

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

**SPECIAL MEETING  
BOARD RETREAT**

**October 6, 2017**

The special meeting of the Board of Trustees of the West Kern Community College District was called to order at 8:30 a.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.

**PLEDGE OF ALLEGIANCE**

President White led the pledge of allegiance.

**PUBLIC COMMENT ON OPEN SESSION ITEMS**

No comments were heard.

**VICE PRESIDENTS REVIEWS**

Administrative Services

Brock McMurray, Executive Vice President of Administrative Services, provided handouts of the Facility Master Plan and the Land Acquisition Plan (copies attached to official minutes). He reported that in the area of facility and infrastructure, the district is at the end of the Measure A bonds. Once the Student Center is completed, the bond will be complete as well. The District's interest in a potential bond will drive the updates to the Facility Master Plan and the Land Acquisition Plan.

District Sustainability

The District's OPEB liability remains an obligation on the District budget. The recent actuarial study increased the District's annual contribution. The District is looking at ways to possibly counter the obligation. The Healthcare Benefit Committee is studying possible changes to benefits. The committee would submit recommendations to bargaining units to consider. In other obligations, the district is covering the cost of COP bond issuance debt service. Another item to consider in longterm financial planning is the cost of STRS and PERS retirement obligations.

Dr. Daniels informed the Board that there will be a presentation by Jeff Small on the potential bond and the obligations associated with the COP and future bond planning. The presentation will be held after the survey is complete.

Human Resources

Dr. Robert Meteau, Associate Vice President of Human Resources, provided a handout with demographic data of new hires within the District and also information on professional development opportunities provided on campus (copies attached to official minutes). Dr. Meteau reported that

state efforts in HR have focused on the diversity in recruiting pools to reflect the growing diversity in student populations. By expanding efforts to include an online application, interviewing tactics such as Skype, and by implementing EEO training efforts among screening committees, the College is working to increase the diversity of the recruited pools.

Professional development (PD) has also been at the forefront of HR efforts. The Professional Development Plan is due to be updated – which is in process. In the past year, HR has offered many PD opportunities on campus to employees in all classes. This development also assists in succession planning for possible 5-10 year projection in key positions.

There was discussion in regards to Board questions regarding the return of information from off-campus conferences and also in the orientation of new hires to the community benefits and information. Dr. Meteau stated that employees are given a survey after each conference and are encouraged to share the information with their co-workers and departments. He also noted the idea of new hire information sharing for the West Kern region.

#### Student Services

Severo Balason, Jr., Vice President of Student Services, provided an update via PowerPoint. The Basic Skills, Student Equity, SSSP integrated plan is currently being developed to focus efforts on closing achievement gaps. The College has met the success rate goal of at least 5% with a 5.6% rate. The College percent of change goal in English was not met and will remain a focus. DegreeWorks, a digital campaign, and the strong Full-time equivalent student count for 2016-17 are adding up to positive rates for the College.

Campus Security has also been updated over the past year. There is now 24 hour per day coverage for the students and facilities. The College has begun routinely participating in campus wide drills and has evaluated the drills for effectiveness and efficiency. Security and crime reporting have been revamped to an online, user-friendly version. There was discussion on situational preparedness efforts and facility/infrastructure resources.

#### Instruction

Mark Williams, Vice President of Instruction, discussed statewide trends in Guided Pathways and curriculum management. The message from the Chancellor's office is to utilize current resources to streamline efforts and align common framework. The Chancellor encourages Districts to manage local curriculum, with transfer degrees remaining under the purview of the state.

Mr. Williams also provided an update of programs in the District: childcare, energy technology/safety, and Transition to Independent Living. Brief discussion into the area of enrollment in these programs and those under dual/CCAP/special admit enrollment was held. Items of interest were exploring other CCAP areas, broaden outreach for such offerings from strictly oil industry, and to building relationships with partners in education.

#### Administrative Services – Cafeteria

Mr. McMurray provided information in regards to the current cafeteria funding/budget. Currently, the department is deficient/overspent. The costs and the demand related to the dorm/student

responsibility is not balanced. Discussion was held to identify key factors and to make the Board aware the District is working to balance the department.

#### Foundation

Sheri Horn-Bunk, Director of the Foundation, provided an update of the Foundation's current assets and efforts in advancement. The Foundation has nearly \$3 million in funds. A focus of the Foundation has been to provide internships, which has been supported by partners like Phillips 66. The College and the Foundation are working to find opportunities to align interns with common career/education goals.

Other areas of focus for the Foundation has been the TC Promise scholarship program and the TC Multiply social media platform. The TC Promise is assisting district graduating seniors (once chosen) with not only funds but with a mentor program to guide students through their education at the College. The Multiply social media platform is off to a successful start – giving voice to students and staff and aiding in networking from areas for student success to career advancement.

On a motion by Trustee Long, seconded by Trustee Orrin and unanimously carried, the Board voted to recess for lunch at 12:35 p.m.

On a motion by Trustee Long, seconded by Trustee Orrin and unanimously carried, the Board reconvened at 12:57 p.m.

#### **REVIEW OF BOARD POLICIES, ETHICS AND TRUSTEESHIP**

Dr. Daniels provided a handout and included copies of related Board Policies (copy attached to official minutes). The Board reviewed the topic and related policies with Dr. Daniels. Discussion was held in regards to trustee communication protocols.

#### **BOARD REVIEW AND SELF-EVALUATION OF 2016/17 GOALS**

Dr. Daniels reviewed the notes from the 2016/17 Board of Trustee meetings in relation to the goals set by the Board. The Board discussed reports and information given over the specified goal topics. Overall the goals reflected a well-rounded effort by the Board as a whole. The discussion focused on the need for some goals to continue and the notation of goals that had been met and are no longer necessary.

#### **ESTABLISHMENT OF 2017/18 BOARD GOALS**

The Board, as identified in the self-evaluation of the 2016/17 goals, struck goals that were no longer needed. As a whole, the Board noted the need for facility awareness; the strengthening of dual enrollment opportunity; the exploration of industrial education to go beyond the oil industry; a stronger presence in city government/economic planning; and the development for internal monitoring of programs. The drafting of Board of Trustee goals will continue at a future meeting.

#### **PUBLIC COMMENT ON CLOSED SESSION ITEMS**

No comments were heard.

**CLOSED SESSION**

No closed session was held.

**NEXT MEETING**

The next monthly meeting is scheduled for Wednesday, October 11, 2017, at 5:00 p.m.

**ADJOURNMENT**

At 3:28 p.m., on a motion by Secretary Cole, seconded by Trustee Campos and unanimously carried, the meeting was adjourned.

Respectfully Submitted:

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Dawn Cole, Secretary