

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

**REGULAR MEETING**

**July 10, 2024**

The regular meeting of the Board of Trustees of the West Kern Community College District was called to order at 5:06 p.m. by President Billy White. Secretary Kathy Orrin and trustees Mike Eveland, Jeremy Gregory and Dawn Cole were also in attendance. Superintendent/President Dr. Rafe Edward Trickey, Jr. and Executive Assistant Sarah Criss were in attendance.

**PUBLIC COMMENT ON CLOSED SESSION ITEMS**

No comments were made.

**CLOSED SESSION**

At 5:07 p.m. it was moved by Trustee Gregory, seconded by Trustee Eveland and unanimously carried, that the Board convene in Closed Session to discuss the District's position regarding the following matters:

- A. Public Employee Performance Evaluations, Government Code Section 54957
- B. Public Employee Discipline/Dismissal/Release/Complaint, Government Code Section 54957
- C. 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
- D. Conference with Legal Counsel – Potential Litigation, Pursuant to Paragraph (4) of Subdivision (d) of Government Code Section 54956.9
- E. 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 Gregory, seconded by Trustee Eveland and unanimously carried, to reconvene in Public Session. President White announced that no action was taken.

**PLEDGE OF ALLEGIANCE**

President Billy White led the pledge of allegiance.

**PUBLIC COMMENT ON OPEN SESSION ITEMS**

There was no public comment.

**GENERAL COMMUNICATIONS**

There was no general communication.

**APPROVAL OF MINUTES**

The agenda had incorrect dates listed. The correct minutes were included in the posted packet. On a motion by Trustee Eveland, seconded by Secretary Orrin and unanimously carried, the minutes of the Regular meeting held June 12, 2024 were approved.

**NEW BUSINESS**

**Request for Approval – Proposal from QK, Inc. for National Environmental Policy Act Support Services Related to Congressional Funding for Vocational Center Project Demolition and Construction Services; Award of \$2,500,000 and District Expense of \$58,900.00**

Justin Madding, Director of Facilities and Planning, stated that this grant would assist in demolition of the old Student Center. The expenses incurred will include assessments for abatement. On a motion by Trustee Gregory, seconded by Trustee Cole and unanimously carried, the request was approved.

**Second Presentation and Request for Approval – Agreement between the California School Employee Association Chapter #543 and WKCCD – Optional Workweek Configuration for Fall and Spring Semesters**

Heather del Rosario, Vice President of Human Resources, said that this item would memorialize the optional 9-80 work schedule for the fall and spring semesters. The campus will remain open five days a week. On a motion by Trustee Gregory, seconded by Trustee Eveland and unanimously carried, the request was approved.

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

**BP #2010 Board Membership**

**BP #2100 Board Elections**

Ms. Criss said that these revisions appropriately match the change to by-trustee-area election process as approved in 2023. On a motion by Trustee Gregory, seconded by Trustee Eveland and unanimously carried, the request was approved.

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

**BP #3420 Equal Employment Opportunity**

Dr. Trickey stated that the changes in language came from the Policy & Procedure service and will align the policy to current law. Ms. Criss noted an amendment to only change the Accreditation Standard referenced to reflect new Accreditation Standard numbering. The correct Standard is now 3. On a motion by Trustee Gregory, seconded by Secretary Orrin and unanimously carried, the request as amended was approved.

**CONSENT AGENDA:**

- A. Request for Approval – 2026-2030 Five-Year Capital Outlay Plan (5YCOP)
- B. Request for Approval – Final Project Proposal (FPP) – Taft College Vocational Center
- C. Request for Approval – MOU and Lease Agreement with West Kern Adult Education Network for Construction Trades Adult Education Classes at 108 Village Way; Cost of Materials and Fees
- D. Request for Approval - 2024-2025 Accident Insurance Renewal for Students/Intercollegiate Athletes; 8/1/24 – 7/31/25; \$67,837.00
- E. Request for Approval – 2024-2025 Renewal of Statewide Association of Community Colleges Proforma for Property and Liability Insurance Coverage; 7/1/24 – 6/30/25; \$141,424

