

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

**REGULAR MEETING**

**February 14, 2018**

The regular meeting of the Board of Trustees of the West Kern Community College District was called to order at 5:04 p.m. by President Dawn Cole. Secretary Emmanuel Campos and Trustees Michael Long, Dr. Kathy Orrin, and Billy White 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 5:02 p.m. it was moved by Trustee White, seconded by Secretary Campos 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 5:53 p.m., it was moved by Trustee White, seconded by Trustee Long and unanimously carried, to reconvene in Public Session. President Cole reported no action was taken during Closed Session.

**PLEDGE OF ALLEGIANCE**

President Cole led the pledge of allegiance.

## **PUBLIC COMMENT ON OPEN SESSION ITEMS**

No comments were heard.

## **GENERAL COMMUNICATIONS**

There were no general communications.

## **QUARTERLY INVESTMENT REPORT**

District Investment Advisors Dave Ivarie, of Morgan Stanley, and Mike Urner, of Wells Fargo Advisors, LLC., distributed and reviewed the quarterly report of the WKCCD General Obligation Bond Portfolio and Facilities Reserve for the quarter ending December 30, 2017 (copies attached to the official minutes). Mr. Urner reported that the GO Bond Portfolio gained income of \$29,197.59 for the quarter with an ending value of \$3,945,098.79. The projected 12-month portfolio coupon income is \$69,568.00 with \$5,078,405.49 total income earned since inception. Mr. Urner reviewed the asset and credit sector allocation and the portfolio maturity distribution, as well as confirming continuing compliance with state code and regulations. He reminded the Board that this investment is projected for a short duration as the funds will be completely consumed by the current Measure A projects.

Mr. Urner reviewed the highlights of the Facilities Reserve including income for the quarter of \$50,805.24 and an ending value of \$9,963,703.28. He also noted the projected 12-month portfolio coupon income of \$292,597.00 and \$4,856,532.47 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. While this portfolio had a difficult fourth quarter, the year was still successful. The market is remaining steady despite the rise in interest rates.

## **APPROVAL OF MINUTES**

On a motion by Trustee Orrin, seconded by Secretary Campos and unanimously carried, the minutes of the Regular Meeting held January 10, 2018 and the Special Meetings held January 10, 2018 and January 23, 2018 were approved.

## **NEW BUSINESS**

**Request for Approval - Resolution 2017/18-12 - Board of Trustees of the West Kern Community College District Ordering an Election to Authorize the Issuance of School Bonds, Establishing Specifications of the Election Order, and Requesting Consolidation with other Elections Occurring on June 5, 2018**

Dr. Daniels stated that the resolution was written with the careful consideration of constituent feedback, with the bond amount set at \$50 million and a clause to remove bond issuance rights if full amount is not issued in 15 years. On a motion by Trustee Long, seconded by Trustee White and unanimously carried, the resolution was approved by the following vote:

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

No: None

Abstain: None

Absent: None

**First Presentation - Memorandum of Understanding Between West Kern Community College District ("District") and the California School Employees Association, Chapter #543 ("Association") - AB 119 On-Boarding Process (No Action)**

Dr. Daniels reported that the agreement will bring the District into compliance with legislation and is a joint effort to bring union participation into the onboarding process. The Board reviewed the agreement.

**First Reading - Board Policy #4250 - Probation, Dismissal & Readmission (Resubmitted/No Action)**

The Board reviewed the Board Policy updates. The update reflects the suggested changes from the Community College League of California Board Policy and Procedures service.

**CONSENT AGENDA:**

- A. Request for Approval - CCFS-311Q for the 2<sup>nd</sup> Quarter Ending December 31, 2017
- B. Request for Approval - Course Inactivations

Applied Technologies Division

COSC 1000	Introduction to Computers
COSC 1050	Personal Computer Repair
COSC 2000	Computer Operating Systems
COSC 2002	Computer Operating Systems
COSC 2300	Dreamweaver

