

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

REGULAR MEETING

July 12, 2023

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 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 5:04 p.m. it was moved by Trustee Gregory, seconded by Trustee Cole 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. Conference with Legal Counsel – Potential Litigation, Pursuant to Paragraph (4) of Subdivision (d) of Government Code Section 54956.9
Significant Exposure to Litigation Pursuant to Paragraph 5 of Govt. Code Section 54956.9€
1 Case Related to Threatened CVRA Action
- 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 6:03 p.m., it was moved by Trustee Gregory, seconded by Secretary Orrin and unanimously carried, to reconvene in Public Session. President White reported that no action was taken in closed session.

PLEDGE OF ALLEGIANCE

President White led the pledge of allegiance.

PUBLIC COMMENT ON OPEN SESSION ITEMS

There were no public comments.

GENERAL COMMUNICATIONS

There was no general communication.

FIRST PUBLIC HEARING – Map Review – Proposed Composition of By-Trustee-Areas Prior Area Maps, pursuant to Elections Code section 10010, subdivision (a)(2)

On a motion by Trustee Cole, seconded by Trustee Gregory and unanimously carried, the public hearing was declared open. Dr. Justin Levitt, Vice President of National Demographics Corporation (NDC), presented information about the types of election systems that may be used and the language of the California Voting Rights Act (CVRA) (copy attached to official minutes). Dr. Levitt reviewed three draft maps that NDC created using demographic data and mandated criteria under the CVRA. He also shared a map submitted to the Board from the Delores Huerta Foundation. There was discussion reviewing the natural and community recognized boundaries of each map. It was noted that there is an interest in placing Fellows in the same area as the other rural communities. Dr. Leavitt stated that Ford City was too large to keep as one area; the areas population needed to be split to meet CVRA standards. At this time, the Board prefers either the Yellow or Orange map. On a motion by Trustee Eveland, seconded by Secretary Cole, and unanimously carried, the public hearing was declared closed.

APPROVAL OF MINUTES

On a motion by Secretary Orrin, seconded by Trustee Cole and unanimously carried, the minutes of the Regular meeting held June 14, 2023 were approved.

NEW BUSINESS

Collective Bargaining – Public Hearing and Request for Approval

President McMurray reported as mandated law, the District and bargaining units must annually request to reopen bargaining items in order to continue to negotiate throughout the academic year. It is also required that a public hearing be held. On a motion by Trustee Cole, seconded by Trustee Gregory and unanimously carried, the hearing was called to order at 6:28 p.m. No public comments were made on Items 10.A-D. On a motion by Secretary Orrin, carried by Trustee Cole and unanimously carried, the hearing was closed at 6:29 p.m.

Request for Approval – Presentation of the Taft College Faculty Association CTA/NEA, Reopener for FY 2023/24

On a motion by Trustee Gregory, carried by Trustee Cole and unanimously carried, the request was approved.

Request for Approval – Presentation of the Taft College CSEA Chapter #543, Reopener for FY 2023/24

On a motion by Trustee Gregory, carried by Secretary Orrin and unanimously carried, the request was approved.

Request for Approval – Presentation of the WKCCD Reopener Proposal with the Taft College Faculty Association CTA/NEA for FY 2023/24

On a motion by Trustee Eveland, carried by Trustee Gregory and unanimously carried, the request was approved.

Request for Approval – Presentation of the WKCCD Reopener Proposal with the Taft College CSEA Chapter #543 for FY 2023/24

On a motion by Secretary Orrin, carried by Trustee Eveland and unanimously carried, the request was approved.

Second Presentation and Request for Approval - Taft College Faculty Association ("TCFA/CTA/NEA") 2023-26 Collective Bargaining Agreement ("CBA")

Mr. McMurray said that this agreement includes previously approved memorandums of understanding and updates basic information within the document. On a motion by Trustee Gregory, carried by Trustee Eveland and unanimously carried, the request was approved.

Second Presentation and Request for Approval – Taft College Classified School Employee Association ("CSEA"), Chapter #543 2023-26 Collective Bargaining Agreement ("CBA")

Mr. McMurray said that this agreement includes previously approved memorandums of understanding and updates basic information within the document. On a motion by Trustee Cole, carried by Trustee Gregory and unanimously carried, the request was approved.

Second Presentation and Request for Approval – CSEA Uniform Issue and Replacement Cycle

Mr. McMurray said that the bargaining unit approved this process to address care and replacement needs of required uniforms worn in specific employment positions. On a motion by Trustee Gregory, carried by Secretary Orrin and unanimously carried, the request was approved.

First Presentation – 2023-2024 Academic Year 9-80 Work Schedule

President McMurray explained that administration worked out issues during the trial semester of the 9-80 schedule and are presenting a calculated calendar that ensures participants are equal in time worked and in days off. The College will remain open Monday through Friday to the public.

Request for Approval – Award Dental Hygiene Flooring Replacement Project to Black Hall Construction; \$212,500.00

Dr. Todd Hampton, Vice President of Administrative Services, explained that this project process was completed assuming costs would be under \$200,000. Due to all received bids coming in over \$200,000 the Board is allowed to approve this contract with a positive 4/5 vote. This project is an extensive flooring update that includes floor foundation repair. On a motion by Secretary Orrin, carried by Trustee Eveland and unanimously carried, the request was approved.

**Second Reading and Request for Approval - Board Policy Revise
BP #6340 Bids and Contracts**

Mr. McMurray said that this policy were reviewed and found to have changes to meet current law and local practices. On a motion by Secretary Orrin, carried by Trustee Eveland and unanimously carried, the request was approved.

