

WEST KERN COMMUNITY COLLEGE DISTRICT  
AGENDA FOR SPECIAL MEETING

October 9, 2024

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

4:00 p.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 OPEN SESSION ITEMS
3. NEW BUSINESS
  - A. First Reading – Taft College Faculty Association Collective Bargaining Agreement – Proposed Revisions to Articles 6.8.1 and 6.8.3
4. PUBLIC COMMENT ON CLOSED SESSION ITEMS
5. ADJOURN TO CLOSED SESSION
  - A. Public Employee Discipline/Dismissal/Release/Complaint, Government Code Section 54957
  - B. Public Employee Appointment/Employment, Government Code Section 54957  
Title: Interim Superintendent/President  
Title: Superintendent/President
  - C. Conference with Labor Negotiators (Government Code section 54957.6)  
Agency Designated Representative: Board President  
Unrepresented Employee: Superintendent/President
  - D. Conference with Legal Counsel – Potential Litigation, Pursuant to Paragraph (2) of Subdivision (d) of Government Code Section 54956.9  
1 potential case
  - E. Conference with Real Property Negotiations  
Property: Franklin Field  
Agency Negotiator: Todd Hampton, Acting Superintendent/President and VP of Administrative Services  
Under Negotiation: Sale or Lease of Property, Including Price and Terms of Payment
6. RECONVENE IN OPEN SESSION; ANNOUNCE CLOSED SESSION ACTION
7. NEXT MEETING DATE  
The next regular meeting is scheduled for Wednesday, October 9, 2024, at 5:00 p.m.
8. ADJOURNMENT

**Date:** September 26, 2024  
**Submitted by:** Heather del Rosario, Vice President of Human Resources  
**Area Administrator:** Dr. Todd Hampton, Acting Superintendent/President  
**Subject:** Information Item

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**Board Meeting Date:** October 9, 2024

**Title of Board Item:**

First Reading: Proposed revisions to Articles 6.8.1 and 6.8.3 of the TCFA CBA

**Background:**

As part of continuing dialogue through the Taft College Faculty Collective Bargaining Committee, the parties have reached a consensus regarding the revision of Article 6.8.1 "Procedure for Evaluation of Contract Faculty", and Article 6.8.3 "Procedure for Evaluation of Adjunct Faculty".

The parties agree effective October 1, 2024, to the revision of Article 6.8.1 "Procedure for Evaluation of Contract Faculty", section heading "Peer and Supervising Administrator Observation Process" and Article 6.8.3 "Procedure for Evaluation of Adjunct Faculty", section heading "Division Chair (or designee) and Supervising Administrator (or designee) Observation Process".

The attached TA and Exhibit outlines the details of the changes to the relevant sections of the TCFA Collective Bargaining Agreement.

**Terms (if applicable):**

N/A


**Expense (if applicable):**

N/A

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

N/A

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

  
Dr. Todd Hampton, Acting Superintendent/President

**Tentative Agreement Between**

**Taft College Faculty Association (TCFA/CTA/NEA)**

**And**

**West Kern Community College District**

**FACULTY EVALUATION PROCESS**

This Tentative Agreement (“Agreement”) is made by and between the Taft College Faculty Association (“TCFA/CTA/NEA”) and the West Kern Community College District (“District”) (collectively referenced as the “parties”) with respect to the following recitals:

As part of continuing dialogue through the Taft College Faculty Collective Bargaining Committee, the parties have reached a consensus regarding the revision of Article 6.8.1 “Procedure for Evaluation of Contract Faculty”, and Article 6.8.3 “Procedure for Evaluation of Adjunct Faculty”.

1. The above recitals are true and correct.
2. The parties agree effective October 1, 2024, to the revision of Article 6.8.1 “Procedure for Evaluation of Contract Faculty”, section heading “Peer and Supervising Administrator Observation Process” and Article 6.8.3 “Procedure for Evaluation of Adjunct Faculty”, section heading “Division Chair (or designee) and Supervising Administrator (or designee) Observation Process”. The revised language to the relevant section headings for Articles 6.8.1 and 6.8.3 are attached as Exhibit A.
3. Except as set forth in this Agreement, all other terms and conditions of the CBA shall remain unchanged.
4. This Agreement will become effective after ratification by the TCFA/CTA/NEA members and the District’s Governing Board.

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

\_\_\_\_\_  
Ruby Payne, President  
Taft College Faculty Association/CTA/NEA

Dated: \_\_\_\_\_, 2024

Dated: \_\_\_\_\_, 2024

Board Approval:

First Presentation: \_\_\_\_\_

Second Presentation/Approval: \_\_\_\_\_

## Exhibit A

6.6.2 As provided by Education Code §87880 and subject to continued state funding, a temporary faculty member who has an assigned teaching load of sixty percent (60%) or greater has the option to schedule and hold one and a half (1-1/2) paid office hours per week. A temporary faculty who has an assigned teaching load of forty percent (40%) and less than sixty percent (60%) has the option to schedule and hold one (1) paid office hour per week. A temporary faculty who has an assigned teaching load of twenty percent (20%) but less than forty percent (40%) has the option to schedule and hold one half hour (1/2) paid office per week.

