WEST KERN COMMUNITY COLLEGE DISTRICT

MINUTES OF THE BOARD OF TRUSTEES

**REGULAR MEETING**

**June 9, 2021**

The regular meeting of the Board of Trustees of the West Kern Community College District was called to order at 5:03 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. In order to comply with social distancing rules due to COVID-19, the meeting was held via Zoom to allow for public participation.

**PUBLIC COMMENT ON CLOSED SESSION ITEMS**

No comments were heard.

**CLOSED SESSION**

At 5:04 p.m. it was moved by Trustee Long, 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 Secretary Campos, seconded by Trustee White and unanimously carried, to reconvene in Public Session. President Cole reported the Board of Trustees on a motion by Trustee White, seconded by Secretary Campos, voted unanimously to approve a separation agreement with employee number #A00286446.

**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 – Reclassifications**

Dr. Daniels presented a list of reclassifications that were made with the planning for the 2021-22 fiscal year (copy attached to official minutes). Details into the history behind the position changes were shared to show review findings in each job description and department need. The overall cost savings with the reclassifications is $195,230.

**APPROVAL OF MINUTES**

On a motion by Trustee White, seconded by Trustee Orrin and unanimously carried, the minutes of the Regular Meeting held May 12, 2021 were approved.

**NEW BUSINESS**

**Request for Approval – 2021-22 West Kern Community College District Tentative Annual Budget**

Amanda Bauer, Executive Director of Fiscal Services, reviewed highlights of the tentative annual budget via PowerPoint (copy attached to the official minutes). While the tentative budget is based on projections from the state level, the figures may change once the state approves the final budget. Ms. Bauer noted that the projection from the state was more positive than previously expected due to the impact of COVID-19 on the economy. The state also said that they will be paying back deferrals. On a motion by Trustee White, seconded by Secretary Campos and unanimously carried, the tentative budget was approved.

**Second Presentation and Request for Approval – Tentative Agreement with the Taft College Faculty Association (TCFA) regarding the modification of the signature lines on all related Faculty and Adjunct Evaluation Forms; Effective 7/1/21**

Dr. Daniels explained that this bargained request would add language that notes that employee signature signifies that the evaluation was received and does not certify agreement/non-agreement (copy attached to the official minutes). On a motion by Trustee White, seconded by Trustee Long and unanimously carried, the agreement was approved.

**Request for Ratification – Cougar Dorm Flooring; $37,426.55**

Dr. Daniels explained that this flooring project would update the old dorm flooring that is beyond repair. On a motion by Trustee Long, seconded by Secretary Campos and unanimously carried, the request was approved (copy attached to official minutes).

**Request for Ratification – Weight Room HVAC Purification System; $31,825.00**

Dr. Daniels explained that this system purchase would bring the weight room up to the HVAC purification standard as suggested by COVID-19 related standards. On a motion by Trustee White, seconded by Trustee Orrin and unanimously carried, the request was approved (copy attached to official minutes).

**Request for Ratification – Child Development Center Rooms 6 and 7 Flooring Project; $23,581.99**

Dr. Daniels told the Board that this flooring will updated old flooring in the classroom and is funded by the program’s state funding. On a motion by Trustee Long, seconded by Trustee Orrin and unanimously carried, the request was approved (copy attached to official minutes).

**Second Reading and Request for Approval – Board Policy Review**

**BP #5040 Student Records and Directory Information and Privacy**

Dr. Daniels reported that the policy was reviewed and found to be consistent with District practice (copy attached to official minutes). On a motion by Trustee White, seconded by Trustee Long and unanimously carried, the policy was approved.

**First Presentation – Taft College Faculty Association CTA/NEA, Reopener for FY 2021/22 (No Action)**

**First Presentation – Taft College CSEA Chapter #543, Reopener for FY 2021/22 (No Action)**

**First Presentation – Taft College Faculty Association CTA/NEA Reopener with WKCCD for FY 2021/22 (No Action)**

**First Presentation – Taft College CSEA Chapter #543 Reopener with WKCCD for FY 2021/22 (No Action)**

Dr. Daniels told the Board that items 10.G – 10.J are annual items that allow for the District to bargain throughout the academic year with the union committees.

