

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

REGULAR MEETING

October 10, 2018

The regular meeting of the Board of Trustees of the West Kern Community College District was called to order at 5:01 p.m. by President Dawn Cole. Secretary Emmanuel Campos and trustees Michael Long, Dr. Kathy Orrin and Billy White 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 5:02 p.m. it was moved by Secretary Campos, 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)
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. Conference with Legal Counsel - Anticipated Litigation
Significant Exposure to Litigation Pursuant to Paragraph (2) or (3) of Subdivision (d) of Section 54956.9 - 1 Potential Case
- G. Student Discipline and Other Confidential Student Matters, Education Code Sections 35146, 48900 et. Seq. and 48912(b) (2 Cases)

RECONVENE IN PUBLIC SESSION; ANNOUNCE CLOSED SESSION ACTIONS

At 5:53 p.m., it was moved by Trustee Long, seconded by Secretary Campos and unanimously carried, to reconvene in Public Session. President Cole reported there was action taken during Closed Session.

On the item STUDENT DISCIPLINE AND OTHER CONFIDENTIAL STUDENT MATTERS, EDUCATION CODE SECTIONS 35146, 48900 ET. SEQ. AND 48912(B), the Board took action by the

following vote to accept the expulsion of Student ID No. A00301911. The vote was five to zero, with all members voting yea and no members voting nay.

On the item STUDENT DISCIPLINE AND OTHER CONFIDENTIAL STUDENT MATTERS, EDUCATION CODE SECTIONS 35146, 48900 ET. SEQ. AND 48912(B), the Board took action by the following vote to accept the expulsion of Student ID No. 301234. The vote was five to zero, with all members voting yea and no members voting nay.

On the item PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE/COMPLAINT, GOVERNMENT CODE SECTION 54957, the Board took action by the following vote to deny an appeal of a complaint submitted by Michael Goulart. The vote was five to zero, with all members voting yea and no members voting nay.

PLEDGE OF ALLEGIANCE

President Cole led the pledge of allegiance.

PUBLIC COMMENT ON OPEN SESSION ITEMS

No comments were heard.

GENERAL COMMUNICATIONS

There were no general communications.

PRESENTATION - AB 705

Severo Balason, Jr., Vice President of Student Services, provided a handout to the Board that answered potential questions in regards to AB 705. The Chancellor's Board of Governors distributed questions about the legislation that Boards should be knowledgeable of while College's make future decisions. Mr. Balason and a team of faculty members prepared the document to show what is being done locally to meet the needs of students in consequence to the changes mandated by AB 705.

APPROVAL OF MINUTES

Trustee Long abstained from voting due to absence. On a motion by Trustee White, seconded by Trustee Orrin and unanimously carried, the minutes of the Special and Regular Meeting held September 12, 2018 were approved.

NEW BUSINESS

Request for Approval - Renaming of Math Lab in Honor of Synagro

Dr. Daniels commended Synagro for years of consistent support to many programs on the College campus. The Taft College Foundation has requested the renaming of the Math Lab in recognition of the contributions the company has made in monetary donations and active participation in Foundation

business. Trustee Long also commended Synagro for their support. On a motion by Trustee Long, seconded by Trustee Orrin and unanimously approved, the request was approved (copy attached to official minutes).

Request for Approval - Accrediting Commission for Community and Junior Colleges - Midterm Report (Presentation)

Dr. Daniels presented a PowerPoint presentation displaying highlights from the midterm report due to the Accrediting Commission for Community and Junior Colleges (ACCJC). The College had three recommendations from the ACCJC's previous report. The midterm report and supporting evidence shows that the College met all recommendations. On a motion by Trustee White, seconded by Trustee Orrin and unanimously approved, the report was approved (copy attached to official minutes).

Second Presentation and Request for Approval - Agreement Between CSEA Chapter #543 and the West Kern Community College District - Proposed Compensation Increase of 2.71% COLA to the 2018-19 Classified Salary Schedules, Appendix A; Retroactive to 7/1/18

Dr. Daniels reported that the cost of living allowance (COLA) from the state was approved at 2.71%. The District would like to pass the COLA to the compensation of classified employees. The attached agreement has gone through the negotiation process and the terms have been agreed upon (copy attached to official minutes). On a motion by Trustee Long, seconded by Secretary Campos and unanimously approved, the request was approved.

