

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

**REGULAR MEETING**

**March 14, 2018**

The regular meeting of the Board of Trustees of the West Kern Community College District was called to order at 5:00 p.m. by President Dawn Cole. Secretary Emmanuel Campos and Trustees Michael Long and Dr. Kathy Orrin were present. Superintendent/President Dr. Debra Daniels and Executive Secretary Sarah Criss were in attendance. Trustee Billy White was absent.

**PUBLIC COMMENT ON CLOSED SESSION ITEMS**

No comments were heard.

**CLOSED SESSION**

At 5:01 p.m. it was moved by Trustee Orrin, seconded by Trustee Long 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 5:37 p.m., it was moved by Trustee Long, seconded by Trustee Orrin 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.

### **PRESENTATION – Citizen’s Oversight Committee 2016-17 Annual Report**

Roger Miller, Chair of the Citizen’s Oversight Committee, presented the 2016-17 Annual Report to the Board. The report shows the accounting of the Measure A funds to date, with the Student Center project bringing the bond projects to a finish. Mr. Miller thanked the District for the privilege to serve on the Committee. Trustee Campos thanked Mr. Miller and the other members of the Committee for their commitment and work.

### **PRESENTATION – Solar Project Presentation**

Brock McMurray, Executive Vice President of Administrative Services, introduced Kevin Flanagan of School Project for Utility Rate Reduction (SPURR) and Brian Taylor of ForeFront Power. Mr. Flanagan presented a SPURR PowerPoint presentation on the Renewable Energy Aggregated Procurement (REAP) Program that would allow a district to save utility costs through a pre-negotiated solar project collective (copy attached to official minutes). As a member of SPURR, the District already participates in a natural gas program. The currently proposed solar program is currently being used by 17 other California public agencies.

Mr. Taylor of ForeFront Power presented specific details of the SPURR Power Project Agreement (PPA) that would provide energy savings with onsite solar that is owned and maintained by ForeFront Power (copy attached to official minutes). The PPA agreement would be a 20-year arrangement where the PPA payment would remain flat and there would be no upfront cost to the District. It is estimated that the District would save over \$2.1 million dollars over the 20-year agreement. By using a California Division of the State Architect (DSA) pre-checked design, the project completed quickly.

### **PRESENTATION – Strategic Action Plan**

Oleg Bepalov, Executive Director of Institutional Research, presented an overview of the draft Strategic Action Plan 2018/19 to 2020-2021 (SAP) (copy attached to official minutes). The plan was developed by a committee and has been approved by both the Academic Senate and Governance Council. There was also a campus town hall held to inform and receive feedback from campus members. The IR office will be monitoring goals from the SAP with a dashboard to show areas that are in compliance with goals, nearing non-compliance, and those goals that are out of compliance. The development of goals in the SAP were individually set by the committee by taking data from similar community college districts and determining our next desired level of performance. The plan is connected to the operational plans of the College (Technology Master Plan, Facilities Master Plan, etc.).

## **APPROVAL OF MINUTES**

On a motion by Secretary Campos, seconded by Trustee Orrin and unanimously carried, the minutes of the Regular Meeting held February 14, 2018 were approved.

**NEW BUSINESS**

**Request for Approval – West Kern Community College District Strategic Action Plan, 2018-19 to 2020-21**

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

**Second Presentation and Request for Approval – Memorandum of Understanding Between West Kern Community College District (“District”) and the California School Employees Association, Chapter #543 (“Association”) – AB 119 On-Boarding Process**

Dr. Daniels reminded the Board that this agreement updates current procedures to meet legislation standards. President Cole commended the CSEA and College administration for past and present participation from the union in onboarding processes. On a motion by Trustee Orrin, seconded by Secretary Campos and unanimously carried, the agreement was approved (copy attached to official minutes).

