

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

REGULAR MEETING

April 9, 2025

The regular meeting of the Board of Trustees of the West Kern Community College District was called to order at 5:05 p.m. by President Kathy Orrin. Secretary Mike Eveland and trustees Dawn Cole, Billy White and Jeremy Gregory were also in attendance. Interim Superintendent/President Dr. Leslie Minor and Executive Secretary Sarah Criss were in attendance.

STUDY SESSION

Ed Knudson, a consultant with Education Support Services Group, LLC., reviewed ACCJC Accreditation standard four in regard to leadership roles and Board participation.

PUBLIC COMMENT ON CLOSED SESSION ITEMS

There were no public comments.

ADJOURN TO CLOSED SESSION

At 5:43 p.m. it was moved by Trustee White, seconded by Trustee Gregory 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
1 Potential Case
- E. Student Discipline and Other Confidential Student Matters, Education Code Sections
35146, 48900 et. Seq. and 48912(b)
- F. Conference with Real Property Negotiations
Property: Parkside Development, LLC (APN 032-152-34)
Agency Negotiator: Mike Giacomini, VP of Administrative Services
Under Negotiation: Sale or Lease of Property, Including Price and Terms of Payment

RECONVENE IN OPEN SESSION; ANNOUNCE CLOSED SESSION ACTIONS

At 6:03 p.m., it was moved by Trustee Gregory, seconded by Trustee White and unanimously carried, to reconvene in Public Session. President Orrin announced that there was no action taken.

PLEDGE OF ALLEGIANCE

President Orrin led the pledge of allegiance.

PUBLIC COMMENT ON OPEN SESSION ITEMS

There was no public comment.

GENERAL COMMUNICATIONS

There was no general communication.

PROGRAM UPDATE – Strategic Action Plan Data Update

This item was presented after the New Business items. Dr. Xiaohong Li, Vice President of Information and Institutional Effectiveness, reviewed data indicators on Strategic Action Plan goals. Dr. Li used the data to show the progress toward District goals and explained how this data is used to improve the use of District resources.

APPROVAL OF MINUTES

On a motion by Trustee White, seconded by Trustee Cole and unanimously carried, the minutes of the Regular Meeting held March 12, 2025 and the Special Meeting held March 12, 2025 were approved (copy attached to official minutes).

NEW BUSINESS

Request for Approval – General On-Bill Financing Loan Modification Agreements with Pacific Gas & Electric Relating to Campus Lighting Retrofit for Efficiency; Additional Cost of \$12,555.93

Mike Giacomini, Vice President of Administrative Services, explained that a building was not included with the initial replacement plan. The cost will be recuperated with the use of the new lighting. On a motion by Trustee Gregory, seconded by Trustee White and unanimously carried, this item was approved (copy attached to official minutes).

Second Reading and Request for Approval – Proposed Revisions to Faculty Collective Bargaining Agreement – Grievance Language

Heather del Rosario, Vice President of Human Resources, said that the recommended language was bargained to establish a grievance procedure. On a motion by Trustee Cole, seconded by Trustee White and unanimously carried, this item was tabled to a future meeting (copy attached to official minutes).

First Reading – Board Policy Revisions

BP #4100 Graduation Requirements for Degrees and Certificates

BP #5500 Standards of Student Conduct

Dr. Minor explained that baccalaureate degrees were added to language in BP #4100. Language in BP #5500 added legal references to include off campus activity in alignment with dorm standards.

Request for Approval – Board Resolutions – Emeritus Status

On a motion by Trustee White, seconded by Trustee Cole and unanimously carried, Resolution Number 2024/25-10 for Professor John Eigenauer was approved (copy attached to official minutes).

On a motion by Secretary Eveland, seconded by Trustee Cole and unanimously carried, Resolution Number 2024/25-11 for Professor Paul Blake was approved (copy attached to official minutes).

