

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

REGULAR MEETING

April 14, 2021

The regular meeting of the Board of Trustees of the West Kern Community College District was called to order at 5:02 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 5:03 p.m. it was moved by Trustee White, seconded by Secretary Campos 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 Trustee White, seconded by Secretary Campos 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

There were no general communications.

PRESENTATION - Accreditation Commission for Community and Junior College - Institutional Self-Evaluation Report (ISER)

Dr. Daniels reviewed (PowerPoint) the history and process of the ACCJC accreditation review that the College is preparing for in fall. A key part of the process is the completion of the ISER report. Dr. Daniels shared a physical copy of the report with the Board and asked for them to please share any feedback or suggestions to her.

PRESENTATION - Strategic Action Plan - Data Update

Xiaohong Li, Executive Director of Institutional Research and Planning, shared an overview of the 2019-20 data update to the SAP (PowerPoint). She noted that due to COVID and the upcoming centennial celebration for the College the comprehensive program review was moved to 2022-23 instead of 2021-22. Ms. Li then provided an explanation of the indicators showing the progress the College is making on each goal defined by the SAP.

PRESENTATION - Diversity, Equity and Inclusion (DEI)

Dr. Jessica Grimes, Co-Chair of the DEI taskforce, presented on the duties and progress made by the DEI taskforce. The taskforce has representatives across the campus and has worked to include DEI elements in many areas including professional development, student focus groups and measuring the campus climate. Dr. Grimes told the Board that the taskforce is currently becoming a standing subcommittee of the Governance Council for sustainability.

APPROVAL OF MINUTES

On a motion by Trustee White, seconded by Trustee Orrin and unanimously carried, the minutes of the Regular Meeting held March 10, 2021 and Special Meeting held March 13, 2021 were approved.

NEW BUSINESS

Request for Approval - Retirement of Series 2015 Certificate of Participation Debt (Presentation)

Brock McMurray, Executive Vice President of Administrative Services, shared details of the Certificate of Participation (COP) debt held by the District. There would be a significant cost savings if paid in full at this time. 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 - Resolution 2020/21-15 - Notice of Layoff - Classified Employee - Reduction in Force Due to Lack of Funds and/or Lack of Work

Dr. Daniels explained that restrictions on headcount in the Child Development Center due to COVID-19 social distancing requirements has led to a reduced employment need due to lack of work. On a motion by Trustee White, seconded by Trustee Long and unanimously approved, the resolution was approved (copy attached to the official minutes).

Request for Approval - Resolution 2020/21-16 - Commitment to Diversity, Equity and Inclusion (DEI) - DEI Awareness Month

Dr. Daniels told the Board that this resolution would encourage commitment and sustainability to promote DEI awareness. The awareness month will be observed annually. On a motion by Secretary Campos, seconded by Trustee Long and unanimously approved, the request was approved (copy attached to the official minutes).

Request for Approval - Resolution 2020/21-14 - Resolution of Necessity - Classroom Audiovisual Project

Mr. McMurray stated that this resolution permits the District to add to the base bid from the original Classroom Audiovisual Project. There was a need to add due to COVID-19 related needs. On a motion by Trustee Orrin, seconded by Trustee Long and unanimously approved, the request was approved (copy attached to the official minutes).

Request for Approval - Change Order No. 1 for Classroom Audiovisual Project (RFP: WKCCD 2021-105); \$80,645.50 from COVID Relief Funds

Mr. McMurray explained that this item is the change order in connection with the previous resolution. 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 - HVAC Purification System Project; \$118,897.00 from COVID Relief Funds

Mr. McMurray told the Board that this HVAC update will enhance the air purification in a majority of the facilities on campus. On a motion by Trustee White, seconded by Secretary Campos and unanimously approved, the request was approved (copy attached to the official minutes).

Request for Approval - Kubota Tractor Purchase; \$35,721.25

Mr. McMurray said that this purchase allows College staff to complete work that is usually outsourced. This will be a long-term investment in money and time efficiency. On a motion by Trustee Orrin, seconded by Trustee Long and unanimously approved, the request was approved (copy attached to official minutes).

Second Reading and Request for Approval – 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. On a motion by Trustee Orrin, seconded by Secretary Campos and unanimously approved, the policies were approved (copy attached to official minutes).

CONSENT AGENDA:

- A. Request for Approval – Distance Education
 - BIOL 2265 Human Pathophysiology
 - BUSN 1536 Introduction to Exporting
- B. Request for Approval – Residence Hall/Dormitory Room and Board Equalization
- C. Request for Ratification – Approval of Advertising Campaigns for CTE Programs with 23 ABC KERO and Turnto23.com; 4/1/21 – 4/1/22; \$9,800.00
- D. Request for Approval – Campus Kaizen Master Services Agreement for Taft College; Set Up Fee \$3,500.00 and Annual License Fee of \$4,500.00
- E. Request for Approval – Agreement with Dr. Tyrone Holmes as Speaker During Fall In-Service; 8/16/21 – 8/20/21; \$7,500.00
- F. Request for Approval – CommonLook Software PDF Remediation and Accessibility Services for Taft College Website; \$5,384.32
- G. Request for Approval – Agreement with Dr. Frank Harris III for Presentation Entitled, “Employing Culturally Affirming and Equity-Minded Teaching and Learning Practices to Advance Institutional Equity”; 5/25/21; \$4,000.00
- H. Request for Approval – NetLink Loader (Pay Station Kiosk) Service Contract; 6/26/21 – 6/25/22; \$1,675.00
- I. Request for Approval – “Education Matters” Sponsorship for CTE Programs with Sinclair Broadcast Group and KBAK/KBFX; 5/1/21 – 9/1-21; \$20,000.00 Grant Funding

