

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

REGULAR MEETING

November 14, 2018

The regular meeting of the Board of Trustees of the West Kern Community College District was called to order at 5:03 p.m. by President Dawn Cole. Secretary Emmanuel Campos and trustees Dr. Kathy Orrin and Billy White 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 5:04 p.m. it was moved by Trustee White, 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/Complaint/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
Claim Received from Donald Thornsberry
Claim Received from Melissa Thornsberry
- F. Conference with Legal Counsel - Anticipated Litigation
Significant Exposure to Litigation Pursuant to Paragraph (2) or (3) of Subdivision (d) of Section 54956.9
- G. 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 6:00 p.m., it was moved by Secretary Campos, seconded by Trustee White and unanimously carried, to reconvene in Public Session. President Cole reported there was action taken during Closed Session.

On the item PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE, the Board took action by the following vote to approve and accept the termination of Employee ID No. A00299324. The vote was four to zero, with all members voting yea and no members voting nay. Trustee Long was absent.

PLEDGE OF ALLEGIANCE

President Cole led the pledge of allegiance.

PUBLIC COMMENT ON OPEN SESSION ITEMS

No comments were heard.

GENERAL COMMUNICATIONS

Dr. Debra Daniels introduced Dr. Julie Marty-Pearson, the Executive Director to Institutional Research and Planning.

QUARTERLY INVESTMENT REPORT

District Investment Advisor 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 September 30, 2018 (copies attached to the official minutes). Mr. Ivarie reported that the GO Bond Portfolio gained income of \$11,498.00 for the quarter with an ending value of \$3,995,546.00. The projected 12-month portfolio coupon income is \$63,804.00 with \$5,193,633.00 total income earned since inception. Mr. Ivarie reviewed the asset and credit sector allocation and the portfolio maturity distribution, as well as confirming continuing compliance with state code and regulations. He reminded the Board that this investment is projected for a short duration as the funds will be completely consumed by the current Measure A projects.

Mr. Ivarie reviewed the highlights of the Facilities Reserve including income for the quarter of \$85,348.00 and an ending value of \$9,494,431.00. He also noted the projected 12-month portfolio coupon income of \$288,119.00 and \$5,079,014.00 total income earned since inception. He reviewed the asset and credit sector allocation and the portfolio maturity distribution, as well as confirming continuing compliance with state code and regulations.

APPROVAL OF MINUTES

On a motion by Trustee White, seconded by Trustee Orrin and unanimously carried, the minutes of the Special and Regular Meeting held October 10, 2018 were approved.

NEW BUSINESS

President Cole declared the Public Hearing on New Business Items A & B open at 6:13 p.m. No public comments were made and the Public Hearing closed at 6:14 p.m.

Request for Approval – West Kern Community College District Resolution No. 2018/19-03 Re: Energy Conservation Project

Brock McMurray, Executive Vice President of Administrative Services, explained that as a public entity we are required to approve the resolution to enter into an energy conservation project. On a motion by Secretary Campos, seconded by Trustee Orrin and unanimously approved, the resolution was approved (copy attached to official minutes).

Request for Approval – Solar Contract with ForeFront Power

Mr. McMurray noted that ForeFront representatives are present and thanked them for previous presentations to the Board. He noted that, if approved, the project is expected to start after the completion of the spring semester. On a motion by Trustee Orrin, seconded by Secretary Campos and unanimously approved, the agreement was approved (copy attached to official minutes).

Request for Approval – Taft College Faculty Association (TCFA) English 1000 and 1500 Class Size Limits, Implementation Date January 1, 2019

Dr. Daniels explained that due to changes from legislation (AB 705), the bargaining unit agreed upon a class size reduction in these two English courses to accommodate instructors in areas such as preparation and grading of student materials. The suggested class size is consistent with national figures for similar classes. On a motion by Trustee White, seconded by Trustee Orrin and unanimously approved, the request was approved.

