

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

REGULAR MEETING

October 11, 2017

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. Secretary Dawn Cole and Trustees Emmanuel Campos, Michael Long and Dr. Kathy Orrin 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 5:01 p.m. it was moved by Secretary Cole, seconded by Trustee 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/Reassignment, 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 - Anticipated Litigation
Significant Exposure to Litigation Pursuant to Paragraph (2) or (3) of Subdivision (d) of Section 54956.9 - 2 Potential Cases
Claim Received from Donald Thornsberry
Claim Received from Melissa Thornsberry
- F. Student Discipline and Other Confidential Student Matters, Education Code Sections 35146, 48900 et. Seq. and 48912(b)

RECONVENE IN PUBLIC SESSION; ANNOUNCE CLOSED SESSION ACTIONS

At 6:05 p.m., it was moved by Trustee Campos, seconded by Secretary Cole and unanimously carried, to reconvene in Public Session. President White reported that no action was taken during Closed Session.

PLEDGE OF ALLEGIANCE

President White led the pledge of allegiance.

PUBLIC COMMENT ON OPEN SESSION ITEMS

There were six speakers who requested to speak in regards to consent item 10.F. – Resolution No. 2017/18-04 – Notice of Layoff – Classified Employees – Reduction in Force Due to Lack of Funds and/or Lack of Work, Effective 12/31/17:

Velda Peña
Shane Dishman
Karen Byrd
Monica Perez
Harriett Smith
Carol Georges

GENERAL COMMUNICATIONS

Dr. Debra Daniels introduced Andrew Prestage, Director of Informational Services.

APPROVAL OF MINUTES

On a motion by Secretary Cole, seconded by Trustee Long and unanimously carried, the minutes of the Regular Meeting held September 13, 2017 and the Special Budget Study Session Meeting held September 13, 2017 were approved.

NEW BUSINESS

Second Presentation and Request for Approval – Proposed Compensation Increase of 1.56% COLA to the 2017/18 Classified Salary Schedule, Appendix A, Retroactive to July 1, 2017

On a motion by Trustee Orrin, seconded by Trustee Long and unanimously carried, the proposed COLA for Classified was approved (copy attached to the official minutes).

Second Presentation and Request for Approval – Proposed Compensation Increase of 1.56% COLA to the 2017/18 Faculty Salary Schedules, Appendix B-1, B-2 and B-3, Retroactive to July 1, 2017 (No Action)

On a motion by Trustee Long, seconded by Secretary Cole and unanimously carried, the COLA for Faculty was approved (copy attached to the official minutes).

Second Presentation and Request for Approval – Proposed Compensation Increase of 1.56% COLA to the 2017/18 Management and Confidential Salary Schedules, Retroactive to July 1, 2017 (No Action)

On a motion by Trustee Campos, seconded by Secretary Cole and unanimously carried, the COLA for Management and Confidential employees was approved.

NEW BUSINESS (continued):

First Presentation – Proposed Compensation of 40% Release Time for Faculty Association President, Retroactive to 7/1/17 (No Action)

Dr. Daniels explained that this proposed item was reached during the bargaining process and reflects the agreement between the Association and the District.

Second Reading and Request for Approval – Board Policies

#6307 Debt Issuance and Management

#6450 Wireless or Cellular Telephone Use

#6601 Change Orders – Capital Construction

#7330 Communicable Disease

On a motion by Trustee Campos, seconded by Trustee Orrin and unanimously carried, the board policies were approved (copy attached to official minutes).

CONSENT AGENDA:

A. Request for Approval – Adjustments to 2017/18 Adopted WKCCD Budget, 7/1/17 – 6/30/18

B. Request for Approval – New Courses

Applied Technologies Division

MGMT 2900 Management Capstone

Science and Math Division

MATH 1505 Mathematical Concepts for Elementary Teachers – Number Systems

C. Request for Approval – Course Revisions

Applied Technologies Division

BSAD 2221 Introduction to Managerial Accounting

BUSN 1053 Computerized Accounting

WELD 1560 Blueprint Reading

D. Request for Approval – Discontinuance of the Associate in Art in Anthropology for Transfer

E. Request for Approval – Request for Distance Learning Approval of MATH 1505 – Mathematical Concepts for Elementary Teachers – Number Systems

