

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

SPECIAL MEETING

January 22, 2022

The regular meeting of the Board of Trustees of the West Kern Community College District was called to order at 8:37 a.m. by President Dawn Cole. Secretary Michael Long and trustees Carlos Chavira, Dr. Kathy Orrin and Billy White were present. Superintendent/President Dr. Debra Daniels and Executive Secretary Sarah Criss were in attendance.

PLEDGE OF ALLEGIANCE

President Cole led the pledge of allegiance.

PUBLIC COMMENT ON OPEN SESSION ITEMS

There were no public comments.

SENIOR LEADERSHIP REVIEWS

(PowerPoint attached to official minutes)

Instruction

Dr. Leslie Minor, Vice President of Instruction, reiterated efforts to assist students during the ongoing issues with COVID-19. During the pandemic, faculty have participated in numerous professional development trainings to provide support for instructional strategies and technology advances. Instructional focus to diversify instruction has also led to efforts to expand energy instruction to support oil and gas industry as well as other industrial fields. Preparation to apply for a baccalaureate program in Dental Hygiene is underway as the Chancellor's office has announced the intention to approve more four-year program approvals among California Colleges. The college has added a Teacher Prep transfer degree program and is reviewing labor market data for future course planning. Despite the tedious process to obtain Career Technical Education (CTE) course/program approval, the College is moving forward in a positive direction. Dr. Minor also shared the addition of Taft College instructors teaching on the Taft High campus. This additional resource enables the College to open more offerings to high school students through dual enrollment.

Student Services

Dr. Damon Bell, Interim Vice President of Student Services, updated the Board on progress in the California Academic Partnership Program (CAPP) that the College is engaged in with Taft Union High School. The College and TUHS staff have continued to meet virtually and are planning a counselors summit for this spring. Dr. Bell also told the Board of efforts to increase transfer course success rates, persistence rates, new students' completion of transfer level math and English, and use of "15 to Finish." This work, by the Student Success Committee, as well as work completed by Guided Pathways committee members, is focusing on direct use of resources to provide support to students. Student Services has organized a variety of host events to assist potential students in the registration process. Staff have also hosted vaccine clinics and a high school counselor luncheon that have increased on-campus presence from the community.

Information and Institutional Effectiveness

Dr. Xiaohong Li, Vice President of Information and Institutional Effectiveness, reviewed milestones from the department in the last year. In coordination with the Superintendent, the Accreditation report and visit were successfully completed, and final status will be received in the next month from the commission. The Strategic Action Plan (SAP) was revised to include activities that lead to completion of each goal and will be spearheaded by related area administrators. Work continues to review the Program Review process to make it more efficient and to support strategic decision making. Staff has also completed numerous technology upgrades that include classroom audio-visual equipment replacement/enhancement, a virtual server and collaboration in a website redesign project. With the need to use technology to remain flexible in the pandemic environment, purchasing and set up of technology equipment for students and staff has been ongoing. The department was also able to complete a move to another office site without disrupting campus service.

Marketing and Community Relations

Susan Groveman, Executive Director of Marketing and Community Relations, reviewed advertisement in print, social media, and digital marketing. Data is being assessed to determine the outreach success of the digital marketing promotions. Advertising has focused primarily on enrollment and Centennial Celebration promotion. With COVID-19, the College has had to vary the ways they reach students to share enrollment information. The use of six social media platforms is also aiding the College in reaching students. Moving forward, Ms. Groveman is leading a project to redesign the website. Currently discovery workshops are being held and data gathered to determine the needs from the campus that would increase usability of the site.

Administrative Services

Brock McMurray, Executive Vice President of Administrative Services, said that the completion of the Student Center successfully marked the end of Measure A projects. He reviewed Annual Program Review (APR) projects that have been completed including instructional furnishings, dorm upgrades, parking lot resealing, an IT data center generator, Child Development Center safety and decorative improvements and an addition of bus and a van. With the use of COVID-19 funding, the campus HVAC purification system was upgraded among many other health and safety equipment additions. The Information Technology and Institutional Research staff, Veteran's Center, and Student Basic Needs Center have recently moved into updated spaces. Projects to improve landscaping are ongoing as are roof repair and door access installation. Fiduciary updates including the settlement with Student Center surety and the COP sale, the District is improving debt status and credit rating. Mr. McMurray said that staff are also utilizing COVID-19 funds in a way to ensure long-term campus health and safety. Staff are also working to train campus budget managers and to monitor Student Centered Funding Formula metrics and discussions.

Institutional Advancement and Foundation

Dr. Sheri Horn-Bunk, Executive Director of Institutional Advancement and Foundation, began her presentation with the acknowledgement new Foundation Board members. She reviewed highlights from the Cougar Cookout, Community Spirit Award winners Fred and Barbara Holmes, as well as a Chevron and Aera partnership to invest in classroom technology. This year Innovation Grants awarded over \$15,000 to a variety of campus needs. The Foundation also supported students in the Finish Line Scholars program as well as the Hutchison Engineering Promise Program. With the start

of 2022, the focus will be on the Centennial Gala and the Legacy Giving Campaign. Centennial fundraising is going well. In closing, Dr. Horn-Bunk reported that the annual fundraising was \$1,703,877.80.

PLANNING SESSION

Dr. Daniels discussed the Centennial Celebration related efforts and events. The upcoming Community Breakfast and Community Report are the kickoff event and convene local leaders and District stakeholders in an informational session to celebrate the effect of the College on the campus. She further discussed efforts to raise funds during the events while promoting the resources the College offers to students and community.

In other planning topics, the Board noted that a Joint Board meeting with Taft Union High School would be beneficial after a COVID-19 delay in annually convening.

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 OF 2020/21 GOALS

Dr. Daniels distributed the 2020/21 goals along with notes documenting related Board action/education in alignment with the goals. There was discussion on the goals in general and to the District focus to align action each academic year to meet the goals as set by the Board. Dr. Daniels asked that as the Board review goal action during the self-evaluation process that they note any interest in future goals.

BOARD SELF-EVALUATION TIMELINE

Dr. Daniels shared a blank self-evaluation and told the Board that the tool will be emailed to them and is hosted by SurveyMonkey. The individual responses will be combined to a single document and the Board will discuss their self-evaluation at the next Board meeting. Once the 2020/21 self-evaluation is complete the Board will work to adopt 2021/22 goals.

PUBLIC COMMENT ON CLOSED SESSION ITEMS

No comments were heard.

CLOSED SESSION

At 1:13 p.m. it was moved by Trustee White, seconded by Trustee Chavira 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 1:32 p.m., it was moved by Trustee White, seconded by Trustee Orring and unanimously carried, to reconvene in Public Session. President Cole reported that no action was taken.

NEXT MEETING

The next monthly meeting is tentatively scheduled for Wednesday, February 9, 2022.

ADJOURNMENT

At 1:34 p.m., on a motion by Trustee White, seconded by Trustee Orrin and unanimously carried, the meeting was adjourned.

Respectfully Submitted:

Michael Long, Secretary