**First Presentation – Tentative Agreement Between Taft College Faculty Association (TCFA/CTA/NEA) and West Kern Community College District (WKCCD) – Faculty/Adjunct Faculty Employee Data and New Employee Orientations (AB 119) (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 Presentation – Tentative Agreement Between Taft College Faculty Association (TCFA/CTA/NEA) and West Kern Community College District (WKCCD) – Proposed Compensation and 100% Release Time for Academic Senate (No Action)**

Dr. Daniels explained that the Academic Senate release time has been reviewed by the bargaining committee. Data showed that the current release time was not comparable to like-sized colleges and the committee agreed to raise the release time to 100 percent. The Board reviewed the agreement.

**First Presentation – Memorandum of Understanding Between West Kern Community College District and the California School Employees Association Chapter 543 Regarding the Effects of March 31, 2018 Layoff of Dental Hygiene Special Projects Position (No Action)**

Dr. Daniels explained that the agreement is in connection with the termination of the Dental Hygiene grant, which Kern County Superintendent of Schools will be administering. The Board reviewed the agreement.

*NEW BUSINESS (continued):*

**First Presentation - College and Career Access Pathways (CCAP) Agreement with Taft Union High School District (TUHSD) (No Action)**

Dr. Daniels stated that this agreement is a renewal of the CCAP agreement that will conclude in June with TUHSD. This is a one-year agreement. The Board reviewed the agreement.

**Second Reading and Request for Approval - Board Policy #4250 - Probation, Dismissal & Readmission**

The update reflects the suggested changes from the Community College League of California Board Policy and Procedures service. On a motion by Trustee Long, seconded by Trustee Orrin and unanimously carried, the board policy was approved (copy attached to official minutes).

**First Reading - Board Policies (No Action)**

**#5530 - Student Rights and Grievances**

**#7400 - Travel**

The Board reviewed the Board Policy updates. Dr Daniels reported that BP #5530 is not a process that is frequently used but it would establish the policy in case it is needed. Board Policy #7400 aligns processes to current laws.

**CONSENT AGENDA:**

- A. Information Item - President's and Vice President's Lists
- B. Request for Approval - Residence Hall/Dormitory and Meal Plan Fees, Effective 2018-19 Academic Year
- C. Request for Approval - New Course

Math and Science Division

DNTL 2135 Community Oral Health I

- D. Request for Approval - New Course

Applied Technology Division

ENER 1630 Energy Analytics

- E. Request for Approval - New Local Certificate

Applied Technology Division

Energy Technology Instrumentation Certificate (Local)

