

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

REGULAR MEETING

June 10, 2020

The regular meeting of the Board of Trustees of the West Kern Community College District was called to order at 5:07 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 CLOSED SESSION ITEMS

No comments were heard.

CLOSED SESSION

At 5:08 p.m. it was moved by Trustee White, seconded by Trustee Orrin 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 5:27 p.m., it was moved by Secretary Campos, seconded by Trustee White 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 Trustee Orrin, seconded by Trustee Long and unanimously carried, the minutes of the Regular Meeting held May 13, 2020 were approved.

NEW BUSINESS

Request for Approval - Taft College Solar Project - BSK Supplement Budget Request; Estimated Supplement of \$8,987.84

Mr. Brock McMurray explained the supplement covered necessary testing fees and similar needs for the project (copy attached to official minutes). On a motion by Trustee White, seconded by Secretary Campos and unanimously carried, the request was approved.

Second Presentation and Request for Approval - 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

Dr. Daniels stated the agreement had been bargained and agreed upon. The agreement provides criteria to allow faculty dependents priority registration opportunity. On a motion by Trustee White, seconded by Trustee Orrin and unanimously carried, the item was approved (copy attached to official minutes).

First Presentation - Taft College Faculty Association ("TCFA/CTA/NEA") 2020-2023 Collective Bargaining Agreement ("CBA") (No Action)

Dr. Daniels said that the agreement has been reviewed and updated to include MOUs that had since been approved from the previous CBA approval. Other minor corrections were made (copy attached to official minutes).

First Presentation - Taft College Classified School Employees Association ("CSEA"), Chapter #543 2020-2023 Collective Bargaining Agreement ("CBA") (No Action)

Dr. Daniels said that the agreement has been reviewed and updated to include MOUs that had since been approved from the previous CBA approval. Other minor corrections were made (copy attached to official minutes).

First Presentation - Taft College Classified School Employees Association Chapter #543 and West Kern Community College District - STEM and CTE Technician and Bookstore Clerk II Job Description (No Action)

Heather del Rosario explained that these two positions had gone through the reclassification process. The Bookstore Clerk II position is a new position. The job description has been written by administration and the salary schedule placement has been approved by the reclassification committee.

First Presentation – Taft College Classified School Employees Association Chapter #543 and West Kern Community College District – Vacation Accrual Process (No Action)

Ms. del Rosario reported that the classified vacation accrual rates varied by employee type and the recommended rate agreed upon in bargaining would improve the ease of administration by identifying one rate of accrual (copy attached to official minutes).

First Presentation – Taft College Faculty Association CTA/NEA, Reopener for FY 2020/21 (No Action)

First Presentation – Taft College CSEA Chapter #543, Reopener for FY 2020/21 (No Action)

First Presentation – Taft College Faculty Association CTA/NEA Reopener with WKCCD (No Action)

First Presentation – Taft College CSEA Chapter #543 Reopener with WKCCD (No Action)

Dr. Daniels explained that these four items are the annual requirement by law that allows the District to continue to bargain each CBA agreement as needed through the year (copy attached to official minutes).

CONSENT AGENDA:

A. Request for Approval – New Courses

Learning Support Division

EDUC 1500 Introduction to Educational Technology

Social Science Division

HIST 2216 History of Latin America

B. Request for Approval – Course Revisions

Math & Science Division

BIOL 2201 Introduction to Biology

BIOL 2260 General Microbiology

Social Science Division

ECEF 1531 The Child in Family/Community Relationships

PSYC 2080 Introduction to Lifespan Psychology

SOC 2110 Minority Group Relations

Applied Technologies Division

BUSN 1050 Business Mathematics

BSAD 2220 Introduction to Financial Accounting

INTC 1000 Career Readiness in Industrial Technology

INTC 1100 Industrial Technology Capstone

MGMT 1515 Communication

MGMT 1520 Team Building

MGMT 1525 Time Management

MGMT 1540 Managing Organizational Change

C. Request for Approval – Distance Learning

Learning Support Division

EDUC 1500 Introduction to Educational Technology

Liberal Arts Division

ART 1500 Art Appreciation

ART 1600 Two-Dimensional Design

ART 1620 Drawing and Composition

ART 1625 Color Theory

ART 1640 Painting

Applied Technologies Division

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 1515 Communications

MGMT 1520 Team Building

MGMT 1525 Time Management

MGMT 1540 Managing Organizational Change

Social Science Division

ECEF 1531 The Child in Family/Community Relationships

ECEF 1584 Field Experience: Infant and Toddler Care and Education

PSYC 2080 Introduction to Lifespan Psychology

Emergency Temporary Distance Education Blanket Addendum

DNTL 1510 Oral Biology

DNTL 1511 Oral Radiology

DNTL 1512 Head and Neck Anatomy

DNTL 1513 Dental Health Education/Seminar

DRAM 1535 Elementary Acting

ECEF 1003 Introduction to Child Growth and Development

MATH 2140 Ordinary Differential Equations

PHED 1505 Women's Intercollegiate Golf

PHED 1533 Walking for Fitness

PHED 2505 Advanced Women's Intercollegiate Golf

PSYC 2205 Introduction to Research Methods in the Social Sciences

- D. Request for Approval – Resolution 2019/20-21 and Agreement with California Department of Education to Provide Services Under the General Child Care and Development Program, Contract #CCTR-0058; 7/1/20 – 6/30/21; \$835,449.00
- E. Request for Approval – Resolution 2019/20-22 and Agreement with California Department of Education to Provide Services Under the State Preschool Program, Contract #CSPP-0138; 7/1/20 – 6/30/21; \$832,645.00
- F. Request for Approval – Resolution 2019/20-23 and Agreement with California Department of Education to Provide Services Under the Migrant Child Care Program, Contract #CMIG-0005; 7/1/20 – 6/30/21; \$781,197.00
- G. Request for Approval – Resolution 2019/20-24 and Agreement with California Department of Education to Provide Services Under the Migrant Specialized Services Program, Contract #CMSS-0005; 7/1/20 – 6/30/21; \$110,580.00
- H. Request for Approval - 2019-20 Multiple Method Allocation Certification Form
- I. Request for Approval – Off Campus Rents for TIL Program
- J. Request for Ratification – Agreements with San Joaquin Valley Air Pollution Control District for Purchase of Alternative Fuel Vehicles through the Public Benefit Grants Program (Agreement Nos. G-83113-A1; G-83115-A1; G83117-A1; G-83118-A1); \$1,444.64
- K. Request for Approval – WKCCD 2020-21 Accident Insurance Renewal for Students/Intercollegiate Athletes; 8/1/20 – 7/31/21; \$55,061.00
- L. Request for Approval – California Virtual Campos – Online Education Initiative (CVC-OEI) Extra Duty Assignments; Extension to 12/31/20
- M. Request for Approval – AMS.Net Annual Support Coverage Quote #Q00044212, CISCO Network Hardware; 7/29/20 – 7/29/21; \$15,618.85
- N. 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. 2020-1 and Certificate of Acceptance); 7/1/20 – 6/30/21; Annual Report Filing \$4,500.00 and \$500.00 for Each Material Event Filing Plus Expenses Included in Agreement
- O. Request for Approval – Fiscal Year 2020-21 Annual Appropriations (GANN) Limit
- P. Request for Approval – 2020-21 Renewal of Statewide Association of Community Colleges (SWACC) Proforma for Property and Liability Insurance Coverage; 7/1/20 – 6/30/21; \$145,140.00

- Q. Request for Approval – Cisco Umbrella Insights Annual License Renewal
- R. Request for Approval – 2020/21 District Business Office Systems Agreement – KCSOS AGT #21-0161; 7/1/20 – 6/30/21; Annual Cost of \$7,034.12
- S. Request for Approval – Vehicle Maintenance Agreement Renewal with Taft City School District; 7/1/20 – 6/30/21; \$71.00 per Hour with a minimum of ½ hour charge
- T. Ratification of the May 2020 Vendor Check & Purchase Order Registers

On a motion by Trustee White, seconded by Trustee Orrin 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

No comments were heard.

