

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

**REGULAR MEETING**

**March 13, 2024**

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 Assistant 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 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  
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)
- G. Conference with Real Property Negotiations  
Property: Franklin Field  
Agency Negotiator: Todd Hampton, VP of Administrative Services  
Under Negotiation: Sale or Lease of Property, Including Price and Terms of Payment
- 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: Wheeler Ridge-Maricopa Water Storage District  
Agency Negotiator: Todd Hampton, VP of Administrative Services  
Under Negotiation: Sale or Lease of Property, Including Price and Terms of Payment

**RECONVENE IN OPEN SESSION; ANNOUNCE CLOSED SESSION ACTIONS**

At 6:10 p.m., it was moved by Trustee Cole, seconded by Trustee Eveland 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 was no general communication.

**PRESENTATION – Strategic Action Plan 2022/23 Data Update**

Dr. Xiaohong Li, Vice President of Information and Institutional Effectiveness, presented data from 2022/23 on Strategic Action Plan progress (copy attached to official minutes). Of the 17 leading indicators (short term goals), the College has two that are in red status and show a deficiency in progress. Dr. Li reviewed these indicators and discussed how this data will help in identifying obstacles and taking corrective action to help the College to meet goals. There are seven lagging indicators (long term goals), of which one is in yellow and two are in red. This annual data update will be shared with campus constituents and the state.

**APPROVAL OF MINUTES**

On a motion by Secretary Orrin, seconded by Trustee Gregory and unanimously carried, the minutes of the Regular meeting held February 14, 2024, were approved.

**NEW BUSINESS**

**Request for Approval – Campus Roofing Project Change Order No. 2; \$13,590.50**

Dr. Todd Hampton, Vice President of Administrative Services, stated that the increased expenditure remains within the original budget. This change order addresses leaks that were recently discovered. 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 – CDC Wrought Iron Painting Project; \$23,210.00**

Dr. Hampton said that bids were requested from vendors; one bid was submitted. This project will update the paint on wrought iron fencing at the Child Development Center. On a motion by Trustee Eveland, seconded by Secretary Orrin and unanimously carried, the recommendation was approved (copy attached to official minutes).

**Request for Approval – New Alternative Fuel Vehicle Purchase through the Public Benefit Grants Program; \$71,751.76 in Grant Funding**

Dr. Hampton explained that this request would replace two carts and two vehicles in the fleet that have aged and are expensive to maintain. The program will replace these vehicles with grant funding. It was noted that the item has been amended to reflect the assigned District resolution number to 2023/24-08. On a motion by Trustee Gregory, seconded by Trustee Eveland and unanimously carried, the request as amended was approved (copy attached to official minutes).

**Second Presentation and Request for Approval – Tentative Agreement between Taft College Faculty Association and West Kern Community College District – Adjunct Faculty Committee Requirements Compensation; Effective 1/1/24**

Heather del Rosario, Vice President of Human Resources, shares that this language provides compensation for adjunct faculty who have required committee assignments outside of their assigned hours. On a motion by Trustee Cole, seconded by Trustee Gregory and unanimously carried, the agreement was approved (copy attached to official minutes).

**First Presentation – Adjunct Faculty Program Update and Comprehensive Program Review Compensation**

Ms. del Rosario said that this language provides compensation for adjunct faculty who assist with the completion of Program Review tasks outside of their assigned hours (copy attached to official minutes).

**First Presentation – Spring Break 2024 Four-Day Workweek Policy**

Ms. del Rosario said that the request for a 10-hour, four-day workweek will allow the campus to close on Friday during the spring break week (copy attached to official minutes).

**First Presentation – Proposed Reclassification of the Dental Hygiene Clinic Technician and Dental Hygiene Office Technician Positions**

Ms. del Rosario said the job descriptions for these two positions were reviewed by the reclassification committee (copy attached to official minutes). After reviewing the job duty responsibilities, it is recommended to increase the salaries as noted.

