

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

REGULAR MEETING

October 9, 2019

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, 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 5:01 p.m. it was moved by Trustee White, seconded by Trustee Orrin 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/Complaint, 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
- G. 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 6:00 p.m., it was moved by Trustee White, seconded by Trustee Orrin and unanimously carried, to reconvene in Public Session. President Cole reported there was no action taken in 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.

APPROVAL OF MINUTES

On a motion by Trustee Orrin, seconded by Secretary Campos and unanimously carried, the minutes of the Regular Meeting held September 11, 2019 and of the Special Meeting held September 11, 2019 and of the Special Meeting held September 21, 2019 were approved.

NEW BUSINESS

Request for Approval - Resolution Authorizing the Issuance and Sale of Not to Exceed \$12 Million of 2019 Refunding General Obligation Bonds to Refund Outstanding General Obligation Bonds (Election of 2004), Series 2007C and Approving Related Documents and Official Actions

Brock McMurray, Executive Vice President of Administrative Services, and Jeff Small of Capital Public Finance Group told the Board that the recommended refinance item capitalizes on low rates and will lower tax-payer debt by over \$2 million. President Cole thanked staff for this effort. On a motion by Trustee White, seconded by Trustee Long and unanimously carried, the item was approved (copy attached to official minutes).

Request for Approval - 2019/20 WKCCD Board of Trustees Goals

Dr. Daniels presented the draft of the Board of Trustees Goals as created at the Board Retreat held in September. President Cole commended staff for their work at the Retreat which led to the development of well-educated goals. On a motion by Secretary Campos, seconded by Trustee Orrin and unanimously carried, the goals were approved (copy attached to official minutes).

Second Reading and Request for Approval - Proposed Compensation Increase of 3.26% COLA to the 2019-20 Faculty Salary Schedules, Appendix B-1, B-2, and B-3; Retroactive to 7/1/19

Dr. Daniels reported that the bargaining unit had agreed to pass a 3.26% COLA onto Faculty salary schedules. On a motion by Trustee White, seconded by Trustee Long and unanimously carried, the faculty COLA was approved (copy attached to official minutes).

Second Reading and Request for Approval - Proposed Compensation Increase of 3.26% COLA to the 2019-20 Classified Salary Schedules, Appendix A

Dr. Daniels reported that the Classified bargaining unit agreed to pass a 3.26 % COLA to the Classified salary schedules. On a motion by Trustee Orrin, seconded by Secretary Campos and unanimously carried, the classified COLA was approved (copy attached to official minutes).

Request for Approval - Proposed Compensation Increase of 3.26% COLA to the Management and Confidential 2019-20 Salary Schedules

Dr. Daniels told the Board that this COLA item would match the COLA offered to represented groups. As per past practice, Dr. Daniels recommends offering the COLA to non-represented groups employed by the College. On a motion by Trustee Long, seconded by Trustee White and unanimously carried, the item was approved (copy attached to official minutes).

Second Reading and Request for Approval – Board Policy #3725 – Information and Communication Technology Accessibility and Acceptable Use

Dr. Daniels stated that the Board Policy language has been reviewed and suggested per Community College League of California's Policy and Procedure Program. On a motion by Secretary Campos, seconded by Trustee White and unanimously carried, the policy was approved (copy attached to official minutes).

CONSENT AGENDA:

- A. Request for Ratification – Contract for Professional Services with Capitol Public Finance Group (Capitol PFG); 8/29/19 – 6/30/22
- B. Request for Approval – Engagement Agreement with the National Association of Student Financial Aid Administrators (NASFAA) for Standards of Excellence Review; \$30,000 Includes All Travel Expenses
- C. Request for Ratification – Contract for Professional Services with (9) Taft Union High School District Employees for Participation & Attendance for the California Academic Partnership Program (CAPP) Meeting October 7, 2019; Each at Hourly Rate of \$70.63 Not to Exceed \$141.26 per Attendee
- D. Request for Approval – Contract with School Datebooks to Produce Student Planners for the 2020-2021 Academic Year; Not to Exceed \$10,158.72
- E. Request for Ratification – Agreement with the Yosemite Community College District, Child Development Training Consortium (YCCD/CDTC); 9/1/19 – 6/30/20; CDTC to Cover Expenses
- F. Request for Ratification – Contract for Professional Services with Chris Ruiz for Sports Information/Webmaster Services for the Taft College Athletics Programs/Website; 8/1/19 – 5/31/20; \$500.00 per Month (Total \$5,000.00)
- G. Request for Approval – Strata Information Consulting Services for Banner Programming Services Project as Outlined in State of Work 115; Estimated Cost \$10,200.00
- H. Request for Approval – Converginer Technologies Proposal for Fire Alarm Monitoring of the ETE (Chevron Innovations Modular); 12/1/19 – 11/30/22; Total Cost \$2,400.00

- I. Request for Approval – MTS Maintenance Contract Renewal Quote #2019024i-A; 11/28/19 – 11/27/20; \$1,044.75
- J. Request for Ratification – Agreement with Husch Blackwell – Review of 2019 Annual Security Report; No Cost
- K. Ratification of the September 2019 Vendor Check & Purchase Order Registers

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

PUBLIC COMMENTS ON ITEMS OF GENERAL INTEREST

No comments were heard.

