

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

REGULAR MEETING

December 14, 2016

The regular meeting of the Board of Trustees of the West Kern Community College District was called to order at 5:01 p.m. by President Billy White. Trustees present were Emmanuel Campos, Dawn Cole, Michael Long, and Dr. Kathy Orrin. Superintendent/President Dr. Debra Daniels and Executive Secretary Sarah Criss were in attendance.

PUBLIC COMMENT ON CLOSED SESSION ITEMS

No comments were heard.

CLOSED SESSION

At 5:02 p.m. it was moved by Trustee Campos, 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
- B. Public Employee Performance Evaluations, Government Code Section 54957
- C. Public Employee Discipline/Dismissal/Release/Reassignment, 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 - Anticipated Litigation
Significant Exposure to Litigation Pursuant to Paragraph (2) or (3) of Subdivision (d)
of Section 54956.9 - 2 Potential Cases
- F. Student Discipline and Other Confidential Student Matters, Education Code
Sections 35146, 48900 et. Seq. and 48912(b)

RECONVENE IN PUBLIC SESSION; ANNOUNCE CLOSED SESSION ACTIONS

At 6:02 p.m., it was moved by Trustee Cole, seconded by Trustee Campos and unanimously carried, to reconvene in Public Session. President White reported that no action was taken during Closed Session.

PLEDGE OF ALLEGIANCE

President White led the pledge of allegiance.

PUBLIC COMMENT ON OPEN SESSION ITEMS

No comments were heard.

GENERAL COMMUNICATIONS

No general communications were presented.

APPROVAL OF MINUTES

On a motion by Trustee Cole, seconded by Trustee Campos and unanimously carried, the minutes of the Regular Meeting held November 9, 2016 were approved.

NEW BUSINESS

Annual Organization Meeting (Items A-C):

Organization of Board of Trustees - Election of President and Secretary

Trustee Long nominated Trustee Cole for the President position. Trustee Cole regrettfully declined the nomination due to a recent family medical situation but thanked Trustee Long for his nomination. Trustee Cole nominated Trustee White to continue as President. Trustee White accepted the nomination. The nomination was seconded by Trustee Campos and Trustee White was elected President for 2017 by the following vote:

Yes: Emmanuel Campos, Dawn Cole, Michael Long and Dr. Kathy Orrin

No: None

Abstain: None

Absent: None

Trustee Long nominated Trustee Cole for the Secretary position. Trustee Cole accepted the nomination. The nomination was seconded by Trustee Orrin and Trustee Cole was elected Secretary for 2017 by the following vote:

Yes: Emmanuel Campos, Billy White, Michael Long and Dr. Kathy Orrin

No: None

Abstain: None

Absent: None

Setting of a Regular Monthly Meeting as Required by Law

Dr. Debra Daniels presented the suggested schedule for 2017. The meetings are scheduled for the second Wednesday of each month with the exception of August, which will be held on August 16, 2017. On a motion by Trustee Campos, seconded by Trustee Cole and unanimously carried, the schedule for the 2017 regular Board meetings were approved (copy attached to official minutes).

NEW BUSINESS (Continued):

Election of Trustee Representative to the Kern County Committee on School District Organization

Trustee Campos volunteered to serve as the representative to the Kern County Committee on School District Organization. The Board also discussed the vacancy on the WESTEC Board. Trustee Campos volunteered to serve on the WESTEC Board. On a motion by Trustee Cole, seconded by Trustee Long and unanimously carried, Trustee Campos was selected to serve as a representative on both boards.

Second Reading and Request for Approval - Updated Board Policies

#4225 - Course Repetition

#7330 - Communicable Disease

The Board Policies listed above have been updated as recommended by the legal counsel of Community College League of California Board Policy and Procedure Services.

BP 4225 now states that the Board has determined reasonable limitations on course repetition as described in AP 4225 titled Course Repetition.

BP 7330 was updated to extend language indicating academic or classified employees will provide a certificate from their examining physician saying the employee was free from active tuberculosis.

On a motion by Trustee Long, seconded by Trustee Orrin and unanimously carried, the Board Policy updates were approved (copy attached to official minutes).

Second Presentation and Request for Approval - Tentative Agreement with Taft College Faculty Association for Compensation for Coaches Driving Athletic Teams to Events/Games, 2016-17 Academic Salary Schedules, Effective Upon Approval

Dr. Daniels reminded the Board that the tentative agreement was reached through the bargaining process (copy attached to the official minutes). The intent of Administration and the Faculty Association is to utilize a pool of drivers for athletic transportation. On a motion by Trustee Cole, seconded by Trustee Campos and unanimously carried, the agreement was approved (copy attached to the official minutes).