**Second Reading and Request for Approval - Board Policy Revision**

**BP #7600 Campus Security Officers**

Ms. del Rosario stated that the language update from the Policy and Procedure Service through the state minimizes duplication from Administrative Procedure language for a clear, concise policy. On a motion by Trustee Gregory, seconded by Trustee Eveland and unanimously carried, the revisions were approved (copy attached to official minutes).

**Second Reading and Request for Approval – Board Policy Revision**

**BP #7400 Travel**

Mr. McMurray said that these revisions are aligned with CCLC Policy and Procedure recommendations to meet current law (copy attached to official minutes). On a motion by Trustee Cole, seconded by Trustee Eveland and unanimously carried, the revisions were approved (copy attached to official minutes).

**Second Reading and Request for Approval – Administrative Procedure Revision**

**AP #7400 Travel**

Mr. McMurray said that these revisions are aligned with CCLC Policy and Procedure recommendations to meet current law (copy attached to official minutes). Todd Hampton, Vice President of Administrative Services, said that local language is being revised to reflect the government per diem rates for meal reimbursement. This rate is determined by the government annually and reflects costs to the area of travel. On a motion by Trustee Gregory, seconded by Secretary Orrin and unanimously carried, the revisions were approved (copy attached to official minutes).

**CONSENT AGENDA:**

- A. Information Item – CCFS-311Q for the 2<sup>nd</sup> Quarter ending December 31, 2023
- B. Request for Ratification – Oxford Global Resources, LLC – Consultant Agreement for Banner 9 Training; 3/4/24 Start Date; Hourly Rate of \$165 per Hour for a Total of 80 Hours
- C. Request for Approval – SYSCO Diesel Lease Agreement for Food Storage; 3/15/24 – 3/22/24
- D. Request for Approval – Audit Service Engagement with CWDL, Certified Public Accountants; 7/1/23 – 6/30/26
- E. Request for Approval – Support Services Agreement – PlanetBids, LLC; 3/15/24 – 6/30/29; First Year Service Fee \$2,995.08 and Setup Fee of \$5,000.00
- F. Request for Approval – Nextstar Media Group, LLC Bakersfield and KGET Digital Agreement; 4/1/24 – 8/31/24; \$25,000.00
- G. Request for Approval – Sinclair Broadcast Group and KBAK/KBFX Digital Agreement; 3/1/24 – 8/31/24; \$45,000.00
- H. Request for Approval – AGM Digital Agreement; 4/1/24 – 8/31/24; \$100,000.00
- I. Request for Approval – AGM Radio Agreement; 4/1/24 – 8/31/24; \$23,100.00
- J. Request for Approval – Alexander Strautman Copywriting and Consulting Agreement Extension; 2/1/24 – 5/31/24; \$50.00 per Hour for up to 100 Hours, Not to Exceed \$20,000.00
- K. Request for Approval – Taft Midway Driller 12-Month Digital and Online Advertising Plan Renewal; \$8,290.20
- L. Request for Approval – Modern Campus Omni Content Management Systems (CMS) License Renewal; 5/1/24 – 4/30/25; \$36,550.00
- M. Request for Approval – Videography Services for Taft College Commencement Ceremony; 5/17/24; Not to Exceed \$3,500.00
- N. Request for Approval – Purchase of Cidi Design Tool (Canvas Design Tool); 4/1/24 – 3/30/25; \$6,200.00
- O. Request for Approval – Independent Consultant Agreement with Terry Townsend; 3/14/24 – 6/30/24; \$100.00 per Hour Not to Exceed 30 Hours
- P. Request for Approval – Records Destruction
- Q. Request for Approval – ABTECH Technologies Quotation Contract No. M5320 for Hardware and Software Maintenance; 4/16/24 – 4/16/25; \$10,801.00
- R. Request for Ratification – Collaborative Brain Trust Amendment (#1) to Provide Educational Master Planning Services; 12/20/23 – 12/30/24; No Change in Cost
- S. Request for Approval – Evisions – FormFusion Software Maintenance Renewal; 7/1/24 – 6/30/25; \$13,057.00
- T. Request for Approval – DJ Agreement for ASO Spring Fling Dance; \$500.00
- U. Ratification of the February 2024 Vendor Check & Purchase Order Registers