On a motion by Trustee Gregory, seconded by Secretary Eveland and unanimously carried, Resolution Number 2024/25-12 for Lourdes Gonzalez was approved (copy attached to official minutes).

On a motion by Trustee Cole, seconded by Secretary Eveland and unanimously carried, Resolution Number 2024/25-13 for Jennifer Edmaiston was approved (copy attached to official minutes).

On a motion by Trustee Cole, seconded by Trustee White and unanimously carried, Resolution Number 2024/25-15 for Sherry Helms was approved (copy attached to official minutes).

On a motion by Trustee Gregory, seconded by Trustee Cole and unanimously carried, Resolution Number 2024/25-14 for Bill Norris was approved (copy attached to official minutes).

CONSENT AGENDA

- A. Request for Approval – Associate Degree for Transfer (ADT) Compliance with AB 928 (CalGETC) and AB 1111 Common Course Number (CNN)
- B. Request for Approval – Course Revisions
- C. Request for Approval – Distance Learning Course Approvals
- D. Request for Approval – Course Inactivation
- E. Request for Approval – TIL Residence Hall/Dormitory Room & Board Fee Increase; Effective 2025-26 Academic Year
- F. Request for Approval – Accrediting Commission for Community and Junior College (ACCJC) – Annual Report and Annual Fiscal Report
- G. Request for Approval – Notice of Release of Grant or Categorically Funded or Temporary Faculty, Employee ID No. A00101632; Effective 6/30/25
- H. Request for Approval – Notice of Release of Grant or Categorically Funded or Temporary Faculty, Employee ID No. A00200467; Effective 6/30/25
- I. Request for Approval – Notice of Release of Grant or Categorically Funded or Temporary Faculty, Employee ID No. A00256927; Effective 6/30/25
- J. Request for Approval – 2024/25 Request for Authorization to Transfer Unrestricted General Funds to the Futuris Public Entity Investment Trust Program for Post-Employment Benefits; \$484,464
- K. Request for Approval – Adoption of Rules and Regulations to the West Kern Community College District Student Trustee, June 1, 2025 – May 31, 2026
- L. Information Item – Child Development Center – Summary of Program Self-Evaluation
- M. Request for Approval – Master Agreement with AP Architects; Five Year Agreement Commencing 4/9/25
- N. Request for Ratification – Memorandum of Understanding (MOU) between Kern Community College District (KCCD) and West Kern Community College District (WKCCD) on behalf of Taft College; Reimbursement of Up to \$13,474.01; 1/1/25 – 6/30/25
- O. Request for Approval – Purchase of ADA Conversion Mini Van; \$84,650.75
- P. Request for Approval – Maintenance Truck Replacement Purchase; \$62,516.21
- Q. Request for Approval – Modern Campus Omni Content Management System (CMS) 1-Year License Renewal; 5/1/25 – 4/30/26; \$34,556.56
- R. Request for Approval – AP Architects Service Order Standard Agreement Addendum No. 1; Funded by Grant Funding, Expense of \$30,000.00

