

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

REGULAR MEETING

February 12, 2025

The regular meeting of the Board of Trustees of the West Kern Community College District was called to order at 5:01 p.m. by President Kathy Orrin. Secretary Mike Eveland and trustees Dawn Cole, Billy White and Jeremy Gregory were also in attendance. Acting Superintendent/President Dr. Leslie Minor and Executive Secretary Sarah Criss were in attendance.

PUBLIC COMMENT ON CLOSED SESSION ITEMS

There were no public comments.

ADJOURN TO CLOSED SESSION

At 5:01 p.m. it was moved by Trustee Cole, seconded by Secretary 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. Public Employee Appointment/Employment, Government Code Section 54957
Title: Interim Superintendent/President
Title: Superintendent/President
- E. Conference with Labor Negotiators (Government Code section 54957.6)
Agency Designated Representative: Board President
Unrepresented Employee: Acting Superintendent/President
Unrepresented Employee: Interim Superintendent/President
- F. Conference with Legal Counsel – Potential Litigation, Pursuant to Paragraph (4) of Subdivision (d) of Government Code Section 54956.9
1 Potential Case
- G. Student Discipline and Other Confidential Student Matters, Education Code Sections 35146, 48900 et. Seq. and 48912(b)
- H. Conference with Real Property Negotiations
Property: Parkside Development, LLC (APN 032-152-34)
Agency Negotiator: Todd Hampton, 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 6:01 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.

PLEDGE OF ALLEGIANCE

President Orrin led the pledge of allegiance.

PUBLIC COMMENT ON OPEN SESSION ITEMS

There was no public comment.

GENERAL COMMUNICATIONS

There were no general communications.

NEW BUSINESS

Presentation and Request for Approval – West Kern Community College District Financial Report, June 30, 2024

This item was heard ahead of voting for the minutes in an effort to allow the contracted audit team to present the audit via teleconference without having to wait through other District business. Audit team representative Kyle Holtz explained a new facet of the audit mandates that require districts to report assets under a “right of use” in connection with post-employment benefits obligation laws. It is not a new asset but a revised version to report assets the District already held. The District received the highest audit rating allowable. The two findings that were noted in the audit were due to the District filing an extension to submit the audit after the state deadline and the late submission of a quarterly report. The tests conducted on internal documentation and controls showed no deficits. On a motion by Trustee Gregory, seconded by Secretary Eveland and unanimously carried, the audit was approved (copy attached to official minutes).

PRESENTATION – Healthcare/Nursing Update

Dr. Devin Daugherty, Dean of CTE and Workforce Development, presented an update on the nursing and healthcare application progress. Steps that are required for the application process were shared and Dr. Daugherty reported that the District is 75% percent complete in the tasks required. He thanked staff members for their help in the process so far and is aiming to complete the process in the next 30 days. Once the District applies for a nursing program, they have one year to complete process, or an extension would be used at the cost of \$12,000. Secretary Eveland asked what happens if the District is deemed not feasible to have the program; Dr. Daugherty will find out the next steps should that happen. A time management table for project tasks will be brought to the Board at the next meeting.

APPROVAL OF MINUTES

Sarah Criss noted name and title changes on minutes. An addition was made on the minutes for Special Meeting held on January 28, 2025 to note the action taken on an item. On a motion by Trustee Cole, seconded by Secretary Eveland and unanimously carried, the minutes of the Regular Meeting held January 8, 2025, Special Meeting held January 8, 2025 and Special Meeting held January 28, 2025 were approved as amended (copy attached to official minutes).

NEW BUSINESS

Request for Ratification – Consultant Agreement with Dr. Sharyn Eveland – Instructional Executive Leadership; 1/27/25 – 6/30/25; \$150.00 per Hour, Not to Exceed 500 Hours

Secretary Eveland voluntarily abstained from this item. Dr. Minor explained that Dr. Sharyn Eveland is familiar with the functions of the College and is assisting with Office of Instruction duties. With the help of Dr. Eveland, committee, scheduling, and reporting tasks can continue to progress while Dr. Minor serves in three positions. On a motion by Trustee Gregory, seconded by Trustee White and unanimously

carried with the abstention from Secretary Eveland, this item was approved (copy attached to official minutes).

Request for Approval – CSEA Job Description Revision – TIL Sr. Secretary

Trustee Cole asked if the District has reviewed the use of the term secretary. Heather del Rosario, Vice President of Human Resources, said that there are titles that do need to be reviewed in further detail. The revisions on this job description focused on updating the duties that have changed to match the duties being done by the current employee. It was suggested the District review titles with antiquated titles. On a motion by Trustee Gregory, seconded by Secretary Eveland and unanimously carried, the request was approved (copy to official minutes).

