

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

**REGULAR MEETING**

**September 13, 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 Orrin 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 6:06 p.m., it was moved by Secretary Cole, seconded by Trustee Campos 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 no public comments.

## **GENERAL COMMUNICATIONS**

Correspondence - Thank You from Dr. Eric Hershkowitz

Letters from Trent Rosenlieb (Chair of the Energy Tech Advisory Committee) and Fred Holmes (Taft Union High School Oil Technology Academy Steering Committee Member)

Dr. Debra Daniels introduced Vickie Kimbrough, Director of the Dental Hygiene Program.

## **APPROVAL OF MINUTES**

On a motion by Secretary Cole, seconded by Trustee Campos and unanimously carried, the minutes of the Regular Meeting held August 16, 2017 were approved.

## **NEW BUSINESS**

### **Public Hearing and Request for Approval - 2017/18 WKCCD Budget**

At 6:11 p.m. President White called the Public Hearing to order. Hearing no comments, it was closed at 6:12 p.m. On a motion by Trustee Long, seconded by Trustee Campos and unanimously carried, the proposed 2017/18 WKCCD Budget was approved.

**First Presentation - Proposed Compensation Increase of 1.56% COLA to the 2017/18 Classified Salary Schedule, Appendix A, Retroactive to July 1, 2017 (No Action)**

**First Presentation - 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)**

**First Presentation - Proposed Compensation Increase of 1.56% COLA to the 2017/18 Management and Confidential Salary Schedules, Retroactive to July 1, 2017 (No Action)**

Dr. Daniels explained that state Cost of Living Allowance was 1.56% in the budget approved in June. These three items would allow all classifications at the District to receive the COLA.

**Request for Ratification - Agreement for Professional Services with Clifford Moss, LLC., 9/1/17 - 8/10/18 (Contract Contingent Upon Chosen Election Cycle), \$6,000.00 per Month, Plus Approved Business Expenses**

Dr. Daniels explained that the College is researching the feasibility of offering a bond on an election cycle. Clifford Moss is a respected company in this field and would assist in the research process. On a motion by Trustee Orrin, seconded by Trustee Long and unanimously carried, the agreement was approved (copy attached to official minutes).

*NEW BUSINESS (continued):*

**Request for Ratification – Letter of Agreement with Fairbank, Maslin, Maullin, Metz & Associates, Inc. (FM3), Not to Exceed \$24,850.00 - \$33,500.00 (With a Minimum Initial Payment of \$12,000.00 Due After Execution), Plus Travel Expenses Not to Exceed \$284.24**

Dr. Daniels explained that FM3 is a voter research provider. The purpose of the research will be to determine if it is feasible to have a bond measure in the 2018 election. On a motion by Trustee Long, seconded by Trustee Campos and unanimously carried, the agreement was ratified (copy attached to official minutes).

**Request for Approval – Agreement with Jones Hall, a Professional Law Corporation, for Bond Counsel and Disclosure Counsel Services, \$5,000.00 Flat Fee for Services During Election Proceedings, Schedule of Fees for Post-Election Services is Included in the Contract**

Dr. Daniels explained Jones Hall would serve as counsel in the area of a bond measure. On a motion by Secretary Cole, seconded by Trustee Campos and unanimously carried, the agreement was approved (copy attached to official minutes).

**Request for Approval – Subcontractor Substitution Request – Roofing Scope of Work, from Sun Pacific Roofing, Inc. to Graham-Prewitt, Inc., No Additional Cost**

Jose Vargas, of AP Architects, stated that Sun Pacific Roofing, Inc. has requested to be removed from the project. Contractor California Averland has recommended Graham-Prewitt, Inc. to replace them. Graham-Prewitt, Inc. has a positive work record and it is recommended that they be approved to take over the roofing scope of work. On a motion by Trustee Long, seconded by Trustee Campos and unanimously carrier, the request was approved (copy attached to official minutes).

**Request for Approval – Renaming the Library in Honor of Opal Smith and Harry Wilson**

Dr. Daniels stated in that in honor of the bequest from Opal Smith and Harry Wilson she is recommending the library be renamed in their honor. On a motion by Secretary Cole, seconded by Trustee Long and unanimously carried, the approval was granted. The Board shared their appreciation of this request, noting the special attention that Ms. Smith and Mr. Wilson paid to the college over many decades.

