

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

REGULAR MEETING

May 10, 2017

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 Billy White. Secretary Dawn Cole and Trustees Emmanuel Campos and Dr. Kathy Orrin were present. Trustee Michael Long was absent. 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 5:02 p.m. it was moved by Secretary Cole, seconded by Trustee Orrin 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 - 3 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 6:04 p.m., it was moved by Secretary Cole, seconded by Trustee Campos 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

There were no public comments.

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 March 31, 2017 (copies attached to the official minutes). Mr. Urner reported that the GO Bond Portfolio gained income of \$27,649.77 for the quarter with an ending value of \$3,922,567.94. A withdrawal of \$4,000,000.00 was made this quarter due to activity on the Student Center construction project. The projected 12-month portfolio coupon income is \$77,315.25 with \$5,019,703.41 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 are expected to fluctuate in accordance with the legislation being passed or not passed. The federal bond rates are expected to rise.

Mr. Urner reviewed the highlights of the Facilities Reserve including income for the quarter of \$81,202.33 and an ending value of \$11,799,061.57. He also noted the projected 12-month portfolio coupon income of \$320,072.00 and \$4,653,730.08 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.

PRESENTATION – Athletic Update

Kanoe Bandy, Athletic Director, presented an update on the athletic progress this school year. Ms. Bandy noted that student athlete performance in the classroom is shown by the 41 graduating with an average Grade Point Average of 3.12. Funding sources SSSP and Student Equity have added resources that are making an impact on student athlete academic success. Vance Milwee and Blake Bourelle of the Men's Golf team expressed appreciation for the opportunity to play for Taft College in the first year of the team's resurrection. Playing for Coach Chad Sorensen, the team is small but competing well versus established programs.

Ms. Bandy updated the Board on the progress in the Women's Softball program. The team is the Central Valley Conference champion and is currently competing in playoffs under the direction of Coach Cassidy Bell. Players Halle Neher and Tiana Cantero-Kawelo spoke to the Board on behalf of the team.

APPROVAL OF MINUTES

On a motion by Trustee Campos, seconded by Trustee Orrin and unanimously carried, the minutes of the Regular Meeting held April 12, 2017 were approved.

NEW BUSINESS

First Presentation - Tentative Agreement between the Taft College Faculty Association ("TCFA/CTA/NEA") and the West Kern Community College District ("District") - Parental Leave (No Action)

The item being presented to the Board for the first presentation has been the culmination of the bargaining process. The item will be submitted for the second presentation and for approval at the regular June Board meeting.

Request for Approval - 2016/17 Request for Authorization to Transfer Unrestricted General Funds to the Futuris Public Entity Investment Trust Program for Post-Employment Benefits

Dr. Daniels explained that this transfer is the continued effort by the District that meets the obligation to provide funds for post-employment benefits. On a motion by Secretary Cole, seconded by Trustee Campos and unanimously carried, authorization to transfer unrestricted general funds to the Futuris Public Entity Investment Trust Program was approved (copy attached to official minutes).

Request for Approval - Change Order #2 - Student Center Project - Resulting in a \$100,000.00 Contract Sum Deduction. Includes Curtainwall Manufacturer Substitution and Completion of Allowance 3 Landscape and Irrigation by the Contractor

Kevin Cobb, chief architect at AP Architects, detailed the changes contained in Change Order #2 (copy attached to official minutes). By changing the manufacturer of the curtainwall in the Student Center project the District will save \$100,000.000 from the original contracted amount. On a motion from Trustee Orrin, seconded by Trustee Campos and unanimously carried, the change order was approved.

First Reading - Update Board Policy #2340 - Agendas (No Action)

Board Policy #2340 is being presented for update due to the recommendation by the legal counsel of Community College League of California Board Policy and Procedure Services. Board Policy #2340 will be on the regular June Board agenda for the second reading and request for approval.

First Reading - New Board Policy #5145 - Accessibility Standards for Electronic and Information Technology (No Action)

Dr. Daniels explained that the District is proactively leading the way for students with disabilities to be able to access electronic and information technology.

