

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

REGULAR MEETING

December 13, 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 Secretary Orrin, 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
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
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 5:57 p.m., it was moved by Trustee Gregory, seconded by Trustee Cole 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

There was no public comment.

GENERAL COMMUNICATIONS

There were no general communications.

APPROVAL OF MINUTES

On a motion by Trustee Gregory, seconded by Trustee Eveland and unanimously carried, the minutes of the Regular meeting held November 8, 2023 were approved.

ANNUAL ORGANIZATION MEETING

Organization of Board of Trustees

Trustee Cole nominated Trustee White for President. Trustee White accepted the nomination. there were no other nominations. On a motion by Trustee Cole, seconded by Trustee Orrin and unanimously carried, Trustee White was selected as President.

Trustee Cole nominated Trustee Orrin to serve as Secretary. Trustee Orrin accepted the nomination. There were no other nominations. On a motion by Trustee Cole, seconded by Trustee Eveland and unanimously carried, Trustee Orrin was selected as Secretary.

Setting of a Regular Monthly Meeting as Required by Law

On a motion by Trustee Gregory, seconded by Trustee Eveland and unanimously carried, the dates as recommended were approved (copy attached to official minutes).

NEW BUSINESS

Request for Approval – Collaborative Brain Trust – Educational Master Planning Services; \$144,000.00

Brock McMurray said the Educational Master Plan is a ten-year long plan. This agreement will allow for Collaborative Brain Trust to assist in developing the new plan. On a motion by Trustee Cole, seconded by Secretary Orrin and unanimously carried, the request was approved (copy attached to official minutes).

Request for Approval – Kern Health Systems – Healthcare Workforce Initiative Agreement with West Kern Community College District/Taft College; 11/17/23 – 11/17/25

Mr. McMurray shared details of the \$300,000 healthcare grant that will aid in the development of a nursing program. Trustee Cole commended the college for the first step to bringing such a needed program to the College. On a motion by Trustee Gregory, seconded by Trustee Cole and unanimously carried, the agreement was approved (copy attached to official minutes).

Request for Approval – General Services Administration (GSA) Purchasing for Allegion/Montgomery Hardware GSA

Dr. Todd Hampton, Vice President of Administrative Services, said that this item and the following item are related. This agreement would allow the District to use the agreement's terms for pricing without the need to complete a bid process. On a motion by Trustee Cole, seconded by Secretary Orrin and unanimously carried, the agreement was approved (copy attached to official minutes).

Request for Approval – Award Door Hardware Replace to Montgomery Hardware GSA; \$112,607.58

Dr. Hampton told the Board that this project would address updates needed in the G Buildings, sports complex, Dental Hygiene and includes necessary door upgrades in the gymnasium. On a motion by Secretary Orrin, seconded by Trustee Eveland and unanimously carried, the request was approved (copy attached to official minutes).

Request for Approval – Dental Hygiene Flooring Project Change Order No. 1; \$73,969.90

Dr. Hampton reported details of the Dental Hygiene damage found during the demolition of the previous flooring. The restroom had a lot of damage and termites were found. On a motion by Trustee Gregory, seconded by Trustee Eveland and unanimously carried, the change order was approved (copy attached to official minutes).

First Presentation – Taft College Faculty Association and West Kern Community College District Memorandum of Understanding – College Concurrent Program Advisor Compensation

Heather del Rosario, Vice President of Human Resources, stated that increased concurrent enrollment at Taft Union High School over the years has led to the need to update the level of compensation for the advisor (copy attached to official minutes).

First Reading – Board Policy Revisions

- BP #7340 Leaves**
- BP #6800 Occupational Safety**
- BP #2430 Delegation of Authority to the Superintendent/President**

Mr. McMurray said that these revisions are aligned with CCLC Policy and Procedure recommendations to meet current law (copy attached to official minutes).