Second Presentation and Request for Approval - Agreement with Taft College Faculty Association (TCFA/CTA/NEA) and West Kern Community College District - Proposed Compensation Increase of 2.71% COLA to the 2018-19 Faculty Salary Schedules, Appendix B-1, B-2 and B-3; Retroactive to 7/1/18

Dr. Daniels reported that the cost of living allowance (COLA) from the state was approved at 2.71%. Similarly to the classified unit, the District would like to pass the approved COLA to the compensation of faculty. The attached agreement has gone through the negotiation process the terms have been agreed upon (copy attached to official minutes). On a motion by Secretary Campos, seconded by Trustee Long and unanimously approved, the request was approved.

Request for Approval - Proposed compensation Increase of 2.71% COLA to the Management and Confidential 2018-19 Salary Schedules; Retroactive to 7/1/18

On a motion by Trustee Orrin, seconded by Secretary Campos and unanimously carried, the request was approved.

Request for Approval - Proposed compensation Increase of 2.71% COLA to the Superintendent/President 2018-19 Salary Schedule; Retroactive to 7/1/18

On a motion by Trustee White, seconded by Trustee Long and unanimously carried, the request was approved.

Request for Approval – Request for Approval to Proceed with Gym Storage Building Replacement Project with Iron Nikkel Construction; \$37,900.00

Mr. Brock McMurray, Executive Vice President of Administrative Services, explained that this new storage space will replace an outdated structure and provide additional space. The new structure will condense storage to one area and allow another area to be used for instructional space. On a motion by Trustee Long, seconded by Trustee White and unanimously carried, the request was approved (copy attached to official minutes).

Request for Approval – Request for Approval to Proceed with the G Buildings Door Hardware Phase two Project with Convergent Technologies; \$35,912.78

Mr. McMurray reported that this is the final phase of the update to door hardware in the G Buildings. On a motion by Secretary Campos, seconded by Trustee Orrin and unanimously carried, the request was approved (copy attached to official minutes).

Request for Approval – Request for Approval to Proceed with the 2018-19 Deferred Maintenance Energy Management System Controller Replacement Project with Alcorn Aire; \$16,875.00

Mr. McMurray explained that the College's current system controller is outdated and in need of replacement. On a motion by Secretary Campos, seconded by Trustee White and unanimously carried, the request was approved (copy attached to official minutes).

CONSENT AGENDA:

A. Request for Approval – Course Inactivations

Applied Technologies Division

- IES 1050 Hazardous Materials
- IES 1052 Respiratory Protection
- IES 1053 Principles of Ergonomics
- IES 1054 Permit Required Confined Space
- IES 1058 Occupational Safety and Health Standards for the Construction Industry
- IES 1059 Trainer Course in Occupational Safety and Health Standards for the Construction Industry
- IES 1061 Occupational Safety and Health for General Industry

B. Request for Approval – Course Revisions

Applied Technologies Division

- BUSN 2900 Business Capstone
- IES 1500 Occupational Safety and Health Compliance
- IES 1532 Industrial Hygiene
- IES 2000 Occupational Safety and Health Capstone
- IES 2065 Trainer Course in Occupational Safety and Health Standards

