

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

REGULAR MEETING

October 12, 2022

The regular meeting of the Board of Trustees of the West Kern Community College District was called to order at 5:00 p.m. by President Dawn Cole. Secretary Michael Long and trustees Lisa Ramirez and Billy White were present. Trustee Kathy Orrin was absent. Acting Superintendent/President Brock McMurray and Executive Secretary Sarah Criss were in attendance.

PUBLIC COMMENT ON CLOSED SESSION ITEMS

No comments were heard.

CLOSED SESSION

At 5:01 p.m. it was moved by Trustee White, seconded by Secretary Long 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)
 - a. Agency Designated Representative: Superintendent/President
 - b. 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 6:03 p.m., it was moved by Trustee White, seconded by Trustee Ramirez 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

Richard Treece, Director of Facilities and Maintenance, introduced BSK Associates representatives Adam Terronez and Nancy Porter. BSK Associates recently was awarded for work completed on the Taft College Student Center Project. Mr. Terronez, Branch Manager, spoke on behalf of BSK Associates and thanked the Board and administration for perseverance through the project. He presented the Board with a replica award. Brock McMurray thanked BSK Associates and noted the award will be displayed in the Student

Center. President Cole commended BSK Associates for their work on the Student Center and for acknowledging the project's success.

APPROVAL OF MINUTES

On a motion by Secretary Long, seconded by Trustee White and unanimously carried, the minutes of the Special meeting held September 14, 2022 and the Regular meeting held September 14, 2022 were approved.

NEW BUSINESS

Request for Approval – 2022/23 West Kern Community College District Adopted Budget Adjustment

Mr. McMurray explained that the request was to add monies received through specific funds not included in the September approved budget. On a motion by Trustee White, seconded by Secretary Long and unanimously carried, the request was approved.

Request for Approval – Purchase of Real Property – 905 Arroyo Way, Taft, CA; \$534,164.00

As a recruitment/retention tool for senior leadership, Mr. McMurray is requesting the purchase of 905 Arroyo Way. He noted that due to limited property opportunities within the District, that this purchase would assist in attracting and retaining a Superintendent/President. President Cole and trustees Long and White stated that the long-term relationship with Carolyn Hosking, former WKCCD trustee, made this purchase especially meaningful. The District is happy to work with the members of the Hosking trust to complete this purchase. Mr. McMurray shared that Ms. Hosking was always supportive of him and staff. On a motion by Trustee White, seconded by Secretary Long and unanimously carried, the request was approved (see copy attached to official minutes).

First Reading – Memorandum of Understanding between Taft College Faculty Association (TCFA/CTA/NEA) and West Kern Community College District – Enrollment Limits (No Action)

Mr. Murray said that through the bargaining process it is recommended to adopt contract language for English 1501 that limits the class size due to higher writing/grading needs.

Second Reading and Request for Approval – Board Policy Revision

- BP #5700 Intercollegiate Athletics**
- BP #7340 Leaves**

Mr. McMurray stated that the minor changes to these policies brought them up to date with current law and local practices (copy attached to official minutes). On a motion by Secretary Long, seconded by Trustee Ramirez and unanimously carried, the revisions were approved.

Second Reading and Request for Approval – Board Policy Review

- BP #5210 Communicable Disease – Students**

BP #5300 Student Equity
BP #6750 Parking

Mr. McMurray said that the policies were reviewed and found to still be current (copy attached to official minutes). On a motion by Trustee White, seconded by Trustee Ramirez and unanimously carried, the request was approved.

Request for Approval – Revision of Administrative Procedure #5011 – Admission and Concurrent Enrollment of High School and Other Young Adults

Though Administrative Procedures are not typically brought to the Board for approval, Mr. McMurray requested approval from the Board due to the update in fees charged by the District. This procedure update will cover course fees for all California high school students who take Taft College courses in fall, spring, or summer sessions. On a motion by Trustee White, seconded by Secretary Long and unanimously carried, the procedure was approved (copy attached to official minutes).

