

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

**SPECIAL MEETING  
Annual Board Retreat**

**September 21, 2019**

The special meeting of the Board of Trustees of the West Kern Community College District was called to order at 9:00 a.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 Administrative Specialist Diana Duran were in attendance.

**PLEDGE OF ALLEGIANCE**

President Cole led the pledge of allegiance.

**PUBLIC COMMENT ON CLOSED SESSION ITEMS**

No comments were made.

**ADJOURN TO CLOSED SESSION**

Closed Session was not held.

**PUBLIC COMMENT ON OPEN SESSION AGENDA ITEMS**

No comments were made.

**NEW BUSINESS**

**Request for Approval - Award of Contract to Complete Construction of the Student Center Project at Taft College to Colombo Construction**

Brock McMurray, Executive Vice President of Administrative Services, briefly reviewed the history and process that led to the selection of Colombo Construction to complete the Student Center Project. Through the bidding process, the District and Performance Bond Surety selected Colombo Construction. While discussions regarding damages to the District are ongoing, the selection of a contractor to complete the project will stop additional building damages from rising while the District and Surety continue to confront the obligation to pay for the damages to the District from the fault of the original contractor. On a motion by Trustee White, seconded by Trustee Long and unanimously approved, the contract was approved.

## **SENIOR LEADERSHIP REVIEWS**

### **Foundation**

Sheri Horn-Bunk, Executive Director of Foundation and Institutional Advancement, presented an update on the Foundation's 10-year effort to raise funds for the District. To date, the Foundation has raised \$10,226,379. Current efforts include assisting an engineering field trip to Fresno State to attend a conference and the continual effort to reach alumni and build an alumni base.

### **Administrative Services**

Mr. McMurray provided an update via PowerPoint that included highlights on facilities and construction, as well as District fiscal tasks/duties (copy attached to official minutes). He reviewed the projects completed or that had gotten underway since the 2018 retreat. In addition, Mr. McMurray discussed the focus on the Student Centered Funding Formula (SCFF) by Fiscal Services as well as the transition to a new auditing firm. Staff have adapted to a clear end of year closing process and continue to work with the new firm on recommendations to keep the District in strong fiscal health. Another focus from Administrative Services in 2019/20 will be to develop an efficient inventory system for district furniture and equipment.

### **Human Resources**

Heather del Rosario, Vice President of Human Resources, reviewed achievements and process improvements from the previous year including an advertising plan for the efficient recruitment of employees, revised job announcements and branding, increased focus on strong minimum qualifications, and the implementation of the Newton recruiting system (copy attached to official minutes). Ms. del Rosario also shared that the department is working with Fiscal Services to improve the use of the QSS payroll system and to also allow employee self-service for several tasks in relation to employee records. The District also hopes to implement automated time keeping for efficiency and accuracy purposes.

### **Instruction**

Dr. Leslie Minor, Vice President of Instruction, reviewed achievements from the past year in instructional processes, curriculum, and program development (PowerPoint copy attached to official minutes). Efforts to expand Distance Education courses and services are a focus. Also in focus is the strengthening of course assistance in the form of tutoring for students. Dr. Minor told the Board an update from the Career Education and grants within Instruction. This summer there were 83 children in attendance at STEM-CiTE (STEM Careers in Technical Education) camps. There is also a coalition effort between the College, Taft Union High School, Taft City School District, West Kern Adult Education Network, and the Chamber of Commerce. This coalition is working towards a K-14 plan to strengthen STEM-CiTE education and career preparation for West Kern students. Dr. Minor added that the College is working towards a block schedule that would place a two-year schedule in place.

### **Student Services**

Severo Balason, Vice President of Student Services, provided an update from the previous year's achievements in Student Services (copy attached to official minutes). Mr. Balason reviewed progress on the state initiative Guided Pathways and stated that the College's work on Guided Pathways has been noted as a model among the community college system. The College is also making positive

progress in the California Academic Partnership Program (CAPP) in partnership with Taft Union High School.

In the area of Security and Safety, the College has installed multiple AED units on campus. This project also included the training of 26 additional staff trained in CPR and AED use.

### **Information Technology Services**

Andrew Prestage, Executive Director of Information Technology Services, presented a PowerPoint update on department accomplishments over the past year (copy attached to official minutes). Mr. Prestage reviewed the updated Technology Master Plan 2019-2024. He also updated the Board on the implementation of copy/print machines across campus in an effort to reduce District printing costs and an upgrade in the Banner system. The ITS department has also made an increased effort in cyber security awareness and practices.

### **Institutional Research**

Xiaohong Li, Executive Director of Institutional Research and Planning (IR), shared a PowerPoint on the IR efforts in both data use and accreditation (copy attached to official minutes). The College is in the preparation phase of the accreditation self-evaluation process. It is actively participating with Accrediting Commission for Community and Junior College (ACCJC) staff to train College staff in the process ahead. Ms. Li reported a timeline for tasks has been constructed and committee work has begun.

Ms. Li also explained the variety of data driven projects that the IR staff assist the College in regularly. As the driver in the Program Review process, the IR office works to assist the College and departments in documentation using data for planning and purchasing purposes. The IR office also assists in grant data, student success efforts and SCFF matrix information. Recently, IR has purchased dashboard software and is working on implementing a data dashboard for website sharing to provide quick and universal data to campus constituents.

### **Marketing and Community Relations**

Susan Groveman, Executive Director of Marketing and Community Relations, reported to the Board on current efforts to raise connections through a variety of communication outlets. She reviewed her projected plans for 2019/20, media relations, media development/management, website development, digital advertising and internal communications.

### **UPDATE OF PARTNERSHIPS WITH TUHS**

Dr. Minor and Mr. Balason co-presented an update on partnerships with TUHS (copy attached to official minutes). Current efforts include College and TUHS employee collaboration to increase success in math and English high school courses to prepare students for college level education. College staff have increased their presence at TUHS by hosting staff development sessions, attending Back to School Night and planned attendance at TUHS freshmen registration night in Spring. Work with the CAPP initiative endeavors are working to create a college goal in students and may lead to future funding to continue preparedness work in students before they reach the College campus.

### **REVIEW OF BOARD POLICIES 2200 AND 2715, ETHICS AND TRUSTEESHIP**

Dr. Debra Daniels shared Board Policies 2200 and 2715 with the Board and led a discussion to review the policies. The Board discussion led to affirmation of the policies.

**BOARD REVIEW AND SELF-EVALUATION OF 2018/19 GOALS**

Dr. Daniels reviewed the notes and ratings from the 2018/19 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 required an update for the upcoming year.

**ESTABLISHMENT OF 2019/20 BOARD GOALS**

Dr. Daniels led a discussion to develop the draft of the 2019/20 Board goals, which included the inclusion of goals still in progress as well as the update for noted goals during the review of the 2018/19 goal evaluation. The draft of the 2019/20 goals will be brought to a future meeting for consideration/approval.

**PLANNING SESSION**

Dr. Daniels led a discussion in planning for District future projects. The Board discussed visibility in the community and an increased effort to promote the College.

**NEXT MEETING DATE**

The next regular meeting is scheduled for Wednesday, October 9, 2019, at 5:00 p.m.

**ADJOURNMENT**

At 2:27 p.m., on a motion by Trustee White, seconded by Trustee Orrin and unanimously carried, the meeting was adjourned.

Respectfully Submitted:

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Emmanuel Campos, Secretary