

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

REGULAR MEETING

May 8, 2019

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 5:05 p.m. it was moved by Trustee Orrin, 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/Complaint/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. Conference with Legal Counsel - Anticipated Litigation
Significant Exposure to Litigation Pursuant to Paragraph (2) or (3) of Subdivision (d) of Section 54956.9
- 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 6:05 p.m., it was moved by Trustee White, seconded by Secretary Campos 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

Letters of appreciation were read from Athletic Director Kanoë Bandy and from TUHS seniors Madison Jordan and Yajaira Sanchez.

Dr. Daniels also recognized Student Trustee Whisper Lynn Null for completing the year of service to the District. She also thanked outgoing Academic President Geoffrey Dyer and outgoing Faculty President Diane Jones for the many years of dedicated service in these supporting roles.

QUARTERLY INVESTMENT REPORT

District Investment Advisors Dave Ivarie, of Morgan Stanley and Mike Urner, of Wells Fargo Advisors, LLC., reviewed the quarterly report of the WKCCD General Obligation Bond Portfolio and Facilities Reserve for the quarter ending March 31, 2019 (copies attached to the official minutes). Mr. Urner reported that the GO Bond Portfolio gained income of \$17,599.00 for the quarter with an ending value of \$4,043,336.00. The projected 12-month portfolio coupon income is \$61,392.00 with \$5,239,563.00 total income earned since inception. He 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 \$73,073.00 and an ending value of \$9,728,128.00. He also noted the projected 12-month portfolio coupon income of \$288,486.00 and \$5,222,598.00 total income earned since inception. He reviewed the asset and credit sector allocation and the portfolio maturity distribution, as well as confirming continuing compliance with state code and regulations.

APPROVAL OF MINUTES

On a motion by Trustee White, seconded by Trustee Long and unanimously carried, the minutes of the Regular Meeting held April 10, 2019 were approved.

NEW BUSINESS

Request for Approval - Taft College Class of 2019 Hall of Fame Inductees

Dr. Daniels explained that the Class of 2019 inductee names were submitted by the Hall of Fame committee who collects and verifies candidate information. An amended board memo was provided that listed the honorees. Dr. Daniels read aloud the induction selections. On a motion by Trustee Long,

seconded by Trustee White and unanimously carried, the request was approved (copy attached to official minutes).

Request for Ratification - Installation of Electronic Card Readers for the Gymnasium Main Doors, \$8,478.73

Brock McMurray, Executive Vice President of Administrative Services, explained that the card readers will bring the gymnasium to the campus standard of electronic monitoring and control. On a motion by Secretary Campos, seconded by Trustee Orrin and unanimously carried, the request for approved (copy attached to official minutes).

Request for Ratification - Replacement of Gymnasium Main Doors, \$10,341.44

Mr. McMurray told the Board that the doors on the facility were in need of replacement as they had been in use many years and were no longer functioning correctly. On a motion by Secretary Campos, seconded by Trustee Long and unanimously carried, the request was approved (copy attached to official minutes).

Request for Approval - WESTEC Roofing Phase 1; \$37,055.00

Mr. McMurray reported that with study of the state of the WESTEC facility and the available options to repair the dysfunctional roof, a multiple phase plan had been developed to update the roofing. Phase 1 is the largest phase. On a motion by Trustee White, seconded by Secretary Campos and unanimously carried, the request was approved (copy attached to official minutes) .

Second Reading and Request for Approval - Tentative Agreement Between Taft College Faculty Association and West Kern Community College District - Compensation for SLO Coordinator

Dr. Daniels stated that the Student Learning Outcomes (SLO) Coordinator position duties were reviewed by the Taft College Faculty Collective Bargaining Committee and a reduction of release time to 40% was agreed upon. On a motion by Trustee Orinn, seconded by Trustee Long and unanimously carried, the agreement was approved (copy attached to official minutes).

First Reading - Tentative Agreement Between Classified School Employees Association, Chapter #543 and West Kern Community College District - Proposed Implementation of Compensation Study, Implementation 7/1/19 (No Action)

Dr. Daniels said that a 2016 compensation study identified positions and salaries that should be adjusted due to comparison data in the study. This agreement would complete the compensation study.

Second Reading and Request for Approval - Board Policy #7250 - Educational Administrators

Dr. Daniels told the Board that this policy outlines the faculty retreat rights for educational administrators. On a motion by Trustee Long, seconded by Trustee Orrin and unanimously carried, the policy was approved (copy attached to official minutes).

