

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

**REGULAR MEETING**

**May 12, 2021**

The regular meeting of the Board of Trustees of the West Kern Community College District was called to order at 5:05 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. In order to comply with social distancing rules due to COVID-19, the meeting was held via Zoom to allow for public participation.

**PUBLIC COMMENT ON CLOSED SESSION ITEMS**

No comments were heard.

**CLOSED SESSION**

At 5:06 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 OPEN SESSION; ANNOUNCE CLOSED SESSION ACTIONS**

At 6:00 p.m., it was moved by Trustee Long, seconded by Trustee White and unanimously carried, to reconvene in Public Session. President Cole reported the Board of Trustees took no action 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 several thank you notes from recipients of the Taft College Merit Award read by Dr. Daniels.

## **PRESENTATION - Quarterly Investment Reports**

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

## **APPROVAL OF MINUTES**

On a motion by Trustee White, seconded by Trustee Orrin and unanimously carried, the minutes of the Regular Meeting held April 14, 2021 and Special Meeting held March 13, 2021 were approved.

## **NEW BUSINESS**

### **Request for Approval - Accrediting Commission for Community and Junior Colleges - Institutional Self-Evaluation Report (ISER)**

Dr. Daniels stated that the ISER had undergone review by campus and community constituents (copy attached to the official minutes). Once approved by the Board, the ISER will be submitted to the ACCJC prior to the deadline. The site visit will follow in Fall 2021. On a motion by Trustee Long, seconded by Trustee Orrin and unanimously approved, the ISER was approved.

### **First Presentation - Tentative Agreement with the Taft College Faculty Association (TCFA) regarding the modification of the signature lines on all related Faculty and Adjunct Evaluation Forms; Effective 7/1/21 (No Action)**

Dr. Daniels explained that this bargained request would add language that notes that employee signature signifies that the evaluation was received and does not certify agreement/non-agreement (copy attached to the official minutes).

## **First Reading - Board Policy Review**

### **BP #5040 Student Records and Directory Information and Privacy**

Dr. Daniels reported that the policy was reviewed and found to be consistent with District practice (copy attached to official minutes).

## **CONSENT AGENDA:**

- A. Information Item - CCFS-311Q for the 3<sup>rd</sup> Quarter Ending March 31, 2021

- B. Request for Approval – 2020-21 Multiple Allocation Certification Form
- C. Request for Ratification – Campus-Wide Seating Proposal; \$340,835.14
- D. Request for Ratification – Classroom Furnishings Proposal; \$142,613.50
- E. Request for Ratification – Dorm Furnishings Replacement Proposal; \$106,945.42
- F. Request for Ratification – Child Development Center Electronic Access Control; \$45,813.35
- G. Request for Ratification – Chevron Lab Furnishings Proposal; \$76,039.18
- H. Request for Ratification – Child Development Center Door Replacement for Access Control; \$39,973.77
- I. Request for Approval – 2020/21 Audit Service Agreement Amendment No. 1 with CWDL, Certified Public Accountants
- J. Request for Ratification – Subaward Agreement for Professional Services between CSU Fresno Foundation and West Kern Community College District; 1/1/20 -4/30/21; \$7,500.00 Mini-Grant
- K. Request for Approval – LockDown Browser License Agreement; One Year Subscription; \$3,745.00
- L. Request for Approval – 2021-22 CCS Disaster Recovery Services Quickship Program Renewal; 7/1/21 – 6/30/22; \$3,420.00
- M. Request for Approval – Equitrac Support Software and Maintenance Annual Renewal; 6/19/21 – 6/18/22; \$2,640.00
- N. Request for Approval – CI Solutions Order Number 00002695, Renewal of ID Badge Software License; 7/1/21 – 6/30/22; \$2,384.00
- O. Request for Approval – Vehicle Maintenance Agreement Renewal with Taft City School District; 7/1/21 – 6/30/22; \$72.00 per Hour with Minimum ½ Hour Charge
- P. Request for Ratification – MBS Service Company, LLC. Premier Partnership Agreement; 5 Year Agreement; No Cost
- Q. Ratification of the April 2021 Vendor Check & Purchase Order Registers

On a motion by Trustee Long, seconded by Trustee White 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 Long and seconded by Trustee Orrin, Employment Items A-C were approved by the following vote (Employment Items (*Appendix I and II*) are attached to official minutes):

Yes: Dawn Cole, Emmanuel Campos, Billy White, Michael Long 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 2020/21
2. Expenditure Accounts (Account Level 1) FY 2020/21
3. Expenditure Detail of \$10,000.00 or Greater, April 2021
4. Student Organization and Special Accounts, April 2021
5. Funds Deposited in County Treasury, April 2021
6. Employee Travel Report – April 2021
7. Report of Investments as of the Quarter Ended March 31, 2021 Held at U.S. Bank Global Corporate Trust Services

##### **Trustee Reports**

Trustee Orrin commended Dr. Daniels for her presentation at the State of the City Luncheon. The luncheon provided an opportunity for community members to hear on the current state of education and governmental agencies in our District.