- C. Request for Approval - Acceptance of Retirement Agreement with Mark Williams, Retirement Effective 4/30/18
- D. Request for Approval - Notice of Release of Grant or Categorically Funded Temporary Faculty
- E. Request for Ratification - Off Duty Officers, Inc. Confidential Work Agreement for Security Services for Taft College, 2/5/18 - 3/31/18, \$45.00 per Hour (9 Hour Shift per Day, Monday - Friday, with a Four Hour Billing Minimum) (Not to Exceed \$15,000.00)
- F. Request for Ratification - Amendment 01 to the Resolution Authorizing Agreement with California Department of Education for Taft College to Continue to Provide Child Care Services for Migrant Child Care, 7/1/17 - 6/30/18, New Maximum Reimbursable Amount is \$608,440.00

*CONSENT (continued):*

- G. Request for Approval - Strata Information Services Quote for Remote Database Administration Services, Extension of Current Agreement to 2019, \$170.00 per Hour (Hourly Rate May Increase by No More than \$5.00 per Hour Each Year), Estimate Cost to be \$17,000.00
- H. Request for Approval - ABTECH Technologies Quotation #ABTQ4456 Red Hat Software License for IT Servers, 3/19/18 - 3/18/19, \$5,881.43
- I. Request for Approval - Renewal of the Agreement with Redrock Software Corp. for Annual TutorTrac Hosting and Technical Support, 3/1/18 - 2/28/19, \$2,049.00
- J. Request for Ratification - Agreement with the Learning Underground for Hosting & Associated Services, 1/1/18 - 12/31/18, \$2,000.00
- K. Request for Approval - Agreement with C.A. Reding for NetLink Loader Service Contract, 3/10/18 - 3/9/19, \$1,575.00
- L. Request for Ratification - Renewal of Eureka Agency/User Site License Contract, 1/1/18 - 12/31/18, \$1,488.89
- M. Request for Ratification - Agreement with Charles Twist to Present during Learning the Way: A People of Character Event, February 8, 2018, \$600.00
- N. Ratification of the January 2018 Vendor Check & Purchase Order Registers
- O. Routine Personnel Items:
  - Request for Conference Attendance and Expenses as of February 7, 2018

On a motion by Trustee White, seconded by Trustee Orrin and unanimously carried, Consent Agenda Items A - O were approved as presented (materials related to items A - O 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 Campos and seconded by Trustee Long, Employment Items A - B were approved by the following vote (Employment Items A - B (*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, January 2018
4. Student Organization and Special Accounts, January 2018
5. Funds Deposited in County Treasury, January 2018
6. Investments Held at Deutsche Bank Trust Company and The Bank of New York Mellon, Quarter Ended 12/31/17

### **Trustee Reports**

Trustee White reported that he attended the town hall for the Strategic Action Plan. He was pleased with the process and participation from staff in the update of the plan.

### **Academic Senate**

Geoffrey Dyer, President of the Academic Senate (AS), reported current AS activity including new adjunct members, and discussion of the CCAP agreement included on tonight's agenda. Discussion concluded the Applied Technology division wished to continue the CCAP and efforts to increase enrollment are underway. The initial CCAP agreement timing affected the recruitment for the first year. The AS reviewed the Strategic Planning Committee charter, held elections for AS representations, approved a resolution to apply to join the Online Education Initiative Consortium and approved a new Dual Enrollment Committee charter.

Discussion was held to clarify the TUHS involvement on the Dual Enrollment Committee. Mr. Dyer expressed a need for the TUHS representation to provide input though the voting rights belong to AS members.

### **Associated Student Organization**

Kayla Meyer, Student Trustee, reported that the first Clery Act workshop was help with guest speaker Casey Harris discussing sexual violence. The ASO is currently celebrating Valentines week with lunch activities and is also honoring Black History awareness month with the annual Taste of Soul at the end of February. ASO has begun to hold focus group meetings to gather campus-based

feedback and is already seeing changes made to meet needs of students due to interaction from students and staff at the first meeting.

### **Foundation**

Sheri Horn-Bunk, TC Foundation Director, told the Board that Foundation welcomed Javier Reyes to the staff. The Foundation is working with the family of Stan Hutchison, who was a Cal Berkeley engineering graduate, to promote engineering from at the College campus. There will be a recruiting day for TC and TUHS students to meet with Cal Berkeley staff. There is also a STEM event being planned for May 11<sup>th</sup>, more information will follow.

### **Student Success**

Primavera Arvizu, Dean of Student Success, stated that the Student Resource Center has been visited by students 105 times in the first week of the semester. The donation run center is serving students in need on campus. The equity webpage is up and the student catalog is in the process of being updated. Recruiting efforts are ongoing with high school visits and summer Cougar Days in planning. A group will be attending a Guided Pathways workshop this month.