**Second Reading and Request for Approval – Board Policy #6900 Bookstore**

Dr. Daniels explained that the Community College League of California Board Policy and Procedure Services has recommended the updates as suggested. On a motion by Trustee Orrin, seconded by Secretary Cole and unanimously carried, the policy update was approved (copy attached to official minutes).

**First Reading – Board Policies (No Action)**

**#6307 Debt Issuance and Management**

**#6450 Wireless or Cellular Telephone Use**

NEW BUSINESS (continued):

**#6601 Change Orders – Capital Construction**

**#7330 Communicable Disease**

Dr. Daniels explained that the Community College League of California Board Policy and Procedure Services has recommended the updates as suggested. The Board Policies will be reviewed and recommend for action at the October Regular Board Meeting (copy attached to official minutes).

**CONSENT AGENDA:**

- A. Information Item – Use of Proposition 30 Education Protection Account (EPA) Funds for FY 2017/18
- B. Request for Ratification – Amendment 01 to Resolution 2017/18-03 Authorizing Agreement with California Department of Education for Taft College to Continue to Provide Child Care Services for the Migrant Specialized Services Program, 7/1/17 – 6/30/18, From \$77,023.00 to \$90,494.00
- C. Request for Approval – Cooperative Work Experience Education Plan
- D. Request for Approval – Purchase of Zeiss Metallurgical Microscopes from CTK Instruments for the Engineering Program, \$56,888.75
- E. Request for Approval – Purchase of Tec Equipment Engineering Lab Equipment from LAB Corporation, \$41,031.06
- F. Request for Approval – Agreement with Foundation for California Community Colleges (FCCC) to Provide Microsoft Campus Agreement 2017 with Computerland Silicon Valley, 9/16/17 – 9/15/17, \$29,204.50
- G. Request for Approval – Purchase of Stratasys F170 3D Printer 3YR Education Package from Paton Group, \$34,160.81
- H. Request for Approval – Purchase of Artec Eva Lite Scanner from Patron Group, \$20,244.58
- I. Request for Approval – Purchase of Roland MDX 50 (Table Top) CNC Mill from Paton Group, \$18,418.41
- J. Request for Approval – Purchase Upgrade of Existing Mark One Printer to Mark Two Printer from Hawk Ridge System, \$17,098.96

*CONSENT (continued):*

- K. Request for Approval - AMS.NET Annual Support Coverage Quote #Q-00020008, CISCO Network Hardware, \$16,795.80
- L. Request for Approval - Purchase of Ultimaker 3D Printer from 3DUniverse, \$12,571.20
- M. Request for Ratification - Amend Agreement with Jean Kulbeth, Interim Dental Hygiene Director, 9/1/17 - 9/30/17, Services Will be Donated
- N. Request for Approval - Consultant Agreement with Jean Kulbeth, 10/1/17 - 7/31/18, Not to Exceed \$7,500.00 plus Mileage/Travel Expenses
- O. Request for Ratification - Agreements for Professional Services between West Kern Adult Education Network and Belen Gomez Martinez, 7/1/17 - 12/31/17, \$50.00 per Hour (Not to Exceed \$15,000.00 per Contract)
- P. Request for Ratification - Agreements for Professional Services between West Kern Adult Education and Janice Ashley, 5/1/17 - 6/30/18, \$65.00 per Hour (Not to Exceed \$10,000.00 in 2016/17 and Not to Exceed \$15,000.00 in 2017/18)
- Q. Request for Ratification - Contract for Professional Services between West Kern Adult Education Network and Kathleen Fitzsimmons, 5/1/17 - 6/30/18, \$50.00 per Hour in 2016/17 and \$65.00 per Hour in 2017/18 (Not to Exceed \$3,000.00 per Contract)
- R. Request for Ratification - Agreement with Lucille E. Holt for Consultation Regarding Grant Reporting, Administration and Budgets, 7/1/17 -6/30/18, \$75.00 per Hour, Not to Exceed 240 Hours
- S. Request for Approval - Renewal Agreement (Quote #120584462-2) with DAI Source for IBM Cognos (Report Writer) License, 11/17/17 - 10/31/18, \$7,633.18
- T. Request for Ratification - Agreement with the Yosemite Community College District, Child Development Training Consortium (YCCD/CDTC), 9/1/17 - 6/30/18, CDTC to Pay Becky Roth an Amount Not to Exceed \$7,500.00
- U. Request for Ratification - Office Rental Agreement with the Fort Preservation Society to be Utilized by the West Kern Adult Education Network, 7/1/17 - 6/30/18, \$14,055.93
- V. Request for Ratification - Facilities Use Agreement with Temple Agua Viva for GED Classes, 8/1/17 - 6/30/18, \$250.00 per Month (Covers Utilities and Cleaning)
- W. Request for Ratification - Facilities Use Agreement with St. Andrews Church for GED Classes, 8/1/17 - 6/30/18, \$250.00 per Month (Covers Utilities and Cleaning)

