

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

REGULAR MEETING

April 15, 2020

The regular meeting of the Board of Trustees of the West Kern Community College District was called to order at 6:03 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. To ensure clarity during the meeting held via Zoom online video, a roll call vote was held on each item.

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 White, seconded by Trustee Orrin and unanimously carried, the minutes of the Regular Meeting held March 11, 2020 were approved.

NEW BUSINESS

Request for Approval - Accrediting Commission for Community and Junior College (ACCJC) - Annual Report

Dr. Debra Daniels told the Board that the report is an annually required update to basic data points from the College. The report has been compiled by District staff and reviewed by necessary committees for accuracy. On a motion by Trustee Orrin, seconded by Trustee Long and unanimously carried, the report was approved (copy attached to official minutes).

Request for Approval - Resolution 2019/20-20 - Declaring a State of Emergency and Delegating Authority to the Superintendent/President to Close District Centers, Campus, and Offices, and to Otherwise Respond to the Novel Coronavirus (COVID-19)

Dr. Daniels stated that the above resolution is necessary should the District need to apply for governmental funding in connection with emergency funding. On a motion by Secretary Campos, seconded by Trustee Orrin and unanimously carried, the resolution was approved (copy attached to official minutes).

Request for Approval - Second Reading and Request for Approval - Board Policy Review

BP #3100 - Organizational Structure

BP #3200 - Accreditation

BP #3280 - Grants

- BP #3600 - Auxiliary Organizations**
- BP #3710 - Intellectual Property and Copyright**
- BP #3720 - Computer and Network Use**
- BP #7135 - Substitute and Temporary Employees Paid Sick Leave**

Dr. Daniels said that the above policies were reviewed and found to be in compliance with current District practices. On a motion by Trustee Long, seconded by Trustee White and unanimously carried, the request was approved (copy attached to official minutes).

First Reading - Updates Board Policies

- BP #4025 - Philosophy and Criteria for Associate Degree and General Education**
- BP #4030 - Academic Freedom**
- BP #4100 - Graduation Requirements for Degrees and Certificates**
- BP #7240 - Confidential Employees**

Dr. Daniels said that these Board Policies have been updated with minor changes to align with current practices (copy attached to official minutes).

First Reading - Board Policy Review

- BP #2435 - Evaluation of Superintendent/President**
- BP #3310 - Records Retention and Destruction**
- BP #3440 - Service Animals**
- BP #3501 - Campus Security and Access**
- BP #3503 - Missing Student Notification**
- BP #3540 - Sexual and Other Assaults on Campus**
- BP #4010 - Academic Calendar**
- BP #4060 - Delineation of Functions Agreements**
- BP #4110 - Honorary Degrees**
- BP #4230 - Grading Symbols**
- BP #4231 - Grade Changes**
- BP #4240 - Academic Renewal**
- BP #4260 - Prerequisites and Co-Requisites**
- BP #4500 - Partnership with WESTEC**
- BP #5110 - Counseling**
- BP #5700 - Intercollegiate Athletics**
- BP #6100 - Delegation of Authority, Business and Fiscal Affairs**
- BP #6150 - Designation of Authorized Signatures**
- BP #6324 - Disclosure Policy for Public Debt Obligations**
- BP #7100 - Commitment to Diversity**
- BP #7110 - Delegation of Authority, Human Resources**
- BP #7130 - Compensation**
- BP #7140 - Collective Bargaining**
- BP #7210 - Academic Employees**
- BP #7345 - Catastrophic Leave Program**
- BP #7350 - Resignations**
- BP #7370 - Political Activity**

BP #7510 - Domestic Partners

Dr. Daniels told the Board that the above policies have been reviewed and are in compliance with current District practices (copy attached to official minutes).

CONSENT AGENDA:

- A. Request for Approval - West Kern Adult Education Network (WKAEN) Joint Powers Authority (JPA) Funds Agreement Between West Kern Community College District and WKAEN; 7/1/20 - 6/3/21
- B. Request for Approval - Strong Work Force Regional Program - Central/Mother Lode Regional Consortium between State Center Community College District and West Kern Community College District - Amendment III; 12/31/20 - 12/31/21
- C. Request for Ratification - California Virtual Campus - Online Educational Initiative (CVC-OEI) Subaward Agreement - Amendment #1
- D. Request for Approval - 2019/20 Audit Service Engagement with CWDL, Certified Public Accountants; \$55,380 for District Annual Report, \$6,310 for Proposition 39 Audit, and \$1,000 for Foundation Tax Return
- E. Request for Approval - Extension of Application Subscription Program Agreement with TouchNet Information Systems, Inc.; \$42,415 with TouchNet Reserving Right to Annual Increase Not to Exceed 10% per Year; Five Years Commencing 6/1/20 - 5/31/25
- F. Request for Approval - 2020-2023 Property and Casualty Claims Administration Services Agreement; 7/1/20 - 6/30/23
- G. Request for Approval - Adidas - Elite Team Agreement; 7/1/20 - 6/30/24
- H. Ratification of the March 2020 Vendor Check & Purchase Order Registers

