

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

**REGULAR MEETING**

**February 8, 2017**

The regular meeting of the Board of Trustees of the West Kern Community College District was called to order at 5:07 p.m. by President Billy White. Secretary Dawn Cole and trustees Emmanuel Campos, Michael Long, and Dr. Kathy Orrin were present. Superintendent/President Dr. Debra Daniels and Executive Secretary Sarah Criss were in attendance.

**PUBLIC COMMENT ON CLOSED SESSION ITEMS**

No comments were heard.

**CLOSED SESSION**

At 5:08 p.m. it was moved by Trustee Campos, seconded by Trustee Cole 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/Reassignment, Government Code Section 54957
- D. 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
- E. Conference with Legal Counsel – Anticipated Litigation  
Significant Exposure to Litigation Pursuant to Paragraph (2) or (3) of Subdivision (d)  
of Section 54956.9 – 2 Potential Cases
- F. Student Discipline and Other Confidential Student Matters, Education Code  
Sections 35146, 48900 et. Seq. and 48912(b)

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

At 6:02 p.m., it was moved by Secretary Cole, seconded by Trustee Long and unanimously carried, to reconvene in Public Session. President White reported that no action was taken during Closed Session.

**PLEDGE OF ALLEGIANCE**

President White led the pledge of allegiance.

## **PUBLIC COMMENT ON OPEN SESSION ITEMS**

No comments were heard.

## **GENERAL COMMUNICATIONS**

There were no general communications.

## **QUARTERLY INVESTMENT REPORT**

District Investment Advisors Mike Urner, of Wells Fargo Advisors, LLC., and Dave Ivarie, of Morgan Stanley, distributed and reviewed the quarterly report of the WKCCD General Obligation Bond Portfolio and Facilities Reserve for the quarter ending December 31, 2016 (copies attached to the official minutes). Mr. Urner reported that the GO Bond Portfolio gained income of \$47,672.42 for the quarter with an ending value of \$7,907,515.21. A debt repayment of \$1,750,000.00 was made this quarter. The projected 12-month portfolio coupon income is \$160,842.00 with \$4,992,053.64 total income earned since inception. Mr. Urner reviewed the asset and credit sector allocation and the portfolio maturity distribution, as well as confirming continuing compliance with state code and regulations. The current economic trends were expected to show changes due to the effect of the election.

Mr. Urner reviewed the highlights of the Facilities Reserve including income for the quarter of \$81,164.06 and an ending value of \$11,756,334.40. He also noted the projected 12-month portfolio coupon income of \$320,072.00 and \$4,572,527.75 total income earned since inception. Mr. Urner reviewed the asset and credit sector allocation and the portfolio maturity distribution, as well as confirming continuing compliance with state code and regulations. He added that the volatility of the market did show a dollar value decrease. There is still a demand in the municipal bond market. Mr. Ivarie stated that when the economy picks up there will be more of a distribution in the credit sector as the lower rated portfolios will be expecting a high return.

## **PRESENTATION - Citizen's Oversight Committee 2015-16 Annual Report**

Brock McMurray, Executive Vice President of Administrative Services, presented the Citizen's Oversight Committee Annual Report for 2015-16 on behalf of Committee President Roger Miller. Mr. McMurray explained the pieces of the report and the requirements by law to present the information to the Board. The copy of the report was missing a page. The report in its entirety can be found on the District's Measure A website, maintained by AP Architects.

## **PRESENTATION - Accreditation Update**

Dr. Eric Bérubé, Accreditation Liaison Officer, presented a draft of the March 2017 Accreditation Follow-Up Report to the Board. As explained in previous presentations, the District has seven recommendations to follow-up in the March 2017 report. Dr. Bérubé explained each item's section in the report and presented a table of the report areas and the report area leads (see page 6). The majority of the tasks leading up to the draft of this report were completed in recommendations #4 and #6. Dr. Bérubé has submitted substantive change reports to the Accrediting Commission for Community and Junior

*PRESENTATION – Accreditation Update (continued):*

Colleges (ACCJC) commission. They will meet later in the month and a response to the reports is expected. Dr. Bérubé noted that recommendation #7 is still in progress but that work to use technology in the notification of students in regards to Student Learning Outcomes is being completed. The tests of the processes are showing success.

Dr. Bérubé stated that the report will be completed in the next two weeks and presented to the Governance Council. The next step would be to share the report (via TC News email distribution) to the College community. The Board will see the final report on the March regular Board meeting agenda.

President White thanked Dr. Bérubé and the staff working on the report. He stated it was obvious a lot of work had been completed above and beyond that of the normal workload.

**APPROVAL OF MINUTES**

On a motion by Trustee Campos, seconded by Secretary Cole and unanimously carried, the minutes of the Regular Meeting held January 11, 2017 were approved.