*CONSENT (continued):*

- F. Request for Approval – Program Revision

Applied Technology Division

Energy Technology – Associate in Science

- G. Request for Approval – Program Revisions

Social Science Division

Sociology: Associate in Arts for Transfer

Math and Science Division

Engineering: Associate in Science

Dental Hygiene: Associate in Science

- H. Request for Approval – Course Revisions

Social Science Division

SOC 2038 Gender Studies

SOC 2120 American Social Problems

ECEF 1581 Introduction to Infancy Development – Infant, Family, and Society

ECEF 1584 Field Experience for Infant & Toddler Care and Development

Math and Science Division

DNTL 2244 Community Oral Health I

PHED 1539 Fundamentals of Baseball

- I. Request for Approval – Course Inactivations

Math and Science Division

DNTL 1517 Critical Thinking for Health Sciences

DNTL 2027 Critical Thinking for Health Sciences

Learning Support Division

All Independent Living Skills Courses

- J. Request for Approval – Discontinuance of Programs

Social Science Division

Recreation: Associate in Arts

Math and Science Division

Dental Hygiene: Certificate of Achievement

*CONSENT (continued):*

Learning Support Division

Independent Living Skills: Certificate of Completion

- K. Request for Approval – Resolution 2017/18-13 – Classified School Employees Week
- L. Request for Approval – Resolution 2017/18-14 – Faculty Appreciation Week
- M. Request for Approval – Portal Guard Quotation #022818-JQ1 SSO Server License and First Year Maintenance Contract, One-time Server License Purchase (\$5,000.00) plus 1 Year Annually Renewable Technical Support and Maintenance Contract (\$5,000.00), Effective for 12 Months from Date of Origination
- N. Request for Approval – Consultant Contract with Julie McNeil to Serve as the Interim Associate Vice President of Human Resources, 4/1/18 – 6/30/18, \$9,500.00 per Month plus Housing Expense
- O. Request for Ratification – Consultant Agreement with Jana Peters, 3/1/18 – 3/31/18, \$31.00 per Hour
- P. Request for Ratification – Consultant Agreement with Velda Peña, 3/12/18 – 5/13/18, \$29.00 per Hour for up to 10 Hours per Week
- Q. Request for Approval – Facilities Use Agreement with West Side Recreation and Parks District for Taft College’s Summer 2018 Water Aerobics Courses, 6/4/18 – 7/26/18, \$620.00
- R. Ratification of the February 2018 Vendor Check & Purchase Order Registers
- S. Routine Personnel Items:
  - Request for Conference Attendance and Expenses as of March 7, 2018

On a motion by Trustee Long, seconded by Trustee Orrin and unanimously carried, Consent Agenda Items A – S were approved as presented (materials related to items A – S 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 – C were approved by the following vote (Employment Items A – C (*Appendix I & II*) are attached to official minutes):

Yes: Emmanuel Campos, Dawn Cole, Michael Long and Dr. Kathy Orrin  
No: None  
Abstain: None  
Absent: Billy White

## 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, February 2018
4. Student Organization and Special Accounts, February 2018
5. Funds Deposited in County Treasury, February 2018

### Trustee Reports

Trustee Orrin thanked Dr. Daniels for her presentation at Kiwanis. Many are unaware of the community college system and hierarchy. Presentations to the community help keep them informed of the processes that the College undertakes to serve the needs of the community.

President Cole commended faculty member Jessica Grimes for her role as speaker at the annual Go Red for Women event. President Cole reported that she attended the Boys and Girls Club event featuring Laura Bush as keynote speaker. She was motivated by the former First Lady and found connection with her message due to her history in teaching.

### Associated Student Organization

Student Trustee Kayla Meyer reported many events held by the Associate Student Organization (ASO). Last week the ASO held club rush and an event to “Stop the ‘R’ Word,” with participation of the TIL students. The ASO is planning a movie night, faculty appreciation lunch, and will hold a spring Disneyland trip.

The ASO continues to hold focus groups with a mission to include student feedback on the processes on campus. Ms. Meyer is working with Primavera Arvizu and Breanna Payne to develop surveys and collect data from students who participate in the groups. For example, the promotion of events on

campus showed a lack of connection to students in attendance. They were able to come up with ideas based on the feedback to attempt to communicate more successfully.

### **Academic Senate**

Geoffrey Dyer, President of the Academic Senate (AS), reported current AS activity including the re-election of Dr. Vicki Jacobi as the AS Vice President and Curriculum co-chair. The AS approved the CCAP agreement with Taft Union High School (TUHS) and the Strategic Action Plan. The AS Dual Enrollment Committee met and representatives from the Office of Instruction and TUHS were secured. The committee is recommending an amendment to the Special Admit form that will remove the age limit and the instructor signature. That recommendation will now go before the AS Council. Mr. Dyer provided informational handouts: 3<sup>rd</sup> Annual Student Research Conference flyer, a draft of the Dual Enrollment Committee minutes, and a copy of the Online Education Initiative application (copies attached to official minutes).

### **Administrative Services**

Brock McMurray, Executive Vice President of Administrative Services, explained the new funding formula from the Governor's budget. With the changes in the formula now announced, the questions from community colleges have brought discussion of a possible a delay in the implementation. More information will be coming as the Governor decides how the formula and budget will be finalized. At the local level, the District is focusing on building the tentative budget. Mr. McMurray also reported the Student Center is progressing well.

### **Facilities**

Mike Capela, Director of Maintenance and Operations, added that the Student Center steel is three weeks from completion. Once steel is complete, multiple other trade contractors will begin work on site. The Proposition 39 lighting retrofit project is nearing completion.

