference. On a motion by Trustee White, seconded by Trustee Eveland and unanimously carried, the resolution was approved.

GENERAL COMMUNICATIONS

President Cole commended Marketing and Community Relations Director Susan Groveman, the Centennial Celebration committee, and staff for the Centennial History Book.

APPROVAL OF MINUTES

On a motion by Trustee Orrin, seconded by Trustee White and unanimously carried, the minutes of the Regular meeting held November 9, 2022, Special Meeting November 14, 2022 and Special Meeting November 2, 2022 were approved.

ANNUAL ORGANIZATION MEETING

Organization of Board of Trustees

President Cole thanked the Board and Administration for the opportunity to serve as President. She requested to stepdown as President to focus on family while still serving as Trustee. President Cole nominated Trustee White for President. Trustee White accepted the nomination. President Cole inquired if there were any other nominations. There were none. On a motion by Trustee Orrin, seconded by Trustee Gregory and unanimously carried, Trustee White was selected as President.

Trustee White nominated Trustee Orrin to serve as Secretary. Trustee Orrin accepted the nomination. President Cole asked if there were any other nominations. There were none. On a motion by Trustee White, seconded by Trustee Eveland and unanimously carried, Trustee Orrin was selected as Secretary.

Setting of a Regular Monthly Meeting as Required by Law

Dates were corrected to:

January 11, 2023	July 12, 2023
February 8, 2023	August 9, 2023
March 8, 2023	September 13, 2023
April 12, 2023	October 11, 2023
May 10, 2023	November 8, 2023
June 14, 2023	December 13, 2023

On a motion by Trustee Eveland, seconded by Trustee Orrin and unanimously carried, the dates were approved.

NEW BUSINESS (continued)

Request for Approval – Contract for Brock McMurray, Interim WKCCD Superintendent/President

On a motion by Trustee White, seconded by Trustee Gregory and unanimously carried, the contract was approved.

First Reading – Tentative Agreement between Taft College Faculty Association (TCFA/CTA/NEA) and West Kern Community College District – Dual Enrollment

Mr. McMurray said that through the bargaining process it is recommended to adopt language to no longer note it as a pilot agreement and to add mileage language to prepare for future opportunities that may arise as high schools other than in the Taft Union High School District.

First Reading – Tentative Agreement between Classified School Employees Association Chapter #543 and West Kern Community College District – Juneteenth Holiday

Mr. McMurray said that through the bargaining process it is recommended to add the Juneteenth Holiday to the list of state observed holidays.

First Reading – Tentative Agreement between Classified School Employees Association Chapter #543 and West Kern Community College District – 9-80 Work Week Spring Semester 2023

Mr. McMurray said that through the bargaining process it is recommended to implement an optional 9-80 work schedule as a trial during the spring semester. Business hours will remain open Monday through Friday under this schedule.

First Reading – Tentative Agreement between Taft College Faculty Association (TCFA/CTA/NEA) and West Kern Community College District – Bereavement Leave

Mr. McMurray noted that the documentation is updated to reflect proper formatting. He explained that during COVID experience showed that there was need to adapt language for use of time after the death or when services were scheduled. There was also a legal update to reflect number of allowable days in accordance with mileage.

First Reading – Tentative Agreement between Classified School Employees Association Chapter #543 and West Kern Community College District – Bereavement Leave

Mr. McMurray said this request is similar to the Faculty request above but also identifies immediate family members. A correction was noted in the identified family member list.

First Reading – Tentative Agreement between Classified School Employees Association Chapter #543 and West Kern Community College District – Spring Break Four-Day Workweek Policy

Mr. McMurray said that this language was bargained to work a 4-10 work schedule as the Friday is typically not productive and would not have a negative impact on students.

First Reading – Tentative Agreement between Classified School Employees Association Chapter #543 and West Kern Community College District – Summer Session Four-Day Workweek Policy

Mr. McMurray explained that this item would make the annually requested summer work hours part of the contract. He said that summer classes are held Monday through Thursday so this work schedule would have no negative impact on course offerings.

