

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

**REGULAR MEETING**

**May 13, 2020**

The regular meeting of the Board of Trustees of the West Kern Community College District was called to order at 6:04 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. 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 Orrin, seconded by Trustee Long and unanimously carried, the minutes of the Regular Meeting held April 15, 2020 were approved.

**NEW BUSINESS**

**Request for Approval - 2020/2021 - 2025/26 Facilities Master Plan**

Mr. Brock McMurray reported that the plan was due for review and updating (copy attached to official minutes). The Facilities Committee reviewed the document and recommends the current draft be approved. The plan provides a 15-20 year outlook on District facility needs. On a motion by Trustee White, seconded by Trustee Orrin and unanimously carried, the plan was approved.

**Request for Approval - Taft College Class of 2020 Hall of Fame Inductees**

Dr. Daniels told the Board that the list of inductees had been recommended by the Hall of Fame committee (copy attached to official minutes). On a motion by Trustee Long, seconded by Trustee White and unanimously carried, the inductees were approved as recommended.

**First Presentation - Tentative Agreement with the Taft College Faculty Association (TCFA) regarding the addition of Article 7.1.12, Dependent Priority Registration, to the Faculty Collective Bargaining Agreement (No Action)**

Dr. Daniels stated the agreement had been bargained and agreed upon. The agreement provides criteria to allow faculty dependents priority registration opportunity.

**Request for Approval - PG&E Student Center Gas Services Extension Agreement Revision**

Mr. McMurray explained the Student Center work that is in need of completion by PG&E and not by the contractor. The cost of the work completed by PG&E will be invoiced to the contractor; this is a switch of work with no additional cost anticipated. On a motion by Trustee Orrin, seconded by Trustee Long and unanimously carried, the revision was approved (copy attached to official minutes).

**Request for Approval - Main Parking Lot Re-Seal and Re-Stripe - Big Valley Asphalt; \$36,100.00**

Mr. McMurray told the Board that the parking is due for maintenance and that due to the closed campus status that the District would like to re-seal and re-stripe the parking lot. The attached documentation acknowledges that Big Valley Asphalt is the lowest bidder. On a motion by Trustee White, seconded by Secretary Campos and unanimously carried, the request was approved (copy attached to official minutes).

**Request for Approval - Discontinuance - Board Policy 5710 - Athletic Drug Testing**

Severo Balason explained that the policy was reviewed by himself and Athletic Director Kanoe Bandy. They agreed that the District should match the athletic conference and national association practice of not having a policy on athletic drug testing. The athletes are bound by a student code of conduct and other student policies to remain drug free. On a motion by Trustee Long, seconded by Trustee Orrin and unanimously carried, the request was approved (copy attached to official minutes).

**Second Reading and Request for Approval - 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). On a motion by Secretary Campos, seconded by Trustee Orrin and unanimously carried, the policies were approved.

**Second Reading and Request for Approval - 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). On a motion by Trustee Long, seconded by Trustee White and unanimously carried, the policies were approved.

**Presentation - Investment Reports (No Action)**

Mr. McMurray reviewed the status of the Facilities Reserve and G.O. Bond investment accounts (copy attached to official minutes).

**CONSENT AGENDA:**

A. Request for Approval - Adoption of Rules and Regulations Relating to the West Kern Community College District Student Trustee, June 1, 2020 - May 31, 2021

B. Request for Approval - New Courses

Learning Support Division

LIBR 1548 Introduction to Library Research

Social Science Division

PSYC 1520 Psychology as a Profession

C. Request for Approval - Course Revisions

Math & Science Division

BIOL 2250 Human Anatomy

BIOL 2257 Human Physiology with Lab

CHEM 2212 General Geography

GEOG 1520 Cultural Geography  
MATH 0230 Basic Mathematics  
MATH 0240 Pre-Algebra  
MATH 1050 Elementary Algebra  
MATH 1060 Intermediate Algebra  
MATH 1500 Math for a Modern Society - A Liberal Arts Course

Liberal Arts Division

ARTH 1500 Art Appreciation  
SPAN 2001 Intermediate Spanish III  
SPAN 2002 Intermediate Spanish IV

Applied Technologies Division

BUSN 1500 Introduction Qualitative Analysis to Business  
COSC 1532 Basic Internet Skills and Concepts  
COSC 1603 Introduction to Word Processing - Microsoft Word  
COSC 1703 Introduction to Spreadsheets - Microsoft Excel  
COSC 1812 Introduction to Presentation Graphics - Microsoft PowerPoint  
COSC 1902 Introduction to Databases - Microsoft Access  
COSC 2020 Introduction to Computer Information Systems  
MGMT 1500 Introduction to Human Resource Management  
MGMT 1505 Principles of Supervision

Learning Support Division

LRSK 0250 Improving Study Skill Strategies

D. Request for Approval - Course Inactivation

Social Science Division

CJA 1058 Firearms Training

E. Request for Approval - Distance Learning

Science and Math Division

MATH 0230 Basic Mathematics  
MATH 0240 Pre-Algebra  
MATH 1050 Elementary Algebra  
MATH 1060 Intermediate Algebra  
MATH 1500 Math for a Modern Society - A Liberal Arts Course