CONSENT AGENDA:

- A. Request for Approval – 2025-2029 Five Year Capital Outlay Plan (5YVOP)
- B. Request for Approval – Final Project Proposal (FPP) – Taft College Vocational Center

- C. Request for Approval – Memorandum of Understanding (MOU) Between West Kern Community College District (WKCCD) and Lompoc Unified School District (LUSD) Dual Enrollment Program and Concurrent Enrollment Program 2023-24
- D. Request for Approval – AGM Digital Agreement; July to August 2023; \$40,000.00
- E. Request for Approval – Alexander Strautman Copywriting and Consulting Proposal; July to December 2023; Not to Exceed \$30,000.00
- F. Request for Approval – CDWG – CommVault Software Support Renewal, Quote #NLFN620; 9/1/23 – 8/31/24; \$12,823.68
- G. Request for Approval – AGM Radio Agreement; July to August 2023; \$8,925.00
- H. Request for Approval – Computerland – SOPHOS Central Intercept License Renewal, Quote #182859-1; 8/30/23 – 8/29/24; \$8,698.00
- I. Request for Approval – ResponDus Lockdown Browser Renewal; 8/1/23 – 7/31/24; \$8,695.00
- J. Request for Approval – Independent Consultant Agreement with Terry Townsend; 7/12/23 – 6/30/24; \$100.00 per Hour, Not to Exceed 60 Hours
- K. Request for Ratification – Student Right to Know Subscription Agreement #C0200; 7/1/23 – 6/30/26; Annual Cost of \$5,900.00
- L. Request for Approval – Adaptigent – NetCOBOL Maintenance Renewal, Quote #0018041; 9/1/23 – 8/31/24; \$1,900.80
- M. Request for Ratification – Medi-Cal Administrative Activities Claiming Agreement with Kern County Superintendent of Schools Renewal; 7/1/23 – 6/30/28; \$50 per Time Survey
- N. Request for Approval – Memorandum of Understanding with Jo’s Family Restaurant
- O. Ratification of the June 2023 Vendor Check & Purchase Order Registers

On a motion by Trustee Gregory, seconded by Secretary Eveland and unanimously carried, items 11.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 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, Mike Eveland, Billy White, 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 2022/23
2. Expenditure Accounts (Account Level 1) FY 2022/23
3. Expenditure Detail of \$10,000.00 or Greater, June 2023
4. Student Organization and Special Accounts, June 2023
5. Funds Deposited in County Treasury, June 2023
6. Employee Travel Report – June 2023

Trustee Reports

President White thanked staff for another meaningful TIL awards dinner and graduation. He recently spoke with the family of a TIL alum and shared the positive impact the program had on the student's life.

Trustee Cole enjoyed the TIL dinner and graduation. She shared that Assemblyman Vince Fong attended as well. Assemblyman Fong then held a meeting with Board members and President McMurray about legislative issues that impact the District or higher education.

Trustee Gregory said that this is the first time he has attended the TIL awards and graduation. He was impressed by the personal, positive impact the program has on each family. He also reported he spoke with a Dental Hygiene alum who said they are interested in returning to participate in the bachelor program when it becomes active.

Foundation

Dr. Sheri Horn-Bunk, Executive Director, updated the Board on the success of the medical intern program with Dignity Health that led to an expanded offering with Adventist Health. In total 25 students participated in the program. The Cougar Cookout will be held on October 5, 2023 and will honor Les Clark, Jr. and Les Clark III with the Spirit Award. Dr. Horn-Bunk also noted that sales for the Dental Hygiene anniversary event are going well.

Instruction

Dr. Leslie Minor, Vice President of Instruction, introduced Dean of Instruction Devin Daugherty. Dr. Daugherty stated he is finalizing dual enrollment agreements for fall at host sites while also discussing future planning for dual enrollment offerings. Dr. Daugherty is also researching feasibility of a medical assisting program under grant funding guidelines and is coordinating efforts to prepare curriculum for an Emergency Medical Technician program.

Marketing and Community Relations

Susan Groveman, Executive Director of Marketing and Community Relations, said that the website redesign project will launch the new site in September. Advertising efforts are focused on enrollment and preparation of materials for the Hall of Fame class of 2023 celebration.

Student Services

Dr. Damon Bell, Vice President of Student Services, thanked the Board for their support at the end of the year events for the Transition to Independent Living program. He provided details from the summer open house event that served 190 community members. He also reported that the international student population is rising. Athletics has also welcomed three new head coaches.

Information Technology Services/Institutional Research

Dr. Xiaohong Li, Vice President of ITS/IR, stated that IR staff are preparing for the 2023/24 Program Review process. The ITS staff have many projects to complete this summer with many being funded by the cyber security grant from the state.

Administrative Services

Dr. Todd Hampton, Vice President of Administrative Services, shared that the end of year inventory in the Bookstore is complete. He also said that facilities are busy with many projects, most notably the reconstruction of the Ash Street parking lot and the campuswide roofing repair project.

SUPERINTENDENT REPORT

Mr. McMurray provided an update of the events on campus that included STEM camps and an open house for community members, TIL awards and graduation celebrations, as well as a legislative meeting with Assemblyman Vince Fong.

NEXT MEETING

The next monthly meeting is scheduled for Wednesday, August 9, 2023.

CONTINUATION OF CLOSED SESSION

There was no continuation of Closed Session.

ADJOURNMENT

At 7:14 p.m., on a motion by Trustee Gregory, seconded by Trustee Eveland and unanimously carried by roll call vote, the meeting was adjourned.

Respectfully Submitted:

Dr. Kathy Orrin, Secretary