On a motion by Trustee Cole, seconded by Trustee Gregory 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 Secretary Orrin, 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, February 2024
4. Student Organization and Special Accounts, February 2024
5. Funds Deposited in County Treasury, February 2024
6. Employee Travel Report – February 2024

### **Trustee Reports**

President White assisted with the large field trip from Panama Buena Vista Unified School District. He commended staff and departments who showcased the College's offerings and shared academic and career opportunities with young students. He also recognized staff for the successful dedications for the Stanley and Madelyn Hutchison at the ETEC facility as well as Dr. David Cothrun at the Center for Independent Living.

Trustee Cole has recently observed advertisements for the College. She is also receiving positive feedback from the community about the advertisements and consistent news coverage.

Trustee Gregory thanked the Taft Chamber of Commerce for recognizing the Taft College Baseball team for consistent community service. He also noted that he is aware of area students benefiting from STEM outreach and thanked staff for these opportunities at area schools.

Secretary Orrin shared positive feedback from experience while enrolling for courses at the College. She also invited the College to attend and to submit questions to be addressed at the annual State of the City luncheon.

### **Academic Senate**

Candace Duron, Academic Senate (AS) President, said three staff attended Dual Enrollment training which also reviewed expected Dual Enrollment actions from the Chancellor's office. There were discussions of local Dual Enrollment courses; a list of potential Dual Enrollment course expansion is being developed.

### **Associated Student Organization (ASO)**

Jay Cuevas, Student Trustee, and the ASO celebrated Black history month with many activities that included guest speakers who shared their professional and life journeys. The ASO supported the Women's Basketball team with a tailgate event and viewing party as they competed in the state playoff games. Several ASO members participated in the March 7<sup>th</sup> summit with many high school seniors as speakers and session leaders and will support the March 15<sup>th</sup> Empowerment summit for college students. ASO was also instrumental in facilitating the field trip for PBVUSD students.

### **Instruction**

Dr. Leslie Minor, Vice President of Instruction, reported that we are halfway through the Spring semester and registration for summer and fall begins next week.

Dr. Devin Daugherty, Dean of Instruction/CTE, stated that feedback is positive on the PBVUSD field trip with plans to continue the event annually already underway. He added that facility and advisory committee work is being completed in support of Allied Health course growth. He added that the curriculum work for health courses is also ongoing.

Jaime Lopez, Assistant Dean of Instruction, updated the Board on a request from Alan Hancock College to release more Dual Enrollment courses to Taft College. Staff are looking at the feasibility of increasing coastal Dual Enrollment. In addition to growth at coastal sites, the College is also working with Kern County Superintendent of Schools to host 20 employees in Early Childhood Education courses with plans to continue offerings in the coming academic year.

Dr. Vickie Kimbrough, Director of Dental Hygiene, reported that the accreditation visit was a success with one finding being noted in the response from the committee. The recent state board Dental Hygiene visit did show some concerns with facility technology and patient tracking. College staff are working to address concerns in a timely manner. She thanked staff for their support. Dr. Kimbrough said that application interest is high for the program, including the start of a bachelor program this fall.

Jon Farmer, Director of Distance Education, thanked the Board for approving the new Canvas design tool and added that the DE department is also hosting website accessibility training for staff.

Jose Valadez, MESA Director, thanked Allisa Tweedy and Mr. Lopez for field trip support while hosting PBVUSD. Mr. Valadez reported on MESA participation at an event held at Mechanics Bank Arena, a recent project/donation for a racing simulator, and collaboration with Taft Union High School to begin a MESA club.

