

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

REGULAR MEETING

October 13, 2021

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 Dawn Cole. 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 5:01 p.m. it was moved by Trustee White, 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 Trustee White and unanimously carried, to reconvene in Public Session. President Cole reported that no action was taken.

PLEDGE OF ALLEGIANCE

President Cole led the pledge of allegiance.

PUBLIC COMMENT ON OPEN SESSION ITEMS

Emmanuel Campos thanked the Board of Trustees and the College administration and staff for his rewarding experience as a trustee.

GENERAL COMMUNICATIONS

Dr. Daniels recognized Vice President of Information and Institutional Research Dr. Xiaohong Li for recently defending her dissertation.

ORGANIZATION

Due to the resignation of Secretary Emmanuel Campos, President Cole asked for a motion to nominate an interim Secretary to serve December 2021. On a motion by Trustee White, seconded by Trustee Orrin and unanimously carried, the Board approved opening nominations for Secretary. Trustee White nominated Trustee Long. On a motion by Trustee White, seconded by Trustee Orrin and unanimously carried, Trustee Long was named interim Secretary.

APPROVAL OF MINUTES

On a motion by Trustee Orrin, seconded by Secretary Long and unanimously carried, the minutes of the Regular Meeting held September 8, 2021, Special Meeting held September 8, 2021 and Special Meeting held September 16, 2021 were approved.

NEW BUSINESS

Request for Approval - WKCCD Board of Trustees Resignation - Secretary Emmanuel Campos; Effective 9/29/21

Dr. Daniels corrected the effective date to October 5, 2021. On a motion by Trustee White, seconded by Trustee Orrin and unanimously carried, the resignation was approved as amended (copy attached to official minutes).

Request for Approval - Trustee Appointment - Procedure and Timeline

Dr. Daniels reported that vacancies can be filled by special election or appointment. Dr. Daniels recommended the appointment process which allows the Board to appoint a candidate to fill the Trustee position until December 2022. Dr. Daniels shared a handout of a tentative timeline to explain the process and estimated dates. On a motion by Secretary Long, seconded by Trustee Orrin and unanimously carried, the request to follow the appointment process was approved (copy attached to official minutes).

Request for Approval - Website Redesign Project (RFP #WKCCD 2021-108); Awarded to Barkley REI

Susan Groveman, Executive Director of Marketing and Community Relations, said that the website is need of a redesign for usability and accessibility. The project will allow for clearer communication with students under COVID-19 mandates as well as an ability to conduct distance outreach. On a motion by Trustee White, seconded by Secretary Long and unanimously carried, the request was approved (copy attached to official minutes).

Request for Approval – Strategic Action Plan 2021-22 to 2023-24

Dr. Li said that the plan had been updated but remains inline with the state Vision for Success so it is similar to the previous version. A goal was separated to better represent growth in degree completion and certificate completion separately. On a motion by Trustee Orrin, seconded by Secretary Long and unanimously carried, the request was approved (copy attached to official minutes).

Second Reading and Request for Approval – Board Policy Revisions

- BP #2345 Public Participation at Board Meetings**
- BP #3225 Institutional Effectiveness**
- BP #3420 Equal Employment Opportunity**
- BP #6340 Bids and Contracts**

Dr. Daniels reported that the revisions are as suggested by the Community College League of California Policy and Procedure service. On a motion by Trustee White, seconded by Trustee Orrin and unanimously carried, the request was approved (copy attached to official minutes).

CONSENT AGENDA:

- A. Request for Approval – Service Connection Agreement with West Kern Water District
- B. Request for Approval – IBM Cognos Applicable Upgrade; \$7,000.00
- C. Request for Approval – IssueTrak Software Maintenance Renewal; October 2021 – October 2022; \$3,650.00
- D. Request for Ratification – Agreement with the Yosemite Community College District, Child Development Training Consortium (YCCD/CDTC)
- E. Ratification of the September 2021 Vendor Check & Purchase Order Registers

On a motion by Secretary Long, seconded by Trustee Orrin 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

There were no comments.