Request for Approval – TC 23-006 Access Control Upgrade Project; \$333,382.40

Todd Hampton, Vice President of Administrative Services, stated that this deferred maintenance project would upgrade security and is necessary due to support sunseting on the current access control system. On a motion by Trustee White, seconded by Trustee Gregory and unanimously carried, the project was approved (copy attached to official minutes).

CONSENT AGENDA:

- A. Request for Approval – New Courses
- B. Business Arts & Humanities
- C. ART 1815 Brand and Identity Systems
- D. ART 1825 Fundamentals of Typography
- E. Request for Approval – Distance Education Course Approvals
 - Business Arts & Humanities
 - ART 1815 Brand and Identity Systems
 - ART 1825 Fundamentals of Typography
- F. Request for Approval – Course Revision
 - Allied Health/Applied Technologies Division
 - OSH 1100 Basic Employee Safety for General Industry
 - OSH 1104 Supervisor Safety Training
 - OSH 1106 Hazardous Material (HAZMAT) First Responder Awareness
 - OSH 1107 Medic First Training/CPR
 - OSH 1108 Hazardous Waste Ops. Emergency Response (HAZWOPER) Annual Refresher
 - OSH 1109 Emergency Response Technician Training
 - OSH 1116 Hazardous Waste Operations and Emergency Response (HAZWOPER) Training
 - OSH 1552 Resp. Protection for Hazardous Materials Handling and Permit Required Confined Spaces
 - OSH 2058 OSH Standards for the Construction Industry/OSHA 30-Hour Construction Ind.
 - OSH 2061 OSH Standards for General Industry/OSHA 30-Hour General Industry Training
 - OSH 2065 Trainer Course in Occupational Safety and Health Standards
- G. Request for Approval – Academic Calendar 2024-2025
- H. Request for Approval – Children’s Center – Authorization to Proceed with Continued Funding Applications for FY 2023-2024
- I. Request for Approval – Resolution Authorizing the Kern County Auditor-Controller to Release Excess Impounded Local Tax Revenues

- J. Request for Ratification – Contract for Professional Services – Banner DBA Services – Ferrilli; Hourly Rate \$190.00 and an Estimated 150 Hours
- K. Request for Approval – TC 23-009 CDC Concrete Replace Project; \$50,875.00
- L. Request for Ratification – Child Development Center Mold Remediation Project; \$9,314.58
- M. Request for Approval – CDW-G WhatsUp Gold Premium License 1 Year Service Agreement Quote #NBRQ111; One Year Agreement; \$8,022.31
- N. Request for Ratification – Contract for Professional Services with Amanda Bauer; 11/1/22 – 6/30/23; \$100.00 per Hour Not to Exceed 100 Hours
- O. Request for Approval – Renewal of Eureka Agency/User Site License Contract for January 1, 2023 through December 31, 2022; \$1,395.00

- P. Request for Approval – Arvin Union School District Piggyback Bid. No. 2018-19-001; Expires 11/12/2023

- Q. Request for Approval – Facility Use Agreement with Taft Union High School Soccer Fields for Spring 2023; 1/17/23 – 5/19/23; \$5,000.00 Not Including Possible Costs for Maintenance

- R. Ratification of the November 2022 Vendor Check & Purchase Order Registers

On a motion by Trustee Orrin, seconded by Trustee White and unanimously carried, Consent Agenda Items A – O 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 Trustee Orrin and seconded by Trustee Gregory, the amended Employment Items below were approved by the following vote (Employment Items A - C are attached to official minutes):

- A. Academic Employment
- B. Classified Employment
- C. Separations

Yes: Dawn Cole, Billy White, Mike Eveland, Jeremy Gregory, 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 2022/23
2. Expenditure Accounts (Account Level 1) FY 2022/23
3. Expenditure Detail of \$10,000.00 or Greater, November 2022
4. Student Organization and Special Accounts, November 2022
5. Funds Deposited in County Treasury, November 2022
6. Employee Travel Report – November 2022

Trustee Reports

Trustee White commended staff and students for the representation of the College in the community Christmas parade. He attended the Western States Petroleum Association Christmas event that benefits the Foundation. Trustee White thanked staff for the Foundation holiday dinner and the all staff potluck luncheon.

