

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

**REGULAR MEETING**

**August 10, 2022**

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. Secretary Michael Long and trustees Kathy Orrin and Billy White were present. Acting Superintendent/President Brock McMurray 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 Secretary Long 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)
  - a. Agency Designated Representative: Superintendent/President
  - b. Employee Organizations: TC Faculty Association, CSEA Chapter #543 & Management/Supervisory/Classified Confidential Employees
- E. Conference with Labor Negotiators (Government Code Section 54957.6)  
Agency Designated Representative: Board President  
Unrepresented Employee: Superintendent/President
- F. Conference with Legal Counsel – Potential Litigation, Pursuant to Paragraph (4) of Subdivision (d) of Government Code Section 54956.9
- G. 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 6:02 p.m., it was moved by Trustee White, seconded by Secretary Long 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**

There were no public comments.

**GENERAL COMMUNICATIONS**

There were no general communications.

**APPROVAL OF MINUTES**

On a motion by Trustee White, seconded by Secretary Long and unanimously carried, the minutes of the Regular Meeting held July 13, 2022 and the Special Meeting held July 7, 2022 were approved. The minutes were shared at the meeting and will be added to the official minutes.

**NEW BUSINESS**

**Appointment of Trustee to Fill Vacancy**

President Cole said that three interviews were held at a special Board meeting and Alisa Ramirez is the recommended candidate to fill the trustee vacancy. She shared that that the three candidates were committed community members who each held individual strengths they could share with the Board. On a motion by Trustee Orrin, seconded by Secretary Long and unanimously carried, Alisa Ramirez was appointed to the trustee vacancy. President Cole administered the Oath of Office to Trustee Ramirez.

**Consideration and Request for Approval – Employment Agreement for Acting Superintendent/President**

The recommended Employment Agreement for Acting Superintendent/President provides for compensation at a rate commensurate to the duties being performed in that role and in a prorated amount. On an annual basis, the Employment Agreement calls for \$275,000 in salary, 24 days of vacation, and health and welfare benefits at the same level provided to other management employees of the District. On a motion by Secretary Long, seconded by Trustee Orrin and unanimously carried, the request was approved.

**Request for Approval – 2022-23 COVID-19 Emergency Conditions Recovery Plan**

Mr. McMurray informed the Board that this application/plan is required as a part of institution funding by requesting the freezing Full Time Equivalent (FTE) headcount in an effort to combat low enrollment figures post-pandemic. Dr. Leslie Minor, Vice President of Instruction, led the work in completing the application and requirements. She provided a brief explanation of the data and actions asked of Districts requesting approval from the Chancellor to participate in the Emergency Conditions program. It includes outreach focus, supporting distance education program use and the submission of data. On a motion by Trustee White, seconded by Secretary Long and unanimously carried, the plan/application was approved.

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

- BP #3500      Campus Safety**
- BP #3530      Weapons on Campus**
- BP #3540      Sexual and Other Assaults on Campus**
- BP #3560      Alcoholic Beverages**

Mr. McMurray said that these policies were reviewed and found to be in compliance with current law and practice (copy attached to official minutes). On a motion by Secretary Long, seconded by Trustee White and unanimously carried, the policies were approved.

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

- BP #2310      Regular Meetings of the Board**
- BP #2340      Agendas**
- BP #2410      Board Policies and Administrative Procedures**
- BP #3430      Prohibition of Harassment**
- BP #3433      Prohibition of Sexual Harassment under Title IX**

Mr. McMurray stated that the minor changes to these policies brought them up to date with current law and local practices (copy attached to official minutes). On a motion by Secretary Long, seconded by Trustee Orrin and unanimously carried, the revisions were approved.

**Second Reading and Request for Approval – Board Policy Revision – BP #6250 – Budget Management**

Mr. McMurray said that this revision is in alignment with the required language to show a state standard of measurement for unrestricted operating reserves. On a motion by Trustee White, seconded by Trustee Orrin and unanimously carried, the revision was approved (copy attached to official minutes).

**CONSENT AGENDA:**

- A. Request for Ratification – Employers Training Resource (ETR) Contractual Services Agreement; 7/1/22 – 6/30/23
- B. Request for Ratification – Agreement with Computerland of Silicon Valley for Renewal of Adobe ETLA Licensing for the District; 7/1/22 – 7/29/25; Annual License Fee \$16,425.00 with Quotes for Annual Rising Cost Increase each Year
- C. Request for Ratification – Agreement with TUHS for use of Soccer Fields and Facilities; 8/1/22 – 12/16/22; Approximate Total \$12,000.00
- D. Request for Approval – ITSavvy LLC – CommVault Software Support Renewal, Quote #3627118; 9/1/22 – 8/31/23; \$11,899.60
- E. Request for Ratification – 2022-23 District Business Office Systems Administration (QSS); 7/1/22 – 6/30/23; \$5,916.90
- F. Request for Ratification – Contract for Professional Services with Chris Ruiz for Sports Information/Webmaster Services for the Taft College Athletics Programs/Website for 2022/23 Academic Year; 8/1/22 – 5/31/23; \$5,000.00
- G. Request for Approval – Adaptigent NetCOBOL Maintenance Renewal, Quote #00016752; 9/1/22 – 8/31/23; \$1,900.80
- H. Request for Ratification – Signatory Update with United Security Bank
- I. Request for Ratification – Contract with Lamar – Billboard Advertisement; 8/1/22 – 1/15/23; \$5,400.00
- J. Request for Ratification – Agreement with Sinclair Broadcasting – TV Advertisement; 7/1/22 – 6/30/23; \$78,000.00
- K. Request for Ratification – Agreement with Spectrum Reach – Television Advertisement; July – December 2022; \$6,000.00
- L. Request for Ratification – Agreement with iHeart Media Broadcast – Multifunctional Advertisement; July 2022 – June 2023; \$80,160.00
- M. Request for Ratification – Agreement with the Nielson Company for Radio Advertisement; 7/21/22 – 8/9/22; \$11,090.00
- N. Ratification of the July 2022 Vendor Check & Purchase Order Registers

