

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

**REGULAR MEETING**

**November 8, 2017**

The regular meeting of the Board of Trustees of the West Kern Community College District was called to order at 5:17 p.m. by President Billy White. Secretary Dawn Cole and Trustees Emmanuel Campos, Michael Long and Dr. Kathy Orrin were present. 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 5:18 p.m. it was moved by Trustee Long, seconded by Secretary 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  
Claim Received from Donald Thornsberry  
Claim Received from Melissa Thornsberry
- 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 6:12 p.m., it was moved by Secretary 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**

Dr. Debra Daniels introduced Julie McNeil, Interim Associate Vice President of Human Resources.

## **QUARTERLY INVESTMENT REPORT**

District Investment Advisor Dave Ivarie, of Morgan Stanley, distributed and reviewed the quarterly report of the WKCCD General Obligation Bond Portfolio and Facilities Reserve for the quarter ending September 30, 2017 (copies attached to the official minutes). Mr. Ivarie reported that the GO Bond Portfolio gained income of \$11,517.41 for the quarter with an ending value of \$3,937,574.49. The projected 12-month portfolio coupon income is \$76,083.00 with \$5,049,207.90 total income earned since inception. Mr. Ivarie reviewed the asset and credit sector allocation and the portfolio maturity distribution, as well as confirming continuing compliance with state code and regulations.

Mr. Ivarie reviewed the highlights of the Facilities Reserve including income for the quarter of \$76,176.85 and an ending value of \$10,397,937.26. He also noted the projected 12-month portfolio coupon income of \$280,116.00 and \$4,805,727.23 total income earned since inception. Mr. Ivarie reviewed the asset and credit sector allocation and the portfolio maturity distribution, as well as confirming continuing compliance with state code and regulations.

## **PRESENTATION - Conference in China**

Becky Roth presented a PowerPoint showing the summer conference in China that she helped facilitate. Child Development educators from Kern County hosted lectures at the conference to Chinese educators. The goal is to assist in the attempt to reform education. Ms. Roth shared cultural and educational differences she experienced and elaborated on the steps to reformation that will occur in the future. The group of Kern County presenters is expected to return to China to present further education information.

## **APPROVAL OF MINUTES**

On a motion by Trustee Long, seconded by Secretary Cole and unanimously carried, the minutes of the Regular Meeting held October 11, 2017 and the Special Meetings held October 6, 2017 and October 16, 2017 were approved.

## **NEW BUSINESS**

### **Adoption of WKCCD Board Goals for 2017/18**

The goals were developed during the special meetings held by the Board in October 2017. Trustee Cole mentioned a correction to the Board Effectiveness Goal to remove the struckout word "new" from the

*NEW BUSINESS (continued):*

second goal in this section. On a motion by Secretary Cole, seconded by Trustee Campos and unanimously carried, the goals were approved as corrected (copy attached to the official minutes).

**Second Presentation and Request for Approval – Proposed Compensation of 40% Release Time for Faculty Association President, Retroactive to 7/1/17**

On a motion by Trustee Campos, seconded by Trustee Long and unanimously carried, agreement was approved (copy attached to official minutes).

**Information Item – First Reading of College and Career Access Pathways Partnership Agreement with Taft Union High School District, 1/1/18 – 12/31/22 (No Action)**

Dr. Daniels requested that this item be removed from the agenda. The item was submitted prematurely.

**First Reading – Tentative Agreement Between California School Employees Association (CSEA) #543 and West Kern Community College District (WKCCD) – Winter Holiday Closure (No Action)**

The Board reviewed the tentative agreement.

