

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

**REGULAR MEETING**

**November 8, 2023**

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 Billy White. Secretary Kathy Orrin and trustees Dawn Cole, Mike Eveland and Jeremy Gregory were also in attendance. Interim Superintendent/President Brock McMurray and Executive Secretary Sarah Criss were in attendance.

**PUBLIC COMMENT ON CLOSED SESSION ITEMS**

No comments were made.

**CLOSED SESSION**

At 5:01 p.m. it was moved by Trustee Gregory, seconded by Trustee Eveland 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  
Title: Superintendent/President
- 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
- 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 5:54 p.m., it was moved by Trustee, seconded by Trustee Gregory and unanimously carried, to reconvene in Public Session. President White announced that no action was taken.

**PLEDGE OF ALLEGIANCE**

President Billy White led the pledge of allegiance.

**PUBLIC COMMENT ON OPEN SESSION ITEMS**

Dr. Sharyn Eveland spoke on the recent Office of Civil Rights complaint and also on the Presidential Search announcement to be inclusive to all.

**GENERAL COMMUNICATIONS**

There were no general communications.

**DISCUSSION/ACTION – Presidential Search**

- A. Request for Approval – Superintendent/President Search Committee

Consultant Dr. Will Lewallen, Community College Search Services, stated that the Search Committee roster was set per previous Board decision methods. There was discussion on the inclusion of a Board member on the Search Committee. Dr. Lewallen stated that it is normal practice to have a member on the Search Committee. He further explained that one member of the Board does not complicate the Search Committee process and it was noted by Trustee Cole that it had been past WKCCD practice as well. The Board asked for a trustee to be added. Secretary Orrin nominated President White, who was seconded by Trustee Cole and unanimously approved. On a motion by Trustee Cole, seconded by Trustee Eveland and unanimously approved, the Search Committee roster with the addition of President White was approved.

**B. Request for Approval – Superintendent/President Position Profile/Announcement**

Dr. Lewallen reported details from the survey and the townhall held on the development of the position profile/announcement. The draft as it is now includes changes from the feedback received. There was discussion to suggest the deadline for initial application review to be changed to “submit no later than January 5, 2024.” This change will work with the application system to maintain deadline integrity. On a motion by Trustee Cole, seconded by Secretary Orrin and unanimously approved, the announcement was approved with the suggested edit.

**APPROVAL OF MINUTES**

It was noted that the Consent Items should reflect items A-Q. On a motion by Secretary Orrin, seconded by Trustee Gregory and unanimously carried, the minutes of the Regular meeting held October 18, 2023 were approved as amended.

**NEW BUSINESS**

**Request for Approval – Campus Roofing Project Change Order No. 1 – Credit of \$33,067.49**

Dr. Todd Hampton told the Board that the Change Order reflects a credit due to the project not costing as much as projected. On a motion by Trustee Gregory, seconded by Trustee Eveland and unanimously carried, the request was approved (copy attached to official minutes).

**Second Reading and Request for Approval – Memorandum of Understanding Between Taft College Faculty Association (“TCFA/CTA/NEA”) and West Kern Community College District regarding Memorializing the District and TCFA’s Intent to Continue to Utilize Interest Based Bargaining as the Means for Negotiation; Effective July 1, 2023**

Mr. McMurray informed the Board that the Interest Based Bargaining process had been used by the District for over 30 years and that this is not a change in practice. This will memorialize the practice in the Collective Bargaining Agreement. On a motion by Trustee Cole, seconded by Trustee Gregory and unanimously carried, the request was approved (copy attached to official minutes).

**Second Reading and Request for Approval – Board Policy Revision – BP #7380 – Retiree Health Benefits – Academic Employees**

Mr. McMurray said that this revision notes that benefit information is bargained for and can be found in the current Collective Bargaining Agreement. This removes the need to duplicate information in multiple documents and lowers the risk of error. On a motion by Trustee Eveland, seconded by Trustee Cole and unanimously carried, the request was approved (copy attached to official minutes).

**Second Reading and Request for Approval – Board Policy Revisions**

- BP #2330 Quorum and Voting
- BP #2340 Agendas
- BP #2365 Recording

Mr. McMurray said that these revisions are aligned with CCLC Policy and Procedure recommendations to meet current law. On a motion by Trustee Gregory, seconded by Trustee Eveland and unanimously carried, the revisions were approved (copy attached to official minutes).