First Reading - Updated Board Policy #7600 - Campus Security Officers (No Action)

Dr. Daniels stated that Board Policy #7600 has been brought to the Board with updates as recommended by the Community College League of California. It was clarified that the District security positions, aside from our Taft Police Officer, are not armed.

Request for Ratification - Subcontractor Substitution Request - Demolition Scope of Work for the Student Center Project - From Caglia Demolition & Recycling to Houseley Demolition, Co.

Kevin Cobb, principal architect of AP Architects, reported that the original subcontractor, Caglia Demolition & Recycling had a lapse of in contractor licensing. Houseley Demolition, Co. was selected *NEW BUSINESS (Continued)*:

as a replacement, at no additional cost, to allow the Student Center Project to continue progress. On a motion by Trustee Campos, seconded by Trustee Long and unanimously carried, the demolition scope of work was awarded to Houseley Demolition, Co.

CONSENT AGENDA:

A. Request for Approval - Distance Learning Course Additions

Applied Technologies Division

IES	1050	Hazardous Materials
IES	1532	Industrial Hygiene

Math and Science Division

PSYC	2080	Introduction to Lifespan Psychology
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B. Request for Approval - New Courses

Applied Technologies Division

IES	1552	Respiratory Protection for Hazardous Materials Handling and Permit Required Confined Spaces
IES	2065	Trainer Course in Occupational Safety and Health Standards
IES	2000	Occupational Safety & Health Capsule

Liberal Arts Division

SPAN	2500	Latin American Culture
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C. Request for Approval - Course Revisions

Applied Technologies Division

ECON	2120	Principles of Economics - Micro
ECON	2210	Principles of Economics - Macro
MGMT	1530	Conflict Resolution
MGMT	1535	Decision Making and Problem Solving
MGMT	1545	Customer Service
MGMT	1555	Stress Management
IES	1058	Occupational Safety and Health Standards for the Construction Industry
IES	1061	Occupational Safety and Health Standards for General Industry

Math and Science Division

ASTR	1511	Introduction to Astronomy with Lab
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CONSENT (Continued):

PHYS 2222 General Physics II

Liberal Arts Division

ART 1600 Basic Design

ART 2010 Introduction to Printmaking

D. Request for Ratification - Distance Education Additions

Applied Technologies Division

IES 1500 Occupational Health and Safety Compliance

Math and Science Division

MATH 1540 Precalculus Mathematics

E. Request for Approval - 2017/18 Residence Hall/Dormitory and Meal Plan Fees

F. Request for Ratification - Grant Agreement with College Futures Foundation, December 6, 2016 - February 3, 2017, the District will Receive a Grant for \$15,000.00 to Prepare for an Application for the Award for Innovation in Higher Education

G. Request for Ratification - Agreement with American Express Commercial Account Program, November 29, 2016, No Annual Fees

H. Request for Ratification - Agreement with Scope Studios to Produce, Film and Edit Videos for Taft College's TIL Program, November 1, 2016 - February 1, 2017, \$18,000.00

I. Request for Ratification - Agreement with Guest Speaker Francis J. Flynn to Present on Communication and Decision Making, December 2, 2016, \$12,000.00

J. Request for Approval - Renewal Agreement with eLumen, Inc. for Assessment and Program Review Data Storage, January 1, 2107 - December 31, 2017, \$8,898.00

K. Request for Approval - IBM/Toshiba Hardware Maintenance Contract for the Registers/Receipts in the Taft College Bookstore , February 1, 2017 - January 31, 2020, \$7,694.07

L. Request for Approval - Agreement with Shannon Jones to Provide Reporting for the TPSID Program, December 15, 2016 - December 30, 2016, \$4,000.00

M. Request for Approval - Agreement with Pacific West Sound, Inc. to Provide the Sound System and Music for the 2016-17 Graduation Ceremony, May 19, 2017, \$3,100.00

CONSENT (Continued):