### **Foundation**

Sheri Horn-Bunk, TC Foundation Director, reported that Javier Reyes is working with Wounded Heroes Executive Director Wendy Porter to visit the campus and Veteran's Center. The Foundation is planning the Cal Berkley recruitment day for TC and TUHS students. The ASO and Foundation worked together to hold a TC Multiply sign up event. The event added 100 active members to the social platform. In future planning, the Foundation staff is working on a TC Grad Summit that will benefit 150 STEM major students by providing motivation and networking opportunities.

### **Human Resources**

Julie McNeil, Interim Associated Vice President of Human Resources, reported that HR staff has processed over 350 applications since the start of the semester. The Executive Director of Human Resources and the Vice President of Instruction positions are in the screening/interview phase of the recruitment process.

### **Student Services**

Severo Balason, Jr., Vice President of Student Services, told the Board that 36 student athletes were deemed to have academic all-conference status. Mr. Balason also invited the Board to graduation on May 18<sup>th</sup>.



### **Student Success**

Primavera Arvizu, Dean of Student Success, told the Board that staff has been busy with six visits to Bakersfield schools with efforts to begin education plans with students already underway. For the first time, the College has been contacted by Bakersfield High School to do a recruitment day. Cougar Days for Taft, Shafter and Wasco are scheduled for this spring. Priority registration begins in April and the March Madness comprehensive plan drive is ongoing. The Guided Pathways work plan is completed thanks to efforts made by many staff members, including participation in a campus town hall.

### **Taft College Faculty Association**

Diane Jones, President of the Faculty Association, commended Jessica Grimes for her participation in the Go Red for Women event. Taft College employees had a table at the event in support of Ms. Grimes and her efforts to inspire others. Ms. Jones also noted that John Eigenauer attended the Building Bridges conference and will be sharing his experience with other staff members at a lunch meeting on campus.

### **Institutional Research & Planning**

Oleg Bepalov, Executive Director of Institutional Research & Planning, told the Board that the IR office is currently working on accreditation compliance reporting with many areas of the college.

### **Transition to Independent Living**

Carey Carpenter, Interim Director of TIL, thanked the continued support from the TC Foundation. As the selected charity for the Give Big Kern event, TIL is excited to get involved in the day of giving. Parents are also excited to extend the event to their friends and families. Ms. Carpenter reported that the program is required to have 80% of students complete the program and to have 75% of students living independently after completion. TIL had 85% complete the program and 72.2% living independently. Three students are full time students who are living independently and are full time college students.

TIL will be holding a 20 year reunion this Friday. Many alumni will visit campus and see the new construction. The Bookstore is hosting an event. Ms. Carpenter thanked the staff, Foundation and the Bookstore for assistance in this celebration.

### **WESTEC**

Gary Shaw, Program Manager of WESTEC, told the Board that recent court reporting students are successfully completing the program and testing that will allow them immediate job placement. All programs at WESTEC are doing well currently, including a gangbusters educational corrections program through Bakersfield College.

### **REPORT OF THE SUPERINTENDENT**

#### Guided Pathways

Dr. Daniels has attended a workshop for building the Guided Pathways workplan. Primavera Arvizu has spearheaded the planning and a group was in attendance at the workshop to be prepared to lead the campus in the implementation of the plan.

Boys and Girls Club Event - Laura Bush

Dr. Daniels attended the Boys and Girls Club event with keynote speaker former first lady Laura Bush. With her history in education, Ms. Bush was especially inspiring. Her passion for education was evident.

Other

Dr. Daniels has attended a variety of meetings. One such meeting was the Dental Hygiene Advisory Committee which meets annually. The annual meeting marked the one year anniversary since the updates to the program began. It was an active year of changes and the staff and community remained energized and committed to the program.

Dr. Daniels and the Board will be attending the Association of Community College Trustees Governance Leadership Institute in San Antonio this month. She looks forward to continued education in the leadership of the District.

**NEXT MEETING**

The next monthly meeting is scheduled for Wednesday, April 11, 2018, at 5:00 p.m.

**ADJOURNMENT**

At 7:35 p.m., on a motion by Trustee Long, seconded by Secretary Campos and unanimously carried, the meeting was adjourned.

Respectfully Submitted:

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Emmanuel Campos, Secretary