**CONSENT AGENDA:**

- A. Information Item – Annual Financial and Budget Report (CCFS-311A) for the Fiscal Year Ended June 30, 2017
- B. Information Item – CCFS-311Q for the 1<sup>st</sup> Quarter Ending September 30, 2017
- C. Request for Approval – Adjustments to the 2017/18 Adopted WKCCD Budget
- D. Request for Ratification – Agreement with West Kern Adult Education Network Joint Powers Authority (JPA), 7/1/17 – 6/30/18
- E. Information Item – WKCCD Budget Development Calendar for Fiscal Year 2018/19
- F. Request for Approval – Course Revisions

Social Science Division

- ECEF 1582 Infant Massage
- ECEF 1583 Using Infant Cues

- G. Request for Approval – Discontinuance of Programs  
Liberal Arts Area of Emphasis: Social & Behavioral Sciences: Associate in Arts  
History: Associate in Arts

*CONSENT (continued):*

Accounting: Associate in Science & Certificate of Achievement

- H. Request for Ratification - Amendment 01 to the Resolution Authorizing Agreement with the California Department of Education for Taft College to Continue to Provide Childcare Services for the Preschool Program, 7/1/17 - 6/30/18, An Increase of \$94,292.00
- I. Request for Ratification - Amendment 01 to the Resolution Agreement with California Department of Education for Taft College to Continue to Provide Childcare Services for the General Child Care & Development Programs, 7/1/17 -6/30/18, An Increase of \$66,509.00
- J. Request for Approval - Ellucian Banner and Oracle Maintenance Contract, 1/1/18 - 12/31/18, \$180,543.00
- K. Request for Approval - Ellucian Banner Advancement and Oracle Date Integrator Maintenance Agreement, 1/1/18 - 12/31/18, \$11,487.00
- L. Request for Approval - Consultant Contract with Julie McNeil to Serve as the Interim Vice President of Human Resources, 11/1/17 - Permanent Selection is Made, \$9,500.00 per Month plus Housing Expense During her Tenure
- M. Request for Ratification - Extension Lease Agreement with Virgie M. Beard of the Beard Family Trust for Instructional Use of Facilities Located in the Taft Industrial Park, 11/1/17 - 10/31/19, \$84,000.00 (\$3,500.00 for 24 Months Direct Payment)
- N. Request for Approval - Statement of Work between Phytorian, Inc. and West Kern Community College District for Counseling Component of Data Warehouse/ Analytics Solution, Effective Upon Signature, \$165.00 per Hour plus Travel Expenses
- O. Request for Approval - Agreement with FATV (Career America, LLC.), 1/1/18 - 12/31/20, \$10,500.00 to be Paid by Annual Installments
- P. Request for Approval - MTS Maintenance Contract Renewal (Phone System Auditing), 11/28/17 - 11/27/18, \$1,044.75
- Q. Request for Approval - Contract for Professional Services with Juan Avila (Garden Pathways) for Providing a Trauma Informed Workshop, 11/17/17, \$1,000.00
- R. Request for Ratification - Agreement Between the Chabot-Las Positas Community College District on Behalf of its California Early Childhood Mentor Program and Taft College for 2017/18, 8/1/17 - 7/31/18, No Cost to WKCCD
- S. Request for Approval - Facility Agreement with the Fort Preservation Society for the 5<sup>th</sup> Annual Triple Play Dinner & Auction, 1/19/18, Not to Exceed \$1,200.00

CONSENT (continued):

- T. Request for Approval – Facility Use Agreement with Taft Union High School to Use the Cougar Room, 11/30/17
- U. Ratification of the October 2017 Vendor Check & Purchase Order Registers
- V. Routine Personnel Items:
  - Request for Conference Attendance and Expenses as of November 1, 2017

On a motion by Trustee Long, seconded by Trustee Orrin and unanimously carried, Consent Agenda Items A – V were approved as presented (materials related to items A – V are attached to official minutes).

### **PUBLIC COMMENTS ON ITEMS OF GENERAL INTEREST**

There were no comments on items of general interest.