**NEW BUSINESS**

**Second Reading and Request for Approval – Updated Board Policy #2100 – Board Elections**

Dr. Daniels stated that Board Policy #2100 has been brought to the Board with updates as recommended by the Community College League of California. As recommended by the Community College League of California, language is updated to reflect the appropriate meeting for a newly elected Trustee to begin a term in office (copy attached to the official minutes). On a motion by Trustee Long, seconded by Trustee Campos and unanimously carried, the update to Board Policy #2100 was approved.

**First Reading – Updated Board Policy #5220 – Shower Facilities for Homeless Students (No Action)**

As recommended by the Community College League of California, language is updated to address Education Code Section 76011 which was effective January 1, 2017. (No Action)

**CONSENT AGENDA:**

- A. Information Item - CCFS-311Q for the 2<sup>nd</sup> Quarter Ending December 31, 2016
- B. Request for Approval – New Course

Applied Technologies Division

ENER 1503 Environmental Awareness & Regulatory Compliance

- C. Request for Approval – Program Update

CONSENT (continued):

Applied Technologies Division  
Industrial Health and Safety

- D. Request for Approval – Notice of Release of Categorically Funded Temporary Faculty
- E. Request for Approval – The Superintendent/President, with the support of Governance Council, recommends that the Superintendent/President not grant permission to allow concealed carry on WKCCD facilities
- F. First Reading – College and Career Access Pathways (CCAP) Agreement with Taft Union High School District (TUHSD) (No Action)
- G. Request for Ratification – Amendment #5 for Year 6 Agreement with University of La Verne to Facilitate the STEM Pathways V Cooperative Grant through the U.S. Department of Education, Amend to Cover October 1, 2016 – September 30, 2017
- H. Request for Ratification – One-time Pay Approval for Work Conducted by University of La Verne in Accordance with STEM Pathways Title V Cooperative Grant, October 1, 2015 – September 30, 2016, \$74,802.12
- I. Request for Approval – Purchase of Flooring from Advanced Exercise Equipment and Fitness Floor Install for Kinesiology Program to Support Development of the EMG/EEG Lab, \$10,043.41
- J. Request for Approval – Purchase of Electromyography (EMG) Equipment from BTS Bioengineering for the Kinesiology Program for Development of the EMG/EEG Lab, \$84,200.00
- K. Request for Approval – Purchase of Epilog Fusion M2-32, a Laser Cutter/Engraver from Cutting Edge Systems for the STEM Program to be used by Taft College as well as other Partnering STEM Related Programs, \$78,452.92
- L. Request for Approval – Purchase of Strength Training Equipment from Advanced Exercise Equipment for the Kinesiology Program to Support the Development of the EMG/EEG Lab, \$68,592.80
- M. Request for Approval – Cranium Café Online Services in to Integrate with Canvas Supported by the Chancellor’s Online Education Initiative (OEI) , One Year Term, \$18,750.00
- N. Request for Approval – Contractor Agreement with Ken Arnold for High School Partner Professional Development under STEM Pathways Grant, March 29 – April 2, 2017, \$319.47

*CONSENT (continued):*

- O. Request for Approval – Contractor Agreement with Barbara Cox for High School Partner Professional Development under STEM Pathways Grant, March 29 – April 2, 2017, \$319.47
- P. Request for Approval – Transfer Articulation Consulting Services Proposal with Strata Information Group, \$170.00 per Hour Not to Exceed 228 Hours plus \$1,700.00 in Travel Expenses, Final Cost Not to Exceed \$40,460.00, Effective Upon Approval
- Q. Request for Approval – Purchase of Class Equipment for Introductions to Forensics Course ADMJ 1506 from Carolina Biological, \$22,860.49
- R. Request for Approval – Renewal of Agreement with Redrock Software Corp for Annual TutorTrac Hosting and Technical Support, March 1, 2017 – February 28, 2018, \$1,999.00
- S. Request for Approval – Service Contract with NetLink Loader for the Pay Station Kiosk, March 10, 2017 – March 9, 2018, \$1,575.00
- T. Request for Approval – Agreement with GLCS, LLC for IBM Cognos Business Intelligence Support, February 9 – December 31, 2017, \$175.00 per Hour Not to Exceed 150 Hours (Not to Exceed \$26,250.00)
- U. Request for Ratification – Consultant Agreement with Total Compensation Systems, Inc. for Actuarial Study in Regards to GASB Standards, February 1 – June 30, 2017, Not to Exceed \$10,000.00
- V. Ratification of the January 2017 Vendor Check & Purchase Order Registers
- W. Routine Personnel Items:
  - a. Request for Conference Attendance and Expenses as of February 1, 2017

On a motion by Trustee Long, seconded by Trustee Orrin, Item E was pulled for discussion and separate vote.