On a motion by Trustee Orrin, seconded by Secretary Campos and unanimously carried, Consent Agenda Items A - H 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 Item A was approved by the following vote (Employment Item (*Appendix I*) is attached to official minutes):

Yes: Dawn Cole, Emmanuel Campos, Michael Long, Billy White and Dr. Kathy Orrin

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, March 2020
4. Student Organization and Special Accounts, March 2020
5. Funds Deposited in County Treasury, March 2020
6. Employee Travel Report - March 2020

Trustee Reports

Trustee White thanked staff for being innovative in efforts to maintain active business.

Trustee Orrin reported that recent feedback from a student was that the faculty had been patient and supportive during the transition to online learning.

President Cole shared appreciation as well. She noted that the faculty and staff effort to overcome challenges was evident in how quickly and smoothly the campus responded to the situation.

Associated Student Organization

Whisper Lynn Null told the student elections are underway. She also stated that students feel very supported by the college in the difficult situation to transition all courses online.

Academic Senate

Dr. Sharyn Eveland, President of the Academic Senate, thanked the Board and Administration for the support of the faculty during the online transition. The AS held their first online meeting and is working to make the process smoother. They will continue to meet online. Many subcommittees have also transitioned to the online modality. Dr. Eveland commended the Distance Education subcommittee for their many efforts to respond the changing needs of the campus. The Academic Policy and Procedure subcommittee is also working to meet the changing needs of courses.

Administrative Services

Brock McMurray, Executive Vice President of Administrative Services, reported that the department is working in response to the COVID-19 situation by creating a FEMA grant profile and is actively following news from government agencies in how to respond as a higher education institution. The department meets regularly via Zoom to continue business as usual. A 2020-21 tentative budget is being prepared for Board consideration in June; the state has pushed the May revise date out due to the COVID-19 issues. Mr. McMurray shared that Student Center project activity has continued onward and is progressing. The solar project has moved ahead of schedule due to the ability to utilize the parking area more openly.

Student Services

Severo Balason, Vice President of Student Services, explained that the department is checking in daily to continue business during the pandemic. Student registration is underway. Mr. Balason told the Board that he is following a possible state initiative to encourage students to maintain academic progress during the COVID-19 situation. He also thanked the Foundation and donors for the funds necessary to help eight students who were identified as in-need of assistance due to the emergency situation.

Instruction

Dr. Leslie Minor, Vice President of Instruction, shared that registration is underway with numbers low, as expected due COVID-19 uncertainty. All courses for the summer session will be held online. Staff have worked to obtain funding for 150 laptops from the Chancellor's office to assist students without adequate resources to utilize online learning. Courses at Taft Correctional Institution have halted due to the closure of the facility. Faculty coaches have been implemented to assist other faculty to the online education model. The department is currently planning for a full fall schedule.

Marketing and Community Relations

Susan Groveman, Executive Director of Marketing and Community Relations, has prepared marketing templates to encourage student registration during the emergency situation. Ms. Groveman is also working with the Institutional Research department to produce an online newsletter to keep the campus informed on accreditation progress.

Foundation

Sheri Horn-Bunk, Executive Director of Foundation, thanked the Student Services department for their assistance to identify students in need of help during the COVID-19 situation. She also shared the many donors who have offered financial students to the College to ensure students are taken care of during the emergency.

REPORT OF THE SUPERINTENDENT/PRESIDENT

Dr. Daniels thanked the faculty and staff for their continued support and effort to maintain student focus and success in response to COVID-19. She reported that staff are working diligently to prepare for the opening of campus. There will be adaptations once campus opens and the staff is following mandated steps to ensure a safe return to work. Many staff are actively participating in the TC activity challenge each week. In week one there were 48 participants who logged over 19,000 minutes of activity.

NEXT MEETING

The next monthly meeting is scheduled for Wednesday, May 13, 2020, at 5:00 p.m.

ADJOURNMENT

At 6:43 p.m., on a motion by Trustee Long, seconded by Trustee White and unanimously carried, the meeting was adjourned.

Respectfully Submitted:

Emmanuel Campos, Secretary