CONSENT AGENDA:

- A. Request for Ratification – Pro Safety and Rescue and West Kern Community College District Clinical Training Program Agreement; 10/1/23 – 9/30/26
- B. Request for Ratification – West Side Health Care District and West Kern Community College District Clinical Training Program Agreement; 10/1/23 – 9/30/26
- C. Request for Ratification – Memorandum of Understanding between the Greenfield Union School District (GFUSD) and West Kern Community College District (WKCCD); 11/8/23 – 6/30/26
- D. Request for Ratification – Agreement for Legal Services with Lozano Smith, LLP; Effective July 1, 2023
- E. Request for Ratification – Cxtec- Switch Replacement Project (25); \$81,561.31
- F. Request for Ratification – CDW-G Cisco Meraki Enterprise – Subscription License; Five Years; \$47,820.25
- G. Request for Ratification – Cxtec – Special Switch Replacement Project; \$29,980.20
- H. Request for Approval – Purchase of Millermatic 355 Welding Equipment; \$28,342.23
- I. Request for Ratification – Extension Lease Agreement with the Beard Family Trust for Instructional Use of Facilities located at the Taft Industrial Park; 10/31/23 – 10/31/25; \$3,800.00 per Month

- J. Request for Approval – Title IX Training – Transcend Consulting Group, LLC and Global Solutions, LLC; December 2023 – January 2024; \$13,500.00
- K. Request for Approval – Contract for Professional Services Agreement with Craig Elliot, PhD and Taft College for DEIAA Committee Training; 1/1/24 – 12/31/24; \$10,000.00
- L. Request for Approval – Contract for Gilbert Garcia as TIL Grant Consultant; 1/1/24 – 12/31/24; \$95 per Hour, Not to Exceed 100 Hours
- M. Request for Approval – Community College Survey of Student Engagement (CCSSE); \$7,750.00
- N. Request for Approval – Facility Use Agreement with Taft Union High School Soccer Fields for Spring 2024; 1/16/24 – 5/17/24; \$5,000 and Maintenance Costs as Necessary
- O. Request for Approval – CI Solutions – ID Badge Migration Project; \$2,945.00
- P. Request for Approval – Brown Act Training – Liebert Cassidy Whitmore; One Day Training; \$2,250.00 fee plus \$750.00 for Travel Time
- Q. Request for Approval – Program Services Agreement 2023-2024 Mini Grants Program; 12/6/23 – 5/31/24; \$2,000 in Revenue
- R. Request for Approval – Agreement with the Chancellor’s Office Tax Offset Program (COTOP); 10/1/23 – 12/31/24
- S. Information Item – CCFS – 311Q for the 1st Quarter Ended September 30, 2023
- T. Request for Approval – Resolution No. 2023/24-04 – Authorizing Kern County Auditor-Controller to Release Excess Local Tax Revenues
- U. Ratification of the November 2023 Vendor Check & Purchase Order Registers

On a motion by Trustee Gregory, seconded by Trustee Eveland and unanimously carried, items A-U 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 Cole 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, November 2023
4. Student Organization and Special Accounts, November 2023
5. Funds Deposited in County Treasury, November 2023
6. Employee Travel Report – November 2023

Trustee Reports

Secretary Orrin attended the College Open House event and thanked President White for being Santa Claus for the community children.

President White attended the WSPA holiday event benefiting the Foundation, the Foundation Christmas dinner, the College employee holiday potluck, the community Christmas parade, as well as participating in the Open House event. He thanked the staff involved in each event and acknowledged the College was busy this holiday season.

Trustee Cole thanked the Foundation for the annual Christmas dinner. She noted it is always nice to get to speak with Foundation Board members who volunteer their time and effort all year long.

Trustee Gregory attended the community Christmas parade, the Foundation Christmas dinner, Veteran's day community events and the College Open House. He echoed appreciation of staff to be involved in so many community events.

Academic Senate

Candace Duron, Academic Senate (AS) President, provided a copy of the Fall Plenary conference brochure to share details with the Trustees of current AS topics. She and three others attended either in person or online.