### **EMPLOYMENT**

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

Yes: Emmanuel Campos, Dawn Cole, Billy White, Michael Long and Dr. Kathy Orrin  
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 2017/18
2. Expenditure Accounts (Account Level 1) FY 2017/18
3. Expenditure Detail of \$10,000.00 or Greater, October 2017
4. Student Organization and Special Accounts, October 2017
5. Funds Deposited in County Treasury, October 2017
6. Investments Held at Deutsche Bank Trust Company and The Bank of New York Mellon, Quarter End 9/30/17

#### **Trustee Reports**

Secretary Cole congratulated Brock McMurray on his son's signing with Louisiana State University baseball and welcomed Julie McNeil to the District. She reported that she attended the Cougar Cookout and visited the art gallery held during the event. She recognized the honor to Ray and Lodema Hatch for their service to the District. Trustee Cole also reported that the joint board meeting held with Taft Union High School was a success and she is looking forward to another meeting in the spring.

President White also attended the Cookout. He commended staff on the event and recognized the artwork by students that was on display. President White attended the countywide Energy Summit today and felt news for industry in Kern County was moving in a positive direction.

Trustee Long also attended the Cookout and the art gallery. He expressed confidence in the efforts made during the joint meeting with TUHSD. Trustee Long expressed further support of the Board goal to explore dual enrollment opportunities and possible expansion in the Career Technical Education (CTE) to reflect the diversity of industry in Kern county.

Trustee Orrin welcomed Julie McNeil and echoed the congratulations to Mr. McMurray's family. Trustee Orrin attended the Cookout and went to the art gallery as well. She expressed appreciation for the strategies used by instructors to reach students. Trustee Orrin attended the Halloween event hosted in the TIL dorms with her family. She thanked students and staff for the event.

Trustee Campos attended the Cookout with his family. He thanked staff for the event and expressed how wonderful it was to share role models such as the Hatch family and the experience of the event with his children. Trustee Campos thanked Synagro for their continued support of the College as well.

### **Academic Senate**

Geoffrey Dyer, President of the Academic Senate (AS), reported that the AS recently discussed the new AS for California Community Colleges (ASCCC) resolutions and the implementation of AB 705. The AS recently acted to adopt definitions for criteria used to rank faculty position requests, reviewed and endorsed the Integrated Plan and the Guided Pathways Self-Assessment, and has submitted a draft of AP 7211 to the Senate as a Whole. Mr. Dyer reported that he and Dr. Vicki Jacobi attended the ASCCC fall plenary. Mr. Dyer will be serving in several committee roles for the ASCCC.

Mr. Dyer reported that Kristi Richards arranged a meeting of the Dual Enrollment Advisory Committee, that included members of the AS Dual Enrollment Committee. The roles of the committees, the 2016 Chancellor's Office legal opinion on dual enrollment, the TUHS Oil Academy, and the College's ability to serve student's goals were discussed.

### **Information Services**

Andrew Prestage, Director of Information Services, reported that the update to Banner is underway. The update to internet access will occur in March. Currently, the department is in the process of cross training and sharing information across areas. Mr. Prestage also reported that the technology plan master plan is being reviewed for an update.

*REPORTS (continued):*

### **WESTEC**

Randy Kizzar reported that WESTEC is developing safety training for a growing need in the agriculture industry.

### **Instruction**

Mark Williams, Vice President of Instruction, stated that evaluations and classroom visits are underway. Currently, the department is working to revise curriculum and there is transition occurring in the Career Technical Education. Enrollment in courses for Spring 2018 is projecting strong figures.

### **Student Success**

Primavera Arvizu, Dean of Student Success, stated that priority enrollment is in progress. Staff are working on the implementation of AB 705. The financial aid to students has reached \$1 million, meaning that students are receiving the resources they need to be successful in educational goals.

### **Human Resources**

Julie McNeil, Interim Associate Vice President of Human Resources (HR), thanked the Board for the opportunity to serve the District. She reported that she has been meeting the many staff and departments across the campus.

### **Business Services**

Amanda Bauer, Director of Fiscal Services, said that the department is currently preparing for an audit team visit that will happen next week.