- F. Request for Ratification – 2024-2028 Adidas America, Inc. Agreement with Taft College; 7/1/24 – 6/30/28
- G. Request for Approval – Alexander Strautman Copywriting and Consulting Agreement Extension; 7/1/24 – 12/31/24; \$50 per Hour for Up to 100 Hours per Month, Not to Exceed \$30,000
- H. Request for Approval – ARRC Technology – Wireless Bridge Project for Welding Facility; 3-Year License; \$22,193.09
- I. Request for Approval – AMS.Net Cisco SMARTnet Support Renewal, Quote #Q-00081048; 7/30/24 – 7/29/25; \$14,867.93
- J. Request for Approval – CDW-G CommVault Software Support Renewal, Quote #NXRQ171; 9/1/24 – 8/31/25; \$13,379.13
- K. Request for Ratification – Agreement with Orkin for Drywood Termite Retreatment Fumigation; \$7,180.00
- L. Request for Ratification – Independent Consultant Agreement with Brian Jean; 7/1/24 – 6/30/26; \$100.00 per Hour, Not to Exceed 100 Hours
- M. Request for Approval – CDWG Cisco Umbrella Insights License Renewal; 8/12/24 – 8/11/25; \$4,212.00
- N. Request for Approval – Instructure Account Renewal; 7/1/24 – 6/30/25; \$2,462.76
- O. Request for Approval – AMS.Net Singlewire Informacast Maintenance Subscription Renewal, Quote #Q-00081140; 8/18/24 – 8/17/25; \$2,442.00
- P. Request for Approval – Adaptigent NetCOBOL Maintenance Renewal, Quote #00019079; 9/1/24 – 8/31/25; \$1,976.84
- Q. Request for Ratification – Agreements with San Joaquin Valley Air Pollution Control District for Purchase of Alternative Fuel Vehicles through the Public Benefit Grants Program (Agreement Nos. G-202740-A1; G-202741-A1; and G-202743-A1); Grant of \$71,475.72 and Expense of \$276.04
- R. Information Item – TouchNet for CVC Classes; Starts with Fall 2024; Flat Rate of 2.85%
- S. Ratification of the June 2024 Vendor Check & Purchase Order Registers

Trustee Cole asked if item 10.B. includes plans for a gender-neutral restroom option. Mr. Madding said that this document wouldn't show those details but that one will be included in future building plans as required. Trustee Cole asked if item 10.C. has a maximum cost included. Mr. Madding said that the supply costs will be monitored in advance of purchase by the District, not by WKAEN. Trustee Cole asked for clarification of item 10.L. Dr. Leslie Minor, Vice President of Instruction, explained that Brian Jean works with math faculty to construct new courses under AB 705 and 1705. On a motion by Trustee Cole, seconded by Trustee Gregory and unanimously carried, items A-S 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 Trustee Gregory and seconded by Secretary Orrin, the 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, Mike Eveland, Dr. Kathy Orrin, Jeremy Gregory

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 2023/24
2. Expenditure Accounts (Account Level 1) FY 2023/24
3. Expenditure Detail of \$10,000.00 or Greater, June 2024
4. Student Organization and Special Accounts, June 2024
5. Funds Deposited in County Treasury, June 2024
6. Employee Travel Report – June 2024

**Trustee Reports**

Secretary Orrin and her grandchild attended a STEM camp, and she noted how well the program was run. She commended staff for their work with area children as representatives of the College. Secretary Orrin also congratulated Trustee Gregory, whose daughter recently was named the valedictorian of the TUHS class of 2024.

Trustee Gregory thanked the Board for their support in his absence last month as he helps his daughter transition to the University of Alabama. He thanked College faculty and staff for the dual enrollment program as his daughter is nearing her junior year of college due to these offerings. Trustee Gregory commended staff for the end of year events and graduations, noting the TIL graduation as one that is always an inspirational event. He missed the family speaker at the event and hopes to see it return next year.