CONSENT AGENDA:

- A. Information Item - CCFS-311Q for the 3rd Quarter Ending March 31, 2017
- B. Request for Approval - New Courses

Science and Math Division

PHED 2734 Strategies for College and Life Management
BIOL 2265 Human Pathophysiology

Applied Technologies Division

WELD 1510 Shielded Metal Arc Welding
WELD 1520 Gas Metal Arc Welding and Flux Core Arc Welding
WELD 1530 Gas Tungsten Arc Welding
WELD 1540 Pipe Welding

C. Request for Approval – Course Revisions

Applied Technologies Division

WELD 1500 Welding Processes

Science and Math Division

ENGR 1500 Introduction to Engineering
ENGR 1510 Engineering Graphics & Introduction to Design with Lab
ENGR 1520 Statistics
ENGR 1530 Materials Science and Engineering with Lab
ENGR 1540 Introduction to Programming Concepts and
Methodologies for Engineers with Lab
ENGR 1550 Computer Programming and Hardware Interface
Controls
ENGR 2000 Circuit Analysis with Lab
BIOL 1500 Fundamentals of Biology
BIOL 1510 Fundamentals of Biology with Lab
PHED 1508 Women’s Intercollegiate Basketball
PHED 2508 Advanced Women’s Intercollegiate Basketball

D. Request for Approval – Program Revisions

Applied Technologies Division

Court Reporting

Science and Math Division

AS-T MATH

E. Request for Approval – New Associate in Arts in Journalism for Transfer Degree

F. Request for Approval - District’s Equal Employment Opportunity Fund Multiple Method Allocation Model Certification Form, Fiscal Year 2016-17

G. Request for Approval – Citizen’s Oversight Committee Appointment – Larry Buttke, Four Year Term Upon Board Approval

CONSENT (continued):

- H. Request for Approval – Resolution 2016/17-24 – Awarding Emeritus Status to Adrian Agundez, Director of Information Services, upon his Retirement on July 31, 2017
- I. Request for Approval – Agreement for CalWORKs Work Study Renewal, 7/1/17 – 6/30/19
- J. Request for Approval – Purchase of a 2017 Chevrolet Express 10 Passenger Van, \$30,942.86
- K. Request for Approval – Purchase of a 2017 Chevrolet Traverse LS, \$27,899.16
- L. Request for Approval – Agreement with AVID for Higher Education – Membership, Professional Development Trainings, Materials and Resources, 7/1/17 – 6/30/18, \$24,230.00 plus Applicable Taxes
- M. Request for Approval – Kern County Children’s Dental Health Network 2017/18 Agreements for Various Treating Dentists, 7/1/17 – 6/30/18, Costs Not to Exceed \$300,000.00 and will be funded by Kern County Children and Families Commission
 - Robert Bang, DDS
 - Marshall Chey, DDS
 - Daniel Launspach, DDS
 - Daniel Purdy, DDS
- N. Request for Approval – Kern County Children’s Dental Health Network 2017/18 Agreement for Janice Montoya, 7/1/17 – 6/30/18, \$55.00 per Hour Not to Exceed \$26,400.00. Cost is Funded by Kern County Children and Families Commission
- O. Request for Approval – Kern County Children’s Dental Health Network 2017/18 Agreements for Registered Dental Hygienists, 7/1/17 – 6/30/18. Cost is Funded by Kern County Children and Families Commission
 - a. Nancye Beth Juler-Davidson, \$40.00 per Hour Plus Mileage at IRS Rate
 - b. Lisa Farnsworth, \$48.00 per Hour Plus Mileage at IRS Rate
 - c. Suzie Rodriguez, \$48.00 per Hour Plus Mileage at IRS Rate
 - d. Robin Shaffer, \$48.00 per Hour Plus Mileage at IRS Rate
- P. Request for Approval – Kern County Children’s Dental Health Network 2017/18 Independent Contractor Agreement for Paula Salcido, 7/1/17 – 6/30/18, \$25.00 per Hour Not to Exceed \$6,000.00. Cost is Funded by Kern County Children and Families Commission
- Q. Information Item – Education Code § 42141 Compliance as it Relates to Workers’ Compensation

CONSENT (continued):