**Information Item – Annual List of Board Policies and Administrative Procedures Action for 2022-2023**

The list of Board Policies and Administrative Procedures that had been implemented, reviewed and/or revised during the 2022-2023 academic year was reviewed.

**CONSENT AGENDA:**

- A. Request for Approval – 2025-2026 Academic Calendar
- B. Request for Approval – Course Revisions
  - Allied Health/Applied Tech Division
  - OSH 1500 Occupational Safety and Health Compliance
  - OSH 2900 Occupational Safety and Health Capstone
  - Social Science Division
  - ECEF 1581 Introduction to Infant and Toddler Development
  - PSYC 2200 Elementary Statistics for the Behavioral and Social Sciences
- C. Request for Approval – New Courses
  - Allied Health/Applied Tech Division
  - PHED 1601 Beginning Pickleball
  - PHED 1611 Intermediate Pickleball
  - Social Science Division
  - ETHN 1520 Chicano/a Studies
  - ETHN 1530 Black American Studies
  - Business Arts and Humanities
  - COMM1505 Intercultural Communication
  - COMM1580 Introduction to Communication Studies
- D. Information Item – Annual Financial and Budget Report (CCFS-311A) for the Fiscal Year Ended June 30, 2023
- E. Information Item – WKCCD Budget Development Calendar for Fiscal Year 2024-25

- F. Request for Approval – Agreement with Ocelot (CareerAmerica, LLC); 1/1/24 – 12/31/26; \$6,051 Annually
- G. Request for Approval – Watermark Insights, LLC. Renewal of Subscription for Curriculum Strategy-Catalog Services; 2/1/24 – 1/31/25; \$14,580.56
- H. Request for Approval – Purchase of CDW-G – Switch Device Replacement, Quote #NPRF250; \$13,811.49
- I. Request for Approval – Contract with School Datebooks to Produce Student Planners for 2024-25 Academic Year; \$9,927.88
- J. Request for Approval – Purchase of Converging – Lenel Server Migration Project, Quote #BH07575751P; \$9,720.00
- K. Request for Approval – Purchase of Commvault – Consulting Services – Server Migration Project Quote #644256; \$6,492.00
- L. Request for Approval – Independent Consultant Agreement with Brian Jean; 11/9/23 – 6/30/24; \$100.00 per Hour, Not to Exceed 100 Hours
  
- M. Request for Approval – Purchase of CDW-G Quote #NPZB402 – WhatsUp Gold Support Renewal; 12/22/23 – 12/22/24; \$2,480.55
- N. Request for Approval – MatchWare Campus Subscription Renewal Agreement with Taft College; Three Year Subscription; \$1,657.50 per Year
- O. Request for Ratification – Amendment II to Contract for Services Agreement with CAPK for Federal Funded Early Head Start Services COLA and to Confirm Terms of the Agreement
- P. Request for Approval – AGM Digital Agreement; November 2023 – January 2024; \$60,000.00
- Q. Request for Approval – AGM Radio Agreements; November 2023 – January 2024; \$12,600.00
- R. Request for Approval – Sinclair Broadcast Group (SBG) and KBAK/KBFX Digital Agreement; 11/14/23 – 1/16/24; \$14,800.00
- S. Request for Approval – KIWI-FM Radio Lobo (Lotus Bakersfield) Agreement – 11/14/23 – 1/16/24; \$16,020.00
- T. Request for Approval – ESPN Greg Kerr Show Agreement; November 2023 – January 2024; \$3,575.00
- U. Ratification of the October 2023 Vendor Check & Purchase Order Registers

President White requested an amendment to Item 11.C. New Courses to strike two courses from approval (amended copy attached to official minutes). On a motion by Trustee Gregory, seconded by Secretary Orrin and unanimously carried, items A-U were approved as amended (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 Gregory and seconded by Trustee Eveland, the 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, Dr. Kathy Orrin, Jeremy Gregory

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 2023/24
2. Expenditure Accounts (Account Level 1) FY 2023/24
3. Expenditure Detail of \$10,000.00 or Greater, October 2023
4. Student Organization and Special Accounts, October 2023
5. Funds Deposited in County Treasury, October 2023
6. Employee Travel Report – October 2023

**Trustee Reports**

Trustee Cole thanked staff and Foundation staff for the effort planning and hosting the Hall of Fame events. She noted the importance of connecting with alumni and to hear the impact of the College in their lives and to show alumni of the work the College continues to do with students. Trustee Cole attended the tour of the MESA program prior to the Board meeting and was glad to see students comfortable in the new academic support environment.

