

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

REGULAR MEETING

October 9, 2024

The regular meeting of the Board of Trustees of the West Kern Community College District was called to order at 5:02 p.m. by President Billy White. Secretary Kathy Orrin and trustees Dawn Cole, Mike Eveland and Jeremy Gregory were also in attendance. Acting Superintendent/President Dr. Todd Hampton and Executive Secretary Sarah Criss were in attendance.

PUBLIC COMMENT ON CLOSED SESSION ITEMS

There were no public comments.

ADJOURN TO CLOSED SESSION

At 5:04 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 Performance Evaluations, Government Code Section 54957
- B. Public Employee Discipline/Dismissal/Release/Complaint, Government Code Section 54957
- C. 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
- D. Public Employee Appointment/Employment, Government Code Section 54957
Title: Interim Superintendent/President
Title: Superintendent/President
- E. Conference with Labor Negotiators (Government Code section 54957.6)
Agency Designated Representative: Board President
Unrepresented Employee: Superintendent/President
- F. Conference with Legal Counsel – Potential Litigation, Pursuant to Paragraph (4) of Subdivision (d) of Government Code Section 54956.9
1 Potential Case
- G. Student Discipline and Other Confidential Student Matters, Education Code Sections 35146, 48900 et. Seq. and 48912(b)
- H. Conference with Real Property Negotiations
Property: Parkside Development, LLC (APN 032-152-34)
Agency Negotiator: Todd Hampton, VP of Administrative Services
Under Negotiation: Sale or Lease of Property, Including Price and Terms of Payment
- I. Conference with Real Property Negotiations
Property: Franklin Field
Agency Negotiator: Todd Hampton, Acting Superintendent/President & VP of Admin. Services
Under Negotiation: Sale or Lease of Property, Including Price and Terms of Payment

RECONVENE IN OPEN SESSION; ANNOUNCE CLOSED SESSION ACTIONS

At 5:59 p.m., it was moved by Trustee Eveland, seconded by Secretary Orrin and unanimously carried, to reconvene in Public Session. President White announced that there was no action taken.

PLEDGE OF ALLEGIANCE

President White led the pledge of allegiance.

PUBLIC COMMENT ON OPEN SESSION ITEMS

There was no public comment.

GENERAL COMMUNICATIONS

There was no general communication.

APPROVAL OF MINUTES

On a motion by Trustee Gregory, seconded by Trustee Cole and unanimously carried, the minutes of the Special Meeting held September 10, 2024, Special Meeting held on September 11, 2024, Regular Meeting held September 11, 2024, the Special meeting held September 18, 2024, and the minutes of the Special meeting held September 26, 2024, were approved (copy attached to official minutes).

NEW BUSINESS

Discussion and Potential Action on Employment Agreement for Interim Superintendent/President

Discussion and Potential Action on Employment Agreement for Superintendent/President

On a motion by Trustee Gregory, seconded by Trustee Eveland and unanimously approved, items 9.A. and 9.B. were tabled.

Request for Approval –West Kern Community College District Board of Trustees Goals 2024-25

Trustees thanked administration for sharing reports at the annual retreat meeting and noted the importance of acknowledging the continuing work of the staff. On a motion by Trustee Cole, seconded by Secretary Orrin and unanimously carried, the request was approved (copy attached to official minutes).

Second Reading and Request for Approval – Taft College Faculty Association Collective Bargaining Agreement – Proposed Revisions to Articles 6.8.1 and 6.8.3

Heather del Rosario, Vice President of Human Resources, said that the language in this agreement was proposed from the bargaining process. This agreement would revise the evaluation process. On a motion by Trustee Gregory, seconded by Trustee Eveland and unanimously carried, the request was approved (copy attached to official minutes).

Request for Approval – CSEA Chapter #543 Job Creation – TIL Student Support Coordinator

Dr. Hampton explained that this position was created as a part of a re-organization of the TIL department. On a motion by Trustee Gregory, seconded by Secretary Orrin and unanimously carried, the request was approved (copy attached to official minutes).

Request for Approval – CSEA Chapter #543 Job Description Revision – Tutor

Dr. Hampton stated that these job description increases were made to match the increase of duties and skills. On a motion by Trustee Gregory, seconded by Trustee Eveland and unanimously carried, the request was approved (copy attached to the official minutes).

Request for Approval – CSEA Chapter #543 Job Description Revision – MESA Administrator Clerk/Instruction Administrative Clerk

Dr. Leslie Minor, Vice President of Instruction, said that this job description allows for an increase in hours and for this position to be included in field trips and expanded duties. This position is grant funded. On a motion by Secretary Orrin, seconded by Trustee Eveland and unanimously carried, the request was approved (copy attached to official minutes).

First Reading – Board Policy #2432 Revision

Ms. Criss said that the revisions to Board Policy #2432 – Superintendent/President Succession was drafted on the suggestion of the trustees. The revisions allow for succession to reflect current Vice President positions, regardless of specific title.

