

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

REGULAR MEETING

July 12, 2017

The regular meeting of the Board of Trustees of the West Kern Community College District was called to order at 5:05 p.m. by President Billy White. Secretary Dawn Cole and Trustees Emmanuel Campos and Dr. Kathy Orrin were present. Trustee Michael Long was absent. Superintendent/President Dr. Debra Daniels, Executive Secretary Sarah Criss and Student Trustee Kayla Meyer were in attendance.

PUBLIC COMMENT ON CLOSED SESSION ITEMS

No comments were heard.

CLOSED SESSION

At 5:06 p.m. it was moved by Trustee Campos, 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 - 3 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 6:04 p.m., it was moved by Trustee Campos, seconded by Trustee Orrin 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

There were no public comments.

GENERAL COMMUNICATIONS

Severo Balason, Jr. introduced Student Trustee Kayla Meyer.

Correspondence - Thank You from Merit Award Scholar Paige Wagner

PRESENTATION - 2017 Student Success Scorecard

Dr. Eric Bèrubè, Coordinator of Institutional Assessment, Research & Planning, presented the 2017 Student Success Scorecard (copy of PowerPoint attached to official minutes). Dr. Bèrubè gave a brief history of the Scorecard and its requirements. The measured data presented represent critical momentum points identified by the Chancellor's office. The metrics include: Persistence Rate; Remedial Rates for Math, English, and ESL; 30 Units Rate; 1 and 2 Year Transfer Math and English Completion Rates; Career Technical Education (CTE) Rate; Completion Rate; and Student Information. The look into 1 and 2 Year Transfer Math and English Completion Rates is new for 2017. The Year 1 Transfer Math Completion Rate showed females were more successful than males at Taft College. However, the Year 2 Transfer Math Completion rate showed a higher male completion rate than females. This is new data; in the future the scorecard will provide more information as to whether this is a trend. The Scorecard does include student demographic data. When reviewing this data it is important to note that WESTEC figures are included in the information that populates the Scorecard.

APPROVAL OF MINUTES

On a motion by Secretary Cole, seconded by Trustee Campos and unanimously carried, the minutes of the Regular Meeting held June 14, 2017 were approved.

NEW BUSINESS

Collective Bargaining - Public Hearing and Request for Approval (A-D)

Dr. Daniels reviewed that the first presentation of the initial collective bargaining proposals took place at the meeting held June 14th. The proposals require two presentations including a public hearing. Accordingly, at 6:30 p.m. it was moved by Secretary Cole, seconded by Trustee Orrin and unanimously carried, that the Board enter into a public hearing to discuss the District's initial collective bargaining proposals (agenda items A-D). President White called for public comments. No comments were heard and the public meeting was declared closed at 6:33 p.m.

On a motion by Trustee Campos, seconded by Secretary Cole and unanimously carried, items A-D (listed as follows) were approved (copies of the initial proposals attached to official minutes):

- A. Second Presentation and Request for Approval – Taft College Faculty Association CTA/NEA Reopener with WKCCD for FY 2017/18**

NEW BUSINESS (continued):

- B. Second Presentation and Request for Approval – Taft College CSEA Chapter #543 Reopener with WKCCD for FY 2017/18**
- C. Second Presentation and Request for Approval – WKCCD Reopener Proposal with the Taft College Faculty Association (CTA/NEA) for FY 2017/18**
- D. Second Presentation and Request for Approval – WKCCD Reopener Proposal with the Taft College CSEA, Chapter #543 for FY 2017/18**

Second Presentation and Request for Approval – Tentative Agreement between the Taft College Faculty Association (“TCFA/CTA/NEA”) and the West Kern Community College District (“District”) – Face-to-Face Teaching in Correctional Institutions

Dr. Daniels stated that this agreement was developed in the bargaining process (copy attached to official minutes). The agreement outlines the teaching conditions for face-to-face teaching in correctional institutions. On a motion by Secretary Cole, seconded by Trustee Campos and unanimously carried, the agreement was approved.

Second Presentation and Request for Approval – Tentative Agreement between the Taft College Faculty Association (“TCFA/CTA/NEA”) and the West Kern Community College District (“District”) – Adjunct/Temporary Faculty Rehire Rights

Dr. Daniels explained that the bargaining unit worked to update contract language to bring the contract in alignment with current education code in regards to temporary faculty rehire rights. On a motion by Trustee Campos, seconded by Secretary Cole and unanimously carried, the agreement was approved (copy attached to official minutes).

Second Presentation and Request for Approval – Taft College Classified School Employee Association (“CSEA”), Chapter #543 2017-20 Collective Bargaining Agreement (“CBA”)

The 2017-20 Collective Bargaining Agreement with the CSEA, Chapter #543 was reviewed at the Board meeting in June. It was developed in the bargaining process. On a motion by Secretary Cole, seconded by Trustee Orrin and unanimously carried, the CSEA #543 CBA for 2017-20 was approved (link to copy is included in official minutes).