On a motion by Secretary Cole, seconded by Trustee Campos and unanimously carried, Consent Agenda Items A – W, except E, were approved as presented (materials related to items A – W are attached to official minutes).

Trustee Long spoke in favor of allowing Carry Concealed Weapon permit holders (CCW) to carry on campus. He feels CCW holders are trained and can assist in the event there is an event on campus.

Trustee Orrin spoke in favor of the right to hold a CCW permit but cited the law, as written, to be too burdensome to operate on campuses.

CONSENT (continued):

Trustees White and Campos stated concerns with the operation of the law as well as the liability and undue responsibility on college administration to have sole responsibility in the operation of the law.

On a motion by Trustee Campos, seconded by Secretary Cole, Item E was approved by the following vote:

Yes: Emmanuel Campos, Billy White, Dawn Cole, and Dr. Kathy Orrin

No: Michael Long

Abstain: None

Absent: None

## PUBLIC COMMENTS ON ITEMS OF GENERAL INTEREST

No comments were made.

## EMPLOYMENT

On a motion by Trustee Cole and seconded by Trustee Campos, Employment Items A - C were approved by the following vote (Employment Items A - C (*Appendix I & II*) are attached to official minutes):

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

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:

A. Financial Reports (for information):

1. Revenue Accounts (Account Level 1) FY 2016/17
2. Expenditure Accounts (Account Level 1) FY 2016/17
3. Expenditure Detail of \$10,000.00 or Greater, January 2016
4. Student Organization and Special Accounts, January 2016
5. Funds Deposited in County Treasury, January 2016
6. Investments Held at Deutsche Bank Trust Company and The Bank of New York Mellon  
7/1/16 - 12/31/16

*REPORTS (continued):*

### **Trustee Reports**

Trustee Orrin reported she had attended the Annual Legislative Conference. She thanked Dr. Daniels for her assistance and attention during the conference. Dr. Orrin said that the conference was very informative.

Secretary Cole attended the Triple Play Dinner. She enjoyed the evening and thanked the staff who work in preparation of the event. Secretary Cole also attended the Annual Legislative Conference. She noted that she is interested in the "15 to Finish" initiative to strengthen completion rates.

President White also attended the Annual Legislative Conference. He reported that the Board met with Assemblyman Vince Fong and felt the newly elected Assemblyman is already hard at work serving on both the Education and Budget committees. President White noted that the conference was most successful due to the full Board participation. President White also attended the Triple Play Dinner and was pleased with the message shared by Eric Byrnes.

### **Academic Senate**

Academic Senate President Geoffrey Dyer reported that the Senate Council met January 18<sup>th</sup> and the Senate as a whole met on February 6<sup>th</sup>. Discussion topics included: Creation of a new Career Technical Education (CTE) committee as a sub-committee of the Academic Senate; Strong Workforce funding; the replacement of retiring faculty; and the Process for awarding emeritus status per AP #4115. The Senate acted to: reject a proposal to change the AS process for ranking faculty positions; approve the Academic Development committee charter; update the Curriculum and General Education committee charter; redefine the Institutional Student Learning Outcome for Critical Thinking as "analyze and evaluate information to construct evidence-based conclusions,"; elect Candace Duron as the new AS Secretary; and re-elect Geoffrey Dyer as the AS President.

### **Associated Student Body**

Martha "Luz" Lopez, Associated Student Body (ASB) representative to the Board of Trustees, reported a campus scavenger hunt is being prepared for students to become more aware of historical figures during February - Black History Month. ASB is also planning a "How Well do You Know Your Partner" game for Valentine's Day and tours of the TC Dorms for interested students. There are monthly Cleary Act meetings - February's meeting will cover the topic of online dating.

### **Administrative Services**

Brock McMurray, Executive Vice President of Administrative Services, stated that facilities projects are moving along despite a few rain delays. The final site visit for the gymnasium re-roofing project has taken place. Work will begin soon on the project.

*REPORTS (continued):*

In Business Services, Mr. McMurray acknowledged the resignation of long time Fiscal Director, Jim Nicholas. Mr. Nicholas has left the District and will work for Butte College in a similar role. The department is working to complete year end items for payroll and tax purposes.

**Human Resources**

Dr. Robert Meteau, Associate Vice President of Human Resources, invited the Board and employees to participate in the annual SISC health screening fair that will happen on campus February 28<sup>th</sup>. Recently, Dr. Meteau attended the Statewide Association of Community Colleges (SWACC) conference that had a lot of risk management and liability information.

