

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

**REGULAR MEETING**

**February 14, 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 Eveland, seconded by Trustee Gregory 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

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

At 5:59 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 were no general communications.

**APPROVAL OF MINUTES**

On a motion by Trustee Cole, seconded by Secretary Orrin and unanimously carried, the minutes of the Regular meeting held January 10, 2024, were approved.

**NEW BUSINESS**

**Information Item – Taft College Children’s Center 2022-23 Annual Program Self-Evaluation**

Meghan Hall-Silviera, Director of the Children's Center, reviewed information from the annual self-evaluation that is submitted to the State Department of Education and the State Department of Social Services (copy attached to official minutes). Information reviews the center’s quality of family engagement, program administration, fiscal audit status, and technical assistance and training. The center met all standards outlined and identified areas of growth to continue program improvement efforts.

**Request for Approval – Resolution 2023/24-05 – Classified Appreciation Week – April 29 – May 3, 2024**

Mr. McMurray shared that this week is in recognition of the work and dedication of classified employees. On a motion by Trustee Cole, seconded by Trustee Gregory and unanimously carried, the recommendation was approved (copy attached to official minutes).

**Request for Approval – Resolution 2023/24-06 – Faculty Appreciation Week – May 6-10, 2024**

Mr. McMurray stated that this week is usually celebrated by the Associate Student Organization. This week is an honor to educators making a positive impact. On a motion by Trustee Cole, seconded by Trustee Gregory and unanimously carried, the recommendation was approved (copy attached to official minutes).

**First Presentation – 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.

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

- BP #2735      Board Member Travel**
- BP #3250      Institutional Planning**
- BP #7120      Recruitment and Hiring**
- BP #7600      Campus Security Officers**

Mr. McMurray said that these revisions are aligned with CCLC Policy and Procedure recommendations to meet current law (copy attached to official minutes). Trustee Gregory requested BP #7600 be pulled to gather more information. On a motion by Trustee Gregory, seconded by Trustee Eveland and unanimously carried, the revisions to BP #2735, BP #3250, and BP #7120 were approved.

**First Reading – 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).

**First Reading – 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.

**CONSENT AGENDA:**

- A. Request for Approval – New Courses
  - Allied Health/Applied Technology Division
  - PHED 1602 Beginning Yoga
  - PHED 1612 Intermediate Yoga
  - Math & Science Division
  - MATH 1550 Precalculus & Trigonometry
- B. Request for Approval – Contract between the California Department of Rehabilitation and Taft College for Workability III Program for 2023/24 – 2025/26; \$140,172 per Year Revenue with a Certified Match of \$35,830 per Year and a Cash Match of \$30,353 per Year
- C. Request for Ratification – Strong Workforce Program Grant; Revenue of \$57,692.31
- D. Request for Ratification – Distance Education Captioning and Transcription (DECT) Grant Funding Agreement; 1/19/24 – 6/30/28
- E. Request for Approval – Adjustments to the 2023/24 Adopted Budget
- F. Request for Approval – Residence Hall/Dormitory Room & Board Fee Increase; Effective 2024/25 Academic Year
- G. Request for Approval – Increase in Room and Board Fees for CIL Residence Hall for the Academic Year 2024-25
- H. Request for Approval – 2024/25 Non-Resident Tuition Fees
- I. Request for Approval – Notice of Release of Grant or Categorically Funded or Temporary Faculty and Administration
- J. Request for Approval – Award Marquee Sign Replacement to Sign Solutions; \$37,489.18
- K. Request for Approval – Purchase of Metal Mobil Cabinets for Dental Hygiene; \$29,438.59
- L. Request for Approval – AMS.NET, Inc. ETEC Switch Replacement Quote #Q-00076965; \$21,996.14
- M. Request for Approval – ABTECH Technologies – Dell Virtual Environment Support Renewal Quote ABTQ16059; Coverage through January 2025; \$9,527.19
- N. Request for Approval – AMS.NET, Inc., Cisco SMARTnet Support Renewal Quote #Q-00077109; 2/27/24 – 2/28/25; \$7,330.65
- O. Request for Approval – BIO-key International, Inc. Portal Guard Annual Renewal; Effective 4/27/24 – 4/26/25; \$5,500.00

- P. Request for Approval – Use of Oildorado Building for TIL Bon Voyage Casino Night; June 1, 2024; \$1,000.00
- Q. Ratification of the January 2024 Vendor Check & Purchase Order Registers

On a motion by Trustee Gregory, seconded by Trustee Eveland and unanimously carried, items A-Q 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, January 2024
4. Student Organization and Special Accounts, January 2024
5. Funds Deposited in County Treasury, January 2024
6. Employee Travel Report – January 2024

**Trustee Reports**

President White recently attended the State of the County dinner and had the opportunity to meet Tejon Chairman Octavio Escobedo. He shared that the dinner provided a lot of information from around the county.

Trustee Eveland also received a lot of information at the State of the County dinner. He appreciated the variety of representation from across the county.

Trustee Orrin also attended the State of the County dinner. She commended staff on the annual Triple Play dinner and noted that the College baseball team will be the recipients of the Chamber's Community Service award.

Trustee Gregory recognized collaboration with the special education students at Taft Union High School to encourage the students to continue education post-high school.