### **Business Services**

Amanda Bauer, Director of Fiscal Services, told the Board that the process to prepare a preliminary budget is underway with the deadline of presenting the final product in June. The Governor released the new funding formula and the District is in the process of determining the effects of the formula. The new formula is split between Full Time Equivalent (FTE) students, student need rate, and student success indicators.

### **Human Resources**

Julie McNeil, Interim Associated Vice President of Human Resources, reported that the department is currently involved in several recruitments. One recruitment process is to fill the Executive Director of Human Resources position. The search has been extended to increase the candidate pool.

### **Institutional Research & Planning**

Oleg Bespalov, Executive Director of Institutional Research & Planning, reported that the campus held a town hall for the Strategic Action Plan. With participation at the meeting, IR staff was able to gather input to meet the specific needs of the College in the updated plan. The IR office is also processing the Annual Program Reviews (APR). The APR process is improving and will show improvement from the ACCJC recommendation that was shared with the College during the last accreditation.

### **Taft College Faculty Association**

Diane Jones, President of the Faculty Association, spoke in appreciation of the support for a possible bond. She stated that the facilities are greatly improved to serve students from the Measure A bond and she is optimistic about the possibilities to continue to improve the learning environment at the College. Ms. Jones noted that the Dental Hygiene preliminary remarks from the Dental Hygiene Commission of California (DHCC) are positive news for the College. She also noted that mathematics faculty are working to comply with AB 705 which states students can only start two levels below transfer.

### **Facilities**

Mike Capela, Director of Maintenance and Operations, provided an update on projects around the campus. The Student Center steel frame is currently being erected, giving visibility to the project. A potential solar project is in the researching phase. A SPURR contractor will be presenting project options to the Board in March. Mr. Capela also reported that a job walk for the Proposition 39 energy efficiency project in the library was held. The project will be completed at night and will include interior and exterior lighting updates.

### **Information Services**

Andrew Prestage, Director of Information Services, reported that the department is hosting a system review of the use of Ellucian/Banner on campus. The study results are expected in May.

## **REPORT OF THE SUPERINTENDENT**

### Energy Technology & Welding

Dr. Daniels has attended advisory groups for both programs. Support from the industry is strong and the development process for goals and objectives is underway.

### Oil Academy Steering Committee

Dr. Daniels attended the Taft Union High School Oil Academy Steering Committee as an industry/community partner of the program. As dual enrollment issues are often discussed at this committee, it is important to remain active and participate in the critical discussions.

### West Kern Adult Education Network

Dr. Daniels is now a member of the West Kern Adult Education Network (WKAEN). WKAEN manages courses for the GED, career technical education and English as a Second Language (ESL) needs of the community. She stated that being an active member in WKAEN will bridge the programs, assisting students in the ability to become Taft College students as they further their educational endeavors. It will also allow the program and the College to share resources.

### DHCC Review

The Dental Hygiene program was visited by the Dental Hygiene Commission of California (DHCC) as a site review of necessary required changes to approve the program to continue to offer services and education. Comments from the site team were positive and official determination from DHCC will occur in April. The Dental Hygiene program was approved by the DHCC to offer continuing education courses, which will also help to bring in revenue.

### Other

Dr. Daniels has attended the Associated Student Organization meeting this month as well as the City of Taft Council meetings. Last week there was a productive Strategic Action Plan town hall held. She also reported that recruiting efforts to fill the vacant Vice President of Instruction position are underway.

## **NEXT MEETING**

The next monthly meeting is scheduled for Wednesday, March 14, 2018, at 5:00 p.m.

**CONTINUATION OF CLOSED SESSION**

On a motion by Secretary Campos, seconded by Trustee Long and unanimously carried, the Board reconvened into closed session at 7:21 p.m.

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

At 7:36 p.m., it was moved by Trustee Campos, seconded by Trustee Orrin and unanimously carried, to reconvene in Public Session. President Cole reported that no action was taken during Closed Session.

**ADJOURNMENT**

At 7:37 p.m., on a motion by Trustee White, seconded by Trustee Orrin and unanimously carried, the meeting was adjourned.

Respectfully Submitted:

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Emmanuel Campos, Secretary