

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

REGULAR MEETING

June 5, 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 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/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 Labor Negotiators (Government Code Section 54957.6)
Agency Designated Representative: Board President
Unrepresented Employee: Superintendent/President
- F. 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. Conference with Legal Counsel - Anticipated Litigation
Significant Exposure to Litigation Pursuant to Paragraph (2) or (3) of Subdivision (d) of Section 54956.9
- H. 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 6:01 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

There were no general communications.

APPROVAL OF MINUTES

On a motion by Secretary Campos, seconded by Trustee Long and unanimously carried, the minutes of the Regular Meeting held May 8, 2019 were approved.

NEW BUSINESS

Request for Approval - 2019-20 West Kern Community College District Tentative Annual Budget (Presentation)

Brock McMurray, Executive Vice President of Administrative Services, presented the proposed tentative 2019/20 budget (PowerPoint). Mr. McMurray explained the current state of funding for the 2018/19 year and the concerns with the 2019/20 year. The District remains conservative in spending due to the unknown allocation amount for the current fiscal year as well as the changing metrics within the funding formula. On a motion by Trustee Long, seconded by Secretary Campos and unanimously carried, the tentative budget was approved (copy attached to official minutes).

Request for Approval - Final Project Proposal (FPP) - Taft College Vocational Center

Mr. McMurray said that this annual request is being recommended in an effort to capitalize in state funding if the opportunity occurs. In order to participate in state funding, the District must document the project in which they wish to begin. On a motion by Trustee White, seconded by Trustee Orrin and unanimously carried, the request for approved (copy attached to official minutes).

Request for Approval - West Kern Community College District 2021-2025 Capitol Outlay Plan

Mr. McMurray told the Board that similar to the FPP, this plan must be approved each year to participate in state funding opportunities for facility projects. On a motion by Secretary Campos, seconded by Trustee White and unanimously carried, the request was approved (copy attached to official minutes).

Second Reading and Request for Approval - Tentative Agreement Between Classified School Employees Association, Chapter #543 and West Kern Community College District - Proposed Implementation of Compensation Study, Implementation 7/1/19

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

First Reading - Tentative Agreement Between Taft College Faculty Association (TCFA/CTA/NEA) and West Kern Community College District - Club Advisor Stipends, Implementation 7/1/19 (No Action)

Dr. Daniels reported that this agreement would raise the number of club advisor stipends from 8 to 11 and would better serve the growing student population.

First Reading - Tentative Agreement Between Taft College Faculty Association (TCFA/CTA/NEA) and West Kern Community College District - Campus Security Video Monitoring and Surveillance Technology, Implementation 7/1/19 (No Action)

Dr. Daniels said that this agreement addresses the use of public video monitoring in specific terms within the Faculty bargaining agreement.

First Reading - Tentative Agreement Between Taft College Faculty Association (TCFA/CTA/NEA) and West Kern Community College District - Faculty Evaluation Process, Implementation 8/1/19 (No Action)

Dr. Daniels told the Board that this agreement would clean up language in the current process as well as to document past practice as recognized by the bargaining committee.

First Reading - Presentation of the Taft College Faculty Association CTA/NEA Reopener for FY 2019/20 (No Action)

First Reading - Presentation of the Taft College CSEA Chapter #543, Reopener for FY 2019/20 (No Action)

First Reading - Presentation of the WKCCD Reopener Proposal with the Taft College Faculty Association CTA/NEA for FY 2019/20 (No Action)

First Reading - Presentation of the WKCCD Reopener Proposal with the Taft College CSEA Chapter #543 for FY 2019/20 (No Action)

Dr. Daniels said that Items H-K are recommended for approval so that bargaining units may continue to negotiate contracts in the 2019/20 fiscal year.

First Reading – Board Policy #3502 – Campus Security Cameras (No Action)

Dr. Daniels told the Board that this policy documents this use and intent of the security cameras on campus (copy attached to official minutes).