6.7 Division Chairs: The duties and responsibilities of the Division Chairs shall be determined by the Taft College Faculty Collective Bargaining Committee and shall be listed in the Faculty Handbook.

6.8 Faculty Evaluation Process: The Faculty evaluation processes should be a collegial and positive opportunity for professional and personal development in order to promote excellence in instruction and service to students.

6.8.1 Procedure for Evaluation of Contract Faculty: Tenure track contract faculty members shall be evaluated annually during the first four years of employment. Non-tenure track contract faculty members shall be evaluated annually for duration of employment. Every contract faculty member will be evaluated in each area of contract responsibility. All evaluations will be conducted during the fall semester unless there are extenuating circumstances. Spring evaluations will only take place with prior approval by the Supervising Administrator.

The evaluation process document will be prepared and distributed to the Contract Faculty Member, Division Chair, Supervising Administrator and Supervising Assistant by the Human Resources Department (HRD) during the fall in-service. All evaluation forms are located in the Human Resources Department and on the HRD website.

The evaluation shall include: (see timeline)

1. Curriculum Packet (if applicable)
2. Peer and Supervising Administrator observations
3. Director of Distance Learning observation (if applicable)
4. Student evaluations (if applicable)
5. Self-evaluation
6. Peer evaluation
7. Supervising Administrator evaluation

7.

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Teaching Faculty	Non-Teaching Faculty Non-Counselor	Non-Teaching Faculty Counselor
Curriculum Packet		
Peer and Supervising Administrator Observations	Peer and Supervising Administrator Observations	Peer and Supervising Administrator Observations
Director of Distance Learning observation (if applicable)		
Student Evaluations		Student Evaluations
Self-Evaluation	Self-Evaluation	Self-Evaluation
Peer Evaluation	Peer Evaluation	Peer Evaluation
Supervising Administrator Evaluation	Supervising Administrator Evaluation	Supervising Administrator Evaluation

#### Curriculum Packet

A teaching contract faculty member shall submit a complete curriculum packet to the Supervising Administrator and to the Division Chair for peer committee review and evaluation by the end of the 7<sup>th</sup> week of the fall semester, or for spring evaluations, by the end of the 2<sup>nd</sup> week of the spring semester. A complete curriculum packet consists of:

- a. syllabus
- b. sample lesson
- c. sample assignment
- d. sample assessment i.e., test or quiz.

#### Peer and Supervising Administrator Observation Process

A peer evaluation committee shall be determined by the end of the 7<sup>th</sup> week of the fall semester of each academic year. The Division Chair shall determine a peer evaluation committee consisting of the Division Chair and at least 2 faculty members for contract faculty members. The peer evaluation committee and the Supervising Administrator shall contact the contract faculty member by the end of the 7<sup>th</sup> week of the fall semester or, for spring evaluations, by

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the end of the 1<sup>st</sup> week of the spring semester to determine which course the contract faculty member would like observed.

The Supervising Administrator (Superintendent/President and Vice Presidents) and each member of the peer evaluation committee shall conduct a classroom, **course management system**, and/or workplace observation of at least one of the contract faculty members' sessions within the 8<sup>th</sup> to 16<sup>th</sup> weeks of the fall semester or, for spring evaluations, on or before the last day of the 5<sup>th</sup> week of the spring semester. **The current classroom observation forms, processes and timeline will be utilized for all modalities.** ~~The peer evaluator(s) and Supervising administrator will follow the timelines and processes outlined in paragraph one of the Director of Distance Learning Observation.~~

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The Supervising Administrator and each peer evaluation committee member shall meet with the contract faculty member in person within five working days of the observation to discuss the observation and both parties shall sign and date the observation document at the conclusion of the meeting. The peer evaluation committee shall meet to formulate their comments and recommendations and then forward a recommendation memo for retention, retention with qualification or non-retention and observation forms and other supporting documentation to the Supervising Administrator on or before the Friday of the second week of the January in-service for the fall semester or, for spring evaluations, on or before the Wednesday of the 7<sup>th</sup> week of the spring semester.

#### **Director of Distance Learning Observation**

The Director of Distance Learning shall contact the contract faculty member by the end of the 7<sup>th</sup> week of the fall semester or, for spring evaluations, by the end of the 1<sup>st</sup> week of the spring semester to determine which distance learning course the contract faculty member would like observed.

The Director of Distance Learning shall conduct an observation of the identified distance learning course within the 8<sup>th</sup> to 16<sup>th</sup> weeks of the fall semester or, for spring evaluations, within the 2<sup>nd</sup> to 5<sup>th</sup> weeks of the spring semester.

The Director of Distance Learning shall meet with the contract faculty member within five working days of the observation to discuss the observation. The Director of Distance Learning shall submit the completed observation form to the Division Chair and Supervising Administrator on or before the Friday of the 16<sup>th</sup> week of the fall semester or, for spring evaluations, on or before the Friday of the 5<sup>th</sup> week of the spring semester.