Math and Science Division

MATH 1540 Precalculus Mathematics

PHYS 2221 General Physics

STAT 1510 Elementary Statistics

Liberal Arts Division

PHIL 1501 Introduction to Philosophy

- C. Request for Approval – New Courses

Learning Support Division

STSU 1525 Transfer Planning

STSU 1550 Funding a Transfer Plan

Math & Science Division

MATH 1510 College Algebra for Liberal Arts

Social Science Division

EDUC 1520 Introduction to Elementary Education for the Contemporary

- D. Request for Approval – Program Revision

Math & Science Division

Liberal Arts Area of Emphasis: Math and Science

- E. Request for Ratification – Amendment 01 to the Resolution Authorizing Agreement with the California Department of Education Migrant Specialized Services Program; 7/1/18 – 6/30/19; New MRA is \$98,159.00 (Increase of \$7,665.00)
- F. Request for Ratification – Amendment 01 to the Resolution Authorizing Agreement with the California Department of Education Migrant Child Care Program; 7/1/18 – 6/30/19; New MRA is \$706,722.00 (Increase of \$98,332.00)
- G. Request for Ratification – Agreement with Strata Information Services Quote for IT Programming Support, \$170.00 per Hour (May Annually Increase \$5.00 per Hour per Agreement), Total Cost Estimated \$30,600.00 - \$40,800.00
- H. Request for Ratification – Independent Contractor Agreement with Jamie Smith, The Internal Potential, for Evaluation of the Child Care Center, 7/1/18 -8/30/18, \$120.00 per Hour and Travel Expenses (Total Payment Not to Exceed \$14,400.00)
- I. Request for Ratification – Agreement with BSK Associates in Connection with Scoreboard Replacement; \$5,441.00

- J. Request for Ratification – Renewal of PrestoSports for Web Design/Hosting Services, 9/1/18 – 8/31/21, Estimated Cost for 2018-19 is \$3,350.00 with the Total 3 Year Cost Expected to be \$10,350.00
- K. Request for Approval – Professional Services Agreement with Trudi Ratke in Association with the Zero Textbook Cost Grant, 10/15-18 – 1/15/19, \$1,500.00
- L. Request for Approval – Renewal of Eureka Agency/User Site License Contract, 1/1/19 – 12/31/19, \$1,496.14
- M. Ratification of the September 2018 Vendor Check & Purchase Order Registers

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

PUBLIC COMMENTS ON ITEMS OF GENERAL INTEREST

Josh Taylor of Southwest Carpenter’s Union addressed the Board.

EMPLOYMENT

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

Yes: Dawn Cole, Emmanuel Campos, Michael Long, Dr. Kathy Orrin and Billy White
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 2018/19
2. Expenditure Accounts (Account Level 1) FY 2018/19
3. Expenditure Detail of \$10,000.00 or Greater, September 2018
4. Student Organization and Special Accounts, September 2018
5. Funds Deposited in County Treasury, September 2018

Trustee Reports

Trustee Orrin thanked the West Kern Adult Education Network WKAEN for the work in the community and for asking her to participate as a speaker at the recent GED graduation ceremony. She noted that WKAEN staff work to meet needs of adults in our community, often reaching out to create opportunities for potential students to further their education. She also noted that she recently attended a statewide function as a representative in the community and was proud to share the accomplishments of the College with vendors and contractors throughout the state.

Trustee Long expressed his commitment to remaining impartial in what is reported in his personal newspaper. He stated that employees may report on the College or provide editorials but that he refrains on providing information or written information due to his commitment to serving on the Board.

Trustee White thanked the Foundation for the Paso Robles wine tour. He was pleased to network with new and familiar faces alike in hopes of building stronger relationships in the community on behalf of the College. He noted that these events are well planned and appreciated.

Academic Senate

Geoffrey Dyer, President of Academic Senate (AS), shared current discussion topics from AS including: succession planning for AS positions, AB 705, Guided Pathways, and Distance Education and Online Education Initiative implementation. The AS has appointed senate liaisons: Kelly Kulzer as Legislative Liaison, and Dr. Vicki Jacobi as both the Guided Pathways and Noncredit Liaison. Mr. Dyer also reported that the AS approved Credit Hour definitions as recommended from the Curriculum Committee and reviewed and approved the ACCJC midterm report.

Administrative Services

Mr. McMurray provided an update the Student Center. Mike Owens, subcontractor on the project, is completing work that needed to be done at this time. The surety will be holding a job walk on the project. In the Business Service department, reporting for the 2017-18 fiscal year has been completed on time. He thanked his department for the diligence to complete the report in a timely manner.

Taft College Faculty Association

Diane Jones, President of the Faculty Association, noted that there is new lighting in many classrooms, thanking staff for their work on the project. She also noted that spring scheduling is complete and things are moving smoothly.

