

WEST KERN COMMUNITY COLLEGE DISTRICT  
AGENDA FOR SPECIAL MEETING

March 13, 2024

Cougar Room  
(Access Through the Library Entrance)  
29 Cougar Court  
Taft, California 93268

6:45 p.m. - Following the Conclusion of the Regular Board Meeting

**A. Accessibility.** In compliance with the Americans with Disabilities Act, if you need special assistance to access the meeting room or to otherwise participate in this meeting, including auxiliary aids or services, please contact Sarah Criss at (661) 763-7711. Notification at least 48 hours prior to the meeting will enable the Governing Board to make reasonable arrangements to ensure accessibility to the meeting.

**B. Obtaining Public Records.** A copy of the Board packet, including documents relating to any open session item are available to members of the public on the District website and also at the District Office. Any writings or documents that are public records and are provided to a majority of the Governing Board regarding an open session item on this agenda will be made available for public inspection in the District Office located at 29 Cougar Ct., Taft, California, during normal business hours. These documents will be made available to the public at the same time that they are made available to a majority of the Board.

**C. Language Assistance.** The District welcomes Spanish and other language speakers to Board meetings. Anyone planning to attend and needing an interpreter should call Sarah Criss at (661) 763-7711 forty-eight (48) hours in advance of the meeting so that arrangements can be made for an interpreter. El Distrito da la bienvenida a las personas de habla hispana a las juntas de la Mesa Directiva. Si planea asistir y necesita interpretacion llame al (661) 763-7711 (48) horas antes de la junta, para poder hacer arreglos de interpretacion.

**D. Addressing the District Board.** The Board encourages public participation and involvement. Community members will therefore have several opportunities to address the Board. However, please respect the Board's time and the need for efficient board meetings. The Board also requests that comments be respectful and professional.

1. **Agenda Items.** If you wish to address the Board on an agenda item, please do so when that item is called. Oral presentations will be limited to a maximum of five (5) minutes. Time limitations are at the discretion of the Board President.
2. **Non-Agenda Items.** Individuals have an opportunity to address the Board during the period set aside for Public Comment on Items of General Interest on topics within the subject matter jurisdiction of the Board **not** listed on the agenda. Oral presentations will be limited to a maximum of five (5) minutes, with a total of thirty (30) minutes designated for this portion of the agenda.

**E. Questions for the Board.** Individuals with questions on District issues may submit them in writing. The Board will refer such requests to the Superintendent, who will endeavor to respond to your questions after the meeting.

**F. Placing issues on the Board Agenda.** Items from the public pertaining directly to College business may be placed on the Board agenda by submitting the request in writing to the Office of the Superintendent. The proposed agenda item will be reviewed and placed, if appropriate, on the Board's agenda within a reasonable period of time. Please contact the Office of the Superintendent at (661) 763-7711 for further information.

1. CALL TO ORDER
2. PUBLIC COMMENT ON OPEN SESSION AGENDA ITEMS
3. NEW BUSINESS:
  - A. Second Presentation and Request for Approval: Spring Break 2024 Four-Day Workweek Policy
  - B. Second Presentation and Request for Approval: Proposed reclassification of the Dental Hygiene Clinic Technician and Dental Hygiene Office Technician positions
4. NEXT MEETING DATE  
The next regular meeting is tentatively scheduled for Wednesday, April 10, 2024, at 5:00 p.m.
5. ADJOURNMENT

Date: March 6, 2024

Submitted by: Heather del Rosario, Vice President of Human Resources

Area Administrator: Brock McMurray, Interim Superintendent/President

Subject: Request for Approval

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Board Meeting Date: March 13, 2024

Title of Board Item:

Second Reading and Request for Approval - Spring Break Four-Day Workweek Policy

Background:

The District would like to implement a four-day workweek for the week of March 25-29, 2024, for all District faculty and staff in departments that are able to participate. Departments that are eligible as outlined in the relevant MOU will work Monday-Thursday and have Friday off.

The attached MOU outlines the details of the change in the Districtwide work schedules during this time period. The attached policy also serves as a qualified alternative work schedule under the Classified Bargaining Agreement and under the Education Code. Any hourly classified employees working the ten hour-four day work schedule will not incur overtime for hours worked over 8, but not more than 10, in the day for the standard overtime work schedule during this time period.

Terms (if applicable):

N/A

Expense (if applicable):

N/A

Fiscal Impact Including Source of Funds (if applicable):

N/A

Approved: \_\_\_\_\_

*B. McMurray / S. Criss*

Brock McMurray, Interim Superintendent/President

## **Memorandum of Understanding**

### **Classified School Employees Association and its Taft College Chapter #543**

**And**

### **West Kern Community College District**

#### **Spring Break Four-Day Work Week**

This West Kern Community College District (“District”) and California School Employee Association and its Chapter #543 (“CSEA”) (collectively referenced as the “parties”) here by agree to the following Memorandum of Understand and is with respect to the following recitals:

As part of continuing dialogue through the Taft College Classified Collective Bargaining Committee, the parties have reached a consensus regarding implementation of a Spring Break Four-Day Work Week, effective March 25, 2024 through March 29, 2024.