##### **Academic Senate**

Dr. Sharyn Eveland, Academic Senate President, reported that the ISER had been approved by the Senate. The Senate had also reviewed the Dual Enrollment agreement with Taft Union High School. She thanked the Board for their continued support.

### **Administrative Services**

Brock McMurray, Executive Vice President of Administrative Services, provided an update on current budget development status. He noted that the Fiscal Services staff is working with District auditors to begin this year's annual audit as well as finalizing the tentative budget for 2021-22. Mr. McMurray told the Board that the Student Center will do an initial punch list walk to begin finalizing the project in the next couple of weeks. The Bookstore will move into the building in mid-June.

### **Student Services**

Severo Balason, Vice President of Student Services, said that planning for an in-person graduation ceremony continues.

### **Instruction**

Dr. Leslie Minor, Vice President of Instruction, reported that today is the last of regular instruction for the spring semester. Staff are preparing for the faculty spring inservice and includes topic such as distance education, diversity, wellness and a live webinar speaker. Planning for some courses to be held in-person during summer is underway and planning for fall semester continues.

### **Human Resources**

Heather del Rosario, Vice President of Human Resources, said that the department is implementing Cornerstone, a professional development platform. The platform will launch in fall.

### **Institutional Research/Information Services Technology**

Xiaohong Li, Executive Director of Institutional Research (IR) and Interim Executive Director of Information Technology Services (ITS), told the Board that the IR department has drafted a new Strategic Action Plan (SAP). The SAP is being reviewed by the Strategic Planning Committee. The IT department continues to develop tiered access to the ability to download third-party software.

### **Foundation**

Sheri Horn-Bunk, Executive Director of the Foundation, said that the Cougar Cookout for fall has had a positive response. She also reported that the Foundation has reached the milestone of \$5 million raised.

### **Marketing and Community Relations**

Susan Groveman, Director of Marketing and Community Relations, said she is assisting with the graduation ceremony planning and also has begun to hold centennial celebration committee meetings. Ms. Groveman also said that a request for proposal for a website update is in process.

### **Dental Hygiene**

Dr. Vickie Kimbrough, Director of Dental Hygiene, told the Board that the school year has ended with minimal issue while observing COVID-19 protocols. The program has raised \$55,000 in continuing education efforts and provided \$409,000 of services to the community.

### **Career Technology Education**

Dr. Jessica Grimes, Dean of Instruction and Career Technical Education, reported that an industry advisory meeting was recently held and went well. The CTE staff are in the process of planning and recruiting for the STEM summer camps. Dr. Grimes is also working with Channel 23 on a CTE program.

**Transition to Independent Living**

Aaron Markovits, Director of TIL, told the Board that there will be a TIL graduate in attendance this year. The TIL staff continue preparing for in-person and instruction and have held discussions on the current and future vision of the program. Mr. Markovits commended staff for the unity displayed in the difficult transition due to the pandemic.

**Faculty Association**

Ruby Payne, Faculty Association President, said that it is the last day of instruction. The faculty thank the Board for the support over the past year and reported that faculty are looking forward to revitalizing during the spring inservice.

**Campus Safety and Security**

Kevin Altenhofel, Director of Campus Safety and Security, stated that the department has prepared to assist with the in-person graduation ceremony. He also said that the department appreciates the approval of the case management software that will streamline many processes.

**REPORT OF THE SUPERINTENDENT/PRESIDENT**

Dr. Daniels told the Board that she recently attended and spoke at the State of the City luncheon. She shared information about the College and was able to hear the status of other agencies in the District.

Dr. Daniels said that the Accreditation ISER report will now be submitted to the accreditation commission. She recognized many employees for the effort in writing and editing the document.

**RECONVENE IN CLOSED SESSION**

At 6:47 p.m. it was moved by Trustee White, seconded by Trustee Long and unanimously carried, that the Board reconvene in Closed Session.

**RECONVENE IN OPEN SESSION; ANNOUNCE CLOSED SESSION ACTIONS**

At 7:22 p.m., it was moved by Trustee Orrin, seconded by Trustee White and unanimously carried, to reconvene in Public Session. President Cole reported the Board of Trustees took no action in closed session.

**NEXT MEETING**

The next monthly meeting is scheduled for Wednesday, June 9, 2021.

**ADJOURNMENT**

At 7:23 p.m., on a motion by Secretary Campos, seconded by Trustee Long and unanimously carried, the meeting was adjourned.

Respectfully Submitted:

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Emmanuel Campos, Secretary