

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

REGULAR MEETING

September 14, 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 Kathy Orrin, Lisa Ramirez and Billy White were present. 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 Secretary Long, seconded by Trustee White 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 6:01 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

There were no general communications.

APPROVAL OF MINUTES

On a motion by Trustee White, seconded by Secretary Long and unanimously carried, the minutes of the Special meeting held August 4, 2022 and the Regular meeting held August 10, 2022 were approved.

NEW BUSINESS

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

President Cole thanked staff for work completed to present the budget, noting the transition in key fiscal positions made the task challenging. On a motion by Secretary Long, seconded by Trustee Orring and unanimously carried, the budget was approved.

Request for Approval – Proposed Cost of Living Adjustment Increase of 6.56% to the 2022-23 Classified Salary Schedules, Appendix A

Brock McMurray informed the Board that through the bargaining process it was agreed to recommend the passing of the 6.56% COLA to the classified salary schedule. On a motion by Trustee White, seconded by Trustee Ramirez and unanimously carried, the request was approved.

Request for Approval – Proposed Cost of Living Adjustment Increase of 6.56% to the 2022-23 Faculty Salary Schedules, Appendix B-1, B-2, and B-3

Mr. McMurray said that through the bargaining process it was agreed to recommend the passing of the 6.56% COLA to the faculty salary schedule. On a motion by Secretary Long, seconded by Trustee Ramirez and unanimously carried, the request was approved.

Request for Approval – Cost of Living Adjustment Increase of 6.56% to the 2022-23 Management and Confidential Salary Schedules

Mr. McMurray noted that as has been past practice, it is recommended to pass the 6.56% COLA to the management and confidential salary schedules in alignment with the represented units. On a motion by Trustee White, seconded by Trustee Orrin and unanimously carried, the request was approved.

Request for Ratification – Proposal from Alexander Strautman for Website Redesign; Estimated \$66,000.00

Susan Groveman discussed the approved contract with Barkley REI for the website redesign. The contract includes the first 25 pages of copywriting. This agreement with Alexander Strautman, a senior copywriter, would provide copywriting for 247 pages and will keep the redesign on deadline (copy attached to official minutes). On a motion by Secretary Long, seconded by Trustee Ramirez and unanimously carried, the agreement were approved.

First Reading – Board Policy Revision (No Action)

- 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).

First Reading – 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).

CONSENT AGENDA:

- A. Request for Ratification – Purchase of Three (3) Golf Carts; \$43,509.29
- B. Request for Approval – Agreement with Foundation for California Community Colleges (FCCC) to Provide Microsoft Campus Agreement with Computerland of Silicon Valley; 9/16/22 – 9/15/23; \$34,710.50
- C. Request for Approval – Ellucian Professional Services Order Form Agreement for Cal Grant Ethos Integration; Estimate Fee Not To Exceed \$26,400.00
- D. Request for Ratification – Annual Renewal of IBM SPSS Statistics Base Concurrent User Subscription and Support Quote No. 19324840; 9/2/22 – 9/30/23; \$13, 538.90
- E. Request for Approval – Renewal Agreement (124546349-1) with Dai Source for IBM Cognos; 11/1/22 – 10/31/23; \$10,856.36
- F. Request for Ratification – Agreement with Strata Information Group (SIG) for Consulting Services; \$170 per Hour for up to 40 Hours
- G. Request for Ratification – Agreement with the Yosemite Community College District, Child Development Training Consortium (YCCD/CDTC); 9/1/22 – 6/30/23
- H. Request for Ratification – American Sign Language (ASL) Provider Agreement; 9/1/22 – 8/31/23; Hourly Rate of \$65.00 per Hour
- I. Request for Ratification – Agreement with Amanda Taintor; 8/17/22; \$250.00 plus Travel Expenses up to \$500.00
- J. Ratification of the August 2022 Vendor Check & Purchase Order Registers

On a motion by Trustee White, seconded by Secretary Long and unanimously carried, Consent Agenda Items A – J 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 Trustee Orrin, 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, Dr. Kathy Orrin, Michael Long, Lisa Ramirez
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 2022/23
2. Expenditure Accounts (Account Level 1) FY 2022/23
3. Expenditure Detail of \$10,000.00 or Greater, August 2022
4. Student Organization and Special Accounts, August 2022
5. Funds Deposited in County Treasury, August 2022
6. Employee Travel Report – August 2022

Trustee Reports

Trustee White volunteered to help at the Centennial Birthday Barbecue. He said the event was a success and he saw many community members among Taft College employees enjoying food and games. He thanked the staff and the other volunteers for working in the heat to provide a fun event to welcome the community on campus.

President Cole, who also volunteered at the barbecue, said she heard a lot of praise from community members at the event. They were pleased with the campus updates and enjoyed being invited to celebrate with the college.

