

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

REGULAR MEETING

March 8, 2023

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 Billy White. Trustees Dawn Cole, Mike Eveland and Jeremy Gregory were also in attendance. Secretary Kathy Orrin was absent. Interim 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 Cole, seconded by Trustee Gregory 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 6:01 p.m., it was moved by Trustee Gregory, seconded by Trustee Cole and unanimously carried, to reconvene in Public Session. President White reported that no action was taken.

PLEDGE OF ALLEGIANCE

President White led the pledge of allegiance.

PUBLIC COMMENT ON OPEN SESSION ITEMS

There were no public comments.

GENERAL COMMUNICATIONS

Susan Groveman, Executive Director of Marketing and Community Relations, presented certificates of appreciation to Desirae Salas, Zachery Carter, and Robyn Melton. The three volunteers represented the Associated Student Organization and our community by consistently volunteering time for the yearlong community service project in collaboration with the United Way. The project mailed books to school aged children with the WKCCD boundaries once a month for one year. The Board and staff thanked the

volunteers for their dedicative service. Mr. Brock McMurray also recognized Mr. Carter as a graduate with highest honors. Mr. Carter completed his last course during summer after the graduation ceremony so his was presented with a plaque to commemorate his earned highest honors status. Mr. McMurray also thanked Ms. Groveman who also volunteered for the ASO/United Way literacy project.

APPROVAL OF MINUTES

On a motion by Trustee Gregory, seconded by Trustee Eveland and unanimously carried, the minutes of the Regular meeting held February 8, 2023 were approved.

NEW BUSINESS

Request for Approval – Confidential and Administration Salary Study

Mr. McMurray stated that a salary study was completed on these classes because the last study had been done nearly 20 years ago. The information gathered was analyzed by a committee and administration and the suggested changes noted are recommended to align compensation with industry standards. On a motion by Trustee Cole, seconded by Trustee Gregory and unanimously carried, the request was approved (copy attached to official minutes).

First Presentation – Updated Language for Coaching Stipends to the 2022-23 Faculty Salary Schedules, Appendix B-4

Mr. McMurray said that the suggested language will make compensation for coaching stipends consistent. A bargaining unit subcommittee researched and drafted the language. The bargaining unit as a whole reviewed the information and found it to be clear. Mr. McMurray noted an amended copy from what was posted is available to adapt to match the agreement and on the appendix. The language meaning remains the same (copy attached to official minutes).

Second Reading and Request for Approval – Board Policy Review

- BP #5205 Student Accident Insurance**
- BP #5570 Student Credit Card Solicitations**
- BP #6200 Budget Preparation**

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

Second Reading and Request for Approval – Board Policy Revision

- BP #6540 Insurance**
- BP #6910 Housing**
- BP #7230 Classified Employees**
- BP #7250 Educational Administrators**
- BP #7362 Discipline and Dismissals – Classified Administrators and Confidential Employees**

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 Trustee Eveland, seconded by Trustee Gregory and unanimously carried, the request was approved (copy attached to official minutes).

First Reading – Board Policy Revision

BP #5500 Student Conduct

BP #7260 Classified Administrators

Mr. McMurray said that these policies were reviewed and found to have changes to meet current law and local practices.

CONSENT AGENDA:

- A. Information Item – CCFS-311Q for the 2nd Quarter ending December 31, 2022
- B. Request for Ratification – Strong Workforce Program Allocation Round 7 Agreement; 7/1/2022 – 6/30/24; \$411,851.00
- C. Request for Approval – TC-ITS-23-001 – Hardwiring Gym, Softball, and Baseball Fields; \$15,300.00
- D. Request for Approval – ABTECH Technologies Quotation Contract No. M5320 for Hardware and Software Maintenance; 4/16/2023-4/16/2024
- E. Request for Approval – Virtual Keynote Presentation – Rafael Augustine for April 12, 2023; \$4,500.00
- F. Request for Ratification – MOU between University Enterprises, Inc. and West Kern Community College District; 1/4/23 – 6/30/23; \$3,500.00
- G. Request for Ratification – Agreement with Lisa Holmes and Penny Shreve, SLO Presentations; Total Cost of \$716.15
- H. Ratification of the February 2023 Vendor Check & Purchase Order Registers

On a motion by Trustee Eveland, seconded by Trustee Gregory and unanimously carried, Consent Agenda Items A – H 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 Cole and seconded by Trustee Eveland, the 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: Billy White, Dawn Cole, Mike Eveland, Jeremy Gregory

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, February 2023
4. Student Organization and Special Accounts, February 2023
5. Funds Deposited in County Treasury, February 2023
6. Employee Travel Report – February 2023

Trustee Reports

Trustee Eveland attended the Male Summit and commended staff from the College and Taft High as well as the participation from attendees. He said the event seemed to reach students that may have been undecided on post-high school plans and may have encouraged them to attend college as well as to connect with mentors and explore career fields.