### **Academic Senate**

Candace Duron, Academic Senate (AS) President, said that Dr. Vicki Jacobi was elected to continue service as the AS Vice President. She updated the Board on Senate discussions on AB 928 changes that have colleges considering adopting the Cal-GETC education plan to simplify education plans for transfer students. Senate members also discussed AB 1111 that would create a common course numbering system for California community colleges.

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

Jay Cuevas, Student Trustee, and the ASO held welcome week events for students as the spring semester kicked off. ASO is celebrating Black History month with many events sharing music, excellence, and history with students in a variety of ways. The celebration will end with a speaking event with Lyle Martin, Sr., former Bakersfield Police Chief. The ASO is also planning a resource outreach day to share resource opportunities with students and raise awareness of services offered by the College.

### **Instruction**

Dr. Devin Daugherty, Dean of Instruction/CTE, shared details of a fieldtrip being planned for Panama Buena Vista Union School District eighth grade and CTE students that will bring over 500 students on campus. Dr. Daugherty is also working on a NASA bridge grant and potentially a National Science Foundation Type III Engine grant. Dr. Leslie Minor, Vice President of Instruction, said that staff have been notified we will be a part of a countywide grant to assist oil and gas displaced workers in conjunction with Employer's Training Resource center. Lori Sundgren, Learning Center Director, told the Board that the center gained a new part-time supplemental instruction aide and that a full-time staff member recently completed an anatomy course so that he may be able to fill the gap needed for tutoring in the course.

### **Foundation**

Dr. Sheri Horn-Bunk, Executive Director, and Dr. Daugherty will host a luncheon on February 28<sup>th</sup> to share information with Foundation board members and healthcare partners on the upcoming nursing program at Taft College. She reminded the Board of the Hutchison naming event on March 5<sup>th</sup> that will also celebrate a Chevron gift and the 10-year anniversary of engineering at the College.

### **Child Development Center**

Ms. Hall-Silviera, CDC Director, said that center will be hosting a Read Across America event and will share a children's book written by a Taft native. She also stated that the center is undergoing the self-evaluation cycle.

### **Marketing and Community Relations**

Susan Groveman, Executive Director of Marketing and Community Relations, is working with staff to advertise enrollment information for summer and fall registration. She continues to work with TIL on the Casino Night that will also celebrate the retirement of Superintendent/President McMurray.

### **Student Services**

Cecilia Alvarado, Dean of Student Services, shared information on outreach events that include Cougar Days, a campaign to make personal contact with current students who have not yet registered, and registration workshops to assist students. Dr. Damon Bell, Vice President of Student Services, gave the Board details on a field trip to Fullerton and Chapman universities, separate summits for TUHS students and TC students, and outreach efforts to contact foster youth in the community. Dr. Bell reported that the EOPS program is serving 305 students, well over the funded amount. They intend to continue efforts to recruit more. Fall graduate count is 213 students that earned a degree.

### **Dental Hygiene**

Dr. Vickie Kimbrough, Director of Dental Hygiene, recently hosted dental program accreditation representatives for a site visit. Of 53 areas reviewed in the process, the program received one recommendation for improvement. Steps to meet the recommendation are underway. The program is also preparing for a state board visit and is rolling out the application for the first bachelor's program courses.

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

Dr. Xiaohong Li, Vice President of IT/IR, reviewed information from the first discovery visit from Collaborative Brain Trust, the Educational Master Plan consultant selected to assist in EMP development. Meetings went well with internal groups. Internal and external groups will meet with CBT in April for a second round of discovery sessions. Dr. Li said that IT staff are preparing for a switch and training for full Banner 9 implementation.

### **Faculty Association**

Ruby Payne, President of the Faculty Association, said that faculty are assisting in fall and summer scheduling. Late start courses are beginning and faculty are encouraging past students to consider a late start course or registration in fall or summer courses.

### **Administrative Services**

Dr. Hampton said that Grad Fest is being planned by Bookstore staff. He reported that work is beginning on the WESTEC roof project and that campus fire panel work has completed.

### **Human Resources**

Ms. del Rosario said that recruiting is happening in many departments. HR staff are also preparing to switch employee timekeeping to the UKG system that hosts employee and recruitment data already.

### **DEIAA Committee**

Dr. Amar Abbott, founding member of the Diversity, Equity, Inclusion, Accessibility and Anti-Racism committee, shared information regarding a 40 hour training that many members completed. Those members who completed the training are eligible to apply for NCORE conference registration.

**SUPERINTENDENT REPORT**

Mr. McMurray recognized recent Employee of the Month recipient Payroll Technician Shannon Clift. He also shared information on the CDC coat drive, the Triple Play dinner featuring Bill Russell, a ribbon cutting event for Berry Petroleum at the Fox Theater, and a community workshop for Carbon Terra Vault. The former CERF grant is transitioning to Kern Coalition for California Jobs. TC Associate Dean of Instruction Jaime Lopez will serve on the Coalition's Governance Council. Mr. McMurray provided more details of the Dental Hygiene accreditation site visit as well as community meetings with Tejon tribe leadership. He recognized successful meetings for the EMP development with engaged participation from many staff members and the importance of supporting consultant work to create a plan that reflects Taft College and our community.

**NEXT MEETING**

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

**ADJOURNMENT**

At 7:25 p.m., on a motion by Trustee Cole, seconded by Trustee Gregory and unanimously carried the meeting was adjourned.

Respectfully Submitted:

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Dr. Kathy Orrin, Secretary