

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

**REGULAR MEETING**

**January 15, 2020**

The regular meeting of the Board of Trustees of the West Kern Community College District was called to order at 5:21 p.m. by President Dawn Cole. Secretary Emmanuel Campos and trustees Michael Long and Dr. Kathy Orrin were present. Billy White 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 5:22 p.m. it was moved by Trustee White, seconded by Trustee Long 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, 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 – Potential Litigation, Pursuant to Paragraph (4) of  
Subdivision (d) of Government Code Section 54956.9
- 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 Campos, seconded by Trustee Long and unanimously carried, to reconvene in Public Session. President Cole reported there was no action taken in Closed Session.

**PLEDGE OF ALLEGIANCE**

President Cole led the pledge of allegiance.

**PUBLIC COMMENT ON OPEN SESSION ITEMS**

No comments were heard.

**GENERAL COMMUNICATIONS**

Dr. Leslie Minor, Vice President of Instruction, introduced new faculty members joining the College this semester. A short break was held for a welcome reception.

### **PRESENTATION – Community Impact Report**

Dr. Debra Daniels provided a synopsis PowerPoint presentation of the information shared at the Community Report event in December. The purpose of the event and this presentation is to review the general impact on the community made by Taft College. The data study was conducted by EMSI, a data analysis company who has a specialty in higher education data assessment. Dr. Daniels reviewed the highlights of the impact made by the College within our District boundaries (copy attached to official minutes).

### **APPROVAL OF MINUTES**

On a motion by Secretary Campos, seconded by Trustee Long and unanimously carried, the minutes of the Regular Meeting held January 15, 2020 were approved.

### **NEW BUSINESS**

#### **Request for Approval – Resolution 2019/20-12 – Proposition 13: Public Preschool, K-12, and College Health and Safety Bond Act of 2020**

Dr. Daniels shared that this resolution was drafted upon the request of Community College state level offices. This proposition would affect public education entities, including community colleges. There was a motion for approval from Trustee Orrin and a second from Trustee White. Upon discussion from Trustee Long questioning the purpose of the proposition in question, Trustee Orrin and Trustee White each rescinded their action. On a motion by Trustee White, seconded by Trustee Long and unanimously carried, the item was tabled for further discussion.

#### **Request for Approval – Resolution 2019/20-13 – Petroleum Industry Support**

Dr. Daniels stated that the District-drafted resolution was written on behalf of the Board of Trustees. Upon approval, the resolution will be shared with the appropriate government entities. On a motion by Trustee Long, seconded by Trustee White and unanimously carried, the resolution was approved (copy attached to official minutes).

#### **Request for Approval – Vitality Construction, Change Order One**

Dr. Daniels explained that the final punch list of items to complete the Prop. 39 lighting retrofit project was not completed by Vitality Construction. This change order will release the money so that another contractor can be obtained to complete the list of final tasks. On a motion by Trustee White, seconded by Secretary Campos and unanimously carried, the change order was approved (copy attached to official minutes).

**Second Reading and Request for Approval - Tentative Agreement with the Taft College Faculty Association (TCFA) regarding the addition of Article 5.13, Non-Work Days, to the Faculty Collective Bargaining Agreement; Implementation 7/1/20**

Dr. Daniels explained this bargained agreement memorializes the practice of non-teaching faculty non-work days, similar to vacation days for other employee groups. On a motion by Secretary Campos, seconded by Trustee Orrin and unanimously carried, the request was approved (copy attached to official minutes).

**Second Reading and Request for Approval - Board Policy Review (BPs #1110, 1115, 2110, 2210, and 6350)**

These policies have been reviewed and recommended to approve as is. On a motion by Trustee Orrin, seconded by Trustee White and unanimously carried, the request was approved (copy attached to official minutes).

**CONSENT AGENDA:**

- A. Request for Approval - 2020/2021 Nonresident Tuition Fees
- B. Request for Approval - Distance Learning
  - Applied Technologies Division
  - OSH 2000      Occupational Safety and Health Capstone
  
  - English Division
  - ENGL 1500      Composition and Reading
  - ENGL 1600      Critical Thinking, Literature, and Composition
- C. Request for Approval - Course Inactivation
  - Social Science Division
  - PSCY 1018      Crisis Intervention
- D. Request for Approval - Program Revision
  - Science and Math Division
  - Dental Hygiene - Associate in Science
- E. Request for Ratification - Grant Resources Referral Agreement for California Consulting, Inc. for Grant Writing Services for the Trio Student Support Services Grant; Effective 12/19/19; \$6,500
- F. Request for Ratification - Department of Education Agreement Migrant Child Care, Contract #CMIG-9005, Amendment 2; 7/1/19 - 6/30/20
- G. Ratification of the December 2019 Vendor Check & Purchase Order Registers

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

#### **PUBLIC COMMENTS ON ITEMS OF GENERAL INTEREST**

No comments were heard.

#### **EMPLOYMENT**

On a motion by Trustee Long and seconded by Secretary 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, Michael Long, Billy White 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 (for information):

1. Revenue Accounts (Account Level 1) FY 2019/20
2. Expenditure Accounts (Account Level 1) FY 2019/20
3. Expenditure Detail of \$10,000.00 or Greater, December 2019
4. Student Organization and Special Accounts, December 2019
5. Funds Deposited in County Treasury, December 2019
6. Employee Travel Report - December 2019

##### **Trustee Reports**

Trustee Long shared that he had conversations with workers concerning staffing for the upcoming census. He thought the College may have people interested in the temporary project.