Student Evaluations (if applicable)	HRD & DL disseminate by end of the 9 <sup>th</sup> week of semester; Student completion within the 10 <sup>th</sup> to 13 <sup>th</sup> weeks of the semester  For counselors HRD disseminates within the 1 <sup>st</sup> to 13 <sup>th</sup> weeks of the semester; Student completion by end of the 13 <sup>th</sup> week
Peer Evaluation and Statement of Compliance	On or before the first Friday of March
Self-Evaluation	On or before the 2 <sup>nd</sup> Friday of March to the Supervising Administrator
Supervising Administrator Evaluation	On or before the 3 <sup>rd</sup> Friday in May to the Human Resources Department

6.8.3 Procedure for Evaluation of Adjunct Faculty: Adjunct Faculty members shall be evaluated for a minimum of one class section per discipline for the first two semesters of teaching. From the third semester onward, if any *new* disciplines are taught, the Adjunct Faculty member shall be evaluated a minimum of one class section per discipline. After the first two semesters, the Adjunct Faculty member shall be evaluated a minimum of once every third calendar year of teaching.

Adjunct Counselors shall be evaluated for a minimum of one counseling session for the first two semesters of counseling. From the third semester onward, if working in a new or different program, the Adjunct Counselor shall be evaluated a minimum of one counseling session in the new or different program. After the first two semesters, the Adjunct Counselor shall



be evaluated a minimum of once every third calendar year for the duration of employment.

The evaluation process document will be prepared and distributed to the Adjunct Faculty member, Division Chair, Supervising Administrator and Supervising Assistant by the Human Resources Department (HRD) during the fall or spring in-service. All evaluation forms are located in the Human Resources Department and on the HRD website.

The evaluation shall include:

1. Curriculum Packet (if applicable)
2. Division Chair (or designee) and Supervising Administrator (or designee) observations
3. Director of Distance Learning observation (if applicable)
4. Student evaluations (if applicable)
5. Division Chair (or designee) evaluation and Division Chair recommendation
6. Supervising Administrator (or designee) evaluation and Supervising Administrator recommendation

Teaching Adjunct Faculty	Non-Teaching Adjunct Counselor
Curriculum Packet	
Division Chair (or designee) and Supervising Administrator (or designee) Observations	Division Chair (or designee) and Supervising Administrator (or designee) Observations
Director of Distance Learning Observation (if applicable)	
Student Evaluations	Student Evaluations
Division Chair (or designee) Evaluation and Division Chair Recommendation	Division Chair (or designee) Evaluation and Division Chair Recommendation
Supervising Administrator (or designee) Evaluation and Supervising Administrator Recommendation	Supervising Administrator (or designee) Evaluation and Supervising Administrator Recommendation

### Curriculum Packet

A teaching Adjunct Faculty member shall submit a complete curriculum packet to the Supervising Administrator and to the Division Chair for review and evaluation by the end of the 7<sup>th</sup> week of the semester. A complete curriculum packet consists of:

- a. syllabus
- b. sample lesson
- c. sample assignment
- d. sample assessment i.e., test or quiz.

### Division Chair (or designee) and Supervising Administrator (or designee)

#### Observation Process

The Supervising Administrator (or designee) and Division Chair (or designee) shall conduct a classroom, course management system, and/or workplace observation of at least one of the Adjunct Faculty member's sessions within the 8<sup>th</sup> to 16<sup>th</sup> weeks of the fall or spring semester. The Supervising Administrator and the Division Chair shall contact the Adjunct faculty member by the end of the 7<sup>th</sup> week of the fall or spring semester to determine which course the Adjunct faculty member would like observed. The current classroom observation forms, process, and timeline will be utilized for all modalities.

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The Supervising Administrator (or designee) and Division Chair (or designee) shall meet with the Adjunct Faculty member in person within five working days of the observation to discuss the observation and both parties shall sign and date the observation document at the conclusion of the meeting.

#### Director of Distance Learning Observation

The Director of Distance Learning shall contact the Adjunct Faculty member by the end of the 7<sup>th</sup> week of the fall or spring semester to determine which distance learning course the Adjunct Faculty member would like observed.

The Director of Distance Learning shall conduct an observation of the identified distance learning course within the 8<sup>th</sup> to 16<sup>th</sup> weeks of the fall or spring semesters.

The Director of Distance Learning shall meet with the Adjunct Faculty member within five working days of the observation to discuss the observation. The Director of Distance Learning shall submit the completed observation form to the Division Chair and Supervising Administrator on or before the Friday of the 16<sup>th</sup> week of the fall or spring semester.

### Student Evaluations

#### Adjunct Faculty Teaching

The HRD will prepare and distribute the student evaluation process document and student evaluation packets for every face-to-face section the Adjunct Faculty member teaches during the semester by the end of the 9<sup>th</sup> week of the fall or spring semester. The Distance Learning department will upload into Canvas the student evaluation