

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

**REGULAR MEETING**

**March 6, 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 Long, 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 6:00 p.m., it was moved by Trustee White, seconded by Secretary Campos and unanimously carried, to reconvene in Public Session. President Cole reported there was no action taken in Closed Session. It was noted that Consent item 10.H is being removed from consideration.

**PLEDGE OF ALLEGIANCE**

President Cole led the pledge of allegiance.

**PUBLIC COMMENT ON OPEN SESSION ITEMS**

No comments were heard.

**GENERAL COMMUNICATIONS**

Don and Sheri Black, members of the Taft Community Arch Committee, thanked the Board, faculty, staff and students for their work to prepare a 3D rendering of the proposed arch for downtown Taft. Mrs. Black gave a brief history in how the arch and model came to be, noting she is proud to have Taft College as a partner in the effort.

Dr. Daniels introduced Vice President of Instruction Dr. Leslie Minor. Dr. Minor thanked the Board and staff for the warm welcome.

**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 December 31, 2018 (copies attached to the official minutes). Mr. Ivarie reported that the GO Bond Portfolio gained income of \$28,331.00 for the quarter with an ending value of \$4,015,550.00. The projected 12-month portfolio coupon income is \$67,461.00 with \$5,221,964.00 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 \$70,511.00 and an ending value of \$9,579,103.00. He also noted the projected 12-month portfolio coupon income of \$290,726.00 and \$5,149,525.00 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 Long and unanimously carried, the minutes of the Regular Meeting held February 13, 2019 were approved with a typographical correction in the minutes from January.

**CONSENT AGENDA:**

- A. President's and Vice President's Lists for Fall 2018
- B. Request for Approval – Course Revisions

Social Science Division

PSYC 2003 Child Growth and Development

- C. Request for Ratification – Agreement with Julie McNeil for Executive Coaching for Professional Development; 3/1/19 – 8/31/19; \$18,900.00
- D. Request for Ratification – Agreement with Economic Modeling, LLC (Emsi) for an Economic Impact Study (EIS); \$15,000.00
- E. Request for Approval – Siteimprove Software Subscription; Effective Upon Signature for One Year and Renews for 12 Months Automatically Until Terminated; \$8,340.00 (Excluding Taxes)
- F. Request for Ratification – Agreement with SARS Software Products, Inc. for Annual Renewal of Support License 2018-19; 8/20/18 – 8/19/19; \$5,000.00
- G. Request for Approval – Contract with Strata Information Group (SIG) for functional and technical consulting services related to Banner security; 20-25 Hours; \$3,400-\$4,250
- ~~H. Request for Ratification – Contract for Professional Services with MaryAlice Finn for Participation & Development of the California Academic Partnership Program (CAPP) Request Proposal; October 2018 – February 2019; \$500.00~~
- I. Ratification of the February 2019 Vendor Check & Purchase Order Registers

On a motion by Trustee Long, seconded by Secretary Campos and unanimously carried, Consent Agenda Items A – I with the exception of Item H were approved as presented (materials related to the items 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 – 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, February 2019
4. Student Organization and Special Accounts, February 2019
5. Funds Deposited in County Treasury, February 2019

### **Trustee Reports**

Trustee Orrin commended staff for their participation and interest in the Vice President of Instruction candidate forums.

President Cole thanked the Foundation for the opportunity to attend a Boys and Girls Club of Kern County event. She noted that it was a great opportunity to connect with other county leaders and organizations.

### **Associated Student Organization**

Whisper-Lynn Null, Student Trustee, told the Board that there are STEM students participating at the upcoming Wind Wolves spring festival event.

### **Academic Senate**

Geoffrey Dyer, AS President, reported action to make policy recommendations to the administration in regards to administrative retreat rights. He noted that discussion included assigning courses to disciplines, faculty diversity hiring efforts and the current status/progress of the Central Valley Consortium- Online Education Initiative implementation.

