

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

REGULAR MEETING

January 9, 2019

The regular meeting of the Board of Trustees of the West Kern Community College District was called to order at 5:00 p.m. by President Dawn Cole. Secretary Emmanuel Campos and trustees Michael Long, Dr. Kathy Orrin and Billy White 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 5:01 p.m. it was moved by Trustee Orrin, seconded by Trustee White 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 5:28 p.m., it was moved by Trustee White, seconded by Trustee Long and unanimously carried, to reconvene in Public Session. President Cole reported there was no action taken during Closed Session.

PLEDGE OF ALLEGIANCE

President Cole led the pledge of allegiance.

PUBLIC COMMENT ON OPEN SESSION ITEMS

No comments were heard.

GENERAL COMMUNICATIONS

New and promoted employees Curt Belcher, Meghan Hall-Silveira, and Brittany Belcher were introduced and welcomed.

PRESENTATION - Fall Athletic Update

Kanoe Bandy, Athletic Director, presented a fall athletic update via PowerPoint. She provided an update on department progress in social media and public information with the continued development of a student intern and the addition of a part-time Sports Information Assistant. Athletic department goals include the continued development of social media presence, an update to the website and to connect more with the TC campus community. Ms. Bandy also provided an academic report from student athletes during the fall semester. The athletes averaged 16.1 units of credit during the semester and statistics show the continued success in the classroom.

PRESENTATION - WKCCD Board of Trustees Midyear Goal Update

Dr. Daniels presented an update on the progress of the 2018/19 WKCCD Board of Trustees goals. In connection with the 2018-2021 Strategic Action Plan, the reports and actions by the College to meet the goals will ensure continued progress. The goals have led to the addition of professional development in campus safety, continued efforts to connect and inform the community of college programs and opportunities, and a sharp focus on fiduciary health. The Board has continued to also put effort into Board effectiveness by strong participation in retreats, joint meetings with Taft Union High School, numerous workshops and conferences, as well as participation in community and campus events.

APPROVAL OF MINUTES

On a motion by Trustee White, seconded by Trustee Long and unanimously carried, the minutes of the Regular Meeting held December 12, 2018 were approved.

NEW BUSINESS

First Reading - Tentative Agreement Between Classified School Employees Association (CSEA) Chapter #543 and West Kern Community College District (District) Vacation Leave Use (No Action)

Dr. Daniels said that this agreement lessens the time required by new classified employees to serve from one year to 90 days in order to utilize accrued vacation leave (copy attached to official minutes).

First Reading - Tentative Agreement Between Classified School Employees Association (CSEA) Chapter #543 and West Kern Community College District (District) Salary Schedule Step Changes (No Action)

Dr. Daniels reported that data from other institutions had been used in the bargaining process to determine the addition of three steps to the classified salary schedule that would recognize the value to retaining long-term employees (copy attached to official minutes).

Request for Ratification - Fencing Proposal from Jaguar Wrought Iron for Child Development Center, \$35,575.00

During a program audit, it was recommend that fencing at the Child Development Center be raised to 6 feet in height for safety. On a motion by Trustee White, seconded by Trustee Orrin and unanimously carried, the proposal was approved (copy attached to official minutes).

CONSENT AGENDA:

- A. Request for Approval - Facility Use Agreement with Taft Union High School Soccer Fields for Spring 2019
- B. Request for Approval - Resolution No. 2018/19-04 Authorizing the Kern County Auditor-Controller to Release Excess Impounded Local Tax Revenues
- C. Request for Approval - 2019 Ellucian Banner and Oracle Maintenance Contract
- D. Ratification of the December 2018 Vendor Check & Purchase Order Registers

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

PUBLIC COMMENTS ON ITEMS OF GENERAL INTEREST

There were no comments made.

EMPLOYMENT

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

Yes: Dawn Cole, Emmanuel Campo, Michael Long, Dr. Kathy Orrin and Billy White
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 2018/19
2. Expenditure Accounts (Account Level 1) FY 2018/19
3. Expenditure Detail of \$10,000.00 or Greater, December 2018
4. Student Organization and Special Accounts, December 2018
5. Funds Deposited in County Treasury, December 2018

Trustee Reports

Trustee White attended the Winter Extravaganza and commended staff for participation in the event as well as enthusiasm for the TC Promise baskets. He also reported that he attended the Foundation Christmas dinner and appreciated the opportunity to meet and connect with the College supporters.

Information Services

Andrew Prestage, Executive Director of Information Services, said he is working with Institutional Research to review current data retrieval methods in an effort to improve to process. The department is currently busy conducting information maintenance and assisting in facility updates.

Foundation

Sheri Horn-Bunk, Executive Director of Foundation and Institutional Advancement, reported that the first class of the Hutchison Promise program has been chosen and will attend an orientation dinner next week. Terry Davis, Engineering professor, has volunteered to be the coordinator of the program.

Instruction and Career Technical Education

Jessica Grimes, Interim Dean of Instruction and Career Technical Education (CTE), reported that the CTE staff are working to use social media to connect with students as well as infographics. Work is being done to communicate career pathway educational steps to current high school students in an effort to help students meet their career goals smoothly.

Child Development Center

Meghan Hall-Silveira, Director of the Child Development Center, told the Board that the staff are working to update facility needs. One update has been the addition of a necessary conference room for meeting and training needs. Staff are also updating policies and procedures as required by mandates.

Campus Safety & Security

Kevin Altenhofel, Director of Campus Safety & Security, reported that he attend a conference for smoke-free campus efforts.

Transition to Independent Living

Aaron Markovits, Executive Director of TIL, stated that 51 students successfully completed the fall semester and staff are in the process of recruiting the Fall 2019 class. He noted that staff was able to

utilize email encryption in several processes that has improved communication procedures. Work towards creating possible program and certificate pathways for TIL students continues.

Student Success

Dr. Windy Martinez, Dean of Student Success, thanked the Board and many staff members for continued support in the transition within the Admission and Records department.

Business Services

Amanda Bauer, Director of Fiscal Services, stated that the department has concluded necessary tax reporting for employees and continues to improve payroll processes. Per the budget calendar, talks have begun with budget managers to begin preparing for the 2019/20 fiscal year.

REPORT OF THE SUPERINTENDENT

Dr. Daniels attended the fall athletic banquet, the Foundation holiday event and the Winter Extravaganza. She noted that Madalyn Hutchison was present at the Foundation event and was touched by the enthusiasm in the engineering program. The Winter Extravaganza was again successful in raising funds for the TC Promise Program. Sales were at \$1,750 and with Dr. Daniels' contribution the Promise program received \$3,500. She also reminded the Board that the Taft Union High School Honors Night is on April 8th and the College will be presenting Merit Awards at the event.

NEXT MEETING

The next monthly meeting is scheduled for Wednesday, February 13, 2019, at 5:00 p.m.

ADJOURNMENT

At 7:00 p.m., on a motion by Trustee White, seconded by Trustee Orrin and unanimously carried, the meeting was adjourned.

Respectfully Submitted:

Emmanuel Campos, Secretary