CONSENT AGENDA:

- A. Request for Ratification – K-16 Collaborative (Kern Regional K-16 Educational Collaborative) Contract #302707 Memorandum of Understanding; 7/1/22 – 6/30/26
- B. Request for Approval – Agreement with the Chancellor’s Office Tax Offset Program (COTOP); 10/1/22 – 12/31/23
- C. Information Item – Use of Proposition 55 Education Protection Account (EPA) Funds for FY 2022/23
- D. Request for Ratification – Execution of Child and Adult Food Program Permanent Single Agreement (PSA)
- E. Request for Approval – Purchase of Driving Simulators from Virtual Driver Interactive (VDI); \$36,500.00
- F. Request for Approval – Agreement with Foundation for California Community Colleges – The Vision Resource Center Project; Effective until 6/30/25
- G. Request for Approval – Kennedy & Company Contract for Service for CRM Admin-Level Support for Salesforce CRM; Upon Approval until 9/30/23; Not to Exceed \$32,500.00
- H. Request for Approval – Agreement for Production of Website Campus Virtual Tour; \$18,000.00
- I. Request for Approval – Purchase of One (1) Hauling Model Golf Cart; \$14,996.78
- J. Request for Approval – Converjint Proposal for Security Technical Services for the Cougar Dorms Key Card Readers; \$12,936.00
- K. Request for Approval – Contract with School Datebooks to produce Student Planners for the 2023-24 Academic Year; Not to Exceed \$9,789.08
- L. Request for Approval – IssueTrak Software Maintenance Renewal 2022-23; October 2022- October 2023; \$3,650.00
- M. Request for Approval – TeamViewer Subscription Renewal 2022-23; 10/14/22 – 10/13/23; \$2,482.80
- N. Request for Approval – MTS Maintenance Contract Renewal 2022-23; Quote #20201116i-B; 11/28/22 – 11/27/23; \$1,451.05

- O. Request for Approval – Facility Use Agreement with West Side Recreation and Parks District – Franklin Field
- P. Ratification of the September 2022 Vendor Check & Purchase Order Registers

On a motion by Trustee White, seconded by Secretary Long and unanimously carried, Consent Agenda Items A – P 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, the amended Employment Items below were approved by the following vote (Employment Items A - C are attached to official minutes):

- A. Academic Employment
- B. Classified Employment
- C. Separations

Yes: Dawn Cole, Billy White, Michael Long, Lisa Ramirez
No: None
Abstain: None
Absent: Dr. Kathy Orrin

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 2022/23
2. Expenditure Accounts (Account Level 1) FY 2022/23
3. Expenditure Detail of \$10,000.00 or Greater, September 2022
4. Student Organization and Special Accounts, September 2022
5. Funds Deposited in County Treasury, September 2022
6. Employee Travel Report – September 2022

Trustee Reports

President Cole thanked the Foundation, staff, and volunteers who assisted in hosting the Cougar Cookout. She said it was nice to have Spirit award co-winner Dr. Loretta Lipscomb-Garcia in attendance and that Carolyn Hosking and Wanda Barrett's family and friends were grateful to be present for the co-

honorees. President Cole commended Berry Petroleum and Fred and Barbara Holmes for helping to meet the Foundation's goal of \$1 million raised during the Centennial year. President Cole said she also attended as a Foundation guest at a Global Family event fundraising against human trafficking. She shared that the event was powerful and highlighted how close the human trafficking efforts are to our communities.

Academic Senate

Dr. Sharyn Eveland, President of the Academic Senate, provided an overview of the goals and activities of the Academic Senate as a part of participatory governance with the District. Along with a handout and a PowerPoint, Dr. Eveland demonstrated committee work connected with legislative actions as it pertains to instructional and curriculum issues. As legislated, the AS assists the District in addressing legislative changes to areas of instruction which means they help to meet mandates as well as to watch for areas to advocate for on behalf of the District. There was discussion of current legislative topics.

Associated Student Organization

Chelsie Kim, Student Trustee, stated that ASO had hosted a suicide and mental health awareness week with a variety of efforts to demonstrate positive mental health tactics. Current activities are focused on Hispanic Heritage month. The Multicultural Club is hosting awareness events during the month.