Second Reading and Request for Approval – Revision of Board Policy #2410 – Board Policies and Administrative Procedures

The revision provides a process for a Board Policy to be inactivated when necessary. On a motion by Trustee Gregory, seconded by Trustee Cole and unanimously carried, the revision was approved (copy attached to official minutes).

Second Reading and Request for Approval – Inactivation of Board Policy #7135 – Substitute and Temporary Employees Paid Sick Leave

This policy was drafted as a local policy and is not in compliance with current law. As it is a method of how the District functions, the task will be captured in an Administrative Procedure. On a motion by Trustee Gregory, seconded by Trustee Cole and unanimously carried, the inactivation was approved (copy attached to official minutes).

Second Reading and Request for Approval – Revision of Board Policy #5130 – Financial Aid

Executive Assistant Sarah Criss said that these revisions reflect legal changes from the Policy and Procedure Service from the League as well as updates to local processes. On a motion by Secretary Eveland, seconded by Trustee Gregory and unanimously carried, the revision was approved (copy attached to official minutes).

CONSENT AGENDA

- A. Request for Approval – Course Revisions
- B. Request for Approval – Adventist Health Systemwide Clinical Affiliation Agreement for Nursing Students; 3 Year Agreement
- C. Request for Approval – Upper Division Coursework Fee
- D. Request for Approval – Residence Hall/Dormitory Room & Board Fees Increase; Effective 2025-26 Academic Year
- E. Request for Approval – 2025/26 Non-Resident Tuition Fees

- F. Request for Approval – Program Pathway Mapper Onboarding and Licensing Agreement between the Foundation for California Community Colleges and West Kern Community College District on Behalf of Taft College; 2/12/25 – 2/11/26; Funded by the California Community College Chancellor's Office
- G. Request for Ratification – Memorandum of Understanding between West Kern Community College District and Wonderful College Prep Academy; 1/1/25 – 6/30/25
- H. Request for Ratification – Academic Senate for California Community Colleges Open Educational Resources Project Management Service Agreement; 1/13/25 – 8/29/25; \$6,000.00 Funded by ZTC Grant Funds
- I. Request for Approval – Purchase of an X-ray Florescent (SRF) Analyzer; \$30,869.44 Funded through Foundation and District Funds
- J. Request for Ratification – Contract for Professional Services with Education Support Services Group, LLC.; 1/9/25 – 6/30/25; \$225.00 per Hour
- K. Request for Approval – Maxient Service Agreement – Case Management Software; Annual Renewal for up to Five Years; \$5,000.00 Setup Fee and \$5,000.00 Annual Service Fee
- L. Request for Approval – Siteimprove Software Subscription Renewal; 3/19/25 – 3/18/26; \$9,670.90
- M. Request for Approval – BIO-key International, Inc. Portal Guard Annual Renewal – Quote 00000449; 4/27/25 – 4/26/26; \$8,000.00
- N. Request for Ratification – WESTEC Agreement for Active Shooter Training; \$1,500.00
- O. Request for Approval – Change Order #1 Taft College RFP WKCCD 2425-111 Managed Print Services Awarded to Jones-Walbaum Corporation; Additional \$354.90 per Month Plus Tax
- P. Request for Approval – Signatory Update with United Security Bank
- Q. Ratification of the January 2024 Vendor Check & Purchase Order Registers

On a motion by Trustee White, seconded by Trustee Cole and unanimously approved, items A-Q were approved (copy attached to official minutes).

PUBLIC COMMENTS ON ITEMS OF GENERAL INTEREST

There were no comments

EMPLOYMENT

Trustee Cole noted that there was a typo on the academic employment with Dental Hygiene. On a motion by Trustee White, seconded by Trustee Cole, the Employment Items below were approved with the amendment 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, January 2025
4. Student Organization and Special Accounts, January 2025
5. Funds Deposited in County Treasury, January 2025
6. Employee Travel Report – January 2025

Trustee Reports

Trustee White appreciated the West Kern Economic Alliance lunch and meeting and thanked the College for hosting and participating in the community focused discussion on the state of west Kern. He attended the swearing-in for the county supervisors and the Chairwoman's Dinner and appreciated the opportunity to connect with county partners.

Secretary Eveland also attended the supervisory dinner. He thanked the College participating in the event.

President Orrin told College staff that the State of the City will be livestreamed if they would like to view it virtually. The Chamber of Commerce Installation and Awards night is coming up next week. Student Trustee Jay Cuevas will be honored as the college Youth Leader of 2025.

Associated Student Organization

Jay Cuevas, Student Trustee, reported on many ASO events that included, but was not limited to, a Black Student Union event, collaboration with MESA at South High School, discussions on immigration, and a wellness survey among students that showed the majority of students feel that the campus is safe and appreciates the faculty support.