EMPLOYMENT

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

Yes: Dawn Cole, 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 2021/22
2. Expenditure Accounts (Account Level 1) FY 2021/22
3. Expenditure Detail of \$10,000.00 or Greater, September 2021
4. Student Organization and Special Accounts, September 2021
5. Funds Deposited in County Treasury, September 2021
6. Employee Travel Report – September 2021

Trustee Reports

Trustee Orrin attended the Cougar Cookout. She appreciated the planning and preparation of the event and congratulated Dr. Sharyn Eveland on being award an Honor Flight.

Trustee White also commended staff for the success of the Cougar Cookout. He added that he had community members with him on campus for an Oildorado event and that he was proud to share the updated campus with them.

President Cole appreciated having community members on campus for the Cougar Cookout. She congratulated Fred and Barbara Holmes for their recognition at the event and thanked Synagro for their generous donation.

Academic Senate

Dr. Eveland, Academic Senate President, shared that the senate had met and reviewed the SAP that was approved by the Board tonight. The area meeting (Area A) will be held this Friday and members will review resolutions to consider recommendation for state approval.

Instruction

Dr. Leslie Minor, Vice President of Instruction, told the Board that Geoffrey Dyer will be honored at the Plenary for Academic Senate for his statewide work. She added that staff are currently working on the schedule for Spring semester.

Faculty Association

Ruby Payne, Faculty Association President, said that late start classes have begun. Faculty are entering the end of the semester with courses and planning for Spring.

Institutional Research and Information Technology Services

Dr. Xiaohong Li, Vice President of Information and Institutional Research, told the Board that the IR department had worked on the SAP update. She thanked the Board for the approval of the plan. Also completed was the Accreditation site visit. The IT department has received 100 more laptops and will prepare them for student checkout.

Marketing and Community Relations

Susan Groveman, Director of Marketing and Community Relations, thanked Dr. Damon Bell for his help and support on digital advertisement efforts focused on Spring enrollment outreach as well as Centennial promotion. She also said that efforts for Centennial Celebration continue, and the 'celebration' will kickoff with participation in the Oildorado parade.

Student Services

Dr. Damon Bell, Interim Vice President of Student Services, shared that the mobile vaccine clinic was on campus today. The clinic added the booster as well as testing to their previous COVID-19 vaccination services.

Human Resources

Heather del Rosario, Vice President of Human Resources, said that those who missed the flu shot on campus may receive it under our insurance at Costco and Rite Aid.

REPORT OF THE SUPERINTENDENT

Dr. Daniels presented a PowerPoint update of events and happenings on campus as well as information pertinent to the College.

Campus Events

A luncheon for the Finish Line scholarship was held. The Finish Line scholarship is awarded from a statewide grant to many community colleges. Money is disbursed to students as needed or used to provide necessary resources for student achievement. The grand opening of the Student Center brought many campus and community members to the new building and was highlighted with presentations from community leaders. Taft College Foundation honored Aera and Chevron with a check presentation event to thank them for their \$219,000 donation to help upgrade technology in tech classrooms.

The Cougar Cookout returned for its first celebration since the beginning of the pandemic. The event hosted over 400 people and honored three veterans and community members Fred and Barbara Holmes. Dr. Daniels recognized the great work that went into preparation for the event. She also thanked Synagro for their contribution and noted that they have consistently participated in the Cookout with a donation for College programs.

Community Events

The Kern Economic Development Committee annual dinner was represented by Dr. Daniels, President Cole and Trustee Orrin. She said that they were able to meet and network with leaders from greater Kern county. Dr. Daniels also reported that several Board and administrators were in attendance at the Civic Luncheon to kickoff Oildorado.

Legislative Update

Dr. Daniels provided a quick overview of AB 927 and AB 928. Language in AB 927 extends participation for community colleges in the state baccalaureate effort that was set to sunset. Dr. Daniels also explained that AB 928, also know as the Student Transfer Achievement Reform Act of 2021, directs Academic Senates to develop a core set of courses for transfer degree programs and to specifically develop a general core transfer degree program. She noted this could be difficult as the goal is to reduce the number of units taken and many career and technical degrees require a higher number of units.

NEXT MEETING

The next monthly meeting is scheduled for Wednesday, November 10, 2021.

ADJOURNMENT

At 6:47 p.m., on a motion by Secretary Long, seconded by Trustee White and unanimously carried, the meeting was adjourned.

Respectfully Submitted:

Michael Long, Secretary