EMPLOYMENT

On a motion by Trustee White 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, Michael Long, Dr. Kathy Orrin and Billy White
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 2019/20
2. Expenditure Accounts (Account Level 1) FY 2019/20
3. Expenditure Detail of \$10,000.00 or Greater, September 2019
4. Student Organization and Special Accounts, September 2019
5. Funds Deposited in County Treasury, September 2019

Academic Senate

Dr. Sharyn Eveland, President of the Academic Senate, reported AS discussion this month included a Human Resource collaboration in the development of an Administrative Procedure on hiring responsibilities, taskforce work on FERPA as it relates to student workers, and committee

membership representation. Dr. Eveland also shared that Dr. Daniels now reports month to the Senate as a Whole. The AS is currently promoting state-level training opportunities for staff.

Administrative Services

Brock McMurray, Executive Vice President of Administrative Services, said the annual 311 financial report to the Chancellor's office has been completed and office staff will be hosting the audit team for a final visit next week. He shared that work on the Student Center continues and the contractor is finalizing paperwork.

CTE

Dr. Jessica Grimes, Dean of Instruction and Career Technical Education, gave a description of CTE events. She noted that the Career and Transfer Day will be held October 23rd and that there will be an Energy Technology Advisory meeting that day as well. Dr. Grimes said staff are also contacting students with 60+ units to notify them of graduation eligibility.

Faculty Association

Ruby Payne, President of the Faculty Association, thanked the District for support of the COLA. She added that she appreciated assistance from Administration while working on the FERPA taskforce.

Marketing and Community Relations

Susan Groveman, Executive Director of Marketing and Community Relations, recently attended a Kiwanis Club meeting and the GED graduation at West Kern Adult Education Network. Ms. Groveman is working on the social media presence of the District and is organizing talents on the Public Information Committee to best promote campus events/programs.

Foundation

Sheri Horn-Bunk, Executive Director of Foundation and Institutional Advancement, reminded the Board of the upcoming Cougar Cookout and award to Bob and Judy Hampton. Foundation staff are have also prepared a November event to honor Phillips 66 for a check presentation. There is a collaborative Foundation/Hall of Fame event the night prior to the HOF ceremony to honor current and past honorees and to allow for fellowship and networking. Ms. Horn-Bunk and Dr. Daniels recently attend a state fundraising conference to expand fundraising efforts for the District.

Child Development

Meghan Hall-Silveira, Director of the Child Development Center, reported that the CDC has completed contract work and self-evaluation period as mandated by the California Department of Education. The CDC held school photos and has also completed child assessments. Staff are preparing for parent-teacher conferences.

TIL

Aaron Markovits, Director of the Transition to Independent Living Program, shared that students are taking mid-term exams and are adapting to life away from home. Samuel Gallardo, TIL intern, told of Halloween activities that will be open to campus and community.

Instruction

Dr. Leslie Minor, Vice President of Instruction, said that staff are working on scheduling for Spring semester and preparing strategies in case of Taft Correctional Institute closure. She looks forward to possibly hiring 4 new faculty members in time for Spring.

Student Services

Severo Balason, Vice President of Student Services, updated CAPP work with Taft Union High School staff. TUHS is using this work to encourage raising the high school's requirement to 3 years of math for graduation.

Institutional Research

Xiaohong Li, Executive Director of Institutional Research, has continued working with campus groups in need of data for a variety of projects. IR staff are also preparing for training and organizing the College for the upcoming accreditation.

Distance Education

Adam Bledsoe, Director of Distance Education, told the Board that staff are working with Taft Correctional Institute staff to best handle the possible closure and transfer of the student inmates. He reported 2 more courses are CVC-OEI approved.

CSEA

Morgan Sanchez, Greg Hawkins and Jeanene Robertson reported on various classified and department tasks ranging from priority registration to scheduling. Mr. Hawkins also said that the bargaining committee will be discussing the possible use of timeclocks and that CSEA will also be holding their officer elections soon.

Information Services

Andrew Prestage, Executive Director of Information Services, has continued focus to better College cybersecurity. Staff have issued physical keys that assist in two-verification of the right to access personal student data. Staff are also reviewing plans to protect equipment and data during necessary power outages.

REPORT OF THE SUPERINTENDENT/PRESIDENT

Dr. Daniels shared photos and details from a variety of events including: Foundation Wine Tour with Petroleum Partners, the CASE conference with Sheri Horn-Bunk, GED graduation at West Kern Adult Education Network, and a Chevron Fuel Your School event at Roosevelt Elementary.

Dr. Daniels presented at the Kern County Board of Supervisors earlier this month. She was invited by Supervisor Zack Scrivner to present to the entire Board. Dr. Daniels shared information about the College and specifically addressed programs that increase workforce improvement. She thanked Ms. Groveman for her assistance in the presentation.

NEXT MEETING

The next monthly meeting is scheduled for Wednesday, November 13, 2019, at 5:00 p.m.

ADJOURNMENT

At 6:55 p.m., on a motion by Trustee Long, seconded by Trustee Orrin and unanimously carried, the meeting was adjourned.

Respectfully Submitted:

Emmanuel Campos, Secretary