CONSENT (continued):

- F. Request for Approval – Resolution No. 2017/18-04 – Notice of Layoff – Classified Employees – Reduction in Force Due to Lack of Funds and/or Lack of Work, Effective 12/31/17
- G. Request for Ratification – Community College Completion Grant (CCCG), 7/1/17 – 6/30/18, Award Total of \$108,000.00
- H. Request for Approval – Class 1 DSA Inspector Agreement with John Karwoski, 11/1/17 until the end of the Student Center Project, \$10,920.00 per Month
- I. Request for Approval – Memo of Understanding (MOU) between Taft College and the Kern, Inyo, and Mono Counties Workforce Development Board Phase II, 1/1/18 – 8/31/20
- J. Request for Approval – First Amendment to the MOU between Taft College, and the Kern, Inyo, and Mono Counties for the Workforce Innovation and Opportunities Act (WIOA), Effective Upon Signature
- K. Ratification of the September 2017 Vendor Check & Purchase Order Registers
- L. Routine Personnel Items:
 - Request for Conference Attendance and Expenses as of October 5, 2017

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

PUBLIC COMMENTS ON ITEMS OF GENERAL INTEREST

There were no comments on items of general interest.

EMPLOYMENT

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

Yes: Emmanuel Campos, Dawn Cole, 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 2017/18
2. Expenditure Accounts (Account Level 1) FY 2017/18
3. Expenditure Detail of \$10,000.00 or Greater, September 2017
4. Student Organization and Special Accounts, September 2017
5. Funds Deposited in County Treasury, September 2017

Trustee Reports

Secretary Cole congratulated the women's volleyball team on the recent win she was present to see. Secretary Cole attended the ACCT Leadership Congress conference with much of the Board. She commented that it was a helpful experience to see the national perspective and to hear more about Guided Pathways. She also attended the GED graduation through WKAEN, noting that she was proud of the graduates and their families. Secretary Cole also mentioned recent contact with an alumni and a parent of a current student. Both contacts were positive affirmation of the efforts by faculty and staff.

Trustee Orrin also attended the ACCT conference. She noted the variety of perspectives was a great learning experience. Trustee Orrin also made mention of the survey of community members in relation to a bond, confirming its validity and that it is not unsolicited communication.

Trustee Campos also attended the ACCT conference and focused on campus preparedness. He also spoke at the GED graduation ceremony. He noted that programs like the GED offering is making a direct impact on lives. Courses like those offered by WKAEN, and even the QuickBooks course offered through the College, spark an enthusiasm for education in adults.

President White recently participated as a judge in the ASB's Pretty in Pink contest for breast cancer awareness. He commended the students in the efforts to have fun while educating the campus community. President White also reported that the Board recently toured the Dental Hygiene area. He noted that the facility is much improved and he thanked the many staff members involved in the remodel.

Academic Senate

Geoffrey Dyer, President of the Academic Senate (AS), reported that the AS recently acted to oppose AB 705. They also have acted to recommend that the Division Chairs be utilized in building the criteria for ranking new faculty position requests. The AS have discussed the AS constitution and bylaws, scheduling, Guided Pathways, and dual enrollment among other topics.

REPORTS (continued):

Trustee Long inquired about the dual enrollment committee's recent activity – specifically if they are active. Mr. Dyer provided copies of the committee's most recent minutes as well as the information the committee had collected on recent special admit students. Diane Jones, a member of the committee, added that there are currently six students enrolled in the CCAP welding course being officer. She stated that there is support for concurrent enrollment – the courses that are taught on the College campus. Dr. Orrin added that at a conference on the topic of dual enrollment she learned of the ability to use the dual enrollment as a tool to motivate students towards higher education. The Board expressed an interest in the continuation of the related committees to continue efforts to offer students access to courses in a variety of ways to motivate and assist students towards higher education.

Facilities

Mike Capela, Director of Maintenance and Operations, reported that the slab of the Student Center will be completed this week. This means the visible construction of the building will begin in the coming weeks. There will be a meeting next week with subcontractors and California Averland to build a recovery schedule for the project.

