

WEST KERN COMMUNITY COLLEGE DISTRICT
AGENDA FOR SPECIAL MEETING

February 12, 2025

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

8:00 a.m.

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 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 CLOSED SESSION ITEMS
3. ADJOURN TO CLOSED SESSION
 - A. Public Employee Appointment/Employment, Government Code Section 54957
Interview Candidates for the Position of Interim Superintendent/President
 - B. Conference with Labor Negotiators (Government Code section 54957.6)
Agency Designated Representative: Board President
Unrepresented Employee: Superintendent/President
4. PUBLIC COMMENT ON OPEN SESSION AGENDA ITEMS
5. NEW BUSINESS
 - A. First Reading - Revision of Board Policy #2410 - Board Policies and
Administrative Procedures
 - B. First Reading - Inactivation of Board Policy #7135 - Substitute and Temporary
Employees Paid Sick Leave
6. NEXT MEETING DATE
The next regular meeting is scheduled for Wednesday, February 12, 2025, at 5:00
p.m.
7. ADJOURNMENT

Date: January 30, 2025
Submitted by: Leslie Minor, Ph.D., Acting Superintendent/President
Area Administrator: Leslie Minor, Ph.D., Acting Superintendent/President
Subject: Information Item

Board Meeting Date: February 12, 2025

Title of Board Item:
First Reading – Revision of Board Policy

Background:
Board Policy #2410 – Board Policies and Administrative Procedures was reviewed and found to have a missing element. The revision will include the option to inactivate a Board Policy.

Terms (if applicable):
N/A

Expense (if applicable):
N/A

Fiscal Impact Including Source of Funds (if applicable):
N/A

Approved: 

Leslie Minor, Ph.D., Acting Superintendent/President

BP 2410 Board Policies and Administrative Procedures

Reference:

*Education Code Section 70902;
ACCJC Accreditation Standards 4.4*

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The Board may adopt such policies as are authorized by law or determined by the Board to be necessary for the efficient operation of the District. Board policies are intended to be statements of intent by the Board on a specific issue within its subject matter jurisdiction.

The policies have been written to be consistent with provisions of law, but do not encompass all laws relating to District activities. All District employees are expected to know of and observe all provisions of law pertinent to their job responsibilities. The Board shall regularly assess its policies for effectiveness in fulfilling the District's mission.

Policies of the board may be adopted, revised, added to or amended, or render inactive at any regular Board meeting by a majority vote. Proposed changes or additions shall normally be introduced not less than one regular meeting prior to the meeting at which action is recommended. In unusual circumstances, the Board may change, amend, or add to Board Policies at the same meeting at which they are introduced.

Administrative procedures are to be issued by the Superintendent/President as statements of method to be used in implementing Board Policy. Such administrative procedures shall be consistent with the intent of Board Policy. Administrative procedures may be revised as deemed necessary by the Superintendent/President.

The Superintendent/President shall, annually provide each member of the Board with any revisions since the last time they were provided. The Board reserves the right to direct revisions of the administrative procedures should they, in the Board's judgment, be inconsistent with the Board's own policies.

Copies of all policies and administrative procedures shall be readily available to District employees through the Superintendent/President.

See Administrative Procedures AP 2410

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Date: January 30, 2025
Submitted by: Leslie Minor, Ph.D., Acting Superintendent/President
Area Administrator: Leslie Minor, Ph.D., Acting Superintendent/President
Subject: Information Item

Board Meeting Date: February 12, 2025

Title of Board Item:
First Reading – Inactivation of Board Policy

Background:

Board Policy #7135 – Substitute and Temporary Employees Paid Sick Leave was reviewed and found to be out of compliance with practice and law. This policy was implemented locally in 2015 and current review revealed that it was not linked to a state policy that is annually reviewed for compliance. As this is a method and not a policy, it is recommended to inactivate Board Policy #7135. The language will be captured in an administrative procedure so that it may be better revised to reflect procedures used to maintain legal compliance.

Terms (if applicable):

N/A

Expense (if applicable):

N/A

Fiscal Impact Including Source of Funds (if applicable):

N/A

Approved: 
Leslie Minor, Ph.D., Acting Superintendent/President

BP 7135 Substitute and Temporary Employees Paid Sick Leave

Reference:

AB 1522 Healthy Workplaces/Healthy Families Act of 2014 Education Code Labor Code 230(c), 230.1(a), 245-249

Any temporary or substitute employee who works for 30 or more days within a year of his/her employment shall be credited with 24 hours of paid sick leave for that year. Initial hires must be employed for 90 days prior to taking paid sick leave. Sick leave must be taken in an increment of one or more hours. Unused sick leave shall not carry over to the following year of employment (Labor Code 246).

A temporary or substitute employee may use accrued sick leave for absences due to:

1. The diagnosis, care or treatment of an existing health condition of, or preventive care for, the employee or his/her family member as defined in Labor Code 245.5.
2. Need of the employee to obtain or seek any relief or medical attention specified in Labor Code 230(c) and 230.1(a) for the health, safety or welfare of the employee, or his/her child, when the employee has been a victim of domestic violence, sexual assault or stalking.

No employee shall be denied the right to use accrued sick leave and the office shall not in any manner discriminate or retaliate against any employee for using or attempting to use sick leave, filing a complaint with the Labor Commissioner, or alleging a violation of Labor Code 245-249. The Superintendent/President or designee shall display a poster containing required information, provide notice to eligible employees of their sick leave rights, keep records of employees' use of sick leave for three years, and comply with other requirements specified in Labor Code 245-249.