

WEST KERN COMMUNITY COLLEGE DISTRICT
AGENDA FOR SPECIAL MEETING

December 9, 2020

Cougar Room
(Access Through the Library Entrance)

No in-person public attendance permitted. Limited physical attendees must wear a mask. Must use the Zoom website link due to the Governor's Executive Order issued on March 19, 2020 placing limits on public congregation.

Join Meeting at the Following Web Address:

Join Zoom Meeting

<https://cccconfer.zoom.us/j/96050446163>

(Will Begin at 6:45 p.m. or After Regular Board Meeting Concludes)

29 Cougar Court
Taft, California 93268

A. Accessibility. In compliance with the Americans with Disabilities Act, if you need special assistance to access the meeting room or to otherwise participate in this meeting, including auxiliary aids or services, please contact Sarah Criss at (661) 763-7711. Notification at least 48 hours prior to the meeting will enable the Governing Board to make reasonable arrangements to ensure accessibility to the meeting.

B. Obtaining Public Records. A copy of the Board packet, including documents relating to any open session item are available to members of the public on the District website and also at the District Office. Any writings or documents that are public records and are provided to a majority of the Governing Board regarding an open session item on this agenda will be made available for public inspection in the District Office located at 29 Cougar Ct., Taft, California, during normal business hours. These documents will be made available to the public at the same time that they are made available to a majority of the Board.

C. Language Assistance. The District welcomes Spanish and other language speakers to Board meetings. Anyone planning to attend and needing an interpreter should call Sarah Criss at (661) 763-7711 forty-eight (48) hours in advance of the meeting so that arrangements can be made for an interpreter. El Distrito da la bienvenida a las personas de habla hispana a las juntas de la Mesa Directiva. Si planea asistir y necesita interpretacion llame al (661) 763-7711 (48) horas antes de la junta, para poder hacer arreglos de interpretacion.

D. Addressing the District Board. The Board encourages public participation and involvement. Community members will therefore have several opportunities to address the Board. However, please respect the Board's time and the need for efficient board meetings. The Board also requests that comments be respectful and professional.

- 1. Agenda Items.** If you wish to address the Board on an agenda item, please do so when that item is called. Presentations will be limited to a maximum of five (5) minutes. Time limitations are at the discretion of the Board President.
- 2. Non-Agenda Items.** Individuals have an opportunity to address the Board during the period set aside for Public Comment on Items of General Interest on topics within the subject matter jurisdiction of the Board **not** listed on the agenda. Presentations will be limited to a maximum of five (5) minutes, with a total of thirty (30) minutes designated for this portion of the agenda.

E. Questions for the Board. Individuals with questions on District issues may submit them in writing. The Board will refer such requests to the Superintendent, who will endeavor to respond to your questions after the meeting.

F. Placing issues on the Board Agenda. Items from the public pertaining directly to College business may be placed on the Board agenda by submitting the request in writing to the Office of the Superintendent. The proposed agenda item will be reviewed and placed, if appropriate, on the Board's agenda within a reasonable period of time. Please contact the Office of the Superintendent at (661) 763-7711 for further information.

1. CALL TO ORDER
2. PUBLIC COMMENT ON OPEN SESSION AGENDA ITEMS
3. NEW BUSINESS:
 - A. Second Presentation and Request for Approval - Memorandum of Understanding between CSEA Chapter #543 and West Kern Community College District - Four-Day Workweek Policy
4. ADJOURNMENT

Date: August 5, 2020

Submitted by: Heather del Rosario, Vice President, Human Resources

Area Administrator: Dr. Debra Daniels, Superintendent/President

Subject: Request for Approval

Board Meeting Date: December 9, 2020

Title of Board Item:

Second Reading and Request for Approval - Memorandum of Understanding between CSEA Chapter #543 and West Kern Community College District - Four-Day Workweek Policy

Background:

The District would like to extend its current practice to implement a ten hour – four-day workweek policy for District staff in departments that are able to participate into the spring semester for the 2020-21 academic year. This schedule would be effective from January 4, 2021-August 13, 2021. The attached policy outlines the details of the change in the Districtwide work schedules during this time period. The attached policy also serves as a qualified alternative work schedule under the Classified Bargaining Agreement and under the Education Code. Any hourly classified employees working the ten hour – four day work schedule will not incur overtime for hours worked over 8 in the day for the standard overtime work schedule during this time period.

Terms (if applicable):

N/A

Expense (if applicable):

N/A

Fiscal Impact Including Source of Funds (if applicable):

N/A

Approved: _____



Dr. Debra Daniels, Superintendent/President

Memorandum of Understanding

Classified School Employees Association and its Taft College Chapter #543 And West Kern Community College District

Four-Day Work Week

This West Kern Community College District ("District") and its Chapter #543 ("CSEA") (collectively referenced as the "parties") here by agree to the following Memorandum of Understand and is with respect to the following recitals:

As part of continuing dialogue through the Taft College Classified Collective Bargaining Committee, the parties have reached a consensus regarding implementation of a Four-Day Work Week, effective January 4-August 13, 2021.

Now, therefore, CSEA and the District hereby agree as follows:

1. The above recitals are true and correct.
2. The parties agree to implement a Four-Day Work Week as follows:
 - a) For the period of January 4, 2021-August 13, 2021, employees in eligible departments will be required to report to campus for work Monday-Wednesday. Employees will work remotely on Thursday and will be off on Friday. The parties agree that these dates may be modified, including extended, by mutual agreement of the Taft College Classified Collective Bargaining Committee. The following exceptions to apply:
 - Employees in Maintenance and Operations: will work a four-day workweek on campus. District need requires Maintenance and Operations duties be performed Monday through Friday. Schedules will be created to ensure necessary coverage while complying with the four-day workweek requirement.
 - Cafeteria will work a four-day workweek, Monday-Thursday, on campus. The Cafeteria will be closed on Friday.
 - Child Development Center, Transition to Independent Living and Bookstore will maintain on-site operations Monday – Friday.
 - Dental Hygiene is not eligible as individual alternate work schedules are in place to support department and clinic needs.
 - Campus Security will continue to provide on-campus security 7 days per week.
 - b) The parties agree that effective dates and impacted departments are subject to change based on student support needs. Changes will be made through mutual agreement with the Taft College Classified Collective Bargaining Committee.
3. This MOU does not supersede the agreement reached and memorialized in the Proposal to California School Employees Association Chapter #543 From West Kern Community College District Regarding Return-To-Work Impacts Related to COVID-19, dated July 8, 2020. Further, this agreement does not establish a precedent or create a past practice in regard to the subject matters set forth herein.
4. The terms of this MOU may not be cited or relied upon for any other purpose in any other administrative or judicial matter or forum.

5. This Agreement will become effective after ratification by the CSEA members and the District's Governing Board.

Debra Daniels

Debra Daniels, Superintendent/President
West Kern Community College District

Dated: Nov 4, 2020

Greg Hawkins

Greg Hawkins (Nov 4, 2020 09:51 PST)

Greg Hawkins, President
California School Employees Association Chapter #543

Dated: Nov 4, 2020

Board Approval:

Dawn Cole, President
Board of Trustees, West Kern Community College District

First Presentation: _____, 2020

Second Presentation/Approval: _____, 2020