Second Presentation and Request for Approval – Taft College Faculty Association (“TCFA/CTA/NEA”) 2017-20 Collective Bargaining Agreement (“CBA”)

The Faculty Association 2017-20 Collective Bargaining Agreement was reviewed at the Board meeting in June. It was developed in the bargaining process. On a motion by Secretary Cole, seconded by Trustee Orrin and unanimously carried, the TC Faculty CBA for 2017-20 was approved (link to copy is included in official minutes).

NEW BUSINESS (continued):

Request for Approval – Subcontractor Change – Flooring Subcontractor for the Student Center Project from Samuel Mendez Floor Covering to Donald M. Hoover, Co., No Additional Cost to the Project

Brock McMurray stated the District had received a request from Samuel Mendez Floor Covering to be removed from the Student Center project. The contractor has requested that Donald M. Hoover, Co. replaced the original subcontractor to complete the flooring on the project. On a motion by Trustee Campos, seconded by Trustee Orrin and unanimously approved, the request was granted (copy attached to official minutes).

Information Item – Annual List of Board Policies and Administrative Procedures for July 2017

Dr. Daniels explained that, as required in Board Policy #2410, a list of Board Policy and Administrative Procedure adoptions and revisions are included in the packet for Board review.

CONSENT AGENDA:

- A. Information Item – President’s and Vice President’s List for Spring 2017
- B. Request for Ratification – Adoption of Rules and Regulations Relating to the West Kern Community College District Student Trustee, 6/1/17 – 5/31/18
- C. Request for Ratification – Electrical Work for the Conversion of Classroom SCI-04 to Chemistry Lab, \$29,232.00
- D. Request for Approval – Joint Exercise of Powers Agreement with West Kern Adult Education Network (WKAEN) Joint Power Authority, Effective Upon Execution and Continues Until Lawfully Terminated
- E. Request for Approval – Resolution 2017/18-01 – West Kern Adult Education Block Grant Member Participation, Effective 7/13/17
- F. Request for Ratification – Resolution 2017/18-02 Authorizing Agreement with California Department of Education for Taft College to Continue to Provide Child Care Services for the Migrant Program, 7/1/17 -6/30/18, Grant to Reimburse Up to \$538,540.00
- G. Request for Ratification – Resolution 2017/18-03 Authorizing Agreement with California Department of Education for Taft College to Continue to Provide Child Care Services for the Migrant Specialized Services Program, 7/1/17 – 6/30/18, Grant to Reimburse Up to \$77,023.00

CONSENT (continued):

- H. Request for Approval – Agreement with GLCS, LLC for IBM Cognos Business Intelligence Support, 7/13/17 – 12/31/17, \$175.00 per Hour for a Maximum of 200 Hours (Not to Exceed \$35,000.00)
- I. Request for Ratification – Annual Agreement for Legal Services with Lozano Smith, LLP, 7/1/17 – 6/30/18, Initial Prepayment of \$25,000.00 to Receive a 5% Discount
- J. Request for Ratification – Agreement with Dr. Sterling Bryan as Supervisory Dentist for the Dental Hygiene Program, 6/1/17 – 7/31/17, \$350.00 per Clinical Session
- K. Request for Ratification – Agreement with Dr. Heath Walker as Supervisory Dentist for the Dental Hygiene Program, 6/1/17 – 7/31/17, \$350.00 per Clinical Session
- L. Request for Ratification – Strata Information Group (SIG) Consulting Services Agreement with Taft College – Student Services Department, 7/1/17 – 6/30/18, Cost Not to Exceed \$11,560.00 (Which Includes Travel Expenses)
- M. Request for Approval – Activity Request for Use of Taft Union High School Soccer Fields for Summer/Fall 2017 Classes/Season, 7/31/17 – 12/15/17, \$5,000.00 Plus Necessary Maintenance/Damage Costs
- N. Request for Ratification – Oracle Data Integrator Enterprise Edition Full Use License, 1/1/17 – 12/31/17, \$3,690.00
- O. Request for Ratification – Renewal of Liebert Cassidy Whitmore (LCW) Central California Community College District Employment Relations Consortium Membership, 7/1/17 – 6/30/18, \$3,405.00
- P. Request for Approval – The Fort Rental Agreement for August 2017 In-Service Breakfast, \$375.00
- Q. Ratification of the June 2017 Vendor Check & Purchase Order Registers
- R. Routine Personnel Items:
 - Request for Conference Attendance and Expenses as of July 5, 2017

On a motion by Secretary Cole, seconded by Trustee Campos and unanimously carried, Consent Agenda Items A – R were approved as presented (materials related to items A – R 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 Trustee Campos and seconded by Secretary Cole, 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, and Dr. Kathy Orrin

No: None

Abstain: None

Absent: Michael Long

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 2016/17
2. Expenditure Accounts (Account Level 1) FY 2016/17
3. Expenditure Detail of \$10,000.00 or Greater, June 2017
4. Student Organization and Special Accounts, June 2017
5. Funds Deposited in County Treasury, June 2017

Trustee Reports

President White reported he attended the Transition to Independent Living (TIL) awards dinner and graduation. The events show the impact that TIL has on students and families. He thanked the staff for he work within the program and towards the recognition of the TIL students.