Academic Senate

Dr. Sharyn Eveland, President of the Academic Senate, said that Senate subcommittee meetings have resumed. At this time the Senate has not taken action on any items but will soon as subcommittees continue to meet and complete tasks.

Instruction

Dr. Leslie Minor, Vice President of Instruction, provided a review of current grant projects and gave a status update to each one (copy attached to official minutes). She noted that some grant funds are for new projects and some will be able to focus more on retention of students and programs that we have already initiated.

Learning Center

Lori Sundgren, Pre-Collegiate Success Coordinator, told the Board that through the use of new software data on Learning Center services is showing areas of growth and consistent use by students. The hiring of a student tutor in physiology has added a needed service for students.

Phi Theta Kappa

Dr. Eveland, PTK Advisor, reported that potential PTK candidates have been invited to join.

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. The Centennial year is wrapping up and the committee is discussing year end plans and the time capsule. She reminded the Board that the Associated Student Organization literacy service project with the United Way will continue until February.

Dental Hygiene

Dr. Vickie Kimbrough, Director of Dental Hygiene, said that clinic services are being offered and that students new to the program are acclimating. She praised the class of 2022 who have a 100% pass rate for the professional exam and

contributed greatly to provide over \$449,000 in services to Kern County. In 2023 the program will celebrate their 30th anniversary and planning with the Foundation to mark the milestone is underway.

Distance Education

Jon Farmer, Director of Distance Education, informed that Board that a “Skill Up” faculty training in the basics of accessibility will be held.

Child Development Center

Meghan Hall-Silveira, Director of the CDC, is working with Human Resources to hire and evaluate positions for hire. She gave a review of the status of the redesign of the playground equipment. Ms. Hall-Silveira hopes to add a focus on the agriculture and oil industries in the design. The center is also completing the self-evaluation cycle with the state office that oversees their program.

Human Resources

Heather del Rosario, Vice President of Human Resources, informed the Board that COVID response action is high as expected with the start of the school year. She is also working to train managers and support employees in the use of the new system, UKG. In an effort to outreach to the community, Ms. del Rosario is organizing a community bike ride.

Student Services

Dr. Damon Bell, Vice President of Student Services, said that there are 146 summer graduation applicants and that about \$48,000 in book grants were given to students registered in fall courses. Funds marked for mental health awareness will provide for a luncheon event this coming Monday. He also told the Board that ASO is very busy with a Patriot Day remember ceremony for the events occurring September 11, 2001. Club rush featured eight active clubs and Constitution Day will also be recognized this Friday.

Campus Safety & Security

Kevin Altenhofel, Director of Campus Safety & Security, is working to complete the annual Clery Act report to submit by deadline.

Transition to Independent Living

Aaron Markovits, Director of TIL, thanked the HR department for help with recruitment as staff numbers continue to increase post-COVID. The use of TIL dorms to house regular education students is helping TIL to meet their TPSID grant goal of inclusion. Work between departments and other institutions using the TPSID grant is helping to prepare students for post-graduation life. One such example is the student ability to obtain certifications through West Kern Adult Education Network. A site visit has been planning to display TPSID grant progress to grant coordinators. TIL participated in Kern County College Night. Visits from Superintendent/President McMurray in the TIL offices and classes have also helped to welcome students to the College.

Information Technology and Institutional Effectiveness

Dr. Xiaohong Li, Vice President of Information Technology and Institutional Effectiveness, said that staff are assisting programs that in the first cohort of the new multi-year program review cycle. Work to update the Technology Master Plan has begun. Staff are also assessing equipment need and planning for purchase using deferred maintenance funding.

Associated Student Organization

Chelsie Kim, Student Trustee, provided a description of the services offered in the Cougar Support Center. She has worked in the CSC and noted that students are appreciative of the assistance and support. Club Rush is underway and going well. The activity in Club Rush has also increased student interest to serve in officer positions in ASO.

SUPERINTENDENT REPORT

Mr. McMurray presented an overview of campus happenings that included the Welcome Back breakfast for staff and the Centennial Birthday Barbecue. The Welcome Back breakfast was attended by District staff and had activities planned by the Celebration Committee to kick off the academic year. The BBQ was well attended and gave the community an opportunity to visit the College and get to know faculty, staff, students and the Board. Recently Mr. McMurray presented an update of College happenings to community members at the Taft Chamber of Commerce's Sit n' Sip. He also thanked the ASO for the annual 9/11 remembrance ceremony and for the many staff that worked at Kern County College Night to make a positive impression of the College potential students. He noted that TC remains a large presence at the event.

CONTINUATION OF CLOSED SESSION

There was not a continuation of closed session.

NEXT MEETING

The next monthly meeting is scheduled for Wednesday, October 12, 2022.

ADJOURNMENT

At 7:29 p.m., on a motion by Trustee White, seconded by Trustee Orrin and unanimously carried, the meeting was adjourned.

Respectfully Submitted:

Michael Long, Secretary