

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

**REGULAR MEETING**

**September 11, 2019**

The regular meeting of the Board of Trustees of the West Kern Community College District was called to order at 5:06 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 5:07 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, 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 - 1 Potential Case
- 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 5:40 p.m., it was moved by Trustee Long, 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**

Dr. Daniels introduced Susan Groveman as the Executive Director of Marketing and Community Relations.

President Cole presented a certificate from the Kern County Office of Education to Secretary Campos to commemorate his five years of service to the District.

## **APPROVAL OF MINUTES**

On a motion by Trustee Long, seconded by Trustee Orrin and unanimously carried, the minutes of the Regular Meeting held August 14, 2019 and of the Special Meeting held August 27, 2019 were approved.

## **NEW BUSINESS**

### **Public Hearing for 2019/20 WKCCD Budget**

On a motion by Trustee White, seconded by Trustee Orrin and unanimously carried, the public hearing was declared open at 6:05 p.m. President Cole asked if there was public comment on the proposed budget. There were no comments. On a motion by Secretary Campos, seconded by Trustee Long and unanimously carried, the public hearing was declared closed at 6:06 p.m.

### **Request for Approval - 2019/20 WKCCD Budget**

On a motion by Trustee White, seconded by Trustee Orrin and unanimously carried, the 2019/20 WKCCD budget was approved.

### **First Reading - 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 (No Action)**

Dr. Daniels reported that the bargaining unit had agreed to pass a 3.26% COLA onto Faculty salary schedules.

### **First Reading - Proposed Compensation Increase of 3.26% COLA to the 2019-20 Classified Salary Schedules, Appendix A (No Action)**

Dr. Daniels reported that the Classified bargaining unit agreed to pass a 3.26 % COLA to the Classified salary schedules.

### **Second Reading and Request for Approval - Updated Board Policies**

**#2100 - Board Elections**

**#3430 - Prohibition of Harassment**

- #3810 - Claims Against the District
- #4250 - Probation, Dismissal and Readmission
- #5015 - Residence Determination
- #5020 - Non-Resident Tuition
- #5050 - Student Success and Support Program
- #7340 - Leaves

Dr. Daniels explained that the Board Policies have been reviewed and updated per Community College League of California's Policy and Procedure Program. The updates are non-material changes but meet requirements for legal standards. On a motion by Trustee White, seconded by Trustee Long and unanimously carried, the request was approved (copy attached to official minutes).

**First Reading - Board Policy #3725 - Information and Communication Technology Accessibility and Acceptable Use (No Action)**

Dr. Daniels stated that the Board Policy language has been reviewed and suggested per Community College League of California's Policy and Procedure Program (copy attached to official minutes).

**CONSENT AGENDA:**

- A. Request for Approval - Master Agreement Between West Kern Community College District (WKCCD) and the Taft College Foundation (Foundation)
- B. Request for Approval - Determination of Order of Employment for 2019-20 Contract Faculty with a Hire Date of August 19, 2019
- C. Request for Approval - Agreement with the Chancellor's Office Tax Offset Program (COTOP)
- D. Request for Approval - Signatory Update with United Security Bank
- E. Request for Ratification - Resolution 2019/20-07 - Authorizing Agreement with California Department of Education to Provide Migrant Child Care Program, Contract #CMIG-9005, Amendment 1; 7/1/19 - 6/30/20
- F. Request for Ratification - Resolution 2019-20-08 - Authorizing Agreement with California Department of Education to Provide Migrant Specialized Services, Contract #CMSS-9005, Amendment 1; 7/1/19 - 6/30/20
- G. Request for Approval - Taft Union High School District Contract - K-12 Strong Workforce; 9/12/19 - 6/30/22
- H. Information Item - Use of Proposition 55 Education Protection Account (EPA) Funds for FY 2019/20
- I. Request for Ratification - Evisions Formfusion Software Maintenance Renewal; 7/1/19 - 6/30/24; Total Cost \$51,653

- J. Request for Approval - Renewal Agreement (Quote #121578531-1) with DAI Source for IBM Cognos (Report Writer); 11/1/19 - 10/31/20; \$9,023.46
- K. Request for Ratification - Amendment to Beard Family Non Exempt Marital Trust Agreement for Lease of Welding Facility; 11/1/19 - 10/31/21; \$3,500.00 per Month
- L. Request for Approval - 2019-20 Behavioral Health Training for TIL Staff; 8/15/19 - 6/30/20; Up to \$2,500.00
- M. Request for Approval - IssueTrak: One Year of IssueTrak Software Maintenance; \$1,725.00
- N. Request for Approval - Converjint Quote #JB06214042P - Gymnasium Remote Door Locks; \$1,649.89
- O. Request for Approval - Tableau Software, Inc. Agreement; Three-Year Agreement; Annual Subscription \$1,260.00
- P. Request for Ratification - Contract for Professional Services with Anna Pattison, RDH, MS; 8/24/19; Hotel and Mileage Expenses
- Q. Ratification of the August 2019 Vendor Check & Purchase Order Registers

On a motion by Trustee Orrin, seconded by Secretary Campos and unanimously carried, Consent Agenda Items A - Q 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 Orrin, 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, August 2019
4. Student Organization and Special Accounts, August 2019
5. Funds Deposited in County Treasury, August 2019

### **Academic Senate**

Dr. Sharyn Eveland, President of the Academic Senate, reported there had been two full meetings and that the Council would meet next week. Currently the Senate is reviewing the roles and responsibilities of their body.

