WEST KERN COMMUNITY COLLEGE DISTRICT

MINUTES OF THE BOARD OF TRUSTEES

**REGULAR MEETING**

**April 6, 2022**

The regular meeting of the Board of Trustees of the West Kern Community College District was called to order at 5:02 p.m. by President Dawn Cole. Secretary Michael Long and trustees Carlos Chavira, 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 5:03 p.m. it was moved by Secretary Long, seconded by Trustee Chavira 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 White, seconded by Trustee Orrin and unanimously carried, to reconvene in Public Session. President Cole reported that no action was taken.

**PLEDGE OF ALLEGIANCE**

President Cole led the pledge of allegiance.

**PUBLIC COMMENT ON OPEN SESSION ITEMS**

There were no public comments.

**GENERAL COMMUNICATIONS**

Dr. Daniels shared thank you cards from former Superintendent/President’s Dr. Dena Maloney and Dr. Roe Darnell and form instructor Karen Kuckreja.

**APPROVAL OF MINUTES**

On a motion by Trustee White, seconded by Secretary Long and unanimously carried, the minutes of the Regular Meeting held March 9, 2022 and the Special Meeting held March 14, 2022.

**NEW BUSINESS**

**Request for Ratification – TC 22-008 CDC Site Concrete Project; $50,620.00**

Brock McMurray, Executive Vice President of Administrative Services, said that Child Development Center concrete work will correct safety issues and replace aging turf. Program specific funding will cover the expense. On a motion by Secretary Long, seconded by Trustee Chavira and unanimously carried, the request was ratified (copy attached to official minutes).

**Request for Ratification – TC 22-009 Elevator Door Replacement Project; $49,640.00**

Mr. McMurray told the Board that the elevator door in the Administration building was no longer able to be repaired and requires replacement. After a search for competitors, it was found that Otis is the only company in the area to service the elevator. On a motion by Trustee White, seconded by Trustee Orrin and unanimously carried, the request was approved (copy attached to official minutes).

**Second Reading and Request for Approval – Board Policy Review**

**BP #7130 Compensation**

Dr. Daniels said the policy was reviewed and found to be in compliance with the California Policy and Procedure Services program and with local practice. On a motion by Trustee Orrin, seconded by Secretary Long and unanimously carried, the review was approved (copy attached to official minutes).

**Second Reading and Request for Approval – Board Policy Revision**

**BP #1200 District Mission**

**BP #2310 Regular Meetings of the Board**

**BP #3200 Accreditation**

**BP #7120 Recruitment and Hiring**

**BP #7600 Campus Security Officers**

Dr. Daniels said that revisions were made in alignment with suggestions from the Community College League of California Policy and Procedure Services program. On a motion by Trustee Chavira, seconded by Chavira White and unanimously carried, the revisions were approved (copy attached to official minutes).

**CONSENT AGENDA:**

1. Request for Approval – Teleconference Option Under AB 361
2. Request for Approval – Four-Day Workweek Policy
3. Request for Approval – Mutual Confidentiality Agreement between Unite USA Inc. and Taft College; Effective for Three Years
4. Request for Approval – Agreement with Total Compensation Systems, Inc. for Actuarial Services; Not to Exceed $10,650.00
5. Request for Approval – State of California WEX Fuel Card Program; Expires 6/30/25
6. Request for Approval – Replacement Vehicles for TIL Program; Two Traverses $67,211.70
7. Request for Approval – Person Centered Thinking, Planning & Practices Training for TIL Employees; 4/1/22 – 12/30/22; $38,900.00
8. Request for Ratification – Emsi Software Subscription Renewal; 3/22/22 – 3/21/23; $16,000.00
9. Request for Approval – Convergint Tech Lenel Software Maintenance; 5/3/22 – 5/2/23; $8,728.00
10. Request for Ratification – Annual Tutor Trac Hosting and Support Agreement with Redrock Software Corp.; 3/1/22 – 2/28/23; $5,485.00
11. Request for Approval – Contract for Professional Services with Amanda Bauer; 4/11/22 – 4/11/23; $100.00 per Hour Not to Exceed 150 Hours
12. Request for Approval – ABTech Technologies Quotation #ABTQ12466 Red Hat License for IT Servers; 5/31/22 – 5/30/23; $8,938.10
13. Ratification of the March 2022 Vendor Check & Purchase Order Registers

On a motion by Secretary Long, seconded by Trustee Orrin and unanimously carried, Consent Agenda Items A – M were approved (materials related to the items are attached to official minutes).

**PUBLIC COMMENTS ON ITEMS OF GENERAL INTEREST**

There were no comments.

