

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

REGULAR MEETING

September 9, 2020

The regular meeting of the Board of Trustees of the West Kern Community College District was called to order at 5:02 p.m. by President Dawn Cole. Secretary Emmanuel Campos and trustees Dr. Kathy Orrin and Billy White were present. Trustee Michael Long was absent. Superintendent/President Dr. Debra Daniels and Executive Secretary Sarah Criss were in attendance. To ensure clarity during the meeting held via Zoom online video.

PUBLIC COMMENT ON CLOSED SESSION ITEMS

No comments were heard.

CLOSED SESSION

At 5:03 p.m. it was moved by Secretary Campos, 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/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 - Potential Litigation, Pursuant to Paragraph (4) of
Subdivision (d) of Government Code Section 54956.9
- F. Student Discipline and Other Confidential Student Matters, Education Code Sections 35146,
48900 et. Seq. and 48912(b)

RECONVENE IN OPEN SESSION; ANNOUNCE CLOSED SESSION ACTIONS

At 6:00 p.m., it was moved by Trustee Orrin, seconded by Secretary Campos and unanimously carried, to reconvene in Public Session. President Cole reported there was no action taken in Closed Session.

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.

APPROVAL OF MINUTES

On a motion by Secretary Campos, seconded by Trustee Orrin and unanimously carried, the minutes of the Regular Meeting held August 12, 2020 and the Special Meeting held August 12, 2020 were approved.

NEW BUSINESS

Request for Approval - Resolution 2020/21-02 - Notice of Release of Grant Funded Temporary Faculty

Dr. Daniels explained that with the defunding of the TRIO grant, it is necessary to terminate the faculty position funded by the Federal TRIO grant. On a motion by Secretary Campos, seconded by Trustee White and unanimously carried, the resolution was approved (copy attached to official minutes).

Request for Approval - Resolution 2020/2021-03 Notice of Layoff - Classified Employees - Reduction in Force Due to Lack of Funds and/or Lack of Work

Dr. Daniels explained that one TRIO classified position is recommended for layoff due to the defunding of the Federal program. She noted that the remaining TIL positions are receiving notice due to the lack of work and funding effects from COVID-19 (copy attached to official minutes). On a motion by Trustee White, seconded by Trustee Orrin and unanimously carried, the resolution was approved.

Second Presentation and Request for Approval - Board Policy Revisions

- BP #2355 Decorum
- BP #2720 Communications Among Board Members
- BP #3050 Institutional Code of Ethics
- BP #3250 Institutional Planning
- BP #3515 Reporting of Crimes
- BP #5130 Financial Aid
- BP #6350 Foundation and Fundraising
- BP #7230 Classified Employees
- BP #7260 Classified Administrators

Dr. Daniels explained that these policies were reviewed and required minor revisions. She noted a small correction to BP #7230. The Policy and Procedure services were utilized as were administrative review for local compliance to current practice. On a motion by Trustee White, seconded by Secretary Campos and unanimously carried, the revisions were approved (copy attached to official minutes).

Second Presentation and Request for Approval – Board Policy Review

- BP #2510 Participation in Local Decision-Making**
- BP #2610 Presentation of Initial Collective Bargaining Proposals**
- BP #2716 Political Activity**
- BP #2717 Personal Use of Public Resources**
- BP #2725 Board Member Compensation**
- BP #2750 Board Member Absence from the State**
- BP #3505 Emergency Response Plan**

Dr. Daniels stated that these policies were reviewed and remain accurate. On a motion by Trustee White, seconded by Trustee Campos and unanimously carried, the request was approved (copy attached to official minutes).

Request for Ratification – AMS.Net Informacast Maintenance Subscription Renewal; 8/18/20 – 9/10/21; \$2,175.00

Dr. Daniels told the Board that this item is a routine renewal of a service used for campus notification during emergency or urgent situations. On a motion by Trustee Orrin, seconded by Trustee White and unanimously carried, the request was approved (copy attached to official minutes).

Request for Approval – West Kern Community College District – Mission Statement

Dr. Daniels explained that the District is required to review the Mission Statement within an Accreditation cycle to confirm the statement is accurate or to realign with District needs as necessary. The Mission Statement was reviewed through a campus survey and confirmed to be current by Governance Council. On a motion by Secretary Campos, seconded by Trustee White and unanimously carried, the Mission Statement was approved.

CONSENT AGENDA:

- A. Request for Ratification – Lease Agreement for Student Housing – 108 Buchanan; 8/1/20 – 6/30/21
- B. Request for Ratification – Institution Participation Agreement with Instructure, Inc. for Canvas Studio; 7/1/20 – 6/30/22
- C. Request for Approval – Carrier Agreement with United Parcel Service (UPS); Upon Execution and Terminated with 30-Days Notice
- D. Request for Approval – Annual Renewal of IBM SPSS Statistics Base Concurrent User Subscription and Support. Quote Number: 18775467; 9/1/20 – 8/31/21; \$12,738.20
- E. Ratification of the August 2020 Vendor Check & Purchase Order Registers

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

PUBLIC COMMENTS ON ITEMS OF GENERAL INTEREST

No comments were heard.