### **Transition to Independent Living**

Aaron Jackson, TIL student intern, reported that TIL sophomores are preparing for graduation and the transition home. Casino Night save the dates were shared with the Board and students are working on TIL Times as a newsletter to promote activities from within the program to the campus and community.

### **Faculty Association**

Diane Jones, Faculty Association President, shared news that several English faculty members participated in the Building Bridges Conference in Bakersfield, representing Taft College well at the regional event.

### **CSEA, Chapter #543**

Greg Hawkins, President of Chapter #543, shared his father's story and how his example of oil field employment to education can apply to many people who live in the District. He thanked the College for the opportunities they provide in employment to give people a purpose beyond the paycheck.

### **Dental Hygiene**

Dr. Vickie Kimbrough, DH Director, stated that the 2<sup>nd</sup> year students are preparing for practical exams while staff are preparing for the new cohort of students.

### **Foundation**

Sheri Horn-Bunk, Executive Director of Foundation and Institutional Advancement, announced that the West Kern Petroleum Summit is a sold out event and thanked the Board for the support of the event.

### **Human Resources**

Heather Meason, Executive Director of Human Resources, said that the department has participated with the Academic Senate in a faculty diversification event and thanked the AS for the invitation to participate.

### **Administrative Services**

Brock McMurray, Executive Vice President of Administrative Services, recognized Aaron Markovits and Aaron Jackson for representing TIL at Rotary recently. He announced that the Business Services department is fully staffed now and preparing for the new fiscal year. He provided a facilities update.

### **Student Services**

Severo Balason, Jr., Vice President of Student Services, gave a brief update on the work with Taft Union High School on the California Academic Partnership Program (CAPP) that will help to create equity and access for students to reach university level academia.

### **Career Technical Education**

Jessica Grimes, Interim Dean of Instruction and CTE, gave an update on various advisory board activities and items of interest. She also reported that the College is working on a large event to encourage people to "Build Your Future." The event will be held in August.

### **Distance Education**

Adam Bledsoe, Director of Distance Education, reported that work continues in the Central Valley Consortium - Online Education Initiative. He also said that they are reviewing accessibility in distance programs/courses.

### **Instruction**

Dr. Leslie Minor, Vice President of Instruction, reported that efforts are underway to recruit and hire three faculty positions.

### **Student Success**

Dr. Windy Martinez, Dean of Student Success, introduced Director of Admissions and Records, Harold Russell.

### **Information Services**

Andrew Prestage, Executive Director of Information Services, said that the department is busy collaborating with several departments on campus to make processes more efficient on several tasks. He reported they are working to inform data security, with recent phishing activity increasing.

#### **REPORT OF THE SUPERINTENDENT**

##### Boys & Girls Clubs of Kern County – Sugar Ray Leonard & Greg Gumbel

Dr. Daniels attended the annual event with Sheri Horn-Bunk and President Cole. The event was a county wide gathering that provided networking as well as motivation to make a difference in our community.

##### President's Round Table

A President's Round Table was held with local leadership to meet with the College and Foundation in an effort to talk about shared local thoughts and concerns. Supervisor Zack Scrivner was present among a host of others. Discussions led to united goals for future opportunities and needs. Dr. Daniels thanked the Foundation and the attendees for their time in effort. Future efforts to serve the West Kern community will follow from this event.

##### Synagro Unveiling Event

There was a successful unveiling event for the naming of the Synagro writing lab located in the Library. Dr. Daniels thanked Synagro for continuous support of the College and for the support of those in attendance at the event. It is relationships like the Taft College/Synagro partnership that bring opportunities to the classroom.

##### Other

Dr. Daniels welcomed Dr. Minor to the College. She shared reminders of upcoming events with the Board.

#### **NEXT MEETING**

The next monthly meeting is scheduled for Wednesday, April 10, 2019, at 5:00 p.m.

#### **ADJOURNMENT**

At 6:50 p.m., on a motion by Trustee White, seconded by Secretary Campos and unanimously carried, the meeting was adjourned.

Respectfully Submitted:

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Emmanuel Campos, Secretary