**EMPLOYMENT**

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

Yes: Dawn Cole, Billy White, Carlos Chavira, 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 2021/22
2. Expenditure Accounts (Account Level 1) FY 2021/22
3. Expenditure Detail of $10,000.00 or Greater, March 2022
4. Student Organization and Special Accounts, March 2022
5. Funds Deposited in County Treasury, March 2022
6. Employee Travel Report – March 2022

**Trustee Reports**

Trustees Cole, Long, Chavira and Orrin commended staff for the Centennial Gala event. It was noted that speaker Dante Scarnecchia was well received and made a great impression on students in regard to the benefit of the community college education and experience. They also praised Student Trustee Desirae Salas as the opening speaker of the event.

**Associated Student Organization**

Desirae Salas, Student Trustee, told the Board that the ASO has prepped for a busy spring fling week and informed the Board that 400 boxes of food were given away to students during the drive thru event held in March.

**Administrative Services**

Brock McMurray, Executive Vice President of Administrative Services, said that Fiscal Services is working quarterly reporting, preparing a tentative 2022-23 budget, and recently completed the audit site visit. Facility projects on campus include work on shade structures and concrete at Child Development Center, preparation for a data room generator to protect the District’s data in power outages, and a fire suppression system for the server room.

**Student Services**

Damon Bell, Vice President of Student Services, thanked the Board for touring the Veteran’s and Student Resource Centers. He noted that recent updates to the building has made the facility much more usable for serving student needs. He added that the ASO food giveaway was so successful that food was distributed in half the time the project had been originally planned for. Dr. Bell told the Board that student vouchers will be available for summer and fall and that there are also emergency grants. He also told the Board that there are 428 applicants for graduation from Spring semester and there will be additional ones from the summer/fall students.

**Marketing**

Susan Groveman, Executive Director of Marketing and Community Relations, told the Board that digital campaigns have focused on enrollment related information such as Cougar Day. The book voucher opportunity has also been advertised. Work continues on the website redesign project and with the research phase completed and the focus shifting on the architecture of the site. The Centennial Gala was a success and the Centennial coffee table book is near printing.

**Faculty Association**

Ruby Payne, Faculty Association President, said faculty are focused on the end of the semester. They are also watching registration data for summer and fall and beginning to plan for the upcoming courses. Ms. Payne thanked staff for the Centennial Gala, noting that the event was wonderful and celebrated the college in the community well.

**Instruction**

Dr. Leslie Minor, Vice President of Instruction, reported that the library will keep tutoring options open by appointment during Spring Break. The library is surveying students to identify needs students have that may support them in courses. Dr. Minor also said that summer and fall registration opened this week.

**Transition to Independent Living**

Aaron Markovits, Director of TIL, introduced student intern Sarah Rosenberg to the Board. He shared highlights from a recent Best Buddies trip to a Bakersfield Condors game and said staff is excited to prepare for an in-person graduation this year. Mr. Markovits also stated that preparation for the fall semester is underway.

**Institutional Research and Information Technology Services**

Dr. Xiaohong Li, Vice President of Information and Institutional Research, said that ITS staff are working on the Banner 9 upgrade and the addition of two factor authentication for remoted access for all employees. She noted that Banner 8 will be discontinued at the end of the calendar year. Institutional Research staff are working on the transition to a 3-year program review cycle.

**Campus Safety and Security**

Kevin Altenhofel, Executive Director of Campus Safety and Security, told the Board that there had been a few incidents on campus but none have been major events. His department is in the process of hiring a part-time security position.

**REPORT OF THE SUPERINTENDENT**

Dr. Daniels presented highlights from the Centennial Gala. Over 300 people attended the Gala with an estimated $600,000 in sponsorship funding raised. During the event, $10,000 was pledged from attendees. Speaker Dante Scarnecchia shared his personal experience with community college and stressed the impact the community made in his academic and professional life. Mr. Scarnecchia spoke with students prior to the Gala at a breakfast with 75 attendees. Students were welcomed to ask questions and get to know the TC alum. Dr. Daniels thanked the many staff and volunteers who worked countless hours to make the Gala a huge success.

Dr. Daniels also told the Board that efforts to secure congressional funding for the Vocational Center are being made. She noted that several community leaders had written letters of support in the appeal to receive ear-marked funding that would assist in the Vocational Center funding strategy.

**NEXT MEETING**

The next monthly meeting is scheduled for Wednesday, April 11, 2022.

**ADJOURNMENT**

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

Respectfully Submitted:

Michael Long, Secretary