On a motion by Trustee Orrin, seconded by Secretary Long and unanimously carried, Consent Agenda Items A – N were approved (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, the amended Employment Items below were approved by the following vote (Employment Items A - C are attached to official minutes):

- A. Academic Employment
- B. Classified Employment

C. Separations

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

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 2022/23
2. Expenditure Accounts (Account Level 1) FY 2022/23
3. Expenditure Detail of \$10,000.00 or Greater, July 2022
4. Student Organization and Special Accounts, July 2022
5. Funds Deposited in County Treasury, July 2022
6. Employee Travel Report – July 2022

**Trustee Reports**

Trustee White thanked staff for the preparation of the Promise Luncheon. He commended Trustee Orrin for her message to the students.

Trustee Orrin praised staff for the messages shared with students at the Promise Luncheon and the effort to connect personally to the students. She added that she was pleased to see students with provided laptops, prepared for the school year with help from the bookstore, and excited to learn about resources through the Promise program.

President Cole shared her recent experience with her son visiting universities. She reported that her son consistently held the universities' to the high quality standard he experienced while attending Taft College.

**Academic Senate**

Dr. Sharyn Eveland, President of the Academic Senate, said that Senate meetings resume next week. They will continue work on curriculum to address the many changes over the last couple of years.

**Instruction**

Dr. Leslie Minor, Vice President of Instruction, introduced Lori Sundgren and Jonathan Farmer. Dr. Minor reported that many trainings and meetings are currently underway as a part of faculty inservice week. Ms. Sundgren told the Board that tutoring during summer session was busy and included the use of a student tutor and varied appointment modalities. Staff are now able to track student activity/success in connection with tutoring resources. Mr. Farmer said that Distance Education staff are participating in Cougar Day activities now and is pleased that feedback was positive in providing students the opportunity to meet Distance Education staff in person. He also said that Canvas shells will open next week for faculty to begin communications with their students.

**Marketing**

Susan Groveman, Executive Director of Marketing and Community Relations, reviewed current marketing campaigns that included the addition of billboard signage and an increase in digital marketing. Ms. Groveman gave the Board an update on the Centennial Birthday BBQ and the centennial history book. She thanked Larry Peahl, local historian, for his help in reviewing the material for the book.

**Institutional Research and Information Technology Services**

Dr. Xiaohong Li, Vice President of Information and Institutional Research, said ITS staff have completed setup for new computers in two computer lab classrooms. She thanked the Fiscal Services staff for working to process the order quickly so equipment would be in stock when ordered. She also said that she has been notified that there should be money coming from the Chancellor's office to support the improvement of cyber security. The IR staff have deployed surveys to students who have applied but not enrolled at the College. This data will be used to address enrollment needs.

**Transition to Independent Living**

Aaron Markovits, Director of TIL, thanked maintenance staff and other campus members for their support while moving the TIL students back to campus. Staff reporting has reorganized and recruiting to fill vacant positions is underway. Enrollment this year is low. Efforts to begin recruiting for the 2023-24 academic year is already in progress.

**Campus Safety & Security**

Kevin Altenhofel, Director of Campus Safety & Security, told the Board that a review of necessary security camera additions in the Center for Independent Living facilities is being done. There are areas in need of coverage. He also said that he is compiling data for the annual safety reporting due each fall.

**Student Services**

Cecilia Alvarado, Dean of Student Services, provided an overview of Cougar Day which served 77 students. Staff from across the College promoted campus programs, services and culture to potential students. This Cougar Day staff reached out to 20 students who had applied but not enrolled. She also said that staff are working for the annual Kern County College Night. Ms. Alvarado reported that the Outreach position is vacant. She is working with staff from across the campus to continue Outreach efforts during the recruitment process.

**Human Resources**

Heather del Rosario, Vice President of Human Resources, said that training of managers in the new human resource information system UKG has begun. At this time student work study positions are being flown through the system and after training has completed the transition of regular job recruitment processes will begin. The new system was successfully used to onboard student workers.

**SUPERINTENDENT REPORT**

Mr. McMurray presented an overview of campus happenings that included STEM camp with high school aged students, ASO community service work with United Way, and an orientation for student athletes. The STEM camp advanced the level of work with the robotics projects and the attendees were engaged and learning with the help of College staff and students. The ASO project is a year-long literacy project that reaches 150 school aged children and is supported by community members as well. The orientation was held in the Student Center and was a record number of fall athletes in attendance.

Mr. McMurray congratulated the TIL program as it enters the 27<sup>th</sup> year with students and staff kicking off the academic year. He also thanked Student Services staff for their work to hold a Cougar Day for potential students and a Promise program luncheon to get Promise students started surrounded by support and resources. Mr. McMurray added that staff are excited to begin the school year which has been evident in work that has been made to improve enrollment by assisting students and making personal contact to assure students are properly enrolled.

**CONTINUATION OF CLOSED SESSION**

There was not a continuation of closed session.

**NEXT MEETING**

The next monthly meeting is scheduled for Wednesday, September 14, 2022.

**ADJOURNMENT**

At 7:07 p.m., on a motion by Trustee White, seconded by Secretary Long and unanimously carried, the meeting was adjourned.

Respectfully Submitted:

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Michael Long, Secretary