

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

**REGULAR MEETING**

**March 12, 2025**

The regular meeting of the Board of Trustees of the West Kern Community College District was called to order at 5:02 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**

Mike Giacomini, Acting Vice President of Administrative Services, provided an update to budget predictions based on the information from the Governor's budget. The District has been in a hold-harmless state in regard to enrollment after the pandemic and will be facing budget concerns as work to stabilize enrollment continues. With the current enrollment status, the District may receive base funding but would not be eligible to receive Cost of Living Allowance increases. Mr. Giacomini expects the District to face a deficit this coming fiscal year as the last of the frozen enrollment years will roll out of the three-year rolling average. With continued focus on enrollment growth, the District would become more stable, and he predicts the District would be eligible to receive COLA/growth credits in 2027/28.

**PUBLIC COMMENT ON CLOSED SESSION ITEMS**

There were no public comments.

**ADJOURN TO CLOSED SESSION**

At 5:44 p.m. it was moved by Trustee Gregory, 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: 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: Mike Giacomini, Acting 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 6:07 p.m., it was moved by Secretary Eveland, seconded by Trustee Gregory 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**

Ruby Payne, Taft College Faculty Association President, spoke on behalf of the TCFA with conflict concerns with Dr. Minor serving many roles at the College at the present time.

**GENERAL COMMUNICATIONS**

There was no general communication.

**PROGRAM UPDATE – Healthcare/Nursing Update**

This item was tabled.

**APPROVAL OF MINUTES**

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

**NEW BUSINESS**

**Presentation and Request for Approval – Contract for Dr. Leslie Minor to serve as Interim Superintendent/President; 1/13/25 – 6/30/26**

On a motion by Secretary Eveland, seconded by Trustee White and unanimously carried, this item was approved (copy attached to official minutes).

**Request for Approval – Presidential Home Agreement with Dr. Leslie Minor**

On a motion by Trustee Gregory, seconded by Secretary Eveland and unanimously carried, this item was approved (copy attached to official minutes).

**Request for Approval – Memorandum of Understanding (MOU) between West Kern Community College District (WKCCD) and California Commercial Real Estate Services (California Commercial)**

On a motion by Trustee Gregory, seconded by Secretary Eveland and unanimously carried, this item was approved (copy attached to official minutes).

**First Reading – Proposed Revisions to Faculty Collective Bargaining Agreement – Grievance Language**

The item was reviewed.

**Request for Approval – Board Resolution No. 2024/25-03 – Faculty Appreciation Week, May 5-9, 2025**

On a motion by Secretary Eveland, seconded by Trustee Cole and unanimously carried, this item was approved (copy attached to official minutes).

**Request for Approval – Board Resolution No. 2024/25-04 – Classified Appreciation Week, April 28- May 2, 2025**

On a motion by Trustee Gregory, seconded by Trustee White and unanimously carried, this item was approved (copy attached to official minutes).

**CONSENT AGENDA**

- A. Request for Approval – Course Revisions
- B. Request for Approval – Program Revisions
- C. Request for Approval – New Courses
- D. Request for Approval – Course Inactivation
- E. Request for Approval – Clinica Sierra Vista Clinical Training Program Agreement for Emergency Medical Technician, Paramedic, Medical Assisting, and Nursing Students; 3 Years Beginning 4/1/25
- F. Request for Ratification – Dignity Health Educational Training Agreement for Emergency Medical Technician, Paramedic, Medical Assisting, and Nursing Students; 2/1/25 – 7/31/25
- G. Request for Approval – Department of Developmental Services Service Provider Agreement
- H. Request for Approval – Off Campus Lease Agreements for the TIL Program
- I. Request for Approval – Coordinate Career Pathways Design; Revenue Generated
- J. Request for Approval – Extension of Application Subscription Program Agreement with TouchNet Information Systems, Inc.; 6/1/25 – 5/31/30; \$89,289.00
- K. Request for Approval – Child Development Center Flooring Replacement Project; \$89,000.00
- L. Request for Approval – Child Development Center Exterior Painting Project; \$32,000.00
- M. Request for Approval – Library/Student Services Auto Door Openers Project; \$29,235.59
- N. Request for Approval – Renew Turnitin (Plagiarism Detection) Account; 8/1/25 – 7/31/26; \$8,652.88
- O. Request for Approval – ABTECH Technologies Quotation Contract No. M5320 for Hardware and Software Maintenance; 4/16/25 – 4/16/26; \$11,881.00
- P. Request for Approval – Convergent Tech Lenel Software Maintenance Quote: BH07779903P; 5/3/25 – 5/2-26; \$10,280.00
- Q. Request for Approval – Credit Card Machine Agreement with TSYS Business Solutions; 48 Month Lease; \$161.94 per month per machine
- R. Request for Approval – Amendment to UKG Master Service Agreement to Include UKG Ready Learning; Initial Set Up Fee of \$6,500.00 and \$1.80 per Record Monthly Recurring Fee
- S. Request for Ratification – Contract for Professional Services with Ana Leheny; 2/6/25 – 6/30/25; \$150.00 per Hour, Not to Exceed 50 Hours
- T. Request for Approval – Agreement with Firestorm Global, LLC. – SAFER Cyber Risk Assessment; One Year Term that Renews Annually
- U. Request for Approval – CSC Addendum “A” – Dorm Washer/Dryer Agreement
- V. Request for Approval – Keenan – Business Associate Agreement
- W. Information Item – CCFS-311Q for the 2<sup>nd</sup> Quarter Ending December 31, 2024
- X. Ratification of the February 2024 Vendor Check & Purchase Order Registers

