

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

REGULAR MEETING

March 10, 2021

The regular meeting of the Board of Trustees of the West Kern Community College District was called to order at 5:07 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. In order to comply with social distancing rules due to COVID-19, the meeting was held via Zoom to allow for public participation.

PUBLIC COMMENT ON CLOSED SESSION ITEMS

No comments were heard.

CLOSED SESSION

At 5:08 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, 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 OPEN 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 the Board of Trustees took no action 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. Daniels noted that Student Trustee Melanie Medina would be unable to attend tonight's meeting due to a conflict with a class schedule.

APPROVAL OF MINUTES

On a motion by Trustee White, seconded by Secretary Campos and unanimously carried, the minutes of the Regular Meeting held February 10, 2021 were approved.

NEW BUSINESS

Request for Approval - Resolution 2020/21-12 - Faculty Appreciation Week; Week of May 3, 2021

Dr. Daniels said that this annual tradition to honor faculty was disrupted by the COVID shutdown. This resolution will give the campus an opportunity to recognize faculty for their ongoing dedication even during the transition to online education. On a motion by Secretary Campos, seconded by Trustee Long and unanimously approved, the resolution was approved (copy attached to the official minutes).

Request for Approval - Resolution 2020/21-13 - Classified School Employees Week; Week of April 26, 2021

Dr. Daniels noted that classified appreciation week was also disrupted by COVID in 2020. Staff look forward to the observance this spring and it will be a hybrid celebration for those working on and off campus. On a motion by Trustee White, seconded by Secretary Campos and unanimously approved, the resolution was approved (copy attached to the official minutes).

Request for Approval - Accrediting Commission for Community and Junior College (ACCJC) - Annual Report and Annual Fiscal Report

Xiaohong Li, Director of Institutional Research and Planning, explained that this annual report is an update to data from the College for the Commission to assess continued improvement. Ms. Li noted that the enrollment deficit is on par with the effect of COVID on institutions across the country. Other data showed the College is improving or remaining stable as anticipated. On a motion by Trustee Long, seconded by Trustee White and unanimously approved, the request was approved (copy attached to the official minutes).

Request for Approval - Classroom Audiovisual Project (RFP: WKCCD 2021-105)

Dr. Daniels told the Board this project for a multiple classroom/facility update to technology went through a bid process and a contractor was successfully identified. Much of the old equipment will be retired as much of it has little technological value or use but equipment will be evaluated as replaced to see if it may be used in other capacities. Dr. Daniels noted that some of the items on the project will

better enhance the classrooms for the hybrid educational model due to COVID. On a motion by Secretary Campos, seconded by Trustee Orrin and unanimously approved, the request was approved (copy attached to the official minutes).

Second Reading and Request for Approval - Board Policy Revision - #4300 - Field Trips and Excursions

Dr. Daniels reported that the revision is as suggested by the Community College League of California Policy and Procedure service. Revisions are minor and keep the policy in alignment with current legislation. On a motion by Trustee White, seconded by Trustee Long and unanimously approved, the policy was approved (copy attached to the official minutes).

First Reading - Board Policy Revisions

- BP #2345 Evaluation of the Superintendent/President
- BP #2735 Board Member Travel
- BP #3410 Nondiscrimination
- BP #3430 Prohibition of Harassment
- BP #3518 Child Abuse Reporting
- BP #5035 Withholding of Student Records
- BP #5500 Standards of Student Conduct
- BP #7330 Communicable Disease - Employees

Dr. Daniels reported that the revisions are as suggested by the Community College League of California Policy and Procedure service. Revisions are minor and keep the policy in alignment with current legislation.

CONSENT AGENDA:

- A. Request for Approval - New Program
Social Science Division
Law, Public Policy, and Society - Associate Degree for Transfer
- B. Request for Approval - Program Revisions
Allied Health/ Applied Technologies Division
Industrial Technologies - Associate in Science
- C. Request for Approval - Course Revision
Social Science Division
ADMJ 1510 Ethical Reasoning and Practice for Public Service
- D. Request for Approval - 2020/2021 Request for Authorization to Transfer Unrestricted General Funds to the Futuris Public Entity Investment Trust Program for Post-Employment Benefits

- E. Request for Approval – Notice of Release of Grant or Categorically Funded or Temporary Faculty
- F. Request for Ratification – Employers Training Resource (ETR) Annual Renewable Contract for 2020-2021; 7/1/20 – 6/30/21; No Direct Cost to the District
- G. Request for Approval – 2020/2021 Audit Service Engagement with CWDL, Certified Public Accountants; \$55,380 for District Annual Financial Report, \$6,310 for Proposition 39 Audit, \$1,000 for Foundation Tax Return
- H. Request for Approval – Emsi Software Subscription; 3/22/21 – 3/21/22; \$15,000
- I. Request for Approval – MBS Service Company, LLC. Implementation/Installation of Point-of-Sale System; Total Cost Not to Exceed \$8,500
- J. Request for Ratification – Amended Agreement with Oleg Bepalov – Professional Editing Services for Accreditation Report; 1/13/21 – 5/31/21; \$150 per Hour, Not to Exceed 60 Hours
- K. Request for Approval – PortalGuard Invoice #012621-S1 Annual Renewal – PortalGuard Software License, Technical Support and Maintenance Contract; 4/27/21 – 4/26/22; \$5,000
- L. Request for Ratification – Agreement with Total Compensation Systems, Inc. for Actuarial Services; 2/22/21 – 12/31/22; \$2,970
- M. Ratification of the February 2021 Vendor Check & Purchase Order Registers