Associated Student Organization (ASO)

Jay Cuevas, Student Trustee, told the Board details of events that included a Thanksgiving dinner for the College's foster students, participation in the community Christmas parade and College Open House, and a President's luncheon with the ASO President and Superintendent/President McMurray. The ASO is also interested and is researching possible upgrades to the park on campus near the Ash Street dorms.

Marketing and Community Relations

Susan Groveman, Executive Director of Marketing and Community Relations, is working across departments to promote spring enrollment in a variety of methods that span across digital, radio, and news media. Athletics is participating in a local sports news interview campaign with Greg Kerr. Coach Vince Maiocco recently spoke with Mr. Kerr on the upcoming baseball season. Ms. Groveman added that work with the new website is wrapping up with copy editing coming to an end.

Student Services

Cecilia Alvarado, Dean of Student Services, said that Student Services staff held a “celebrate the student” day with stylus pens available for professors to share with students and the President’s Luncheon hosted with the ASO. She thanked the Board and staff for attending and participating in the Open House. The event was successful and featured food from Mi Casita, Santa Claus, cross-department representation of College services, and a chance to register potential students. Student Services staff also recently held a staff training day which included pronoun training and a focus on an inclusive student environment. Ms. Alvarado also said that a Cougar Express day was held and a luncheon hosted for the College foster/homeless students with EOPS.

Lori Sundgren, Learning Center Director, told the Board that longtime tutor Wei Hill is retiring. She also shared details from a conference that included collaboration with national peers to meet academic needs of students. She was pleased to see that Taft College, though small, offers much of what bigger institutions do.

Foundation

Dr. Sheri Horn-Bunk, Executive Director, thanked the Board for attendance at the Christmas party and at the KEDC Energy Summit event that featured a video of Taft College. The Foundation continues to work on internship offerings in healthcare and in engineering this summer.

Instruction

Dr. Leslie Minor, Vice President of Instruction, said that Dental Hygiene is preparing for a February accreditation visit and that Dual Enrollment agreements continue to receive interest for growth. Distance Education staff are training faculty on accessibility and improved instructional design. Dr. Devin Daugherty, Dean of Instruction/CTE, told the Board of Paramedic Program development with adjunct professor Nick Lidgett who is working to bridge the program to an expanding Bakersfield Fire Department.

Jose Valadez, MESA Director, said that the MESA program has completed its first semester with appreciation of the support from the campus. The program hosted a field trip with Ridgeview High School students and Ridgeview staff were impressed to have been welcomed by the President of the College personally. The MESA program also participated in the community Christmas parade and a Parent University event to share resources that Taft College can offer future college students.

Transition to Independent Living (TIL)

Aaron Markovitz, TIL Director, said that TIL staff and students held their holiday party today. Students will be home during the winter break. The staff also celebrated Susan Wells, longtime TIL employee, as she retired this semester.

Administrative Services

Dr. Todd Hampton, Vice President of Administrative Services, reported that auditors have completed site work and are compiling the annual report in time to present to the Board at the January meeting. The Bookstore served 236 EOPS and Promise students with their books and materials for the spring

semester. Facilities work continues in making parking lot safety upgrades and a job walk was held for a WESTEC roofing project. This is the third walk completed and with new advertising in the process it appears to be more successful in attracting bidders.

SUPERINTENDENT REPORT

Mr. McMurray recognized recent Employee of the Month recipients Tiffany Payne and Alexis Ramirez. In recent weeks Mr. McMurray has attend the Taft Union High School Oil Technology Academy dinner and meeting, a College student art exhibit, the Taft Chamber Christmas parade, the College Open House, a President's luncheon with the ASO, Foundation Christmas dinner, the WSPA holiday event, and the employee holiday potluck. He also shared details from the initial Black Student Union dinner event.

NEXT MEETING

The next monthly meeting is scheduled for Wednesday, January 10, 2020.

CONTINUATION OF CLOSED SESSION

There was no continuation of closed session.

ADJOURNMENT

At 7:15 p.m., on a motion by Trustee Gregory, seconded by Trustee Cole and unanimously carried the meeting was adjourned.

Respectfully Submitted:

Dr. Kathy Orrin, Secretary