Now, therefore, CSEA and the District hereby agree as follows:

1. The above recitals are true and correct.
2. The parties agree to implement a Four-Day Work Week for the period of March 25-29, 2024 as follows:
  - a) For the period extending from Monday, March 25, 2024 through Friday, March 29, 2024, employees in eligible departments will be moved to a “four-tens” work schedule, working Monday-Thursday and will be off on Friday. The following exceptions to apply:
    - Employees in Maintenance and Operations: full-time classified employees will work a four-day workweek. District need requires Maintenance and Operations duties be performed Monday through Friday. Alternate work schedules will be created for applicable staff to ensure coverage.
    - Child Development Center will maintain on-site operations Monday – Friday.
    - Dental Hygiene is not eligible as individual alternate work schedules are in place to support department and clinic needs.
    - Campus Security will continue to provide on-campus security 7 days per week.
  - b) The parties agree that effective dates and impacted departments are subject to change based on student support needs. Changes will be made through mutual agreement with the Taft College Classified Collective Bargaining Committee.
  - c) The parties agree to waive the daily overtime provision for hours worked up to 10 per day for employees eligible to work a four day work week.
3. This MOU does not establish a precedent or create a past practice in regard to the subject matters set forth herein.
4. The terms of this MOU may not be cited or relied upon for any other purpose in any other administrative or judicial matter or forum.

5. This Agreement will become effective after ratification by the CSEA members and the District's Governing Board.

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Brock McMurray, Interim Superintendent/President  
West Kern Community College District

\_\_\_\_\_  
Greg Hawkins, President  
California School Employees Association Chapter #543

Dated: \_\_\_\_\_

Dated: \_\_\_\_\_

\_\_\_\_\_  
Andrea Juarez, Labor Relations Representative  
California School Employees Association

Board Approval:

\_\_\_\_\_  
Billy White, President  
Board of Trustees, West Kern Community College District

First Presentation: \_\_\_\_\_, 2024

Second Presentation/Approval: \_\_\_\_\_, 2024

**Date:** February 29, 2024  
**Submitted by:** Heather del Rosario, Vice President of Human Resources  
**Area Administrator:** Brock McMurray, Interim Superintendent/President  
**Subject:** Request for Approval

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**Board Meeting Date:** March 13, 2024

**Title of Board Item:**

Second Presentation and Request for Approval: Proposed reclassification of the Dental Hygiene Clinic Technician and Dental Hygiene Office Technician positions.

**Background:**

As part of continuing dialogue through the Taft College Classified Collective Bargaining Committee, the parties have reached a consensus regarding reclassification of the Dental Hygiene Clinic Technician and Dental Hygiene Program Technician positions due to an accretion of duties.

- 1) A step increase to Range 24 on the Classified Salary Schedule will be applied and implemented retroactively to March 1, 2024. The parties further agree to update the job descriptions as agreed upon in Exhibit A "Dental Hygiene Clinic Technician" and Exhibit B "Dental Hygiene Program Technician".

**Terms (if applicable):**

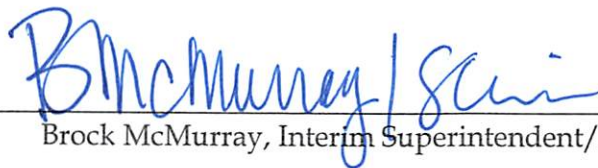
An implementation date retroactive to March 1, 2024.

**Expense (if applicable):**

See below.

**Fiscal Impact Including Source of Funds (if applicable):**

Approved: \_\_\_\_\_



Brock McMurray, Interim Superintendent/President

**Tentative Agreement**

**California School Employees Association and its  
Taft College Chapter #543  
And  
West Kern Community College District**

**Reclassification**

This West Kern Community College District ("District") and California School Employee Association and its Chapter #543 ("CSEA") (collectively referenced as the "parties") here by agree to the following Tentative Agreement and is with respect to the following recitals:

As part of continuing dialogue through the Taft College Classified Collective Bargaining Committee, the parties have reached a consensus regarding reclassification of the Dental Hygiene Clinic Technician and Dental Hygiene Program Technician positions due to an accretion of duties.

Now, therefore, CSEA and the District hereby agree as follows:

- 1) The above recitals are true and correct.
- 2) A step increase to Range 24 on the Classified Salary Schedule will be applied and implemented retroactively to March 1, 2024. The parties further agree to update the job descriptions as agreed upon in Exhibit A "Dental Hygiene Clinic Technician" and Exhibit B "Dental Hygiene Program Technician".
- 3) Except as set forth in the Agreement, all other terms and conditions of the CBA will remain unchanged.
- 4) This agreement does not establish a precedent or create a past practice in regard to the subject matters set forth herein.
- 5) The terms of this Tentative Agreement may not be cited or relied upon for any other purpose in any other administrative or judicial matter or forum.
- 6) This Agreement will become effective after ratification by the CSEA members.

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Brock McMurray, Interim Superintendent/President  
West Kern Community College District

\_\_\_\_\_  
Greg Hawkins, President  
California School Employees Association Chapter #543

Dated: \_\_\_\_\_

Dated: \_\_\_\_\_

\_\_\_\_\_  
Andrea Juarez, Labor Relations Representative  
California School Employees Association

**Board Approval:**

\_\_\_\_\_  
Billy White, President  
Board of Trustees, West Kern Community College District

First Presentation: March \_\_\_\_\_, 2024      Second Presentation/Approval: April \_\_\_\_\_, 2024