CONSENT AGENDA:

- A. Information Item – CCFS-311Q for the 3rd Quarter Ending March 31, 2019
- B. Request for Approval – Adoption of Rules and Regulations Relating to the West Kern Community College District Student Trustee, 6/1/19 – 5/31/20
- C. Request for Approval – West Kern Adult Education Network Joint Powers Authority Funds Agreement; 7/1/19 – 6/30/20
- D. Request for Approval – Course Revisions
- E. Request for Approval – New Certificates of Achievement
- F. Request for Approval – New Course
- G. Request for Approval – Program Revision
- H. Request for Approval – California Virtual Campus – Online Education Initiative (CVC-OEI) Memorandum of Understanding (MOU)
- I. Request for Approval – Taft College Vision for Success Goals
- J. Request for Approval – 2018/19 Audit Service Engagement with CWDL, Certified Public Accountants; 6/30/19 – 6/30/21 with Two 1-Year Extensions Through 6/30/23; Total Fees of \$62,690.00
- K. Request for Approval – Employers Training Resource (ETR) Annual Renewable Contract for 2019-20; 7/1/19 – 6/30/20
- L. Request for Approval – Equitrac Equipment Support Renewal and On-Site Support with C.A. Reding; 7/1/19 – 6/30/20; \$1,286.60
- M. Request for Approval – C.A. Reding Copier Proposal; 6/1/19 – 5/31/24; Estimated Total Cost \$187,260.00 Over Life of Agreement
- N. Request for Approval – CCS Disaster Recovery Services, CCS Quickship Program; 7/1/19 – 6/30/20; \$3,420.00
- O. Request for Approval – CI Solutions Order Number 0100979, Renewal of ID Badge Software License; 7/1/19 – 6/30/20; \$2,384.00
- P. Request for Approval – Strata Information Group Professional Services Extension; 7/1/19 – 6/30/22; Hourly Cost \$170.00 per Hour with Hourly Rate Adjustments as Necessary Once Every Year Thereafter by No More than \$5.00 per Hour

- Q. Request for Approval – Professional Services Agreement with Trudi Radtke in Association with the Zero Textbook Cost Degree Grant; 5/8/19 – 6/30/19; 80 Hours at \$21.00 per Hour (Not to Exceed \$1,680.00)
- R. Request for Ratification – Convergent Technologies Quote #TT04091901 for Lenel Software Maintenance; 5/2/19 – 5/22/22; \$4,027.00 Annually
- S. Request for Approval – Vehicle Maintenance Agreement Renewal with Taft City School District; 7/1/19 – 6/30/19; \$69.00 per Hour, Minimum ½ Hour Charge
- T. Ratification of the April 2019 Vendor Check & Purchase Order Registers

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

PUBLIC COMMENTS ON ITEMS OF GENERAL INTEREST

There were no comments made.

EMPLOYMENT

On a motion by Trustee White 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: Dawn Cole, Emmanuel Campo, 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 2018/19
2. Expenditure Accounts (Account Level 1) FY 2018/19
3. Expenditure Detail of \$10,000.00 or Greater, April 2019
4. Student Organization and Special Accounts, April 2019
5. Funds Deposited in County Treasury, April 2019
6. Report of Investments at U.S. Bank Global Corporate Trust Services and the Bank of New York Mellon Trust Company, N.A. as of March 31, 2019

Trustee Reports

Trustee Orrin commended employees who were honored at the End of Year dinner, stating that the years of service employees dedicate to students show the character of the College. She also reported that the College will be well represented in the community car show.

President Cole recently attend a parent night at Taft Union High School and was appreciative of the presence and assistance from College personnel in understanding educational pathways. She also recognized staff for another successful Al Baldock Golf Tournament, noting important funds were raised for athletics as well as community relationships supported. President Cole congratulated Executive Director of the Foundation Sheri Horn-Bunk for her award from Garden Pathways, "Women with a Heart for Bakersfield."

Associated Student Organization

Whisper-Lynn Null, Student Trustee, reported on Spring Fling activities and also Earth Week as hosted by the STEM club. She also noted there is an interest from STEM club to look into expanding recycling and composting efforts on campus.

Academic Senate

Geoffrey Dyer, AS President, reported action and discussion highlights from recent AS activity. This included a meeting to review the hiring and minimum qualifications for hiring of faculty members. Mr. Dyer also thanked the Board for their support during his tenure as AS President.

Administrative Services

Brock McMurray, Executive Vice President of Administrative Services, reported that statewide discussions are ongoing into the funding of 2018-19 and the 2019-20 budget prediction. He said that a conservative tentative 2019-20 budget will be presented to the Board in June.

Business Services

Amanda Bauer, Director of Fiscal Services, stated that the department is in the process of year-end procedures. The auditing firm will conduct an on-site visit in July.

Faculty Association

Diane Jones and Ruby Payne thanked the Board, District and Associated Student Organization for the recent Faculty Appreciation week.