- S. Request for Approval – Proposal for TC Orientation Video Series Project by NelsonMedia.com; To be Completed by 6/30/25; Estimated Cost \$29,000.00 – 34,000.00
- T. Request for Approval – TIL Office Workspace Configuration; \$27,584.80
- U. Request for Approval – Increase Licenses for the Current HonorLock Agreement, an Online Proctoring Solution Tool; Effective Until 6/30/25; \$2,000.00
- V. Request for Approval – Renew HonorLock, an Online Proctoring Solution Tool; 7/1/25 – 6/30/26; \$12,000.00
- W. Request for Ratification – Service & Repair Quote from Daikin to Furnish & Install (2) BACnet IP Communication Cards for the Taft College Chiller; \$11,065.00
- X. Request for Approval – Amendment with Nicholas Consulting, LLC.; Extension of 60 Hours; Amended End Date of 6/30/25; \$150.00 per Hour, Up to an Additional \$9,000.00
- Y. Request for Approval – ABTech Technologies Quotation #ABTQ18542; 5/31/25 – 5/30/26; \$8,695.66
- Z. Request for Ratification – Renew the DesignPlus Account for Academic Year 2025-26; 4/1/25
- AA. Request for Approval – Proposal for TC Commencement Video Project by NelsonMedia.com; \$3,500.00-4,800.00 Estimated Cost
- BB. Request for Approval – Renew Instructure Account; 7/1/25 – 6/30/26; \$2,584.44
- CC. Request for Approval – Modern Campus Omni Content Management System (CMS) Developer Assistance Plan (10 Hours); 5/1/25 – 4/30/26; \$2,000.00
- DD. Request for Approval – Contract for Professional Services with Efrain Garcia Becerra – Mariachi Mi Ciudad; \$1,750.00
- EE. Request for Approval – Renewal of the Agreement with Redrock Software Corp. for Annual Trac Cloud Hosting and Technical Support for MESA Profile; 6/1/25 – 6/30/26; \$1,220.00
- FF. Request for Approval – Proposal for Hall Ambulance Service for the 2025 Taft College Commencement Ceremony; Estimated Cost of \$766.56
- GG. Request for Ratification – Contract for Professional Services with Ernie Cruz for DJ Services at the ASO Spring Dance; \$550.00 for 4.5 Hours
- HH. Request for Approval – Contract for Professional Services with Paws-to-Share; \$480.00 for 3 Hours
- II. Request for Approval – Records Destruction; \$250.00
- JJ. Request for Approval – Vehicle Maintenance Agreement Renewal with the Taft City School District; 7/1/25 – 6/30/26; \$86.00 per Hour with a Minimum of a ½ Hour Charge, Plus Cost for Parts and Supplies
- KK. Request for Approval – Amendment to Foundation for California Community Colleges – The Vision Resource Center Project Agreement; Through 6/30/28
- LL. Ratification of the March 2024 Vendor Check & Purchase Order Registers

On a motion by Trustee White, seconded by Trustee Gregory and unanimously carried, items A and LL were approved (copies attached to official minutes).

PUBLIC COMMENTS ON ITEMS OF GENERAL INTEREST

There were no comments.

EMPLOYMENT

On a motion by Trustee White, seconded by Trustee Cole, 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: Billy White, Mike Eveland, Jeremy Gregory, Dr. Kathy Orrin, Dawn Cole

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 2024/2025
2. Expenditure Accounts (Account Level 1) FY 2024/25
3. Expenditure Detail of \$10,000 or Greater, March 2025
4. Student Organization and Special Accounts, March 2025
5. Funds Deposited in County Treasury, March 2025
6. Employee Travel Report – March 2025

Trustee Reports

There were no trustee reports.

Academic Senate

Candace Duron, Academic Senate President, said that Senate voted in support of the three faculty emeritus members on tonight's agenda. They have also submitted faculty hiring recommendations to the Superintendent/President and are preparing for the statewide Spring Plenary.

Marketing and Community Relations

Susan Groveman, Executive Director of Marketing and Community Relations, is working with several departments to coordinate the production of new student orientation videos to replace aged videos. She has also continued work with the Accessibility Taskforce to promote training session and is converting old documents to meet accessibility standards.

Administrative Services

Mike Giacomini, Vice President of Administrative Services, has been working with campus stakeholders to prepare departments for budget planning. He noted that his area is preparing to recruit for the Bookstore Manager position due to Bill Norris' retirement. In the area of facilities, Mr. Giacomini reported that the

marquee on 6th Street and the Ash Street monument signs are nearing completion in conjunction with the Board goal addressing signage improvements.

Human Resources

Heather del Rosario, Vice President of Human Resources, recently attended a legal workshop with Dr. Minor. Staff in Human Resources are preparing the department's budget for 2025/26 and for summer/fall recruitment efforts. Ms. del Rosario is working with TIL management to plan professional development training for classified staff members.