- R. Request for Approval – 2017-2020 Property and Casualty Claims Administration Services Agreement, 7/1/17 – 6/30/20, Compensation Schedule Effective From 7/1/17 – 6/30/18
- S. Request for Approval – 2017/18 District Business Office Systems Agreement – KCSOS AGT #18-0100, 7/1/17 – 6/30/18, Total Cost of \$6,076.35
- T. Request for Approval – Contract for Professional Services with Stefanie Faye Frank, One Day Workshop During May 2017 In-Service, \$3,000.00 (Travel Included)
- U. Request for Ratification – Contract for Professional Services Guest Speaker, Crystal Galindo. One Day Lecture on 3/23/17, Total Cost of \$500.00
- V. Request for Approval – Agreement with Amy Silverman to Speak during Disabilities Awareness Week, 10/23/17, \$500.00 plus Travel Expenses
- W. Request for Approval – Event Rental Contract with The Fort Preservation Society for the EOPS/CARE & CalWORKs End of the Year Luncheon, 5/11/17, Not to Exceed \$450.00
- X. Ratification of the April 2017 Vendor Check & Purchase Order Registers
- Y. Routine Personnel Items:
 - Request for Conference Attendance and Expenses as of May 3, 2017

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

PUBLIC COMMENTS ON ITEMS OF GENERAL INTEREST

There were no comments on items of general interest.

EMPLOYMENT

On a motion by Secretary 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, Dawn Cole, Billy White, and Dr. Kathy Orrin
- No: None
- Abstain: None
- Absent: Michael Long

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 2016/17
2. Expenditure Accounts (Account Level 1) FY 2016/17
3. Expenditure Detail of \$10,000.00 or Greater, April 2017
4. Student Organization and Special Accounts, April 2017
5. Funds Deposited in County Treasury, April 2017
6. Investments Held at Deutsche Bank Trust Company and The Bank of New York Mellon
7/1/16 - 3/31/17

Trustee Reports

Trustee Orrin recently attended the District Service Luncheon in honor of long-term employees as well as the Student Success Dinner. She reported the events were well run and well attended, providing a chance to get to know students and staff. Trustee Orrin also attended the Community College League of California Trustees Conference with Dr. Daniels and Trustee Long.

Trustee Campos also attended the District Service Luncheon as well as the Student Success Dinner. He also went to the APT Wine & Jazz fundraiser evening. Trustee Campos commended staff for the effort put into these events.

Secretary Cole reported that she attended the Spring Athletic Banquet as well as the Student Success Dinner. She also congratulated retired Faculty member Don Bandy for his nomination into the California Community College Fastpitch Coaches Association Hall of Fame - Class of 2017.

President White has attended and participated in the District Service Luncheon, Al Baldock Golf Tournament, APT Wine & Jazz night, Student Success Dinner, and the EOPS/CARE & CalWORKS luncheon. He noted that there have been a lot of things to celebrate on campus.

Academic Senate

Geoffrey Dyer, Academic Senate President, reported on recent action from the Academic Senate. The action included (but not limited to) endorsement of Board Policy and Procedure 5145; creation of a new Career Technical Education A.S. Subcommittee; and passed resolutions for the honoring of A.S. Secretary Dan Hall and a request for FON data along with projected number of potential Faculty hires from the Superintendent. The A.S. has also been in discussion regarding the process to replace retiring Faculty members.

REPORTS (continued):

Administrative Services

Brock McMurray, Executive Vice President of Administrative Services, reported that the May revised edition of the Governor's Budget is expected to be released tomorrow. The WKCCD tentative budget will be brought before the Board at the regular June Board meeting. Mr. McMurray said that the Student Center Project is making progress and that Maintenance is in planning for the switch over for the power with PG&E and the related contractors. At this time the switch over of power on campus should occur on a Friday in June - a non-work day.

Human Resources

Dr. Robert Meteau, Associate Vice President of Human Resources, stated that recruitment efforts are ongoing. Successor agreements for classified and faculty will be brought to the Board in June.