Distance Education

Adam Bledsoe, Director of Distance Education (DE), and Distance Education Technician Nicole Avina recently conducted a survey from students who participated in spring DE courses. While many questions received favorable answers that they shared with District staff, the focus was to also gather feedback and suggestions for program improvement.

Student Success

Dr. Windy Martinez, Dean of Student Success, said that over 200 Taft and Shafter high school students participated in recent Cougar Days on campus. Of those students 186 registered for courses. She outlined upcoming activities including the EOPS/CARE/CalWORKs End of Year dinner, Taft

car show, scholarship luncheon and graduation. Dr. Martinez also told the Board that staff have been updating the student catalog for use this coming academic school year.

Dental Hygiene

Dr. Vickie Kimbrough, DH Director, invited the Board to attend the pinning ceremony for graduating DH students on May 25th. She reported that exam season is on-going for students. She noted this year's students served in many community service roles this academic year and provided \$361,000 worth of dental services to the community. The DH continuing education effort raised \$20,000 this year and local dentists in a combined effort raised an additional \$22,000.

Transition to Independent Living

Aaron Markovits, Director of Transition to Independent Living (TIL), said that TIL was represented by a team in the Al Baldock Golf Tournament. He noted that staff and students are meeting with parents to prepare for transitions back home for the summer and sophomore students are attending transition meetings and preparing for job placement once they complete the program. Students also participated in a community fundraising event to fund the annual fireworks event; over \$1,600 were raised. Recruiting for the fall semester is still underway and the program recently applied for a grant to fund an electronic record keeping service.

Student Services

Severo Balason, Jr., Vice President of Student Services, recapped recent meetings in connection with the California Academic Partnership Program (CAPP) that partners community college and high school staff in an effort to streamline educational efforts for maximum student success. Taft Union High School District has joined the CAPP effort with the College.

Child Development Center

Meghan Hall-Silviera, Director of the Child Development Center, said that the variety of state reports that are due at the end of the year have been completed. At this time, the Center serves 113 children. She also told the Board that there is a new classroom open and other facility updates are occurring.

EOPS/CARE/CalWORKs

Morgan Sanchez, EOPS/CARE/CalWORKs Technician, stated that 86 of the program's students will graduate with either a degree or certificate.

Instruction

Dr. Leslie Minor, Vice President of Instruction, told the Board that the recruiting process to find a permanent Dean of Instruction is progressing and will be completed this month as well as full time faculty needed for fall semester. Dr. Minor reported that the Equity plan has been submitted to the state as required and that the department is preparing for fall courses.

CSEA, Chapter #543

Greg Hawkins, President of Chapter #543, recognized faculty and thanked them for their positive impact on students. He also thanked the Board for the 2019 Classified Appreciation Week.

Information Services

Andrew Prestage, Executive Director of Information Services, informed the Board that the copiers on tonight's agenda will aid in cutting printing costs while also upgrading the quality of printing devices on campus. The department continues to review and improve data security on campus.

REPORT OF THE SUPERINTENDENT

End of Year Dinner – Service Awards

Dr. Daniels recognized the importance of long-term employees who dedicate themselves to the service of our students. At the End of Year dinner this year we recognized retirees Brian Jean, Rick Hawkins and Billie Reed. There were also 13 employees honored for years of service, beginning with 5-year recognition and each 5-year increment after.

Events & Awards

Dr. Daniels attended the spring athletic banquet and was able to celebrate with coaches, athletes and families. She also noted that there was a President's team participating in the annual Al Baldock Golf Tournament; they placed second in tournament play. She thanked Trustee Campos for being a member of the team.

Dr. Daniels also recognized Executive Director of the Foundation and Advancement Sheri Horn-Bunk for her recent award from Garden Pathways, "Women with a Heart for Bakersfield." The award is given to women who work to promote and strengthen their community.

Employee Appreciation Weeks

The Classified Appreciation Week underwent improvements due to a volunteer committee. The classified staff really enjoyed to revamped effort to celebrate their work on campus. Currently, the Faculty are celebrating Faculty Appreciation Week. Dr. Daniels thanked staff for their continued dedication to student success.

CONTINUATION OF CLOSED SESSION

At 7:09 p.m. it was moved by Trustee Orrin, seconded by Secretary Campos and unanimously carried, that the Board reconvene in Closed Session.

RECONVENE IN PUBLIC SESSION; ANNOUNCE CLOSED SESSION ACTIONS

At 8:19 p.m., it was moved by Trustee White, seconded by Secretary Campos and unanimously carried, to reconvene in Public Session. President Cole reported there was no action in Closed Session.

NEXT MEETING

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

ADJOURNMENT

At 8:20 p.m., on a motion by Trustee White, seconded by Trustee Long and unanimously carried, the meeting was adjourned.

Respectfully Submitted:

Emmanuel Campos, Secretary