- N. Request for Ratification – Agreement with Christine Brown of Written Productions for On-line Orientation Filming & Production Services, Effective December 6, 2016 for One Day of On-Site Video Filming and Production Services, \$2,300.00
- O. Request for Ratification – Renewal of Eureka Agency/User Site License Contract for Assessment Services, January 1, 2017 – December 31, 2017, \$1,499.63
- P. Request for Ratification – MTS Maintenance Contract Renewal Quote #MTS-200012 for Call Accounting Services, November 28, 2016 – November 27, 2017, \$1,044.75
- Q. Request for Ratification - Agreement with Converjint Technologies for Fire Alarm Monitoring of the ETE (STEM Modular), December 1, 2016 – November 30, 2019, \$800.00
- R. Request for Approval – Maintenance Contract for the Taft College Bookstore Point of Sale (POS) Server with Lenovo, February 1, 2017 – January 31, 2020, \$608.64
- S. Request for Approval – Facility Rental with The Fort Preservation Society for Use of the Fort for the 4th Annual Triple Play Dinner & Auction, Date to be Determined in January 2017, \$1,200.00
- T. Ratification of the November 2016 Vendor Check & Purchase Order Registers
- U. Routine Personnel Items:
 - a. Request for Conference Attendance and Expenses as of December 14, 2016 and Spring 2017 Proposed Field Trips

Trustee Orrin requested information on Item I. Vice President of Instruction Mark Williams described the intent of the speaker engagement in Item I. On a motion by Trustee Long, seconded by Trustee Campos and unanimously carried, Consent Agenda Items A – U were approved as presented (materials related to items A – U are attached to official minutes).

PUBLIC COMMENTS ON ITEMS OF GENERAL INTEREST

No comments were made.

EMPLOYMENT

On a motion by Trustee Cole and seconded by Trustee Long, Employment Items A – C were approved by the following vote (Employment Items A – C (*Appendix I & II*) are attached to official minutes):

Yes: Emmanuel Campos, Billy White, Dawn Cole, Michael Long and Dr. Kathy Orrin

No: None

EMPLOYMENT (Continued):

Abstain: None

Absent: None

REPORTS FROM STAFF AND STUDENT ORGANIZATIONS

Financial Reports

The financial reports listed on the page following were presented for information (copies attached to official minutes).

Financial Reports:

A. Financial Reports (for information):

1. Revenue Accounts (Account Level 1) FY 2016/17
2. Expenditure Accounts (Account Level 1) FY 2016/17
3. Expenditure Detail of \$10,000.00 or Greater, November 2016
4. Student Organization and Special Accounts, November 2016
5. Funds Deposited in County Treasury, November 2016

Trustee Reports

Trustee Cole attended the Foundation Christmas dinner and was pleased with the honoring of Chevron and the naming of the STEM building.

President White echoed Trustee Cole's comments on the Foundation dinner and honoring of Chevron. He also encouraged employees to come to the Holiday Extravaganza this coming Friday.

Trustee Long welcomed Trustee Orrin. He looks forward to having her expertise on the Board. Trustee Long also attended the Foundation Christmas dinner. He did request that the event possibly be moved to a Taft location in the future.

Trustee Orrin commended staff involved in the Hall of Fame ceremony. She stated that the event was well prepared for and left a strong positive mark on those in attendance. Dr. Orrin also thanked Dr. Daniels and Sarah Criss for the help while transitioning into a Board of Trustees member.

Academic Senate

Dr. Vicki Jacobi presented the report from Academic Senate in the absence of Academic Senate President Geoffrey Dyer. The Academic Senate Council met on November 16th and the Senate as a whole met on December 5th. Topics that the Senate are currently discussing include a request from the local prisons under contract with Taft College for more face-to-face time and a presentation from Chris

Flachmann about the teaching duties and experience at the prison. The Senate has also created a task force to review and participate in the Strong Workforce funding application that is due in January.

REPORTS (Continued):

There will be a new subcommittee dedicated to CTE. In connection with these efforts, the Senate presented a first reading of a resolution supporting CCAP agreement with TUHS for courses on a year-to-year basis and another resolution to endorse revitalizing the Joint Dual Enrollment Committee. The Senate is also in support of a resolution in support of the Zero Textbook Cost planning grant.

Taft College Foundation

Sheri Horn-Bunk, Director of the Foundation, thanked the Board for their attendance at the Foundation Christmas dinner. Ms. Horn-Bunk reported the Foundation is in receipt of \$200,000 from the Harry Wilson trust. The final payment will be coming in the future. Coming soon will be event details for a naming ceremony for the STEM building, in honor of Chevron.

STEM

Anthony Cordova, Career and Technical Education Director, welcomed Dr. Orrin.

Maintenance and Operations

Mike Capela, Director of Maintenance and Operations, also welcomed Dr. Orrin.