Academic Senate

Candace Duron, Academic Senate President, shared that she will serve another term and that Michelle Beasley will serve as Secretary for a two-year term. Fulltime faculty requests are being reviewed and it is expected that it will be recommended that a fulltime communication professor be recruited/hired.

Administrative Services

Mike Giacomini, Acting Vice President of Administrative Services, said that with the audit complete the departments are working to improve upon the two findings as needed. He is continuing to work with College staff to support and learn procedures. Nick Valsamides, Executive Director of Fiscal Services, reported that audit work for this year has begun while staff also prepare for budget preparation.

Marketing and Community Relations

Susan Groveman, Executive Director of Marketing and Community Relations, is working with staff on dual enrollment materials and outreach plans. She is also working on TIL recruiting materials and accessibility documentation remediation training.

Campus Safety and Security

Kevin Altenhofel, Director of Campus Safety and Security, recently attended a Title IX conference. He will work with administration on recent Title IX updates.

Student Services

Cecilia Alvarado, Dean of Student Services, shared many event details including the black history month events, a field trip to Channel Islands, and planning for Cougar Days in March. The Student Services staff are contacting students to register and to commit an educational plan. The department is planning to host an event to inform students how to become a national citizen as well as to inform them of their natural rights.

Amber Garcia, Financial Aid Director, thanked the board and staff who support the Triple Play event. She updated on the student disbursements from financial aid and reported that late start book vouchers had been offered. Financial Aid staff presented the the Taft Union High School Spanish-speaking parents on the financial aid and college programs available to students. The staff will be working with TUHS/Buena Vista/Maricopa students on registration and Promise Program opportunities. The financial aid staff will be attending a Chancellor's Office financial aid conference.

Information Technology/Institutional Research

Dr. Xiaohong Li, Vice President of IT/IR, said the consultants for the Educational Master Plan will hold a goal setting session tomorrow. The accreditation midterm report has begun to be drafted. The Strategic Action Plan will begin an update after the EMP has been approved. The IT department is working to move students to a multifactor authentication process and to use TC email address for internal communication. The IT staff continue to work with Student Services to remove fraudulent applications/accounts from District enrollment figures.

Foundation

Dr. Sheri Horn-Bunk, Executive Director of Foundation and Institutional Advancement, enjoyed a Condor hockey night with many Taft community organizations. She invited the Board and staff to a March 12th

event for a Chevron check presentation. The Foundation secured grant funding to help with the summer healthcare internships. Dr. Horn-Bunk also shared that the funds for a communications scholarship were secured.

Faculty Association

Ruby Payne, Faculty Association President, thanked Susan Groveman for supporting an early college project. She also thanked MESA for the department's ability to use 3D printers for department use. Ms. Payne said that the faculty bargaining members are looking forward to the Interest Based Bargaining training that will be held at the end of the month.

Instruction

Dr. Sharyn Eveland, Instructional consultant, reported on legislative work completed. Many tasks are a campus wide effort and she thanked the employees for their work to meet the needs of AB 1705, AB 1111, and AB 928. Dr. Eveland is working with staff and faculty to prepare scheduling to optimize the fill rate in courses offered by the College in an effort to stabilize District funding.

Jose Valadez, Director of MESA, shared events and planned events with the Board. He highlighted events like the Taft High takeover with other departments, a field trip to CSU East Bay, and a collaboration with the TC Black Student Union at South High School. MESA tutoring will be shared with flyers in appropriate classes. The program produced 3D printed hand towel dispensers for the campus.

SUPERINTENDENT REPORT

Dr. Minor shared campus and community activities and highlighted events like a Foundation holiday mixer, a Kiwanis dinner and planning for an event for the 100 year celebration, as well as an inaugural West Kern Economic Alliance event. Dr. Minor recognized Sergio Gomez as the employee of the month. She thanked the Board for approving Dr. Eveland's contract so that she may focus on the other functions of her duties. Dr. Minor thanked the Foundation for the Delta Dental scholarship opportunity for Dental Hygiene students.

CLOSED SESSION

On a motion from Trustee Gregory, seconded by Secretary Eveland and unanimously carried, closed session was reconvened.

RECONVENE IN OPEN SESSION; ANNOUNCE CLOSED SESSION ACTIONS

At 9:10 p.m., it was moved by Trustee Gregory, seconded by Secretary Eveland and unanimously carried, to reconvene in Public Session. President Orrin announced that action was taking to appoint Dr. Leslie Minor as the Interim Superintendent/President with a contract to be negotiated for Board approval at the March Board meeting. The vote to appoint Dr. Minor was unanimous with all trustees present.

NEXT MEETING

The next monthly meeting is scheduled for Wednesday, March 12, 2025.

ADJOURNMENT

At 9:13 p.m., on a motion by Trustee White, seconded by Trustee Gregory and unanimously carried, the meeting was adjourned.

Respectfully Submitted:

Mike Eveland, Secretary