Request for Approval – Taft College Faculty Association (TCFA) Dental Hygiene

Dr. Daniels reported that the bargaining unit agreed upon the requested stipend in an effort to allow the Dental Hygiene program to offer remediation opportunities to students from other schools. On a motion by Secretary Campos, seconded by Trustee White and unanimously approved, the request was approved.

CONSENT AGENDA:

- A. Information Item – Annual Financial and Budget Report (CCFS-311A) for the Fiscal Year Ended June 30, 2018
- B. Information Item – CCFS-311Q for the 1st Quarter Ending September 30, 2018
- C. Request for Approval – Adjustments to 2018-19 Adopted Budget
- D. Request for Approval – Revised 2019-20 Academic Calendar
- E. Request for Approval – 2020-21 Academic Calendar
- F. Request for Approval – Course Inactivations

Applied Technologies Division

BUSN 1601 Beginning Keyboarding

BUSN 1602 Beginning Keyboarding

BUSN 1603 Beginning Keyboarding

WELD 1010 Gas Metal Arc Welding (GMAW) and Flux Core Arc Welding (FCAW)

WELD 1020 Gas Tungsten Arc Welding (GTAW)

WELD 1030 Pipe Welding

WELD 1040 Shielded Metal Arc Welding

Math and Science Division

ENGR 1520 Statistics

ENGR 1530 Materials Science and Engineering with Lab

G. Request for Approval – Course Revisions

Social Science Division

ECEF 1571 Child Study and Assessment

Liberal Arts Division

MUSC 1510 Music Appreciation

SPCH 1507 Group Discussion

SPCH 1511 Fundamentals of Speech

H. Request for Approval – New Courses

Applied Techonology Division

MGMT 1565 Professionalism and Etiquette

MGMT 1570 Diversity at Work

I. Request for Approval – Distance Learning Request

Applied Technology Division

MGMT 1570 Diversity at Work

MGMT 2900 Management Capstone

Math and Science Division

MATH 1510 College Math for Liberal Arts

J. Request for Approval – Program Inactivation

Applied Techonology Division

Information Management and Technology

K. Request for Approval – Residence Hall/Dormitory and Meal Plan Fees

- L. Request for Approval – WKCCD Budget Development Calendar for Fiscal Year 2018-19
- M. Request for Ratification – Agreement with West Kern Adult Education Network Joint Powers Agreement (JPA); 7/1/18 – 6/30/19
- N. Request for Ratification – MOU between West Kern Community College District (WKCCD) and West Kern Adult Education Network (WKAEN) for Career Technology Education (CTE) Training Under Adult Education Block Grant (AEBG) Workforce Training Partnership
- O. Request for Ratification – Amendment 01 to the Resolution Authorizing Agreement with the California Department of Education Preschool Program; 7/1/18 – 6/30/19; New MRA is \$806,433.00 (Increase of \$38,504.00)
- P. Request for Ratification – Amendment 01 to the Resolution Authorizing Agreement with the California Department of Education General Child Care & Development Programs; 7/1/18 – 6/30/19; New MRA is \$709,075.00 (Increase of \$134,441.00)
- Q. Request for Approval – Agreement with Serban Sound & Communications for Purchase and Installation of Upgraded Audiovisual Equipment and One Television to Replace End-of-Life Equipment in Four Classrooms; Total Cost \$39,379.54
- R. Request for Approval – eLumen Annual License Renewal; 1/1/19 – 12/31/19; \$12,520.00
- S. Request for Approval – Contract with School Datebooks to produce Student Planners for the 2019-20 Academic Year; \$9,404.97
- T. Request for Approval – Dentrix Patient Management Software & Service Agreement with Henry Schein, Inc. for the Taft College Dental Hygiene Program; One Year from Date of Implementation; Total Cost of \$9,221.69
- U. Request for Approval – Cranium Café Online Tutoring Annual Subscription License Renewal; 12/1/18-11/30/19; \$6,336.00
- V. Request for Approval – Agreement with ITSavvy to Upgrade Commvault Backup Solution from Version 10 to Version 11; \$5,625.00
- W. Request for Approval – Synapse Laserfiche Software Support Renewal LSAP; 11/29/18 – 11/29/19; \$3,183.70
- X. Request for Approval – Contract for Professional Services with Amber Anderson for Assistance with Registration Procedures and Processes; 10/26/18 – 11/30/18; \$100 per Hour (Not to Exceed \$2,400.00)