**CONSENT AGENDA:**

1. Request for Ratification – Adoption of Rules and Regulations Relating to the WKCCD Student Trustee, 6/1/21 – 5/31/22
2. Request for Approval – Program Revision

Business, Arts, and Humanities Division

Business Administration: Associate in Science/Associate in Science for Transfer Economics: Associate in Arts for Transfer

1. Request for Approval – New Course

Math and Science Division

MATH 2125 Linear Algebra

1. Request for Approval – Distance Education Course Approval

Learning Support Division

LRSK 0250 Learning Skills: Improving Study Skill Strategies with Technology

1. Request for Approval – Course Revisions

Social Science District

ADMJ 1501 Introduction to Criminal Justice

ADMJ 1502 Concepts of Criminal Law

ADMJ 1503 Criminal Court Process

ADMJ 1504 Legal Aspects of Evidence

ADMJ 1505 Criminal Investigation

ADMJ 1506 Introduction to Forensics

ADMJ 1507 Community and the Justice System

ADMJ 1508 Introduction to Corrections

ADMJ 1509 Juvenile Procedures

CJA 2131 Control and Supervision in Corrections

CJA 2133 Legal Aspects of Corrections

CJA 2134 Correctional Interviewing and Counseling

1. Request for Approval – Course Inactivations

ENGL 0800 Introductory Writing and Grammar

ENGL 0900 Intermediate Writing and Grammar

READ 0805 Introductory Reading

READ 0905 Intermediate Reading

READ 1005 Interactive Reading

ESL 0900 English for Academic Purposes: Writing and Grammar IV

COSC 1532 Basic Internet Skills & Concepts

COSC 1603 Introduction to Word Processing – Microsoft Word

COSC 1703 Introduction to Spreadsheets – Microsoft Excel

COSC 1812 Introduction to Presentation Graphics – Microsoft PowerPoint

COSC 1902 Introduction to Databases – Microsoft Access

COSC 2020 Introduction to Computer Information Systems

CJA 1001 Corrections Officer Core Course

CJA 1058 PC 832 Firearms Training

CJA 2115 Patrol Procedures

CJA 2135 Public Safety Communication

1. Request for Approval – Memorandum of Understanding Between WKCCD and Taft Union High School District Dual Enrollment Program and Concurrent Enrollment Program 2021-22

1. Request for Approval – Resolution 2020/21-17 and Agreement with California Department of Education to Provide Services Under the State Preschool Program, Contract #CSPP-1135; 7/1/21 – 6/30/22; $832,645.00
2. Request for Approval – Fiscal Year 2021-22 Annual Appropriations (GANN) Limit
3. Request for Approval – 2021-22 Renewal of Statewide Association of Community Colleges (SWACC) Proforma for Property and Liability Insurance Coverage; 7/1/21 – 6/30/22; $154,293.00
4. Request for Approval – Amendment No. 1 to Property and Casualty Claims Administration Services Agreement with Keenan & Associates; 7/1/21 – 6/30/22
5. Request for Approval – West Kern Adult Education Network (WKAEN) Joint Powers Authority (JPA) Funds Agreement Between WKCCD and WKAEN; 7/1/21 – 6/30/22
6. Request for Approval – Purchase of Hot Spots for Student Usage; 24 Months of Coverage; $88,050.00
7. Request for Ratification – CDC Purchase of Audio/Video Closed-Circuit System; $22,265.00
8. Request for Approval – Campus Logic Subscription Extension for Student Forms and Campus Metrics; 3 Years 10/1/21 – 9/30/24
9. Request for Ratification – Agreement with American General Media; 5/2021 – 8/2021; Not to Exceed $13,500.00
10. Request for Ratification – ABTECH Technologies Quotation Contract No. M5320 for Hardware and Software Maintenance 4/16/21 – 4/16/22; $8,345.50
11. Request for Ratification – ABTECH Technologies Quotation #ABTQ11085 Red Hat License for IT Servers; 5/31/21 – 5/30/22; $6,516.90
12. Request for Approval – Agreement with McNeil and Associates, LLC.; 7/1/21 – 6/30/22; $3,150.00 per Month and Face-to-Face Option
13. Request for Approval – 2021/2022 District Business Office Systems Agreement – KCSOS AGT #22-0177; 7/1/21 – 6/30/22; $7,034.14
14. Request for Approval – Consulting Services Agreement with Capitol Public Finance Group, LLC. To Serve as the WKCCD Dissemination Agent; 7/1/21 – 6/30/22; $4,500.00 and $500.00 for Each Material Event Filing Plus Expenses
15. Request for Approval – Agreement with Dr. Terri L. Winfree & Associates, LLC; 7/1/21 – 6/30/22; Not to Exceed $2,700.00
16. Request for Approval – Glean Commercial Agreement between Sonocent, LLC. And Taft College for Annual Software Subscription; Annual Subscription Effective 7/5/21; $1,950.00
17. Request for Ratification – Agreement between the Chabot-Las Positas Community College District on behalf of its California Early Childhood Mentor Program and Taft College; 1/1/21 – 6/30/21; No Expenses
18. Ratification of the May 2021 Vendor Check & Purchase Order Registers