Trustee Orrin added that a representative from the census will be coming to the Chamber and a need for interested temporary workers is a leading concern.

##### **Academic Senate**

Dr. Sharyn Eveland, Academic Senate President, reported that the Senate Council has met. She said that the Academic Senate will be ranking faculty position requests in alignment with the Annual Program Review process.

### **Information Technology Services**

Andrew Prestage, Executive Director of Information Technology Services, shared that the department continues to prepare classrooms for the start of the Spring semester. The department is also hosting a new professional development workshop on classroom technology during inservice.

### **Transition to Independent Living**

Aaron Markovits, Director of TIL, said that TIL students returned for a mini-session on January 6<sup>th</sup>. He introduced Shelly Mitchell as the current Public Information intern. Ms. Mitchell shared the most recent TIL Times as well as the feature of the program in Bakersfield Life magazine.

### **Student Services**

Severo Balason, Vice President of Student Services, told the Board that final preparation is underway for this week's Active Shooter training and drills.

### **Student Success**

Dr. Windy Martinez, Dean of Student Success, provided a report of recruiting efforts in her department.

### **Instruction**

Dr. Leslie Minor, Vice President of Instruction, recently hosted a regional meeting for Chief Instruction Officers at Taft College. She also provided a report of inservice trainings and Spring semester scheduling updates.

### **Campus Safety and Security**

Kevin Altenhofel, Director of Campus Safety and Security, is working with staff from WESTEC in planning details for the Active Shooter training and drills.

### **Facilities**

Richard Treece, Director of Facilities, Maintenance and Transportation, gave a brief report of the Student Center project progress. He also noted that contractor work for the solar project is beginning with the marking of underground utilities.

### **Career Technical Education**

Dr. Jessica Grimes, Dean of Instruction and Career Technical Education, shared that the Taft Union High School Oil Technology Academy will be touring the College soon. Staff are also preparing a Career Day event.

### **Child Development Center**

Meghan Hall-Silviera, Director of the Child Development Center, said that the children have returned. She is working for Annual Program Review and licensing deadlines.

### **Dental Hygiene**

Dr. Vickie Kimbrough, Director of Dental Hygiene, welcomed Gina Gardner to the faculty for DH. She shared that the funds donated by Synagro have purchased new equipment and the install of the equipment will happen next week. The DH program provided \$174,261 in services during the fall semester.

### **Marketing and Community Relations**

Susan Groveman, Executive Director of Marketing and Community Relations, told the Board of a film opportunity that the College is connected with in partnership with Chevron. She also provided a summary of marketing actions including the addition of press releases to the website, enrollment signage placed around town, and a future project with Nicole Avina to produce student testimony videos.

### **Faculty Association**

Ruby Payne, President of the Faculty Association, welcomed new faculty. She also noted that the Association participated in the recent Interest Based Bargaining (IBB) training that was hosted by the District.

### **Fiscal Services**

Amanda Bauer, Executive Director of Fiscal Services, said that tax season is underway and that work to prepare dorm students' campus accounts for the spring semester has begun. She thanked the Human Resources' staff for their collaboration to begin timeclock implementation on campus. Ms. Bauer added that the Governor's budget has been released and that more information will coming soon.

### **Human Resources**

Heather del Rosario, Vice President of Human Resources, thanked Fiscal Services for their work on the timeclock implementation. She also noted that Information Technology Services staff have also been of great assistance in the project. Ms. del Rosario shared that there is new information regarding the W-4 form used by employees and that the department is looking for information to better serve District employees as they fill out the form.

## **REPORT OF THE SUPERINTENDENT/PRESIDENT**

### *Community Events*

Dr. Daniels recently attended the County Board of Supervisor's forum discussing pending oil industry legislation. She shared details with the Board from the meeting.

### *College Events*

Dr. Daniels recapped the first Report to the Community event that was held in December. She shared the economic impact of the College on the communities within the District boundaries. The meeting was attended by over 40 community members and is the start of an annual meeting to discuss prominent College topics with non-campus stakeholders.

Dr. Daniels also shared information from a variety of campus events including the Winter Extravaganza and Promise Basket event, TIL Holiday Party, Foundation Holiday Party, and visits from

Santa and the TUHS jazz band at the Child Development Center. She commended Don Zumbro and Larry Peahl as long term College supporters as they are both “retiring” from the Foundation Board. Dr. Daniels shared information on the regional meeting for Chief Instructional Officers that was hosted by Dr. Leslie Minor. She also showed plaques that are now on display in Dental Hygiene that recognize donors who have supported the program.

**NEXT MEETING**

The next monthly meeting is scheduled for Wednesday, February 12, 2020, at 5:00 p.m.

**ADJOURNMENT**

At 7:34 p.m., on a motion by Trustee Long, seconded by Secretary Campos and unanimously carried, the meeting was adjourned.

Respectfully Submitted:

---

Emmanuel Campos, Secretary