- Y. Request for Approval – Extension of Lease Agreement with Taft Plaza for the Rental Space Located at 515 S. Finley Drive, Taft, CA; 12/15/18 – 12/14/19 with Cancellation at Any Time with a 60 Day Notice; \$1,907.00/Month
- Z. Request for Approval – Event Rental Contract with the Fort Preservation Society for the 6th Annual Triple Play Dinner & Auction; 1/11/19; Not to Exceed \$1,200.00
- AA. Request for Approval – MTS Maintenance Contract Renewal Quote #20181011i-C; 11/28/18 – 11/27/19; \$1,044.75
- BB. Request for Ratification – Ellucian on Demand Subscription Library; 11/1/18 -10/31/19; \$949.00
- CC. Ratification of the October 2018 Vendor Check & Purchase Order Registers

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

PUBLIC COMMENTS ON ITEMS OF GENERAL INTEREST

There were no comments made.

EMPLOYMENT

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

Yes: Dawn Cole, Emmanuel Campo, Dr. Kathy Orrin and Billy White
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 2018/19
2. Expenditure Accounts (Account Level 1) FY 2018/19
3. Expenditure Detail of \$10,000.00 or Greater, October 2018

4. Student Organization and Special Accounts, October 2018
5. Funds Deposited in County Treasury, October 2018
6. Report of Investments at U.S. Bank Global Corporate Trust Services and the Bank of New York Mellon Trust Company, N.A. as of 9/30/18

Trustee Reports

Trustee Orrin thanked Transition to Independent Living for the annual Halloween event. She also attended the Hall of Fame ceremony and commended staff for the excellent event.

Secretary Campos also commended staff for the Hall of Fame event. He noted that the event provides history of the campus and our community.

Trustee White recently had feedback from a student who felt that taking classes at Taft College has been a personal success. With the attention and strategies used by staff, the student is now completing academic goals.

President Cole thanked the faculty and staff for their effort in gathering donations for fire victims. She noted that Taft College had many connections to fire victims in the recent fires and that the effort was personal and heartfelt. She attended the Cougar Cookout and TC volleyball games and also mentioned that she has seen athletes out raising funds with the annual Christmas tree sale.

Associated Student Organization

Whisper Lynn Null, Student Trustee, reported that ASO members and staff are hosting an Equity/ASO luncheon to allow students to meet employers and staff. There is also a food drive to aid fire victims and STEM students will be volunteering at a shelter on Thanksgiving day.

Academic Senate

Geoffrey Dyer, President of Academic Senate (AS), shared current discussion topics from AS including: Guided Pathways, AB 705, highlights of the AC area meeting and the fall plenary. The AS has acted to recommend replacing a retiring math faculty position and to approved an updated Curriculum and General Education Committee Charter. The AS was represent at the fall plenary by Dr. Vicki Jacobi and Tori Furman.

Business Services

Amanda Bauer, Director of Fiscal Services, told the Board that the department is pleased with the hiring of Leovi Valencia to assume payroll duties for the District. She reported that the annual audit visit is complete and that the process appears to be going smoothly.

Administrative Services

Mr. McMurray provided an update the Student Center. This coming Tuesday bids to take over the project are due to the surety. Mr. McMurray also reported he attended a recent Chief Business Officer meeting that was focused on the Student Centered Success Funding formula. Regional meetings will be taking place soon to review simulations of the formula.