Information Services

Andrew Prestage, Director of Information Services, reported that important upgrades to Banner and to the internet access on the campus are occurring. He is currently working with Oleg Bepalov and the Institutional Research staff to update the technology piece of the Strategic Action Plan. Mr. Prestage will also look into possibility of sharing unused bandwidth in community, by request from Trustee Long.

Human Resources

Dr. Robert Meteau, Associate Vice President of Human Resources (HR), stated that the Professional Development Committee met recently. They are working towards the new Strategic Action Plan. The HR office recently held an onboarding meeting with three new management hires.

Dental Hygiene

Dr. Vickie Kimbrough, Director of Dental Hygiene, reported that the faculty are currently working on reviewing and streamlining curriculum.

Transition to Independent Living

Carey Carpenter, Interim Director of TIL, shared a flyer for a Halloween event the TIL students will host for the community and invited all to attend.

Taft College Faculty Association

Diane Jones, President of the Faculty Association, told the Board that the campus is currently working to raise funds to assist eight students and their families who are from Puerto Rico. The efforts are spread across the campus. She also wanted to praise staff and administration in a recent call for assistance on campus. Ms. Jones noted that the incident showed the effort made by staff to keep our campus safe.

REPORTS (continued):

Student Success

Primavera Arvizu, Dean of Student Success, reported efforts in the department are towards the priority registration window (which opens in November), developing integrated plans, and working to reduce staff efforts/resources by locating duplicated efforts and streamlining processes. The counseling staff is working with staff and students affected by the Las Vegas incident to provide assistance.

Student Services

Severo Balason, Jr., Vice President of Student Services, reported that the annual high school counselor luncheon was held. There were presentations in regards to the college in general as well as financial aid information. Student Services is also planning an emergency preparedness by participating in the California Shakeout on October 19th.

Institutional Research & Planning

Oleg Bepalov, Executive Director of Institutional Research & Planning, stated that the Strategic Action Plan committee is currently on track to complete the new plan by March 2018. He also thanked the HR department for their onboard training for new management members.

Administrative Services

Brock McMurray, Executive Vice President of Administrative Services, thanked Amanda Bauer and the Business Services staff for completion of reporting necessary for the District. He noted many districts failed to meet the deadline but the College staff successfully completed the report ahead of deadline.

REPORT OF THE SUPERINTENDENT

Dr. Daniels thanked Student Services staff for mental health support of staff/students in need recently.

TC Foundation Wine Tour

Dr. Daniels recently went on the Taft College Foundation wine tour (along with President White). The tour was a chance for partners and new contacts to network and learn about Taft College. Events like these make a positive impact on partners who support the college. Dr. Daniels thanked Sheri Horn-Bunk for the event and the opportunity to meet with supporters of the College.

ACCT Leadership Congress

Dr. Daniels and many of the Board attended the annual event – this year held in Las Vegas, Nevada. She thanked the Board for the participation at the event, stating that it was appreciated that the members took their time to learn the business of education.

Assemblyman Vince Fong

Dr. Daniels reported that Assemblyman Vince Fong visited campus. While he was here he visited STEM classrooms and the Veteran's Center.

SUPERINTENDENT'S REPORT (continued):

Pretty In Pink – Breast Cancer Awareness

Dr. Daniels shared pictures of the ASB Pretty in Pink fashion show. She said that the event is a fun event that students host in effort to share breast cancer awareness. The contest is fun and students present educational information as well.

GED Graduation Ceremony

Recently the WKAEN held a GED graduation ceremony. Dr. Daniels thanked Trustee Campos for speaking at the event. She noted that these personal stories at the ceremony can make a big impact on those in attendance.

Dr. Daniels shared the following items with the Board:

Hall of Fame Invitation

Student Count by Zipcode

Flyer for Art Exhibit (October 19th during Cougar Cookout)

ACCT Governance Leadership Institute Flyer

Updated List of Dates/Events

NEXT MEETING

The next monthly meeting is scheduled for Wednesday, November 8, 2017, at 5:00 p.m.

ADJOURNMENT

At 7:15 p.m., on a motion by Trustee Long, seconded by Secretary Cole and unanimously carried, the meeting was adjourned.

Respectfully Submitted:

Dawn Cole, Secretary