Trustee Gregory requested to pull items K and L from the Consent Agenda. On a motion by Trustee Gregory, seconded by Trustee Cole and unanimously carried, items A-X with the exception of items K and L were approved (copies attached to official minutes).

Trustee Gregory asked if the CDC projects had shown a need to be replaced. Mr. Giacomini explained that the flooring had cracks, and the update is in need to prevent injury or further damage. The paint on the exterior of the building is sun faded and cracking. This project is funded by state funding sources, not District funds. On a motion by Trustee Gregory, seconded by Trustee White and unanimously carried, items K and L were approved (copies attached to official minutes).

### **PUBLIC COMMENTS ON ITEMS OF GENERAL INTEREST**

There were no comments.

### **EMPLOYMENT**

Trustee Cole noted that Alissa Tweedy and Paul Blake would be missed. On a motion by Trustee Gregory, 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, February 2025
4. Student Organization and Special Accounts, February 2025
5. Funds Deposited in County Treasury, February 2025
6. Employee Travel Report – February 2025

#### **Trustee Reports**

Trustee White thanked the Foundation for the lunch and check presentation for Chevron's most recent gift to the College. He commended the oil industry for continuously supporting the community. Trustee

White also attended the art gallery reception and the seal revealing in the bookstore. He recognized our staff and students for sharing their talents with the College campus.

President Orrin has recently spoken with two nurses that attended Taft College for undergrad courses. Both were appreciative of the care that Taft College took in helping them be successful and are hopeful to see that care in a new nursing program.

### **Associated Student Organization**

Jay Cuevas, Student Trustee, reported on many activities hosted by the ASO that included events for Black History month with our campus Black Student Union and information sessions for immigrant citizenship and safety points. The ASO is preparing to attend and participate in the statewide General Assembly session by studying current legislative topics. Student Trustee Cuevas also thanked the Taft Chamber for awarding him a leadership recognition award.

### **Academic Senate**

Ruby Payne reported on behalf of the Academic Senate. She shared information for the upcoming state Spring Plenary. The local Academic Senate is reviewing resolutions and topics in preparation for the statewide meetings.

### **Marketing and Community Relations**

Susan Groveman, Executive Director of Marketing and Community Relations, is assisting in making materials more accessible for dual enrollment and TIL students and potential students. Ms. Groveman reminded the Board and staff that Hall of Fame nominations are due March 15<sup>th</sup> and encouraged everyone to consider candidates for nomination.

### **Administrative Services**

Mike Giacomini, Vice President of Administrative Services, reported on the progress of facilities projects that include door opener upgrades, the ASO park monument sign and other signage needs. The Fiscal Services department is preparing for the 2025/26 budget. The Bookstore is looking forward to a printer upgrade that will increase their service offers to the District and community. Food services is preparing for a second round of menu updates.

### **Human Resources**

Heather del Rosario, Vice President of Human Resources, shared the functions now offered on the SAFE app on smart phones to help students and staff around campus. She reported that she is working with TIL students to improve resume building skills and to prepare for job interviews. Ms. del Rosario will be completing a certificate for this service and the District can earn funding by providing certified services to TIL students in the future. The HR department is also working to track the training needs of employees in a collective system to improve tracking of what needs are in need and who is up to date.

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

Dr. Xiaohong Li, Vice President of IT/IR, has shared the final draft of the Educational Master Plan with constituents. The last step of the process is to gather final feedback before requesting approval from the Board of Trustees. Institutional Research staff are finalizing the annual accreditation update as well as the

Strategic Action Plan annual progress towards goals. Information Technology staff will be working with the contracted vendor to install new printers across the campus next week.