**CSEA Chapter #543**

Velda Peña, President of California School Employees Association Chapter #543 (CSEA), attended the reception honoring Kal Vaughn for his years of service to the Board. She appreciated the event and the chance to thank Mr. Vaughn. Ms. Peña introduced Laura L'Ecuyer as the new CSEA Chapter #543 Vice President.

**TC Faculty Association**

Diane Jones, President of the Taft College Faculty Association, noted that the reception for Kal Vaughn was appreciated and well-deserved for his dedication to the District. Ms. Jones shared a new monthly event that the Association is sponsoring. The "Performer's Circle" event was held the last Monday of the month in January and will continue at that time each month. In January, Faculty members took part in the event. The Association looks forward to the future performances from students.

**Student Success**

Primavera Arvizu, Dean of Student Success, reported that the current work in the area of Student Success is to use Banner in a matter that reduces manual work. Student Success planning is going into March Madness, an effort to assist students in completing the student education plans. Retention success rates are as high as 80% when a student has a completed educational plan. Also, counselors are going to 5 high schools to start educational plans with incoming students. After recruitment effort, a mental health counselor is in the process of being hired.

**Instruction**

Mark Williams, Vice President of Instruction, reported to the Board that current enrollment figures are strong. This is evident in the reports heard by other departments in a variety of efforts by staff. The Student Resource Center is successfully assisting students in need. He also told the Board that February is the Annual Program Review (APR) month. Instruction is beginning the process of APR.



*REPORTS (continued):*

### **Student Services**

Severo Balason, Jr., Vice President of Student Services, thanked Primavera Arvizu for her assistance during his first month at the College. He spoke in support of Trustee Cole's mentioned "15 to Finish" program. Mr. Balason informed the Board of the upcoming Al Baldock Memorial Golf Tournament on April 21<sup>st</sup> as well as the Graduation Ceremony to be held on May 19<sup>th</sup>.

### **Taft College Foundation**

Sheri Horn-Bunk, Director of the Foundation, mentioned the reception for Mr. Vaughn. She announced that he and Bill Phillimore of Wonderful will be proposed as new members to the Board of Directors for the Foundation at the next meeting. The Foundation staff are in the process of setting up a networking night for the 85 students who have received a Bernard Osher scholarship in the 7 ½ years since inception. This event will be held on March 23<sup>rd</sup> and the Board members are welcome to attend.

Ms. Horn-Bunk informed the Board that the next Petroleum Partners Round Table is tentatively scheduled for May 16<sup>th</sup> or 17<sup>th</sup>. Political Economist Steve Calendar of Stanford is scheduled to speak. More information will follow at the next Board meeting.

Innovation Grants for TC faculty will be screened soon. Last year \$8,000 in funds were distributed. This year \$10,000 will be given to assist in classrooms and projects on campus.

Employees will be informed to "give back" to the College at the TC Love day on February 14<sup>th</sup>. An ice cream social for employees who participate in the monthly payroll deduction will be held. There will be a give-away to those participating in payroll deductions as well. Also, Ms. Horn-Bunk stated that after the real estate sale from property owned by the late Harry Wilson, the trust will be releasing assets to the Foundation.

### **REPORT OF THE SUPERINTENDENT**

#### Campus Events

Dr. Debra Daniels attended the Taft Chamber of Commerce mixer held at the Center for Independent Living building. The Transition to Independent Living (TIL) staff, students, and faculty prepared food for the event. It was a successful evening that gave a great example of the student's work. Dr. Daniels also attended the Candlelight Ceremony marking the first year of Dental Hygiene students work. After this accomplishment, the students are able to begin patient-side coursework. Dr. Daniels was not able to attend the Triple Play Dinner due to a conference conflict but reported the event was successful. Many attended and the positive message was spread among the attendees.

#### Legislative Conference

The California College League of California (CCLC) Annual Legislative Conference was held the last weekend of January. Dr. Daniels and all Board members attended. Dr. Daniels stated the full Board

*SUPERINTENDENT'S REPORT (continued):*

participation led to a wonderful conference and effective meeting with Assemblyman Vince Fong and the Chief of Staff to Senator Jean Fuller.

Upcoming Events

Dr. Daniels shared information with the Board on three upcoming events:

Kern Boys & Girls Club - Evening with Condoleezza Rice

Annual Trustee Conference - CCLC

Association of Community College Trustees (ACCT) Conference

**NEXT MEETING**

The next monthly meeting is scheduled for Wednesday, March 8, 2017, at 5:00 p.m.

**ADJOURNMENT**

At 7:23 p.m., on a motion by Secretary Cole, seconded by Trustee Long and unanimously carried, the meeting was adjourned.

Respectfully Submitted:

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Dawn Cole, Secretary