Foundation

Dr. Sheri Horn-Bunk, Executive Director of Foundation and Institutional Advancement, announced over 100 candidates have applied to participate in the summer allied health intern program. She thanked her sponsors and industry partners for strong support of this program. On May 8th the Foundation will host an estate planning session with several community members already expressing an interest in attending. Dr. Horn-Bunk spoke on the passing of alum Vic Killingsworth, who is the College's oldest living alum.

Instruction

Dr. Sharyn Eveland spoke on behalf of Jaime Lopez, Dean of Instruction. She said that the annual Welding Event held March 28th was a success. There will be a CAPP summit for Taft College and educational partners. Planning is underway for that summit.

Lori Sundgren, Learning Center Director, reported that recruitment for fall tutors is underway. Staff are pleased to have a surplus of highly qualified candidates. She commended staff member Renae Ginther for her dedication to students. Ms. Ginther is currently taking a new math course to be better prepared to assist students.

Transition to Independent Living

Megan Romero, Director of TIL, announced that the TIL dorms and cohort for fall is full. There will be 16 students graduating this year.

Student Services

Cecilia Alvarado, Dean of Student Services, said that staff are excited to host Jefferson Elementary School's egg hunt tomorrow and will share College outreach items with the children. Staff are also hosting many Cougar Days for various schools and continue to expand the schools from Bakersfield that are attending. There is an adult learner recruitment effort underway and coordination between Outreach staff and EOPS/CalWORKs staff to provide resources to potential students. With graduation upon us, events for affinity groups as well as transfer students are being planned.

Amber Garcia, Financial Aid Director, thanked the Board for approval of the Nicholas Consulting agreement. She also shared that there are over 200 student applications for this year's scholarships. This spring Financial Aid has disbursed over \$1.2 million in resources. Financial Aid staff are participating in an EOPS advisory group to align efforts. The department is also in planning for a Dental Hygiene orientation event to better serve incoming students.

Lori Murphy, Athletics Secretary, said that teams are still being sought for the April 25th Al Baldock Golf Tournament.

SUPERINTENDENT REPORT

Dr. Minor shared information on four student athletes recently honored by the Bakersfield Jockey Club. She also shared details of a TIL hosted tour and information event for Kern Regional Center staff to share services offered by the TIL program. In March, the Foundation honored Chevron. Chevron recently donated money that will support STEM areas, including providing STEM toys to the Child Development Center. The CTE staff and students were highlighted at an unveiling event for the College Seal designed as a Bookstore feature. Dr. Minor shared information on TIL student Gaige Mitchell's recent movie project and premiere. She also recognized the Foundation's award from the Women's and Girl's Fund that will provide \$20,000 to help ensure the success of the allied health intern program. Welding hosted another successful Open House event and again encouraged skilled competition while providing untrained attendees the opportunity to try welding firsthand. Early childhood education courses have been hosted by the College to help prepare area preschool and transition kindergarten educators for fall instruction in area schools. Dr. Minor also recognized the Associated Student Organization officers for their recent participation in the General Assembly at the Student Senate for California Community College annual conference.

CLOSED SESSION

On a motion from Trustee Gregory, seconded by Secretary Eveland and unanimously carried, closed session was reconvened at 7:30 p.m.

RECONVENE IN OPEN SESSION; ANNOUNCE CLOSED SESSION ACTIONS

At 8:46 p.m., it was moved by Trustee Gregory, seconded by Trustee Cole and unanimously carried, to reconvene in Public Session. President Orrin announced that there was no action taken.

NEXT MEETING

The next monthly meeting is scheduled for Wednesday, May 14, 2025.

ADJOURNMENT

At 8:47 p.m., on a motion by Trustee Gregory, seconded by Trustee Cole and unanimously carried, the meeting was adjourned.

Respectfully Submitted:

Mike Eveland, Secretary