On a motion by Trustee Long, seconded by Trustee Orrin and unanimously carried, Consent Agenda Items A – M 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 White and seconded by Trustee Orrin, Employment Items A-C were approved by the following vote (Employment Items *(Appendix I and II)* are attached to official minutes):

Yes: Dawn Cole, Emmanuel Campos, Billy White, Michael Long 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 2020/21
2. Expenditure Accounts (Account Level 1) FY 2020/21
3. Expenditure Detail of \$10,000.00 or Greater, February 2021
4. Student Organization and Special Accounts, February 2021
5. Funds Deposited in County Treasury, February 2021
6. Employee Travel Report – February 2021

Trustee Reports

President Cole commended administration and staff for the perseverance throughout the Student Center project. She looks forward to seeing the building in use soon.

Academic Senate

Dr. Sharyn Eveland, Academic Senate President, shared AS meeting action and discussion including review of the ACCJC annual report and selection of representatives to serve on various campus groups. The AS also heard reports from committee spokespersons.

Student Services

Severo Balason, Vice President of Student Services, thanked administration for the opportunity to hold COVID vaccinations on campus. Mr. Balason shared information on a food distribution being organized by the Financial Aid staff to assist students who may be in need.

Instruction

Dr. Leslie Minor, Vice President of Instruction, said that midterms are underway as is planning for both the May and August in-service sessions. Additional laptops for students are available for those who are still in need.

Administrative Services

Brock McMurray, Executive Vice President of Administrative Services, told the Board that the campus is in the process of budget preparation for the new fiscal year. He also reported on progress being made on the Student Center as it nears completion.

Career Technology Education

Dr. Jessica Grimes, Dean of Instruction and Career Technical Education, reported on the preparation for CTE summer camps. This year there will be an added guest speaker element.

Transition to Independent Living

Aaron Markovits, Director of TIL, said that the regional centers are working with TIL to extend services for students due to the untraditional academic year with COVID restrictions. The goal is to make sure that the students have the opportunity to complete the fully independent two-year program as designed. The fall 2021 roster is full and there is a list started for committed students for fall 2022. Mr. Markovits also shared an update to outreach events as held in connection with social distancing standards.

Marketing and Community Relations

Susan Groveman, Director of Marketing and Community Relations, is currently preparing the 2021 Report to the Community to educate the community on the service provided by the College in the past year. She continues to assist programs with outreach, like the CTE television opportunity with Kern Living. Ms. Groveman noted that work for the centennial celebration is ongoing and that she is working with the City of Taft to include community in the planning process.

Institutional Research/Information Services Technology

Xiaohong Li, Executive Director of Institutional Research (IR) and Interim Executive Director of Information Technology Services (ITS), thanked the Board for their review and approval of the ACCJC annual report. Staff are also working to combine Annual Program Review (APR) data for the ranking process. ITS staff continues work to set up the virtual machine that will strengthen data storage ability as well as assisting in preparing new laptops for student checkout.

Campus Safety and Security

Kevin Altenhofel, Director of Campus Safety and Security, shared that the department is in the process of filling a vacancy so that security staff is once again complete.

Faculty Association

Ruby Payne, Faculty Association President, thanked the District for hosting the COVID vaccinations on site. She said that faculty are in the midterm point of the semester and are also starting to prepare for summer and fall schedules.

REPORT OF THE SUPERINTENDENT/PRESIDENT

Dr. Daniels told the Board that 70 employees participated in the COVID vaccination clinic held on campus, which is a great turn out considering others had previously been eligible to receive the vaccination elsewhere prior to the clinic. She shared details on the Report to the Community that will be mailed to District residences and also discussed the centennial celebration advisory committee that will assist in the District's milestone anniversary.

Dr. Daniels said that staff have worked to prepare the ACCJC Institutional Self-Evaluation Report (ISER) to ensure a quality report is ready to submit prior to the deadline. The final draft of the ISER is currently being reviewed by necessary stakeholders.

The District is considering an in-person graduation as long as guidelines allow. Staff are working to ensure that graduation is a success regardless of the modality and are also following CDC guidelines

on social distancing in preparation of a final decision. Similarly, the District is holding conversations in an effort to prepare for possible face-to-face instruction in the fall.

NEXT MEETING

The next monthly meeting is scheduled for Wednesday, April 14, 2021.

ADJOURNMENT

At 6:43 p.m., on a motion by Trustee White, seconded by Secretary Campos and unanimously carried, the meeting was adjourned.

Respectfully Submitted:

Emmanuel Campos, Secretary