### **Administrative Services**

Brock McMurray, Executive Vice President of Administrative Services, thanked the Board for their support of the budget and the District staff who worked to complete budget. Fiscal Director Amanda Bauer added that close out processes and audit procedures for 2018/19 are still underway.

### **Faculty Association**

Ruby Payne, President of the Faculty Association, thanked staff for the work to complete the calculus lab. She said it is already successfully helping students have access to appropriate resources.

### **Foundation**

Sheri Horn-Bunk, Executive Director of Foundation and Institutional Advancement, also thanked staff for the transition of resources to provide the calculus lab. She noted that the Hutchison Engineering Promise Program students are using it actively. Ms. Horn-Bunk invited the Board and staff to attend the 10<sup>th</sup> annual Cougar Cookout to be held on October 24<sup>th</sup>.

### **Distance Education**

Adam Bledsoe, Director of Distance Education, told the Board that efforts to submit more courses to the CVC-OEI for review are ongoing. The Distance Education professors and staff are encouraged by the strengthening of the course offerings and the ability to serve students with quality curriculum.

### **TIL**

Aaron Markovits, Director of the Transition to Independent Living Program, thanked staff and the Board for work and support of the Casino Night event. He reported that an estimate of \$55,000 was earned at the event. Samuel Gallardo, TIL intern, shared a copy of the TIL Times and invited the Board and staff to attend TIL Town during Halloween.

### **Institutional Research**

Xiaohong Li, Executive Director of Institutional Research, reported that a database is up and running and thanked Information Services for their assistance in the project. She added that the item from

tonight's consent agenda for Tableau will give the department a dashboard to communicate data with the campus and community.

### **Child Development**

Meghan Hall-Silveira, Director of the Child Development Center, said that with the school year underway they have 50 college lab students and 5 TIL students working in the Center. She said the CDC has new beds for the children and thanked the Foundation for the Innovation Grant that funded the needed furniture. She also noted that work with the Community Action Partnership of Kern has benefitted the CDC with ongoing coaching as well as potential assistance with furniture and supplies.

### **Student Services**

Severo Balason, Vice President of Student Services, gave an update on the CAPP work with Taft Union High School staff. The partners met with CSU Bakersfield staff for focused work in math and English preparation. Curriculum has already begun to be implemented on the TUHS campus.

### **CTE**

Jessica Grimes, Dean of Instruction and Career Technical Education, gave a report on Kern County College Night. She noted that the Hutchison Engineering Promise Program encouraged potential students.

### **Student Success**

Dr. Windy Martinez, Dean of Student Success, told the Board that mental health counselor Isaias Hernandez has resigned for a fulltime position and will work with the College to transition duties smoothly.

### **Information Services**

Andrew Prestage, Executive Director of Information Services, told the Board that the copier/printing stations are installed and staff have been trained. The department is now working with Administrative Services on audit processes in connection with information security. An information security auditor from the Chancellor's Office will be working with College staff to assess our status.

### **Instruction**

Dr. Leslie Minor, Vice President of Instruction, shared the details of the new calculus lab with the Board. She also noted that a charging station has been added to the library to assist students while on campus. The Office of Instruction will begin spring semester scheduling next week.

### **REPORT OF THE SUPERINTENDENT/PRESIDENT**

Dr. Daniels shared photos and details from a variety of events including: Welcome Back Breakfast, Hutchison Engineering Promise Program, TIL Casino Night, Kern County College Night, 9/11 Remembrance Ceremony, and Taft College Dean of CTE presentation to the Taft Rotary.

Dr. Daniels recently attended a meeting with Congressman Kevin McCarthy along with representatives from local higher education institutions. The meeting provided an opportunity to discuss issues relative to higher education and legislation.

Dr. Daniels also reported that the addition of Automated External Defibrillator (AED) units also provided an opportunity to assess the need for staff training. This month 26 staff members from around the campus were trained in CPR and AED use.

**NEXT MEETING**

The next monthly meeting is scheduled for Wednesday, October 9, 2019, at 5:00 p.m.

**ADJOURNMENT**

At 6:44 p.m., on a motion by Secretary Campos, seconded by Trustee White and unanimously carried, the meeting was adjourned.

Respectfully Submitted:

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Emmanuel Campos, Secretary