

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

REGULAR MEETING

August 9, 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
- 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 5:58 p.m., it was moved by Trustee Eveland, seconded by Trustee Gregory 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.

SECOND 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 Gregory, seconded by Trustee Cole 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 shared previous 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. He then reviewed two additional draft maps as created by NDC based upon feedback from the Board of Trustees. Four speakers spoke of the placement of Ford City within the NDC provided maps and the map suggested by the Delores Huerta Foundation: Rick Connick, Belen Delgado, Lori Pesante, and Jesus Garcia. On a motion by Trustee Gregory, seconded by Secretary Orrin, and unanimously carried, the public hearing was declared closed.

APPROVAL OF MINUTES

On a motion by Secretary Orrin, seconded by Trustee Eveland and unanimously carried, the minutes of the Regular meeting held July 12, 2023 were approved.

NEW BUSINESS

Request for Approval – Resolution No. 2023/24-01 – Ratification of Contract with API, Inc. (Emergency Gas Line Repair)

Dr. Todd Hampton explained that a gas leak was found near the Ash Street dorms. Action was taken to secure the leak, test the system, and to make necessary emergency repairs. No safety issues occurred and the leak is now repaired. Due to the emergency nature of the problem, Administration is recommending a resolution for approval of the contractor agreement to meet the state requirements for expenditures. On a motion by Trustee Gregory, carried by Trustee Eveland and unanimously carried, the request was approved.

Second Presentation and Request for Approval – 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. On a motion by Trustee Cole, carried by Secretary Orrin and unanimously carried, the request was approved.

CONSENT AGENDA:

- A. Request for Approval – Employers Training Resource (ETR) Contractual Services Agreement; 7/1/23 – 6/30/24
- B. Request for Approval – Memorandum of Understanding (MOU) between West Kern Community College District (WKCCD) and Santa Ynez Valley Union High School (SYVUHSD) Dual Enrollment Program and Concurrent Enrollment Program 2023-2024; 8/1/23 – 5/31/24

- C. Request for Approval – Memorandum of Understanding (MOU) between West Kern Community College District (WKCCD) and Orcutt Union High School (OUHSD) Dual Enrollment Program and Concurrent Enrollment Program 2023-2024; 8/1/23 – 5/31/24
- D. Request for Ratification – Regional Equity and Recovery Partnerships (RERP) Grant Agreement; 1/23/23 – 9/30/25
- E. Request for Approval – Amendment No. 1 to Subcontract between University Enterprises, Inc. and WKCCD; 1/20/21 – 6/30/24
- F. Request for Approval – WKCCD 2023-2024 Accident Insurance Renewal for Students/Intercollegiate Athletes; 8/1/23 – 7/31/23; \$56,669.00
- G. Request for Approval – Microsoft Campus Agreement 2023 (Year 4 of 6) – Agreement with Foundation for California Community Colleges (FCCC) to Provide Microsoft Campus Agreement with Computerland of Silicon Valley; 9/16/23 – 9/15/24; \$39,533.15
- H. Request for Approval – Contract with Capital Public Finance Group, LLC (Capitol PFG); 8/9/23 – 6/30/26; Hourly Rate of \$215.00, Not to Exceed \$30,000.00
- I. Request for Ratification – Service Agreement between Hudl and Taft College 2023-2026 for Streaming and Recruiting Services; 7/1/23 – 6/30/26; \$7,700.00 per Year
- J. Request for Ratification – Facilities Use & Activities Request Form for Use of Taft Union High School Soccer Field for Summer/Fall 2023 Classes, Practices, and Season Games
- K. Request for Ratification – Approval to Renew Instructure Account; 7/1/23 – 6/31/24; \$2,280.24
- L. Request for Approval – Facility Use Agreement with Kern High School District – Use of CTEC Facility; 8/22/23 -5/31/24
- M. Ratification of the July 2023 Vendor Check & Purchase Order Registers

On a motion by Secretary Orrin, seconded by Trustee Cole and unanimously carried, items A-M 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 2023/24
2. Expenditure Accounts (Account Level 1) FY 2023/24
3. Expenditure Detail of \$10,000.00 or Greater, July 2023
4. Student Organization and Special Accounts, July 2023
5. Funds Deposited in County Treasury, July 2023
6. Employee Travel Report – July 2023

Trustee Reports

Secretary Orrin thanked the Trustees and staff for supporting her family in recent times. She also recognized that Superintendent/President McMurray is also serving the community as the President of the local Rotary chapter.