*CONSENT (continued):*

- X. Request for Ratification - Facilities Use Agreement with Calvary Temple Church for ESL Courses, Citizenship Classes, and Short-Term CTE Courses, 7/1/17 - 6/30/18, \$125.00 per Month for ESL Courses, \$125.00 per Month for Citizenship Classes, \$250.00 per Session for Two-Week Short-Term CTE Courses
- Y. Request for Ratification - Agreement with Barber & Gonzalez Consulting Group Services Contract for 1-Day Refresher Interest Based Bargaining Training (IBB) on February 24, 2017, \$2,400.00 plus Travel, Lodging and Material Expenses Not to Exceed \$730.00
- Z. Request for Approval - IssueTrak: One of IssueTrak Software Maintenance Agreement, October 2017 - October 2018, \$1,925.00
- AA. Request for Approval - Equitrac Equipment Support Renewal and On-Site Local Support - C.A. Reding, 11/1/17 - 10/31/18, \$1,286.60
- BB. Request for Ratification - Renewal of Annual Maintenance Services with Harland Technology Services for the Campus Scantron Scanner, 9/6/17 - 9/5/18, \$709.00
- CC. Request for Approval - Agreement with Guest Speaker, Lu Chi Fa (Gordon) to Speak and Sign his Autobiography, Double Luck: Memoirs of a Chinese Orphan, 10/9/17
- DD. Ratification of the August 2017 Vendor Check & Purchase Order Registers
- EE. Routine Personnel Items:
  - Request for Conference Attendance and Expenses as of September 6, 2017

On a motion by Secretary Cole, seconded by Trustee Long and unanimously carried, Consent Agenda Items A - EE were approved as presented (materials related to items A - EE 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 Cole, Employment Items A - D were approved by the following vote (Employment Items A - D (*Appendix I & II*) are attached to official minutes):

Yes: Emmanuel Campos, Dawn Cole, Billy White, Michael Long and Dr. Kathy Orrin

*EMPLOYMENT (continued):*

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, August 2017
4. Student Organization and Special Accounts, August 2017
5. Funds Deposited in County Treasury, August 2017

**Trustee Reports**

Secretary Cole congratulated the women's golf team on their successful beginning. She noted that the Welcome Back breakfast and meeting was informational and that it was nice to see the new employee faces. She also commended staff for the effort that went into Kern County College Night. Taft College greeted her at the entrance and held a strong presence inside the event as well.

Trustee Long acknowledged Sheri Horn-Bunk and the Taft College Foundation for continued work. Donors like Opal Smith, Harry Wilson, Chevron and the like are in large part due to the work of the Foundation. He expressed his gratitude for this work.

President White attended the reception for Ms. Smith and Mr. Wilson. He stated that it was a great event to honor the friends of Taft College. He also attended the 9/11 ceremony hosted by the ASB. He appreciated the respect and the information shared about the day in our country's history.

The Board expressed condolences and appreciation of John Miller, long-term Board of Trustee member.

**Academic Senate**

Geoffrey Dyer, President of the Academic Senate, reported that Deborah Rodenhauer, Kelly Kulzer, and Kristi Richards are now serving as representatives on the AS council. The AS acted to review and apply for the Zero Textbook Cost grant and to recommend the College to pursue a full-time, tenure-track speech position. The AS is discussing accreditation, program review, and integrated planning among other topics.