Student Success

Dr. Windy Martinez, Dean of Student Success, told the Board that there will be a high school counselor luncheon held tomorrow. The focus on the annual event is broadening from recruitment to assistance in preparing students for the requirements of AB 705.

Business Services

Amanda Bauer, Director of Fiscal Services, spoke on the importance of the fiscal year reporting and thanked the staff involved for their effort. She also mentioned that the department will be working to compensate employees in a timely manner with the approval of the COLA.

Campus Security & Safety

Kevin Altenhofel, Director of Campus Safety, reported that the safety annual reporting as required by the Clery act has been met on time.

Information Services

Andrew Prestage, Executive Director of Information Services, announced that Banner 9 and single sign-on will go live this weekend. He also noted that recruitment is progressing for a programmer position and employee orientations for the new Banner interface are ongoing.

Foundation

Sheri Horn-Bunk, Executive Director of Foundation and Institutional Advancement, stated that the Cougar Cookout will serve over 460 people. The event will recognize Don and Linda Zumbro and partner Synagro for their support of the College. She thanked the Board for the support in naming the Math Lab in Synagro's honor.

Human Resources

Heather Meason, Executive Director of Human Resources, said that HR has prepared employee data for the Banner 9 transition. In other areas, the department is researching the gap between views of positions and the number of applicants that apply. Staff are hoping to learn what areas the recruitment efforts can improve in reaching potential candidates.

Transition to Independent Living

Aaron Markovits, Executive Director of TIL, invited the Board to attend the annual Halloween bash hosted by TIL. He thanked the Foundation for their help connecting TIL with KERO for a news clip featuring the program. Mr. Markovits reported that staff are working on assisting students in job placement when they return home next summer and recruitment is also underway for the 2019 fall semester.

CSEA Chapter #543

Greg Hawkins, President of the California School Employee Association (CSEA), Chapter #543, and Vice President Jeanene Robertson reported on many accomplishments from classified staff on campus. Reports included humanitarian efforts, process improvements, and efforts to assist staff and students around the campus.

EOPS/CARE/CalWORKs

Morgan Sanchez, EOPS/CARE/CalWORKs technician, reported priority registration efforts have begun. Staff and counselors are making appointments with students to develop educational plans and to track student's progress in an effort to prepare the students for spring registration.

Facilities

Mike Capela, Director of Maintenance and Operations, reported that the lighting upgrade project is near complete. The contractor is waiting for emergency kits to be delivered and then they will complete the project.

Student Resource Center

Breanna Payne, Student Equity Technician, reported that the center has already assisted over 130 students. In November the Associated Student Organization will hold a resource drive to replenish the center. There are also increased visits in the Veteran's Center and the family room.

REPORT OF THE SUPERINTENDENT

KEDC Tour

Dr. Daniels detailed a recent tour to San Luis with the Kern Economic Development Corporation. She, along with Interim Dean of Instruction and CTE Jessica Grimes, visited business locations in San Luis and Paso Robles that showcased innovative business design to assist in diversifying local economic resources while supported startup ventures.

Cynthia Zimmer Visit

Cynthia Zimmer, District Attorney elect, visited the College. Prior to speaking at a One Book, One Bakersfield, One Kern event on campus, Ms. Zimmer met with Dr. Daniels, Sheri Horn-Bunk, Emmanuel Campos, Dr. Kathy Orrin and representatives from the community to discuss local topics. Dr. Daniels also noted that the speaking event was packed with staff, students and community members who were interested in hearing from the lead in the gang division of the District Attorney's office.

Campus Events

Dr. Daniels recently attended a volleyball game. The team is developing well and played strong matches. She also attended the GED graduation hosted by WKAEN at which Trustee Orrin was the speaker. This year's graduating class had a strong majority pursuing Taft College as their next educational step.

NEXT MEETING

The next monthly meeting is scheduled for Wednesday, November 14, 2018, at 5:00 p.m.

ADJOURNMENT

At 7:32 p.m., on a motion by Secretary Campos, seconded by Trustee White and unanimously carried, the meeting was adjourned.

Respectfully Submitted:

Emmanuel Campos, Secretary