On a motion by Trustee Long, seconded by Secretary Campos and unanimously carried, Consent Agenda Items A – Y 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**

It was noted that updated appendix items were amending the original posting. Amended appendix items are also posted online with the regular Board packet. On a motion by Trustee White and seconded by Trustee Long, Employment Items A-C were approved by the following vote (Employment Items *(Appendix I and II)* are attached to official minutes):

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

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 2020/21
2. Expenditure Accounts (Account Level 1) FY 2020/21
3. Expenditure Detail of $10,000.00 or Greater, May 2021
4. Student Organization and Special Accounts, May 2021
5. Funds Deposited in County Treasury, May 2021
6. Employee Travel Report – May 2021

**Trustee Reports**

Trustee Orrin shared a recent report from an alumni who works in the medical field. The alumn credited the College for her great start to her career.

President Cole thanked Dr. Jessica Grimes for the National Anthem at graduation. She commended staff for the work to provide an in-person ceremony.

**Academic Senate**

Dr. Sharyn Eveland, Academic Senate President, reported meetings have concluded for the year. Officers will be preparing for meetings resuming in August.

**Instruction**

Dr. Leslie Minor, Vice President of Instruction, said that there are 40 Taft Union High School students taking summer courses through a grant. Efforts to boost fall enrollment continue.

**Fiscal Services**

Amanda Bauer, Executive Director of Fiscal Services, shared progress on the current audit. The department is also conducting yearend procedures and budget preparation.

**Foundation**

Sheri Horn-Bunk, Executive Director of the Foundation, will be presenting to her state level Foundation organization. She is working with Fiscal Services to conclude the annual financial audit. An alumni association lunch meeting was held and planning for future events is ongoing. Ms. Horn-Bunk also reported that there will be Oildorado participation in this fall’s Cookout.

**Marketing and Community Relations**

Susan Groveman, Director of Marketing and Community Relations, said that the graduation film is in post-production and work for centennial banners continues. Proposals are also being sought for a web review/update project.

**Career Technology Education**

Dr. Jessica Grimes, Dean of Instruction and Career Technical Education, reported that summer STEM camps begin next week and will have about 100 students. Kits are being picked up and collaboration with other schools is assisting in reaching the camp attendees. Dr. Grimes said that a project to place an EMSI widget on the website has started. This widget provides community statistics and data that will assist students in goal/career planning.

**Transition to Independent Living**

Aaron Markovits, Director of TIL, told the Board that an in-person orientation will occur tomorrow with planning to observe COVID protocols. He thanked Maintenance staff for their assistance to help provide an in-person option for orientation. Currently TIL is returning some staff from the previous layoff and is recruiting to fill two positions. Mr. Markovits is in the process of securing off campus housing for the spring semester and looks forward to returning to in-person instruction this fall.

**REPORT OF THE SUPERINTENDENT/PRESIDENT**

Dr. Daniels thanked staff and administration for preparation for the in-person graduation ceremony. Of the 690 graduates there were 210 who participated in the ceremony. Dr. Daniels also attended the Dental Hygiene pinning ceremony that honored 19 students who will now be eligible to practice in the clinic. Recently Dr. Daniels attended a reception to honor TUHS Superintendent Dr. Jason Hodgson upon the retirement of Dr. Blanca Cavazos.

Dr. Daniels reported on the successful 100 day activity challenge. Forty-four employees participated. They collectively recorded around 300,000 minutes of activity.

**NEXT MEETING**

The next monthly meeting is scheduled for Wednesday, July 14, 2021.

**ADJOURNMENT**

At 7:12 p.m., on a motion by Trustee Long, seconded by Trustee Orrin and unanimously carried, the meeting was adjourned.

Respectfully Submitted:

Emmanuel Campos, Secretary