EMPLOYMENT

Dr. Daniels requested to amend the Academic employment piece to remove Tori Furman. On a motion by Trustee Long and seconded by Trustee White, Employment Items A-C were approved as amended by the following vote (Employment Items *(Appendix I, II, and III)* 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, May 2020
4. Student Organization and Special Accounts, May 2020
5. Funds Deposited in County Treasury, May 2020
6. Employee Travel Report – May 2020

Trustee Reports

Trustee Orrin thanked College staff that attended the Taft Chamber's virtual Sit n' Sip. She noted it is nice to have the two entities support each other in the community.

Academic Senate

Dr. Sharyn Eveland, President of the Academic Senate, thanked the Board and Administration for the continued support and noted she had no other report.

Administrative Services

Brock McMurray, Executive Vice President of Administrative Services, noted that the tentative budget was not on the June agenda as is typical. Due to COVID-19 and budget uncertainties the state has not yet released necessary information and has extended the annual deadline. He added that there will be a budget shortfall.

Ongoing adaptations due to COVID-19 are happening at the Bookstore and fiscal services. The Solar Project is progressing well and the Student Center project is also moving forward with more visible progress occurring on the site.

Human Resources

Heather del Rosario, Vice President of Human Resources, thanked staff and bargaining committees involved in the update of the Collective Bargaining Agreements. She added that staff are ready to implement the timeclock system when staff return to campus.

Marketing and Community Relations

Susan Groveman, Director of Marketing and Community Relations, has worked with staff to develop a social media plan for the next year on multiple platforms. She also is working to prepare COVID-19 signage for the campus.

Student Services

Severo Balason, Vice President of Student Services, updated the Board on CAPP work with Taft Union High School. Meetings continue between the College and TUHS during summer and the COVID-19 campus closures. The group has also invited Taft City School District Superintendent Dr. Julie Graves in order to build communication between the districts. Mr. Balason informed the Board that there have been several break-ins and vandalism issues since the campus closed. Safety measures are being made to protect College property.

Instruction

Dr. Leslie Minor, Vice President of Instruction, reported that this is the first week of summer school with all classes being held online. There is a rise in enrollment. The faculty were also provided online professional development opportunities.

TIL

Aaron Markovits, Director of Transition to Independent Living, said that services for students are still happening but are in a virtual format. The annual celebratory events for the end of year will also be held remotely.

Career Technology Education

Dr. Jessica Grimes, Dean of Instruction and CTE, reported that the CVC-OEI grant item on the Board will allow an extension of the work to occur due to COVID-19.

Campus Safety and Security

Kevin Altenhofel, Director of Campus Safety and Security, is now using after hours safety personnel to patrol campus to prevent break-ins and vandalism. He added that updated emergency response guides have been received and will be distributed when staff return to campus.

Student Success/Student Services

Dr. Windy Martinez, Dean of Student Success, is working with staff on the emergency usage of an excused withdrawal on student records in connection with the COVID-19 pandemic. The records staff and IT staff continue to assist to meet student needs during the transition to online and the virtual services to continue student success.

REPORT OF THE SUPERINTENDENT/PRESIDENT

Dr. Daniels shared that the campus will report to campus for work beginning July 6th with a plan to strategically return employees to work while remaining closed to the public. Procedures and plans to ensure health and safety are being shared with staff and training will continue as employees return to the work site. Additional hand sanitizers have been installed on campus and the campus will be deeply cleaned prior to staff returning to campus.

Dr. Daniels noted that COVID-19 has deeply affected the budget at the state level. She ensured that the District will be working within budget restrictions with a continued focus on student needs to limit the impact on employees as much as possible.

Dr. Daniels recognized the national response to the murder of George Floyd. Chancellor Eloy Oakley called for Colleges to take action to increase education and appreciation of diversity on campuses. A taskforce is being developed and will be co-chaired by Dr. Jessica Grimes and Dr. Daniels. This taskforce will focus on professional development opportunities to provide and encourage staff to be more inclusive in work and education endeavors.

NEXT MEETING

The next monthly meeting is scheduled for Wednesday, July 8, 2020.

ADJOURNMENT

At 6:41 p.m., on a motion by Trustee White, seconded by Trustee Long and unanimously carried, the meeting was adjourned.

Respectfully Submitted:

Emmanuel Campos, Secretary