Liberal Arts Division

SPAN 2001 Intermediate Spanish III

Applied Technologies Division

BUSN 2280 Entrepreneurship

Learning Support Division

LIBR 1548 Introduction to Library Research

- F. Information Item – CCFS-311Q for the 3<sup>rd</sup> Quarter Ending March 31, 2020
- G. Request for Approval – Four-Day Summer Workweek Policy
- H. Request for Approval – Worldshare Management Services and Interlibrary Loan; 7/1/20 – 6/30/21; \$6,000.00
- I. Request for Approval – ABTECH Technologies Quotation #ABTQ9170 Red Hat License for IT Servers
- J. Request for Approval – 2020-21 CCS Recovery Services Quickship Program Renewal; 7/1/20 – 6/30/21; \$3,420.00
- K. Request for Approval – CI Solutions Order Number 0106840, Renewal of ID Badge Software License; 7/1/20 – 6/30/21; \$2,384.00
- L. Request for Ratification – Convergent Technologies Proposal for Systems Monitoring of the Welding Shop; 4/10/20 4/9/23; \$500.00 per Year
- M. Request for Approval – Netlink Loader (Pay Station Kiosk) Service Contract; 6/26/20 – 6/25/21; \$1,675.00
- N. Request for Ratification – Master Service Order Form Master Licensing Agreement with Paycor; Effective May 1, 2020; \$2,888.00 Annually
- O. Ratification of the April 2020 Vendor Check & Purchase Order Registers

On a motion by Trustee Long, seconded by Secretary Campos and unanimously carried, Consent Agenda Items A – O 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 & B were approved by the following vote (Employment Items (*Appendix I and II*) are 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, April 2020
4. Student Organization and Special Accounts, April 2020
5. Funds Deposited in County Treasury, April 2020
6. Employee Travel Report – April 2020
7. Report of Investments as of the Quarter Ended March 31, 2020 held at U.S. Bank Global Corporate Trust Services

### **Trustee Reports**

Trustee Orrin shared that she had seen the Taft College commercial on television. She noted that it was professional and positive.

President Cole thanked student trustee Whisper Lynn Null for her two years of service to the Board.

### **Academic Senate**

Dr. Sharyn Eveland, President of the Academic Senate, thanked the Board and Administration for the support of the faculty during the ongoing online transition. Committee work continues virtually with a specific focus on meeting the needs of students in the COVID-19 situation. She noted appreciation for the recognition of ASO faculty appreciation week.

### **Administrative Services**

Brock McMurray, Executive Vice President of Administrative Services, reported that work to prepare a tentative budget based on the state budget assumptions is ongoing. As expected, the budget is expected to be effected by the COVID-19 pandemic. Mr. McMurray stated that progress on the solar project is ahead of schedule due to the full use of the parking lot amid the campus closure. Work also has continued positively on the Student Center project. Interior wall work is commencing. Supply chain issues and slower inspection reviews were expected with the pandemic and have not been burdensome.

### **Student Services**

Severo Balason, Vice President of Student Services, said that the department continues to be busy even with the campus closed. Virtual services to assist students in enrollment are being utilized.

**Instruction**

Dr. Leslie Minor, Vice President of Instruction, told the Board that today is the last day of instruction with finals beginning Friday. Preparation and training for online courses is still being conducted. Enrollment is on the rise. The annual STEM summer camps will be virtual this year.

**Human Resources**

Heather del Rosario, Vice President of Human Resources, continues to work with fiscal services to implement the timecard system and is also working on implementation of Paycor (formerly Newton). Staff are also working on accreditation documentation.

**Faculty**

Ruby Payne, President of the Faculty Association, thanked administration and staff for the appreciation recognition and the support during the unprecedented transition to online instruction. She also thanked Dr. Daniels for the Activity Challenge as a good motivator to keep physical and mental health a priority during quarantine.

**Foundation**

Sheri Horn-Bunk, Executive Director of Foundation, explained that the District participated in a local commercial and recognition project to recognize Kern County graduates. Dr. Daniels will also be allotted a time to speak to county graduates.

**REPORT OF THE SUPERINTENDENT/PRESIDENT**

Dr. Daniels expressed appreciation for the ASO faculty recognition. With the agreement of Classified staff, the District will hold Classified staff recognition once staff return to campus. She also thanked Ms. Null for her two years of service as the Student Trustee.

Currently administration is studying and developing scenarios for the possible return to campus in an effort to be ready when the government determines campus may reopen. Administration wants to ensure the safety of staff and students during the transitions with proactive planning.

**NEXT MEETING**

The next monthly meeting is scheduled for Wednesday, June 10, 2020.

**PUBLIC COMMENT ON CLOSED SESSION ITEMS**

No comments were heard.

**CLOSED SESSION**

At 7:08 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, 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 – Potential Litigation, Pursuant to Paragraph (4) of  
Subdivision (d) of Government Code Section 54956.9
- F. 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 7:54 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.

**ADJOURNMENT**

At 7:55 p.m., on a motion by Trustee Orrin, seconded by Trustee White and unanimously carried, the meeting was adjourned.

Respectfully Submitted:

---

Emmanuel Campos, Secretary