Dental Hygiene

Dr. Vickie Kimbrough stated that the program is a dental board approved continuing education provider, which will enable the program to raise funds while providing education opportunities to the professionals in need of continuing education. The program is also focusing on tracking services provided to the community with the total in October alone estimated at \$43,000. This means the program is providing valuable health services to the community. Dental Hygiene students are participating in the Taft and Bakersfield Christmas parades and are donating dental supplies to the fire victims of recent fires in the state.

Information Services

Andrew Prestage, Executive Director of Information Services, reported that staff will be working on upgrades in the Dental Hygiene program and continuing the campus printer study. Recruiting efforts are underway to fill a programmer position in the department. He also noted that the campus is in the process of commencing single sign on practices.

Foundation

Sheri Horn-Bunk, Executive Director of Foundation and Institutional Advancement, told the Board that the Foundation is currently making a video with Madalyn Hutchison to share with students and the community the history and hope behind the Hutchison Engineering Promise Program. The Foundation staff are assisting in efforts to gather donations for recent fire victims.

Instruction and Career Technical Education

Jessica Grimes, Interim Dean of Instruction and Career Technical Education (CTE), reported that the Chancellor's office filmed TC CTE students for an informational video recently. She told the Board that STEM CiTE day is coming - a day for TUHS students to tour the campus from a CTE perspective. She reported that Strong Workforce courses have been approved and talks have begun to possibly add dual enrollment courses at Buena Vista High School.

EOPS/CARE/CalWORKs

Morgan Sanchez, EOPS/CARE/CalWORKs technician, reported priority registration was successful and that 80% of the department's students have registered for the Spring term.

CSEA Chapter #543

Greg Hawkins, President of the California School Employee Association (CSEA), Chapter #543, and Vice President Jeanene Robertson reported on many accomplishments from classified staff on campus. Reports included outreach efforts, safety improvements to the campus and student engagement through campus Comic Con trivia.

Student Services

Severo Balason, Jr., Vice President of Student Services, reported Hall of Fame ceremony and activities were successful. The department is currently planning the annual Al Baldock Golf Tournament as well as holding meetings with local high school administrators in an effort to educate on the impact of AB 705.

Transition to Independent Living

Aaron Markovits, Executive Director of TIL, thanked the Board members who came to the Halloween community event. He announced the department is thrilled to have a permanent secretary once again and that planning for new technology in the program is underway. TIL staff held a regional reunion for alumni – a small event to begin a future tradition and to keep in touch with program alumni. Mr. Markovits also announced that the TIL Casino Night will return and that a committee is forming to plan the event.

REPORT OF THE SUPERINTENDENT

Hutchison Promise Event

Dr. Daniels thanked the Foundation staff for the event honoring Stan and Madalyn Hutchison for the Hutchison Engineering Promise Program. The program was explained to community, staff and students as one that not only provides monetary support but academic support and resources to ensure the success of Engineering students.

Hall of Fame

Dr. Daniels reported that that annual Hall of Fame event was again successful. She noted that she was honored to see Taft College past and present honorees and their families, like the late John Miller's wife and son, Betty and Roger. The event is always well organized and celebrates the success of those who have attended and served at Taft College. She thanked the many volunteers on the committee for their year long commitment to the event.

Other

Dr. Daniels thanked staff and community members who are working to gather donations for recent fire victims. Often community colleges serve communities during emergency events. She stated it was especially touching to see our college supporting victims who have had many Taft College connections. Additionally, Dr. Daniels reminded the Board of several upcoming events in the remaining weeks of the semester.

NEXT MEETING

The next monthly meeting is scheduled for Wednesday, December 12, 2018, at 5:00 p.m.

ADJOURNMENT

At 7:11 p.m., on a motion by Trustee White, seconded by Trustee Orrin and unanimously carried, the meeting was adjourned.

Respectfully Submitted:

Emmanuel Campos, Secretary