CONSENT AGENDA:

- A. Request for Approval – 2019-2022 Student Equity Plan
- B. Request for Approval – Fiscal Year 2019-20 Annual Appropriations (GANN) Limit
- C. Request for Approval – 2018-19 Multiple Method Allocation Certification Form
- D. Request for Approval – Course Revisions

Math & Science Division

PHED 1742 Offseason Intercollegiate Soccer

Learning Support Division

DS 1502 Disabilities and the Law

DS 1504 Cultural Competency Towards Disabilities

DS 1506 Safety Advocacy and Maltreatment Prevention and Safety at Home and in the Community

Social Science Division

ECEF 2021 Introduction to the Primary Grade Classroom

Liberal Arts Division

ART 1600 Basic Design

ART 1811 Graphic Design

- E. Request for Approval – New Course

English Division

ENGL 1501 Enhanced Composition and Reading

- F. Request for Approval – 2019-2020 Residential Lease Agreements for TIL Student Off-Campus Housing; 8/1/19 – 7/31/20; No Direct Expense to the District
- G. Request for Approval – Memorandum of Understanding (MOU) Between West Kern Community College District (WKCCD) and Taft Union High School District (TUHSD) Dual Enrollment Program and Concurrent Enrollment Program (Revised)
- H. Request for Approval – Contract for Professional Services with (10) Taft Union High School District Employees for Participation & Attendance for the California Academic

Partnership Program (CAPP) Guided Pathways Alignment Project Summer Convening/Grant Work; 6/17/19 – 6/19/19; Travel Expenses Reimbursed by CSU; Fees Not to Exceed \$18,397.20

I. Request for Approval – Contract for Professional Services with (3) Taft Union High School District Employees for Participation & Attendance for the California Academic Partnership Program (CAPP) Meeting; 6/21/19; Hourly Rate \$70.63 (Not to Exceed 6 Hours per Attendee)

J. Request for Ratification – Contract for Professional Services with (5) Taft Union High School District Employees for Participation & Attendance for the California Academic Partnership Program (CAPP) Meeting; 5/22/19; Hourly Rate \$70.63 (Not to Exceed \$150.00 per Attendee)

K. Request for Ratification - Contract for Professional Services with (1) Taft Union High School District Employees for Participation & Attendance for the California Academic Partnership Program (CAPP) Meeting; 5/22/19; Hourly Rate \$70.63 (Not to Exceed \$150.00 per Attendee)

L. Request for Approval – 2019-20 Renewal of Statewide Association of Community Colleges (SWACC) Proforma for Property and Liability Insurance Coverage; 7/1/19 – 6/30/20; \$144,864.00

M. Request for Approval – CampusLogic Subscription Order for AwardLetter/CampusMetrics; 7/1/19 – 6/30/22; \$48,000.00 Over the 3-Year Term with No Implementation Fee

N. Request for Ratification – Master Subscription Agreement with VitalSource Technologies (VST), LLC; Effective 6/1/19 and Renews Automatically Annually for 1-Year Terms; Bookstore to Receive Commission

O. Request for Approval – Adobe Creative Cloud Suite; 12 Month Term Upon Purchase; \$14,125.50

P. Request for Approval – Nvivo Plus Enterprise License Agreement with QSR International, Inc.; 36 Month Agreement Beginning 8/1/19; \$11,849.00 Annually

Q. Request for Approval – 2019/20 District Business Office Systems Agreement – KCSOS AGT #20-0161; 7/1/19 – 6/30/20; Annual Cost of \$6,699.18

R. Request for Approval – Agreement with SARS Software Products, Inc. for Annual Renewal of Support License 2019-2020; 8/20/19 – 8/19/2020; \$5,000.00

S. Request for Approval – Consulting Services Agreement with Capitol Public Finance Group, LLC “Capitol PFG” to Serve as the WKCCD Dissemination Agent (Consulting

Services Agreement, Consulting Services Order CSO No. 2019-1 and Certificate of Acceptance); 7/1/19 - 6/30/20; Annual Reporting Filing \$4,500.00 and \$500.00 for Each Material Event Filing Plus Expenses

T. Request for Approval - Cisco Umbrella Insights; 7/20/19 - 7/19/20; \$4,212.00

U. Request for Approval - VoiceThread Annual License Agreement; 60 Day Free Trial with Agreement Beginning 7/13/19; \$3,500.00

V. Request for Ratification - Pacific West Sound In. to Provide the Sound System and Music for the 2018-19 Taft College Graduation Ceremony; 5/24/19; \$3,225.00

W. Request for Approval - Netlink Loader Service Contract; 6/26/19 - 6/25/20; \$1,676.00

X. Request for Ratification - Training Services Agreement with Westside Energy Services Training and Education Center, Inc. (WESTEC) - Active Shooter Training for Faculty and Staff; 5/29/19; \$350.00

Y. Request for Approval - HVAC Maintenance Agreement Renewal with the Taft City School District; 7/1/19 - 6/30/20; Income to District for Work Performed

Z. Ratification of the May 2019 Vendor Check & Purchase Order Registers (*To Be Posted 6/3/19*)

On a motion by Trustee Long, seconded by Trustee White and unanimously carried, Consent Agenda Items A - Z were approved as presented (materials related to the items are attached to official minutes).