Trustee Cole thanked Trustee Gregory and Mr. McMurray for their service to the Chamber of Commerce Board. She recently attended an Installation event and said it was great to see a College presence at the event.

President White also attended the Chamber of Commerce Installation and commended the College for being active in the community. He thanked the administration for the informative Board of Trustees retreat meeting.

Academic Senate

Dr. Sharyn Eveland, President of the Academic Senate, told the Board that the Senate reviewed professional development survey results in anticipation of faculty inservice needs. The Senate also reviewed and approved Career Technical Education professional experience definitions to accompany previously approved minimal qualifications for faculty hiring. The Senate held elections and Candace Duron will serve as the Senate President after the spring semester. Dr. Michelle Oja will serve as the Senate Secretary. Representatives from the local Senate will attend the area meeting of the Senate as well as the Spring Plenary. Ms. Duron thanked Dr. Eveland and the Senate for their support and looks forward to working with administration and the Board of Trustees.

Marketing and Community Relations

Susan Groveman, Executive Director of Marketing and Community Relations, said that website content migration has begun. She is working with consultants and students to complete video collections featuring campus content. The project will also produce a virtual tour to use on the website.

Foundation

Dr. Sheri Horn-Bunk, Executive Director of Foundation and Institutional Advancement, thanked the Board and community for the support of the \$1 million Legacy campaign held during the Centennial year. Foundation staff and Board members continue to promote alumni self-made videos posted in the Multiply social media application. Those that post a video will be added to an alumni pool that will be used to select an Alumni Ambassador. Dr. Horn-Bunk also commended her Development Associate Mahea Maui for returning a lost wallet containing a large amount of money to our security. Executive Director of Campus Safety and Security Kevin Altenhofel contacted the student and rightfully returned the item and money to her.

Transition to Independent Living (TIL)

Aaron Markovits, Director of TIL, reported that the first TIL Advisory meeting was held and had a strong attendance. The initial meeting provided a lot of feedback for student and program information. Mr. Markovits said a meeting with Sierra College will take place during Spring Break. Sierra College is gathering information to build a program like TIL in their District. He also invited the Board to attend the TIL awards dinner and graduation events in late June. Mr. Markovits announced that a new contract is being drafted to begin work under the Department of Rehabilitation for 3 years to serve students with disabilities.

Faculty Association

Ruby Payne, President of the Taft College Faculty Association, said that the last of the late start courses have begun. The semester is halfway complete and planning for professional development to be held at the completion of the semester is underway.

Distance Education

Jon Farmer, Distance Education Director, told the Board that the next Skill Up event will assist faculty in the use of Canvas Studio, adding videos into courses.

Student Services

Dr. Damon Bell, Vice President of Student Services, reported outreach effort data is showing strong matriculation completion. Dean Cecilia Alvarado introduced recently hired Community Outreach Coordinator Chris Aldaco. Mr. Aldaco is from the central valley and he thanked the administration and Board for the opportunity to return to the area and serve the community.

SUPERINTENDENT REPORT

Mr. McMurray reported on recent campus events and happenings. President White was the ceremonial first pitch on February 14th. Other activities included the College's first Black Student Union meeting, the Chamber of Commerce Installation event, first Male Summit outreach event, and an EOPS Student Appreciation Luncheon. Mr. McMurray commended staff for the collaboration with Taft Union High School and the selection of male mentors among the TUHS and College staff that male seniors may connect with in their academic career. The familiar faces increased the impact while speakers shared life and career choices with the students. The speakers made the connection of how to proceed from high school to college to meet goals. College staff also presented the steps the students would take to enroll at the College and provided time for students to ask questions.

Mr. McMurray thanked the Board for their active participation in the annual Trustees Board Retreat. He also thanked administrators for their informative presentations. The Board discussed goal progress and potential goals moving into the next academic year.

NEXT MEETING

The next monthly meeting is scheduled for Wednesday, April 12, 2023.

ADJOURNMENT

At 6:46 p.m., on a motion by Trustee Gregory, seconded by Trustee Eveland and unanimously carried, the meeting was adjourned.

Respectfully Submitted:

Billy White, President