Trustee Orrin said that the Christmas parade judges were impressed with the effort the College put into the parade and by the number of participants representing the College. She also thanked staff and the Hall of Fame committee for the annual ceremony and activities, noting that it is great to connect with the members of the College who came before us and are a part of the College family.

Trustee Gregory thanked the community for the support in the election and for the opportunity to serve as a trustee.

President Cole also thanked staff for the many events. She attended the open house event and was pleased to see a lot of the community interacting with staff and students. The busy event had positive energy and she received a lot of feedback from community members who were welcomed on campus by staff and students. President Cole praised the Men's Soccer team for their postseason success and said that the community appreciated the opportunity to stream the game.

Academic Senate

Dr. Sharyn Eveland, President of the Academic Senate, said that dual enrollment expansion is being discussed. The faculty position ranking will take place in January by the Senate and then forwarded to the Superintendent/President. She said that the Faculty Professional Development committee is looking at needs and prioritizing topics and training.

Associated Student Organization

Chelsie Kim, Student Trustee, reported on ASO activities including holiday week festivities and a visit from Cogie at Conley Elementary. She recently attended a Basic Needs Summit to learn about opportunities to better serve students.

Marketing and Community Relations

Susan Groveman, Executive Director of Marketing and Community Relations, provided an update on the website redesign. Content migration will begin in January. Photography in classrooms and on campus continues in an effort to better represent the College on the website. Ms. Groveman thanked

staff and the Centennial Celebration committee for the year long effort to celebrate the College. The end of the celebration was the participation in the community Christmas parade which resulted in a 1st place among the walking group participants.

Instruction

Dr. Leslie Minor, Vice President of Instruction, reported that student support services is busy assisting students preparing for finals and work to finalize the spring schedule is underway. The Child Development Center and the Early Childhood Education club donated three thanksgiving baskets to families in need. The Center also received the new accessibility compliant play equipment. Dr. Minor shared that the College has been contacted by Alan Hancock to explore expanding dual enrollment to schools in their District to better serve their students. Planning to offer courses at Maricopa and Buena Vista high schools is also underway.

Transition to Independent Living

Aaron Markovits, Director of TIL, said students return home Friday. The staff continue to recruit and hire for vacant positions.

Information Technology and Institutional Effectiveness

Dr. Xiaohong Li, Vice President of Information Technology and Institutional Effectiveness, is working with staff to hold an e-waste recycling event for the community in January. Staff are working with faculty and department chairs in the Comprehensive Program Review process.

Faculty Association

Ruby Payne, President of the Taft College Faculty Association, said that faculty are busy with finals and Student Learning Outcomes tasks. She invited the Board to a retirement party for Diane Jones, longtime mathematics professor.

Human Resources

Heather del Rosario, Vice President of Human Resources, reported that staff are preparing year end tax documents for employees.

Administrative Services

Dr. Todd Hampton, Vice President of Administrative Services, informed the Board that the Convergent project is a state approved project. He also discussed the ways that the District plans in preparation for future project utilizing matching state funds when available. After the vocational building, the next large facility need is for a field sports complex. In fiscal services, work to complete the annual audit is near complete.

SUPERINTENDENT REPORT

Mr. McMurray presented events from the past month which included ASO activities, streaming of the soccer game with the campus, TIL end of year dinner, the Christmas parade, and many campus gatherings. He highlighted the Hall of Fame event, noting the celebration is a reminder of the impact inductees have made in the community. Mr. McMurray praised staff for the work hosting many events in the past month, many of which were attended by community members.

CONTINUATION OF CLOSED SESSION

There was not a continuation of closed session.

NEXT MEETING

The next monthly meeting is scheduled for Wednesday, January 11, 2023.

ADJOURNMENT

At 7:13 p.m., on a motion by Trustee Orrin, seconded by Trustee Eveland and unanimously carried, the meeting was adjourned.

Respectfully Submitted:

Dawn Cole, President