CONSENT AGENDA

A. Request for Approval – Program Revisions

Math/Science Division

Mathematics: Associate in Science

Physical Science: Associate in Science

Liberal Arts: Area of Emphasis – Math & Science

Liberal Arts: Area of Emphasis – Natural Science – Life Science

Liberal Arts: Area of Emphasis - Natural Science – Physical Science

Biology: Associate in Science

B. Request for Approval – Course Revisions

Allied Health/Applied Technology Division

DNTL 1510 Oral Biology

DNTL 2020 Local Anesthesia and Nitrous Oxide

DNTL 2021 General and Oral Pathology

DNTL 2132 Dental Materials

C. Request for Approval – Course Approval

Allied Health/Applied Technology Division

UDGE 3005 Research Methodology

DNTL 3015 Multicultural Awareness within Healthcare

D. Request for Approval – West Kern Adult Education Network (WKAEN) Joint Powers Authority (JPA) Funds Agreement between West Kern Community College District and WKAEN; 7/1/24 -6/30/25

E. Information Item – Use of Proposition 55 Education Protection Account (EPA) Funds for FY 20024/25

F. Request for Approval – Signatory Update with United Security Bank

G. Request for Approval – Campus Network Switch Replacement AMS.Net Quote: #Q-00082421; \$226,354.12

H. Request for Approval – Cisco Network Resiliency Services CDW-G Quote #PCDT342; \$82,925.03

- I. Request for Approval – Contract for Professional Services Renewal with Banner DBA Services – Ferrilli; One Year Agreement; Discounted Hourly Rate of \$190.00, Estimated 400 Hours for Estimated Total of \$76,000.00
- J. Request for Approval – 2024-25 Synapse Laserfiche LSAP Software Support Renewal; 11/29/24 – 11/29/25; \$4,559.27
- K. Request for Approval – Contract for Professional Services with Mariachi Arco-Iris de Los Angeles; 11/1/24; \$4,000.00
- L. Request for Approval – Atomic Search for Canvas; 1-Year Contract; Total Cost of \$3,500.00
- M. Request for Approval - Consultant Agreement – Barber & Gonzeles, LLC – Interest Based Bargaining Training; 1 Day Session; \$3,300.00 plus Travel Expenses
- N. Request for Ratification – Contract for Professional Services with Rachel Sasi for Photography Services for the Taft College Athletics Programs for 2024-25 Academic Year; 8/1/24 – 5/31/25; \$1,000 per Semester for Up to Two Semesters
- O. Request for Approval – Contract for Professional Services with Dr. Antonio Gomez for Motivational Speaker Services for Taft College; 10/15/24; \$2,500.00
- P. Request for Ratification – Renewal of PrestoSports for Web Design/Hosting Services for TC Athletics; 9/1/24 – 8/31/29; Estimated Cost for Year One is \$1,750.00 and Years 2-5 \$3,913.88 Annually
- Q. Request for Approval – Contract for Professional Services with Gerado F. Avila Folklorico Huastecallil; 10/14/24; \$700.00
- R. Request for Approval – Contract for Professional Services with Rual Alanis Romualdo for Motivational Speaker Services for the Taft College Associate Student Organization; 10/22/24; \$600.00
- S. Request for Approval – Agreement between the Chabot-Las Positas Community College District on behalf of the California Early Childhood Mentor Program and Taft College; 7/1/24 – 6/30/25; No Expense
- T. Ratification of the September 2024 Vendor Check & Purchase Order Registers

On a motion by Trustee Cole, seconded by Secretary Orrin and unanimously carried, items A-T were approved (copies attached to official minutes).

PUBLIC COMMENTS ON ITEMS OF GENERAL INTEREST

There were no comments

EMPLOYMENT

On a motion by Trustee Gregory, seconded by Secretary Orrin, the Employment Items below were approved as amended 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, Jeremy Gregory, Dr. Kathy Orrin

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 2024/2025
2. Expenditure Accounts (Account Level 1) FY 2024/25
3. Expenditure Detail of \$10,000 or Greater, September 2024
4. Student Organization and Special Accounts, September 2024
5. Funds Deposited in County Treasury, September 2024
6. Employee Travel Report – September 2024

Trustee Reports

Secretary Orrin recently attended a volleyball match and acknowledged the competitive year the team is having. She thanked the volunteers from the College that have supported Bristol Hospice efforts.

Trustee Cole thanked the College staff and ASO for their support and participation in the community Suicide Awareness Fun Run. She also participated in the tamale making event and appreciated the history and the lesson in culture while making the tamales.

Associated Student Organization

Jay Cuevas, Student Trustee, shared the events for Hispanic awareness month. Events covered the history and culture and were interactive for students and staff.