President White echoed Trustee Cole's appreciation of the Hall of Fame events. He was able to speak with alumni one on one and to share memories. The event was personal and built friendships.

Secretary Orrin also appreciated the Hall of Fame events and was happy to hear how the community of Taft positively impacted these alumni. She also assisted with the Lincoln Junior High School science fair and was happy to work with a team of College employees that had not only agreed to judge the science fair but had worked with many of them students prior to the science fair.

Trustee Gregory attended the Hall of Fame events and said that he was able to meet the childhood role model that inspired him to be a track athlete. He also invited staff to attend the city Veteran's Day events this upcoming weekend.

**Academic Senate**

Candace Duron, Academic Senate (AS) President, shared a recent resolution approved by the Senate to recommend the addition of a single use restroom on campus. The Senate is requesting that future facility planning include a plan for a single use restroom.

### **Marketing and Community Relations**

Susan Groveman, Executive Director of Marketing and Community Relations, thanked staff and Foundation for their work to host the Hall of Fame events. She is now focused on spring marketing campaigns and supporting the TIL Casino Night and the ASO participation in the community Christmas parade.

### **Foundation**

Dr. Sheri Horn-Bunk, Executive Director, thanked the Board for their attendance and appreciation of the Hall of Fame. The events take a lot to prepare but build lasting relationships between the College and alumni.

### **Student Services**

Cecilia Alvarado, Dean of Student Services, provided details of upcoming transfer events, Veteran's Open House event, and a foster youth holiday event. A cross department effort to host a community outreach event is underway. The event will be held on December 6<sup>th</sup>.

### **Faculty Association**

Ruby Payne, Faculty Association President, stated that faculty are assisting students to finish the semester successfully and trying to aid in retention efforts to have students enroll in Spring courses.

### **Instruction**

Dr. Leslie Minor, Vice President of Instruction, discussed work being completed in the review of competency-based standards. Instruction staff are also working on the preparation of the spring semester courses and efforts to increase retention of current fall-enrolled students. Distance Education Coordinator Jon Farmer shared current training opportunities that include the use of Artificial Intelligence and plagiarism.

### **Information Technology/ Institutional Research**

Dr. Xiaohong Li, Vice President of IT/IR, updated the Board on the process to obtain a consultant to assist in completing the new Education Master Plan. The selected consultant will be submitted to the Board for approval in December. Staff are working with campus contacts to complete Comprehensive Program Review and feedback shows a favorable view of the new multiyear tools. The IT staff have been working to increase cyber security awareness by building training and increasing protection efforts.

### **Administrative Services**

Dr. Todd Hampton, Vice President of Administrative Services, provided updates on facilities issues that include fire panel modifications, WESTEC roofing repairs, and work to improve the marquee that is no longer functional due to technology issues.

### **Phi Theta Kappa**

Dr. Sharyn Eveland, PTK advisor, said that active members are looking into a potential mural project in the community or on campus. Members also are looking to participate in international days with the ASO. There will be an induction ceremony for new members held this Spring.

**SUPERINTENDENT REPORT**

Mr. McMurray recently participated in the Central Valley Higher Education Consortium (CVHEC) board meeting and attended the Summit conference. These events help advocate for community colleges in legislative matters. He also shared details of local events such as an Administrative Services employee barbecue, the Halloween fall festival for Child Development Center children and staff, and the TIL Halloween lounge. Mr. McMurray and his wife Kim hosted a dinner at the President's home for a casual event to allow alumni and current District leadership to open the Hall of Fame weekend festivities. He thanked the Board and staff for their attendance at the Hall of Fame events. It was a busy weekend with many activities but shows appreciation to alumni who helped the College become who we are today.

**NEXT MEETING**

The next monthly meeting is scheduled for Wednesday, December 13, 2023.

**CONTINUATION OF CLOSED SESSION**

There was no continuation of closed session.

**ADJOURNMENT**

At 7:03 p.m., on a motion by Trustee Gregory, seconded by Trustee Cole and unanimously carried by roll call vote, the meeting was adjourned.

Respectfully Submitted:

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Dr. Kathy Orrin, Secretary