### **Foundation**

Dr. Sheri Horn-Bunk, Executive Director of Foundation and Institutional Advancement, thanked all who attended the check presentation for Chevron today. She noted that even though Chevron has made many contributions over the years that it is the genuine appreciation our campus shows them that makes our relationship so strong. Dr. Horn-Bunk said that the Foundation is ready for the scholarship season and is also setting up the pre-nursing internship program with area allied health partners.

### **Campus Safety and Security**

Kevin Altenhofel, Executive Director of Campus Safety and Security, is undergoing training towards a new team being formed to assist students in addressing behavioral concerns. He looks forward to the work of this team and recognized that it is an industry standard way of addressing behavioral concerns and assisting students who may need assistance.

### **Faculty Association**

Ruby Payne, Taft College Faculty Association President, said that faculty are excited to be entering celebration season with students. Faculty continues to be active in committees and classes, as well.

### **Instruction**

Jaime Lopez, Dean of Instruction, said that Instruction staff are setting the summer/fall class schedules. Discussion continues to be held to identify non-credit course opportunities. Distant Education staff have been working to remedy technology issues and are offering faculty training to increase engagement and retention in distance education courses. Mr. Lopez reported that over 850 individual students took dual enrollment classes this academic year. They participated in an incoming 9<sup>th</sup> grade orientation event at Taft Union High School to encourage students to use the dual enrollment course opportunities.

### **Transition to Independent Living**

Megan Romero, Director of TIL, thanked the Board for support in the new program updates. TIL is aiming to have a new cohort of 29 new students this fall. Staff hosted Kern Regional Center last week for an onsite visit. Ms. Romero is excited to implement the coordinated pathways program this spring but with a larger launch in fall to assist students with career planning. The tailer day program will help sophomore students as they transition. Ms. Romero said that the tailer day program will especially help TIL students who are remaining at Taft College but transitioning out of TIL and will be coordinating their own living plans.

### **Student Services**

Cecilia Alvarado, Dean of Student Services, shared that the CalWORKs/EOPS staff are completing necessary program reports and for grant disbursement. Counselors are working with students to complete educational plans and looking into updates from the state for transfer pathways. Outreach staff have events daily and have several Cougar Days planned for area schools. Staff are also planning events to hold in the evening with the community adult population to share what programs the College has that may help them meet a career goal. Outreach also offered undocumented student events that explained the process for citizenship.

Amber Garcia, Financial Aid Director, said that Financial Aid staff and Outreach staff are collaborating on many events to assist and recruit students. Staff have visited both Taft Union and Maricopa high schools in recruiting for Promise Program applicants. There is a CalSOAP advisor working with TUHS here on our campus to help students complete the FAFSA and apply for the Promise Program. The department is also preparing for the Scholarship Luncheon with donors and staff.

#### **SUPERINTENDENT REPORT**

Dr. Minor shared details from the Educational Master Plan goal setting session, the Black Student Union luncheon with Alpha Kappa Alpha guests, and the women's basketball "Play for Kay" fundraiser. Recently, Dr. Minor attended an Oil Technology Academy event in conjunction with the Holmes Foundation that supports student education and industry advocacy. The Taft Kiwanis club celebrated its 100-year anniversary, and the City of Taft also acknowledged Taft Rotary for also turning 100 years old. Dr. Minor commended College staff for hosting 430 career day students from Stonecreek Middle School. She also recognized mathematics professors Shelley Getty and Nathan Cahoon for their work with the Central Valley Higher Education Consortium taskforce addressing success in transfer level math courses.

#### **CLOSED SESSION**

On a motion from Trustee Gregory, seconded by Secretary Eveland and unanimously carried, closed session was reconvened at 7:17 p.m.

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

At 8:12 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 action taken in Closed Session to approve Board Resolution No. 2024/25-05, Release and Non-Reassignment of Employee ID Number A00335974, an Educational Administrator. On a motion by Trustee Gregory, seconded by Secretary Eveland, the vote was unanimous with all trustees voting in favor of the resolution.

Also taken in Closed Session was action to approve Resolution No. 2024/25-07, Release and Non-Reassignment of Employee ID A00329796, Classified Supervisor. On a motion by Trustee Gregory, seconded by Trustee White, the vote was unanimous with all trustees voting in favor of the resolution. Copies of both resolutions are attached to the official minutes.

#### **NEXT MEETING**

The next monthly meeting is scheduled for Wednesday, April 9, 2025.

#### **ADJOURNMENT**

At 8:14 p.m., on a motion by Trustee White, seconded by Trustee Gregory and unanimously carried, the meeting was adjourned.

Respectfully Submitted:

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Mike Eveland, Secretary