### **Administrative Services**

Brock McMurray, Executive Vice President of Administrative Services, reported that the Student Center is progressing well. The structure is in the beginning stages of being visible and a schedule is being developed to complete the project with as few delays as possible.

### **Transition to Independent Living**

Carey Carpenter, Interim Director of TIL, thanked staff and students for the effort to host the Halloween event in the TIL dorms. She thanked the Board for the ongoing support.

### **West Kern Adult Education Network**

Kathy Johnson, WKAEN Director, thanked the Board for the support of the WKAEN. The program is celebrating one year and eight months of work in the community and is looking forward to continuing work with the District.

### **Foundation**

Sheri Horn-Bunk, TC Foundation Director, reported that the Cookout served almost 400 people. The event honored the work of Ray and Lodema Hatch. Synagro donated \$25,000 at the event. Ms. Horn-Bunk thanked all who worked towards the celebratory evening.

*REPORTS (continued):*

Ms. Horn-Bunk reported the Energy Summit was held earlier today. She, Dr. Daniels and President White attended the event. Upcoming events include the renaming of the library in honor of Opal Smith and Harry Wilson as well as donor appreciation events.

### **Student Services**

Severo Balason, Jr., Vice President of Student Services, invited the Board to attend the Hall of Fame ceremony to be held Sunday. The event will honor many Taft College alumni.

### **Institutional Research & Planning**

Oleg Bespalov, Executive Director of Institutional Research & Planning, has been collaborating with Governance Council members to review/revise their self-evaluation process.

### **Taft College Faculty Association**

Diane Jones, President of the Faculty Association, stated that she was a judge in the recent art contest during the Cougar Cookout. She reported the winners of the event attended an author's reception for the inspired One Book One Kern, *\$2.00 a Day: Living on Almost Nothing in America*. Ms. Jones welcomed Ms. McNeil and thanked the Board for their continued participation and presence on campus.

## **REPORT OF THE SUPERINTENDENT**

### Chamber Golf Tournament

Dr. Daniels stated that Taft College was represented in the recent Chamber Golf Tournament held at Buena Vista Golf Course by Board members and staff alike.

### Cougar Cookout

Dr. Daniels reported that the annual Cookout event was indeed a success. While many staff work to put on the event, it is also due to work and donations from community and students. Dr. Daniels expressed appreciation of the collective effort to host the fundraiser and celebration event.

### Holmes Dedication

Dr. Daniels attended the TUHSD dedication of the academy building in honor of Fred and Barbara Holmes. At the event, student work showed the collaborative efforts between the campuses to offer opportunities to students to further academic research.

### MOLU Outreach Event

Mobile Oilfield Learning Units (MOLU) filled the library in an outreach event for elementary students in the district. Nearly 200 students benefited from the work of Foundation and CTE staff.

### Dual Enrollment Data

Dr. Daniels provided data on dual enrollment and concurrent/special admit students at WKCCD including the number of courses, success rate and matriculation rate of students (copy attached to official minutes).



*SUPERINTENDENT'S REPORT (continued):*

Dr. Daniels shared the following items with the Board:

Hall of Fame

Grant Funded Employee List

Updated List of Dates/Events

**NEXT MEETING**

The next monthly meeting is scheduled for Wednesday, December 13, 2017, at 5:00 p.m.

**CONTINUATION OF CLOSED SESSION**

On a motion by Trustee Orrin, seconded by Trustee Campos and unanimously carried, the Board reconvened into closed session at 7:24 p.m.

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

At 8:49 p.m., it was moved by Trustee Campos, seconded by Secretary Cole and unanimously carried, to reconvene in Public Session. President White reported that no action was taken during Closed Session.

**ADJOURNMENT**

At 8:50 p.m., on a motion by Trustee Orrin, seconded by Secretary Cole and unanimously carried, the meeting was adjourned.

Respectfully Submitted:

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Dawn Cole, Secretary