PUBLIC COMMENTS ON ITEMS OF GENERAL INTEREST

Brittany Long, student/graduate, addressed the Board on the topic of campus recycling/composting efforts.

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: 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, May 2019
4. Student Organization and Special Accounts, May 2019
5. Funds Deposited in County Treasury, May 2019

Trustee Reports

Secretary Campos commended Brittany Long for her interest in sustainability on campus.

Trustee Orrin thanked staff for a successful graduation. She specifically recognized the effort from Taft College Bookstore. Trustee Orrin also commended staff involved in the scholarship luncheon.

Academic Senate

Dr. Sharyn Eveland, AS President, reported action and discussion highlights from recent AS activity. This included the election of Kelly Kulzer as the AS Secretary as well as subcommittee activity for the month.

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.

Human Resources

Heather del Rosario, Vice President of Human Resources, reported that the department has begun the use of the Newton applicant tracking system. They will continue to roll out pieces of the software in future recruitments. Ms. del Rosario also stated she will be working to provide a Leadership 101 course for continuing training with managers and supervisors.

Career Technical Education (CTE)

Jessica Grimes, Dean of Instruction and CTE, shared with the Board that the College was awarded \$100,000 grant for online CTE courses. Preparation for a cross-institution grant to benefit west Kern is also underway with West Kern Adult Education Network and Taft Union High School District.

Transition to Independent Living

Aaron Markovits, Director of Transition to Independent Living (TIL), thanked graduating student intern Aaron Jackson for his service and introduced 2019-20 intern Samuel Gallardo. Mr. Markovits invited the Board to the upcoming awards dinner and TIL graduation ceremony. He reported that the department is working on fall recruitment and has new student orientations happening at this time.

Student Success

Dr. Windy Martinez, Dean of Student Success, said that the College was well represented at the Taft Chamber of Commerce car show on Rails to Trails.

Campus Safety & Security

Kevin Altenhofel, Director of Campus Safety & Security, told the Board that annual reporting of campus statistics is occurring with the current task of data extraction in progress.

CSEA, Chapter #543

Jeanene Robertson, Vice President of Chapter #543, recognized classified members who recently completed training to become CSEA stewards. She also thanked the Board for the support on the compensation increases to the positions identified within the compensation study.

Foundation

Sheri Horn-Bunk, Executive Director of Foundation and Advancement, said that the brunch event to honor the Hutchison Promise students was held to recognize the inaugural class of the program. She said there is a lot of interest in the program for future classes. She also announced that she worked with TIL Director Aaron Markovits and together they successfully authored a grant for a 2-year Adminitrust grant. She noted that TIL was also invited to attend an international conference for education programs for people with disabilities. Javier Reyes, Foundation Development Officer, told the Board that the Foundation honored graduates at the graduation ceremony with an alumni pin. He also said that the Foundation is developing a relationship with Vulcan and Golden Empire Concrete. Both industry leaders are interested in student opportunities within the company. Talks with the Tejon tribe are also ongoing in an effort to expand opportunities for future partnership.

REPORT OF THE SUPERINTENDENT

Dr. Daniels attended many events at the close of the academic year. The welding program hosted an open house event with vendor sponsorship of welding competitions. The program is proving to be successful with student hire rate at completion of the program showing overwhelming rates. The EOPS/CARE/CalWORKS end of year program was moving; Trustee Campos shared his story of perseverance with the students and their families.

Dr. Daniels thanked the staff for their participation in the Taft Chamber of Commerce Car Show, graduation, scholarship luncheon, and Dental Hygiene pinning ceremony.

Recently, Supervisor Zack Scrivner met with Dr. Daniels and toured the campus. A strong partnership will benefit constituents of west Kern county. She also noted that administration is currently at Maricopa High School graduation to provide merit awards to qualifying senior graduates.

CONTINUATION OF CLOSED SESSION

At 7:15 p.m. it was moved by Trustee White, seconded by Secretary Campos and unanimously carried, that the Board reconvene in Closed Session.

RECONVENE IN PUBLIC SESSION; ANNOUNCE CLOSED SESSION ACTIONS

At 8:27 p.m., it was moved by Trustee Long, seconded by Trustee White 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, July 10, 2019, at 5:00 p.m.

ADJOURNMENT

At 8:28 p.m., on a motion by Trustee White, seconded by Trustee Long and unanimously carried, the meeting was adjourned.

Respectfully Submitted:

Emmanuel Campos, Secretary