EMPLOYMENT

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

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

No: None

Abstain: None

Absent: Michael Long

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 2020/21
2. Expenditure Accounts (Account Level 1) FY 2020/21
3. Expenditure Detail of \$10,000.00 or Greater, August 2020
4. Student Organization and Special Accounts, August 2020
5. Funds Deposited in County Treasury, August 2020
6. Employee Travel Report - August 2020

Academic Senate

Dr. Sharyn Eveland, President of the Academic Senate, thanked administration for the assistance in including AS in the process to update/review necessary Board Policies and Administrative Procedures. It is an arduous task and the preparation of documentation from Administration has made the process smoother.

Administrative Services

Brock McMurray, Executive Vice President of Administrative Services, shared the status of the Student Center project which includes work on electrical, roofing and heating/air systems. The Solar project is nearing completion with the contractor working to schedule the final switchover of power

with PG&E. The parking lot re-seal and paint project is almost complete. Preparation for the budget to be presented to the Board in October is underway.

Instruction

Dr. Leslie Minor, Vice President of Instruction, said that the third week of instruction is happening with the focus switching to the recruitment/enrollment for the spring semester. Learning Support Services is continuing to assist students in the distant learning model. They have checked out laptops to students in need and have 150 hotspots for internet connection coming. Dr. Minor also shared that College students are being sought for employment as tutors in a variety of institutions.

Student Services

Severo Balason, Vice President of Student Services, reported that Financial Aid staff have assisted over 400 students this semester in connection to emergency funding needs in relation to COVID-19. He also shared a professional accolade for Director of Campus Safety and Security Kevin Altenhofel.

Human Resources

Heather del Rosario, Vice President of Human Resources, told the Board that staff successfully transferred data for the first month of automated time keeping.

Marketing and Community Relations

Susan Groveman, Director of Marketing and Community Relations, thanked the graduation committee and many staff members who assisted with the virtual graduation. She continues work on campus communication in COVID-19 signage, the Superintendent newsletter, and usage of the variety of social media platforms. Ms. Groveman is in the process of finalizing the 2022 100-year celebration logo for the College.

Career Technology Education

Dr. Jessica Grimes, Dean of Instruction and Career Technical Education, is working to onboard more CTE certificates to the CVC-OEI initiative that will increase online CTE offerings. Dr. Grimes will be presenting at the Central Valley Health Fair on behalf of the allied health programs.

Associated Student Organization

Melanie Medina, Student Trustee, reported a variety of activities including virtual club rush activities. Clubs are beginning to meet virtually as well. Many are using Canvas and there has been an effort to train student officers in the use of the virtual platform. The ASO will be campaigning to educate students in the importance of voting in the upcoming and future elections. Work to host the typical annual events under new COVID-19 restrictions are ongoing.

Institutional Research and Information Technology Services

Xiaohong Li, Executive Director of Institutional Research, said that work to complete the Accreditation self-evaluation report is concluding. Staff are also assisting in Student Learning Outcome (SLO) reporting for fall as well as other campus requests for data.

Information Technology Services has worked to prepare 70 laptops for the EOPS program for student use. They are also working to install CARE-funded cameras into classrooms for hybrid instruction.

TIL

Aaron Markovits, Director of Transition to Independent Living, told the Board that efforts to recruit for the next school year are ongoing. Staff continue to work with students remotely.

Student Success

Dr. Windy Martinez, Dean of Student Success, shared that Records and Admissions staff continue to work with students to meet educational needs including work in the upgrades in Banner and Degree Works. She commended the Financial Aid department for the procurement of 70 laptops with hot spots to give to Promise students in need.

Taft College Faculty Association

Ruby Payne, President of the TCFA, reported that faculty remain flexible in this new online environment. They have noted changes that needed to be made and remain appreciative of the support from the Administration.

REPORT OF THE SUPERINTENDENT/PRESIDENT

Dr. Daniels recently held a townhall meeting virtually to answer questions from employees who were given the opportunity to anonymously inquire about campus topics. Similarly, the District held a virtual convocation meeting in place of the typical in-person District breakfast. Administration prepared information to keep the campus informed as the new academic year began.

Dr. Daniels commended Instruction faculty and staff for successful virtual STEM camps. She also commended staff for the virtual commencement ceremony, which had over 2200 views on the College's YouTube channel.

In an effort to meet COVID-19 guidelines, EOPS staff are offering curbside pickup of necessary supplies for students in the program. ASO officers are working to hold many events virtually and are currently hosting Club Rush. Dr. Daniels recently met virtually with Student Trustee Melanie Medina and ASO coordinator Myisha Cutrona instead of the typical in-person orientation.

Dr. Daniels shared that the College had three new employees since COVID-19 began and noted their addition to the team. She also shared that she was the guest speaker at the Chamber of Commerce Sit n' Sip virtual event today. She shared the College's COVID-19 response and planning.

NEXT MEETING

The next monthly meeting is scheduled for Wednesday, October 14, 2020.

ADJOURNMENT

At 6:48 p.m., on a motion by Trustee White, seconded by Trustee Orrin and unanimously carried, the meeting was adjourned.

Respectfully Submitted:

Emmanuel Campos, Secretary