Learning Center

Lori Sundgren, Pre-Collegiate Success Coordinator, said the Center is busy fielding resource requests from faculty for the Spring semester. They are also assisting many students for fall courses as they near the midterm.

Instruction

Dr. Leslie Minor, Vice President of Instruction, noted that Instruction is assisting in much of the work completed with Academic Senate. They are also actively promoting Career Technical Education at several outreach events.

Child Development Center

Meghan Hall-Silveira, Director of the CDC, is working with the ASO to prepare CDC students for Halloween activities on campus. Ms. Hall-Silveira reported that work is ongoing to plan with Facilities for an upgrade to playground equipment. She told the Board that College and high school students have come to the CDC to observe for course purposes and she is pleased to have TIL students enrolled in Early Childhood Education courses. Ms. Hall-Silveira echoed the comments of the Board on the appreciation of Ms. Hosking's service to the District.

Distance Education

Jon Farmer, Director of Distance Education, informed the Board that a "Skill Up" faculty training continues as a professional development opportunity for Faculty and staff. The upcoming session will focus on the new quiz features in Canvas. The department is also working to provide training to employees in how to make web content accessibility compliant.

Faculty Association

Ruby Payne, President of the Taft College Faculty Association, said that faculty are assisting with scheduling for spring semester and attending many committee meetings. The semester is nearing midterms.

Marketing and Community Relations

Susan Groveman, Executive Director of Marketing and Community Relations, gave an update on the web redesign and the Centennial history book. Over 200 pages of copy have been received for the new web pages. Ms. Groveman thanked the Board for the approval tonight for the 360-degree virtual campus tour. She has also worked with the Hall of Fame committee and invitations to the November celebratory weekend have gone out.

Student Services

Cecilia Alvarado, Dean of Student Services, said that staff have filled in at many outreach events while the recruitment for the new Outreach Coordinator makes its way through the process. Ms. Alvarado mentioned that outreach to the Oaxacan community has begun. In other work, staff are planning for new outreach events such as a virtual recruiting event and a celebration focused on College students that makes connections with staff and students.

Administrative Services

Dr. Todd Hampton, Vice President of Administrative Services, stated that staff are in year end preparation for audit visits. He commended Bookstore Assistant Manager Kenzie Stearman for being recognized as the College's employee of the month. Ms. Stearman led the Bookstore team in her manager's absence to serve 1500 students so far this semester and is preparing for a Spooktacular Sale as well.

Foundation

Dr. Sheri Horn-Bunk, Executive Director of the Foundation, announced that the Foundation met the goal to raise \$1 million for a future vocational building project. The last funds raised came from the estate of Carolyn Hosking, Berry Petroleum, and Fred and Barbara Holmes. She thanked the Board for the support and attendance at the Cougar Cookout.

Information Technology and Institutional Effectiveness

Dr. Xiaohong Li, Vice President of Information Technology and Institutional Effectiveness, said that in support of Cyber Security Awareness month that there will be a phishing campaign to educate staff on phishing techniques. There will also be week-long email quiz to staff with cyber security questions with prize opportunities to encourage awareness. The Institutional Research staff continue to work one on one with departments who are undergoing the comprehensive program review. At this time staff are training departments how to best analyze specific data.

SUPERINTENDENT REPORT

Mr. McMurray presented pictures from a busy month of College activities that included an EOPS mental health luncheon/speaker event, the Taft Union High School Oil Technology Academy Kickoff Dinner, a candidates forum for area political vacancies, the Cougar Cookout, and a high school counselor's luncheon. He spoke on the importance of developing a relationship with feeder schools in an effort to reach potential students and to serve the needs of our community.

CONTINUATION OF CLOSED SESSION

There was not a continuation of closed session.

NEXT MEETING

The next monthly meeting is scheduled for Wednesday, November 9, 2022.

ADJOURNMENT

At 7:26 p.m., on a motion by Trustee White, seconded by Trustee Ramirez and unanimously carried, the meeting was adjourned.

Respectfully Submitted:

Michael Long, Secretary