Trustee Cole thanked the Casino Night committee and support staff for the event. She said that it was fabulous and well received by the community.

President White thanked staff for the TIL graduation. He appreciates the deep meaning of the event to the students and their families.

**Associate Student Organization**

Jay Cuevas, Student Trustee, reported that ASO officers are working with area businesses to build partnerships and event collaboration.

### **Marketing and Community Relations**

Susan Groveman, Director of Marketing and Community Relations, is working with the Hall of Fame committee in preparation of the fall event. Information on the seven inductees will be shared on the website ahead of the event. In advertising, Ms. Groveman is working with agencies to produce multiple ads in English and Spanish. She is also leading efforts to improve website accessibility.

### **Instruction**

Dr. Minor told the Board that summer courses are about halfway complete, and staff are working on fall course preparation. The College will be sending a team to a Strategic Enrollment Management (SEM) conference in order to begin building a local SEM plan.

Dr. Devin Daugherty, Dean of Instruction/CTE, held an industry advisory meeting. Participants discussed health programs to consider, which included CNA and phlebotomy programs. He also recently participated in an outreach meeting to discuss ways to improve student academic success.

### **Information Technology/Institutional Research**

Dr. Xiaohong Li, Vice President of IT/IR, has worked with staff to implement two-factor authentication across the campus and will continue as staff return from summer break. Dr. Li thanked the Board for their support as the College increases cyber security efforts. The IT staff have worked with the Chancellor's office to build a process to allow for students to register and pay for California Virtual Campus (CVC) courses. Institutional Research staff continue work on the Comprehensive Program Review for 2024-25 and have begun preparing for the midterm accreditation report.

### **Administrative Services**

Mr. Madding shared an update that included summer hours of operation for the café and Bookstore. The Bookstore has recently completed the annual inventory process. A new position for the café is being flown; once filled the new position will add a short-order area of service in the café. In facilities, the College recently held a job walk for the marquee project. Business Services is in the process of closing out the 2023-24 fiscal year.

### **Student Services**

Dr. Damon Bell, Vice President of Student Services, updated the Board on events that will be coming up. The events include Kern County College Night, a CSU Northridge field trip, and another trip to the Museum of Tolerance. Dr. Bell reported that the NCORE training went well, and he plans to gather attendees when faculty return in fall to provide an NCORE training inservice.

### **Foundation**

Dr. Sheri Horn-Bunk, Executive Director of the Foundation, said that health and engineering interns are halfway through the summer internship programs. The Foundation Innovation Grant is closing for interested College faculty and staff. The Hutchison Engineering Promise Program and Fred Holmes are working on a one-week calculus camp to prepare students for industry standards. Dr. Horn-Bunk shared that one honor flight (to be awarded at the Cookout) has already been paid for by a donor. Work for the event is ongoing with the focus on Community Spirit award selection.

**SUPERINTENDENT REPORT**

Dr. Trickey updated the Board on current events including a health fair festival and staff retirement events for Barbara Nicholas and Brock McMurray. He recognized Educational Facilitator John Dodson as the employee of the month. He commended Mr. Dodson and other Transition to Independent Living (TIL) staff for a successful TIL awards dinner and graduation events. He noted that a parent/family speaker for the next academic year will be secured.

**NEXT MEETING**

The next monthly meeting is scheduled for Wednesday, August 14, 2024.

**CLOSED SESSION**

On a motion by Trustee Gregory, seconded by Secretary Orrin and unanimously carried, the Board reconvened in closed session at 7:16 p.m.

**RECONVENE IN OPEN SESSION; ANNOUNCE CLOSED SESSION ACTIONS**

At 8:09 p.m., it was moved by Trustee Eveland, seconded by Trustee Cole and unanimously carried, to reconvene in Public Session. President White announced that no action was taken.

**ADJOURNMENT**

At 8:10 p.m., on a motion by Trustee Eveland, seconded by Trustee Gregory and unanimously carried the meeting was adjourned.

Respectfully Submitted:

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Dr. Kathy Orrin, Secretary