*REPORTS (continued):*

**Administrative Services**

Brock McMurray, Executive Vice President of Administrative Services, thanked staff for their work on the proposed WKCCD budget.

Jose Vargas, of AP Architects, reported that the Student Center is approximately 25% complete and is in the process of gaining the concrete slab foundation. July 2018 is the expected month of completion.

**Business Services**

Amanda Bauer, Director of Fiscal Services, reported that the reporting for 2016/17 is near completion. She commended the cashier and staff for the face to face meetings with dorm students to assist in payment planning.

**Human Resources**

Dr. Robert Meteau, Associate Vice President of Human Resources (HR), welcomed Vickie Kimbrough to the College. He reported that the Professional Development Committee met and has reviewed their charter. The Equal Employment Opportunity meeting was held and the recruitment process was reviewed. HR recently held a flu shot clinic and hosted the x-ray mobile unit to assist employees due for the TB examination/clearance.

**Instruction**

Mark Williams, Vice President of Instruction, informed the Board that enrollment is still strong and that drop rates are low. He provided handouts in regards to the online initiative and the West Kern Adult Education Network class offerings (copies attached to official minutes).

**Transition to Independent Living**

Carey Carpenter, Interim Director of TIL, reported that the TIL program/classes are fine tuning a few changes. The class sizes are remaining low to provide higher quality instruction.

**Dental Hygiene**

Dr. Vickie Kimbrough, Director of Dental Hygiene, stated that the report to the Dental Hygiene Committee of California is ready to be submitted. She added that the staff is in the process of creating systems for clinic operations.

**Institutional Research & Planning**

Oleg Bepalov, Executive Director of Institutional Research & Planning, told the Board that the Strategic Planning Committee has met. They are beginning the process of updating the Strategic Plan and should have a final product in March.

**Foundation**

Sheri Horn-Bunk, Executive Director of the Foundation, invited the Board to attend the 8<sup>th</sup> annual Cougar Cookout October 19<sup>th</sup>. Veterans as well as Ray and Lodema Hatch will be honored at this year's event. Dinner will be provided by Flacos Tacos. Ms. Horn-Bunk also invited the Board to the lunch reception for Phillips 66 on September 28<sup>th</sup> in the Cougar Room.



*REPORTS (continued):*

**Taft College Faculty Association**

Diane Jones, President of the Faculty Association, reported that Becky Roth recently visited China as a childcare educational trip. She also reported that Mr. Bepalov had participated in a math department meeting as a step in preparing for Program Review.

**Student Services**

Severo Balason, Jr., Vice President of Student Services, told the Board that the College was well represented at Kern County College Night. His favorite statistics he had the honor of sharing with students and parents was that the completion rate at Taft College is higher than the state average.

**REPORT OF THE SUPERINTENDENT**

Welcome Back Breakfast

Dr. Daniels thanked staff for a successful Welcome Back Breakfast and information meeting. This year the campus was closed for two hours to the public so that staff had the opportunity to attend the breakfast.

9/11 Ceremony

Dr. Daniels thanked the ASB students for the event. She noted that Luz Lopez sang and the students shared information on the day in history.

Kern County College Night

Dr. Daniels shared photos from the 2017 KCCN event. The STEM trailer, with its updated appearance, made a strong impression at the event. Many College employees took the time to promote our College to prospective students.

Opal Smith and Harry Wilson Reception

Dr. Daniels thanked the Foundation for hosting the reception to honor Ms. Smith and Mr. Wilson. It was well attended and provided a chance for memories to be shared of Ms. Smith and Mr. Wilson. The College announced it is the intention to rename the library on their behalf.

Dr. Daniels shared the following items with the Board:

2017 Quick Stats

Cougar Cookout Flyer/Information

Updated List of Dates/Events

**NEXT MEETING**

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

**ADJOURNMENT**

At 6:51 p.m., on a motion by Trustee Long, seconded by Secretary Cole and unanimously carried, the meeting was adjourned.

Respectfully Submitted:

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Dawn Cole, Secretary