Academic Senate

Candace Duron, Academic Senate (AS) President, shared details for the upcoming Fall Plenary. The statewide Academic Senate wishes to include non-faculty representation in an effort to engage campuses. She shared the ways that staff and trustees may attend and reviewed the topics that will be discussed.

Marketing and Community Relations

Susan Groveman, Executive Director of Marketing and Community Relations, shared that the Foundation Cougar Cookout will have nearly 500 attendees and Vince Fong will be attending and assisting in the event. Ms. Groveman also shared a recent experience in the ability to make a difference in the living situation of a student.

Student Services

Manny Campos, Interim Vice President of Student Services, said that Financial Aid vacant positions are in the process of being filled. The department has been impacted by the federal issues that limited funding to students but have had two disbursements to students go out today. He also shared that graduation applications for fall are coming in and registration for the Spring semester is in preparation. The student

catalog is being updated and the California Virtual College is showing an uptake of students in late start courses.

Cecilia Alvarado, Dean of Student Services, shared details from outreach events that included a 1st generation event celebrating students, DACA week with events and field trips, student lessons on the use of artificial intelligence, and transfer events. There are events coming up from the LGBTQ+ grant in support of students. There are also events and field trips in support of transferring students. There will be an Open House event in December.

Dental Hygiene

Gina Gardener, Interim Director of Dental Hygiene, told the Board that it is National Dental Hygiene month and she expressed appreciation for the collaboration with Ms. Groveman to promote the work of the department in the community. She also reported that the program provided over \$413,000 in services in the previous academic year. The bachelor program is successfully operating in its first semester. She acknowledged Bekki Dodson as a new faculty member and reported that the program now has an efficient iPad check in procedure for patients.

Faculty Association

Ruby Payne, Faculty Association President, said that late start courses started this week. The faculty are busy with faculty and committee assignments.

Instruction

Dr. Leslie Minor, Vice President of Instruction, said the MESA program is reaching out to extend services to Taft Union High School and there have been field trips to potential transfer universities. The Distance Education department is working to improve accessibility and Canvas tools for faculty. Dr. Minor shared that a recent Diversity, Equity, Inclusion, Accessibility and Anti-Racism conference had shared work with College stakeholders that will be integrated into curriculum and services. She also provided details from a non-credit summit that would allow College services to explore courses to engage community and support the West Kern Adult Education Network.

Jaime Lopez, Interim Dean of Instruction, expanded discussion on the enhancement of funding in non-credit courses. He noted it would be similar to special admit students. Mr. Lopez provided an update to the Dual Enrollment offerings and added that there will be spring scheduling enrollment workshops. An update on the Online Education Resource and Zero Textbook Cost was giving, noting that an effort to improve the offerings' visibility to students is underway. Lastly, Mr. Lopez said that there is another cohort of students from the Kern County Superintendent of Schools Child Development Education program.

Campus Safety and Security

Kevin Altenhofel, Director of Campus Safety and Security, thanked the Maintenance and Operation Staff for their work to address facility issues in the Student Center. He shared that the annual security report had been submitted and shared as mandated with the campus.

Information Technology/Institutional Research

Dr. Xiaohong Li, Vice President of IT/IR, thanked the trustees for addressing cyber security in this year's goals. She also explained that there will be trainings offered through the Chancellor's Office for staff awareness of cybersecurity risks. In the Institutional Research department, work on the Comprehensive Review Process is ongoing. The California Community College Survey of Student Engagement (CCSSE) is being reviewed but it appears that scores are favorable and that students score the College well.

Workforce and Economic Development

Dr. Devin Daugherty, Interim Vice President of Workforce and Economic Development, said that there was an Allied Health Advisory meeting held today and five programs were identified for the College to consider for development. There is a Public Safety/Service Career Day coming up and the field trip for Stonecreek Middle School has been rescheduled due to the College's facility issues.

SUPERINTENDENT REPORT

Dr. Hampton shared a photo of the future monument project at the ASO park entrance to the campus. He also reviewed events that included the California 1st Jobs summit, Kern County College Night, a 9/11 prayer breakfast, a 9/11 student hosted remembrance ceremony, and two separate counselor luncheons. Dr. Hampton also spoke of a Burned Books event hosted in the TC art gallery and the Kern Economic Development annual dinner.

CLOSED SESSION

On a motion by Secretary Orrin, seconded by Secretary Orrin and unanimously carried, closed session reconvened at 7:14 p.m.

RECONVENE IN OPEN SESSION; ANNOUNCE CLOSED SESSION ACTIONS

At 8:32 p.m., it was moved by Trustee Eveland, seconded by Trustee Cole and unanimously carried, to reconvene in Public Session. President White announced that there was no action taken.

NEXT MEETING

The next monthly meeting is scheduled for Wednesday, November 13, 2024.

ADJOURNMENT

At 8:33 p.m., on a motion by Trustee Gregory, seconded by Trustee Eveland and unanimously carried, the meeting was adjourned.

Respectfully Submitted:

Dr. Kathy Orrin, Secretary