Trustee Cole commended the TIL and Foundation staff for the work on the videos featuring TIL students. She welcomed Student Trustee Kayla Meyer.

Trustee Campos also welcomed Student Trustee Kayla Meyer.

Trustee Orrin also attended the TIL end of year events. She noted that it was touching to see the support of the students among each other. Dr. Orrin also welcomed Student Trustee Kayla Meyer.

REPORTS (continued):

Administrative Services

Brock McMurray, Executive Vice President of Administrative Services, said that his department is processing end of fiscal year reports in preparation for the audit site visit to be held in August. Also, the Board approved tentative budget for 2017/18 is currently being uploaded into Banner.

Facilities

Kevin Cobb, principal architect of AP Architects, reported that the footings on the Student Center are now 70% complete. The project is progressing. The PG&E project will be completed this Friday with a final shutdown to switch power to the new equipment installed on campus. There is also work being done to complete a classroom to laboratory remodel in the Science building.

Business Services

Amanda Bauer, Director of Fiscal Services, reported end of year process is ongoing and the new fiscal year is also underway.

Human Resources

Dr. Robert Meteau, Associate Vice President of Human Resources (HR), stated that the College is currently undergoing the recruiting process for a few high profile positions. The HR department is also preparing for the August inservice. Dr. Meteau welcomed Student Trustee Kayla Meyer to the Board.

Student Services

Severo Balason, Jr., Vice President of Student Services, told the Board that the Taft Correctional Institute graduation ceremony will be held tomorrow. Mr. Balason will be attending.

Instruction

Mark Williams, Vice President of Instruction, thanked Dr. Bèrubè for his years of service to the District. He also welcomed Student Trustee Kayla Meyer. Mr. Williams reported that the Office of Instruction is very busy in preparation for the academic year.

Foundation

Sheri Horn-Bunk, Executive Director of the Foundation, commended Allisa Tweedy and the STEM staff for their work in hosting three camps for students in grades 3-12 this summer. This was the first year the STEM camp was offered to grades 3-6 and to high school aged students. The camps were sponsored by Aera and Chevron and served 100 kids.

REPORTS (continued):

Foundation efforts to build a solid communication between students, alumni, and staff are now visible in the new TC Multiply social media platform. These groups can work together and network. The platform is now available online; the next goal is to have a mobile app for further accessibility.

Transition to Independent Living

Carey Carpenter, Interim Director of TIL, thanked the Board and Administration for their attendance and support of the end of year activities and recognition of the students and program. Ms. Carpenter also thanked the Foundation for support in a variety of ways to continue to promote the TIL mission. She reported that the 2017/18 academic year begins August 1 for TIL. The year one class that will enter is a fully enrolled class.

REPORT OF THE SUPERINTENDENT

Dr. Daniels applauded Dr. Bèrubè for his work and noted that he will be missed. She also welcomed Student Trustee Kayla Meyer.

End of Year - TIL

Dr. Daniels thanked staff involved in the end of year events. As mentioned by the parent speaker at graduation, the TIL students appreciate the recognition. The efforts by staff left a big impact in the lives of these families.

Accreditation

Dr. Daniels reported that Taft College has been granted full accreditation status by the Accrediting Commission for Community and Junior Colleges (ACCJC). This status places the College back on the regular Accreditation schedule.

Dental Hygiene

Dr. Daniels introduced Interim Dental Hygiene Director Jean Kulbeth. Ms. Kulbeth holds her Masters in Health Education and offers over 20 years of Dental Hygiene education experience. She is returning to Taft - she previously taught in the program 1993-1996.

Dr. Daniels thanked Dental Hygiene staff for their continued efforts. She also commended local dentists Dr. Sterling Bryan, Dr. Charles Walker, and Dr. Heath Walker for assisting in the clinic over the summer session.

NEXT MEETING

The next monthly meeting is scheduled for Wednesday, August 16, 2017, at 5:00 p.m.

CONTINUATION OF CLOSED SESSION

There was no continuation of closed session.

ADJOURNMENT

At 6:57 p.m., on a motion by Secretary Cole, seconded by Trustee Campos and unanimously carried, the meeting was adjourned.

Respectfully Submitted:

Dawn Cole, Secretary