Administrative Services

Brock McMurray, Executive Vice President of Administrative Services, welcomed Dr. Orrin to the Board. He reported the Bookstore held the annual open house event to raise funds for the Keali'i Pearl Memorial Scholarship. The Bookstore raised \$415 towards the scholarship.

Business Services completed the audit process. They are awaiting the final report but the site visit appeared to have gone well.

The recent WESTEC Board meeting showed strong financial standing and enrollment. The agreed enrollment of 350 students is on target. The Retirement Board of Authority Board also recently met. This Board oversees the GASB trust. The trust currently has \$4.5 million of the \$20 million target. The RBOA Board received information on the current financial markets.

Human Resources

Dr. Robert Meteau, Associate Vice President of Human Resources, reported that the District recently held professional development training as a follow up to the FRISK training for managers and supervisors. Dr. Meteau recently attended a conference in regards to diversity in recruiting efforts. He reported that the Thanksgiving potluck was a success and reminded the Board the Winter Extravaganza is this Friday.

REPORTS (Continued):

Instruction

Mr. Williams welcomed Dr. Orrin. Mr. Williams thanked the Board for the support of the College Futures Foundation grant that will aid the District in preparing the application for the Award for Innovation in Higher Education. Staff will hold retreat days to align, plan and prepare the application. The Office of Instruction is also applying for the Zero Textbook Cost grant in an effort to assist students financially. The grant application was supported by Academic Senate and due to the collaboration of staff, the application was successfully submitted.

The West Kern Adult Education Network is focusing on furthering the community outreach by offering workforce short-term training opportunities including personal care aides and food service certificates.

Faculty Association

Diane Jones, Faculty Association President, spoke on behalf of the Association in support of the TC Promise scholarship that is currently being developed to assist high school students in the District to attend the College. The Association donated \$500 to the scholarship.

Student Services

Primavera Arvizu, Interim Vice President of Student Services, stated the campus forum in regards to the CCW on campus issue. The forum was well attended and feedback is due today. The Safety Committee will compile the feedback.

Ms. Arvizu reported that the updated website will go live in January. The academic catalog group is working with Smart Catalog in the redesign of the academic catalog, with the perspective of students as the focus. She also stated that as of today, only 147 (of 800 originally) students were dropped due to non-payment. This was due to efforts to make contact with students and assist them in completing the process of enrollment.

Ms. Arvizu thanked the Board in their support and attendance of the Hall of Fame class of 2016. She also told the Board that the Men's soccer team excelled this season, completing the season in the semi-final round versus Mt. San Antonio College.

Ms. Arvizu thanked the Board for the opportunity to serve as the Interim Vice President of Student Services and said she is excited to begin working with Severo Balason, Jr. in January.

Information Services

Adrian Agundez, Director of Information Services, welcomed Dr. Orrin to the Board. Mr. Agundez reported that the Banner and network systems are running well this semester.

REPORT OF THE SUPERINTENDENT

Campus Tours

Dr. Debra Daniels has toured parts of the campus in an effort to familiarize with programs. She recently visited Dental Hygiene, West Kern Adult Education Network, and WESTEC. Dr. Daniels noted the programs are successful and with the knowledge from the tours she will be better equipped to assist them in their future progress.

Phi Theta Kappa (PTK) Induction

Dr. Daniels was honored to be the keynote speaker at the PTK Induction Ceremony. She informed the Board that PTK is a national honor society for community colleges and that the College's PTK chapter is very successful in student engagement.

Student Services

Dr. Daniels thanked Primavera Arvizu for her leadership while serving as the Interim Vice President of Student Services. She noted that Ms. Arvizu performed the role well and has shown her level of experience in her ability to meet challenges. Dr. Daniels reminded the Board that the Vice President of Student Services, Severo Balason, Jr., will begin January 3 with the assistance of Ms. Arvizu.

On other topics, Dr. Daniels invited the Board to attend the Winter Extravaganza employee celebration this Friday. She explained the basket drawing and the inception of the TC Promise scholarship. Dr. Daniels also extended welcome to Dr. Orrin as the new member to the Board.

NEXT MEETING

The next monthly meeting is scheduled for Wednesday, January 11, 2017, at 5:00 p.m.

ADJOURNMENT

At 6:48 p.m., on a motion by Trustee Campos, seconded by Trustee Cole and unanimously carried, the meeting was adjourned.

Respectfully Submitted:

Dawn Cole, Secretary