Instruction

Mark Williams, Vice President of Instruction, provided an updated on the Taft College Child Development Center (CDC) (copy attached to official minutes). The CDC will undergo program adjustments in Fall 2017. As adjustments occur, the staff will be working closely with parents and community organizations to ensure transitions occur smoothly. The planned changes include realignment of staff but not a reduction of staff.

Student Services

Severo Balason, Jr., Vice President of Student Services, told the Board that the Student Services department is preparing for Graduation ceremony and events. This year's graduating class is a large class.

Student Success

Primavera Arvizu, Dean of Student Success, gave an update on activities in recruitment. The spring Cougar Days for Taft Union High School and Shafter High School were successful. Taft had 74 enrollments and Shafter had 37. The SmartCatalog is unveiling this week. Also, the EAP early assessment with multiple measures is easing the process of enrolling students from high school who have scored high or at the recommended level. Those students can enroll without taking Taft College assessments.

Transition to Independent Living

Carey Carpenter, Interim Director of TIL, thanked Primavera Arvizu for the inclusion of TIL students in the annual Student Success Dinner. Ms. Carpenter reported that the TIL staff and faculty are beginning the 6-week summer session on May 22nd. On June 1 there will be an Employers Appreciation Luncheon for the employers of the TIL students in the community. Staff are also

REPORTS (continued):

planning for a video release event at the Fox Theater (June 21st) and the graduation ceremony (June 30th).

Taft College Faculty Association

Diane Jones, Faculty Association President, recognized Athletic Director Kanoe Bandy for her continued efforts with students. She thanked the Associated Student Body for their work during Faculty Appreciation Week. Ms. Jones also updated the Board on the Faculty Association officers for 2017/18.

President	Diane Jones
Vice President	Ruby Payne
Secretary	Jessica Grimes
Treasurer	Mike Mayfield

California School Employees Association #543

Velda Peña, President of CSEA #543, thanked the committee in charge of Classified Appreciation Week. Ms. Peña also introduced Carol Georges, representative of the CSEA to local chapter #543.

REPORT OF THE SUPERINTENDENT

Accreditation Follow-Up Visit

Dr. Debra Daniels told the Board that the visit from the Follow-Up Accreditation team was held on April 18th. The visit went well and Dr. Daniels expects that the Accrediting Commission for Community and Junior Colleges will review a positive report in June. Dr. Daniels expects that all recommendations have been met.

Al Baldock Memorial Golf Classic

Dr. Daniels attended the fundraiser golf tournament. She was pleased with the turnout and reported that the event was successful financially as well.

District Service Luncheon

The District Service Luncheon, which honors employees with 15 years or more of service, was held on April 25th. Dr. Daniels and President White welcomed employees to a luncheon in the honor of dedicated veteran employees.

CCLC Trustee Conference

Dr. Daniels, Trustees Long and Orrin attended the CCLC Trustee Conference in Tahoe, California. A lot of information was presented in relation to trends for California Community Colleges, from budgets to academic expectancies and accreditation.

SUPERINTENDENT (continued):

Athletics

Dr. Daniels recognized the ongoing success of Cougar Softball under the direction of Cassidy Bell. The women are currently in the playoff pool and are the Central Valley Conference champions.

Board Member Information

Dr. Daniels shared information with the Board that included:

- List of Current Events
- Community College State Banquet Invitation
- Taft College Foundation Roundtable Event Information
- Black Gold Magazine

NEXT MEETING

The next monthly meeting is scheduled for Wednesday, June 14, 2017, at 5:00 p.m.

CONTINUATION OF CLOSED SESSION

On a motion by Trustee Campos, seconded by Trustee Orrin and unanimously carried, the Board reconvened into closed session at 7:12 p.m.

RECONVENE IN PUBLIC SESSION; ANNOUNCE CLOSED SESSION ACTIONS

At 7:55 p.m., it was moved by Secretary Cole, seconded by Trustee Campos and unanimously carried, to reconvene in Public Session. President White reported that no action was taken during Closed Session.

ADJOURNMENT

At 7:56 p.m., on a motion by Trustee Campos, seconded by Secretary Cole and unanimously carried, the meeting was adjourned.

Respectfully Submitted:

Dawn Cole, Secretary