### **Foundation**

Dr. Sheri Horn-Bunk, Executive Director, and Dr. Daugherty hosted a luncheon to share information with Foundation board members and healthcare partners on the upcoming nursing program at Taft College. She has interest from industry partners in assisting the College while healthcare programs are expanding. Dr. Horn-Bunk thanked the Board for attendance at the Hutchison naming event at ETEC. The event was also a celebration of a Chevron donation as well as the 10-year anniversary of engineering at the College.

### **Student Services**

Dr. Minor reported on behalf of Student Services. She shared that an egg hunt for Jefferson Elementary School will be held on campus and that ASO students will host a care box event for College students. The TUHS Cougar Day will be held next week with another for Maricopa High School coming after spring break. Student Services staff are planning auditions for a singer and speakers for the commencement ceremony.

### **Information Technology/Institutional Research**

Dr. Xiaohong Li, Vice President of IT/IR, told the Board that Program Review submissions have been received. The process will now progress to reviewing and ranking of financial resource requests. Dr. Li noted that staff are also preparing data for reporting at the state and through the accrediting commission. The campus is upgrading to Banner 9 and training for staff will begin tomorrow.

### **Phi Theta Kappa**

Dr. Sharyn Eveland, PTK advisor, shared that an induction ceremony will be held April 18<sup>th</sup> and invited the Board to attend. Dr. Eveland also told the Board that PTK member Nancy Chohan received a Hurst Review NCLEX Scholarship that will assist with funding for costly nursing examination fees.

### **Administrative Services**

Dr. Hampton said that planning for signage is moving forward to place in the ASO park near Ash Street.

### **Campus Safety and Security**

Kevin Altenhofel, Director of Campus Safety and Security, reported that the department is collaborating with Maintenance and Operations to conduct testing on door systems. Issues are being noted and will be corrected.

### **DEIAA Committee**

Dr. Amar Abbott, founding member of the Diversity, Equity, Inclusion, Accessibility and Anti-Racism committee, thanked the Board and administration for support of participate at the NCORE conference this summer. Dr. Abbott also shared positive feedback from the No CAPP Summit held for high school students from Taft Union High school.

### **Marketing and Community Relations**

Susan Groveman, Director of Marketing and Community Relations, is working on a variety of enrollment and marketing strategies and will also be collaborating with a copywriter on new website content. She reported that planning for the Transition to Independent Living Casino Night is ongoing and that

invitations are officially being mailed to a target audience as well as distribution of the event flyer to the community at large.

#### **SUPERINTENDENT REPORT**

Mr. McMurray recognized recent Employee of the Month recipient Lead Custodian Jorge Castro. He also shared information on the Women's Basketball team for their participation in the Play 4Kay cancer fund through game attendance events. In addition, the Basketball team was successful on court and is in the state playoffs. Mr. McMurray recognized the Men's Baseball team for a community service award at the annual Taft Chamber of Commerce Installation Awards event. Recently the Foundation and Office of Instruction hosted a luncheon to gather industry support for the growth of healthcare opportunities at the College. Mr. McMurray shared details of the event and thanked the Foundation and staff for their work in gaining valuable support.

Campus events this month included a 3D printing exhibition in the Art Gallery, the naming of the ETEC building in the honor of the Hutchisons, a field trip for students to visit CSU Fullerton and Chapman University, the No CAPP summit for high school students, the career exploration field trip for PBVUSD students, and a successful Bookstore raffle event.

#### **NEXT MEETING**

The next monthly meeting is scheduled for Wednesday, April 10, 2024.

#### **ADJOURNMENT**

At 7:45 p.m., on a motion by Trustee Gregory, seconded by Trustee Cole and unanimously carried the meeting was adjourned.

Respectfully Submitted:

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Dr. Kathy Orrin, Secretary