Marketing and Community Relations

Susan Groveman, Executive Director of Marketing and Community Relations, shared that the beta-test for the new website is underway in preparation of the September 6th launch date. She is also working with the athletics department to develop and market media in support of the teams.

Instruction

Dr. Leslie Minor, Vice President of Instruction, introduced Associate Dean of Instruction Jaime Lopez and MESA Director Jose Valadez. Dr. Minor also updated the Board on summer STEM campus that included an adult session. Staff have also participated in a Taft City School District migrant outreach event. Jon Farmer, Distance Education Coordinator, said that his department is working to train faculty in the improved use of tools in Canvas and is working with Artificial Intelligence to continue to communicate and assist students. Dr. Devin Daugherty, Dean of Instruction and CTE, is in discussions with the US Department of Energy to research potential energy projects.

Foundation

Dr. Sheri Horn-Bunk, Executive Director, said that preparation for the Spirit Award and other Cougar Cookout planning is underway. The event is October 5th. The Dignity and Adventist Health internship luncheon was a success. Interns reported great feedback and some are already earning employment in the field due to the opportunity. The Foundation is working with Dental Hygiene in support of their upcoming Casino Night fundraising event.

Transition to Independent Living

Aaron Markovits, Executive Director of TIL, provided updates on TIL graduates. Staff have completed inservice work and have welcomed the 2023-24 students to campus. Work continues with an advisory committee to improve the program. The committee is currently reviewing survey results and is already

implementing changes from feedback. Mr. Markovits commended staff for their work preparing for the TIL Casino Night this spring. A related fundraising event, "Cougie's Market," will be held in September and planning for a successful spring event is ongoing.

Information Technology Services/Institutional Research

Dr. Xiaohong Li, Vice President of ITS/IR, said that IT staff are completing classroom equipment needs and have begun the Microsoft Defender project, which will complete in October. Institutional Research has begun another phase of the multiyear comprehensive program review. The templates used by programs have been updated based upon user feedback from last year's users.

Student Services

Dr. Damon Bell, Vice President of Student Services, said that staff have successfully hosted a TC Kickoff event and is now calling non-grad students in an effort to assist in enrollment and encourage degree completion.

Human Resources and Campus Safety

Heather del Rosario, Vice President of Human Resources, is working across the campus to recruit and hire student workers. There will be a student job fair hosted by the department at the end of the month. Kevin Altenhofel, Director of Safety and Security, has worked with WESTEC to host a safety inservice training session.

Administrative Services

Dr. Todd Hampton, Vice President of Administrative Services, stated that gas repair and asphalt work at the Ash Street dorms has been completed. The parking lot striping will be completed soon, which will complete the parking lot project. Work on the Dental Hygiene flooring repair is ongoing and moving quickly. Dr. Hampton also reported that the Bookstore staff have been busy assisting students with the fall semester approaching. Staff have worked closely with Financial Aid staff to prepare materials for the Promise Program students.

SUPERINTENDENT REPORT

Mr. McMurray provided an update of the events on campus that included student-athlete return to dorms and campus. In addition, the TIL students have returned. This has brought many family members to visit the campus and meet staff. Mr. McMurray acknowledged Campus Safety and Security Office Johnny Garcia who was selected as the Employee of the Month.

NEXT MEETING

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

CONTINUATION OF CLOSED SESSION

At 7:08 p.m. it was moved by Trustee Gregory, seconded by Secretary Orrin and unanimously carried, that the Board reconvene in Closed Session.

RECONVENE IN OPEN SESSION; ANNOUNCE CLOSED SESSION ACTIONS

At 7:41 p.m., it was moved by Trustee Cole, seconded by Trustee Eveland and unanimously carried, to reconvene in Public Session. President White reported that no action was taken in closed session.

ADJOURNMENT

At 7:42 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