J. Ratification of the March 2021 Vendor Check & Purchase Order Registers

On a motion by Trustee Long, seconded by Trustee White and unanimously carried, Consent Agenda Items A - J 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, March 2021
4. Student Organization and Special Accounts, March 2021
5. Funds Deposited in County Treasury, March 2021
6. Employee Travel Report - March 2021

Trustee Reports

Trustee Orrin thanked staff for producing the Community Report that was distributed in the District via mail. She also recognized Taft College STEM program for their participation in the community reverse Christmas parade.

President Cole recently attended the Taft Union High School Honors Night with Dr. Daniels to distribute the Taft College Merit Awards. She also noted that the retreat meeting held in March was helpful and thanked staff for the preparation and attendance.

Academic Senate

Dr. Sharyn Eveland, Academic Senate President, said that the AS had a visit from the State representation in an effort to discuss DEI awareness as it applies locally. Dr. Eveland said that the Spring Plenary begins tomorrow and the College will be represented at the statewide meeting that discusses current academic issues and trends. She shared that the Academic Development Committee are reviewing the results of the AB 705 implementation as it relates to Guided Pathways. Also, Dr. Eveland acknowledged Bill Devine and Dr. Chris Chung-Wee for their assistance in reviewing the ACCJC ISER report.

Administrative Services

Brock McMurray, Executive Vice President of Administrative Services, provided an update on the Student Center Project. He also reported that the 2021-22 budget is in the development stage and will come before the Board on time.

Student Services

Severo Balason, Vice President of Student Services, shared information on the in-person graduation ceremony that is currently being planned by staff. He noted that the ceremony will be live streamed and that social distancing protocols will be observed.

Institutional Research/Information Services Technology

Xiaohong Li, Executive Director of Institutional Research (IR) and Interim Executive Director of Information Technology Services (ITS), told the Board that the IR department had been working on the SAP data update that was presented tonight as well as planning for the new SAP. The IT department continues working to improve security standards and at this time is looking to have tiered access to the ability to download third-party software. They are also assisting in preparing laptops for student use.

Instruction

Dr. Leslie Minor, Vice President of Instruction, thanked faculty that had already confirmed attendance at the in-person graduation. She also thanked IT staff for their help in getting the laptops ready for student use.

Foundation

Sheri Horn-Bunk, Executive Director of the Foundation, announced that the Cougar Cookout will officially return this fall and the Community Spirit Award winners will be announced soon. She has already secured three sponsors for Honor Flight attendees. Ms. Horn-Bunk continues to develop the Bob Hampton legacy scholarship.

Marketing and Community Relations

Susan Groveman, Director of Marketing and Community Relations, said that she has worked with College staff in the process of procuring television advertisement and thanked the Board for their support. She reported that the centennial celebration plans are underway and a committee is officially formed. In other work, Ms. Groveman will be working to update the website to improve useability.

Career Technology Education

Dr. Jessica Grimes, Dean of Instruction and Career Technical Education, told the Board that outreach efforts are beginning to become more active. She will be presenting at a virtual conference and the CTE program will be utilizing the television advertisement approved by the Board tonight.

Transition to Independent Living

Aaron Markovits, Director of TIL, said that staff are slowly transitioning to in-person services. They held small in-person tours for prospective students and are developing the plan to return to in-person instruction this fall with COVID-19 protocols in place.

Faculty Association

Ruby Payne, Faculty Association President, thanked the Board for the support this past year. She noted that there are only four weeks left and faculty are very appreciative of the support they have had as they transitioned to teaching during a pandemic.

PTK

Dr. Sharyn Eveland, Advisor of PTK, said she had been notified that the College PTK chapter had a Coca Cola Academic Scholar chosen. She also reported that the Catalyst Plenary was successful.

REPORT OF THE SUPERINTENDENT/PRESIDENT

Dr. Daniels reported that 69 Taft Union High School seniors earned the Taft College Merit Award which is a total of \$42,400 in tuition. She recognized Ms. Groveman and staff that assisted in the Community Report that was recently mailed.

Dr. Daniels attended a CEO Retreat virtually. The leadership conference was scheduled last year and was post-poned due to COVID-19.

Dr. Daniels informed the Board that the accreditation ISER report is being reviewed currently by the public and campus community. She encouraged Trustees to review the report and provided any feedback they feel necessary.

Lastly, Dr. Daniels thanked staff for the work going into the in-person graduation. The graduation will be planned to offer a celebration that will be safe with built-in COVID-19 protocols. Staff are working to calculate number of guests that can be accommodated per graduate.

NEXT MEETING

The next monthly meeting is scheduled for Wednesday, May 12, 2021.

ADJOURNMENT

At 7:23 p.m., on a motion by Trustee White, seconded by Trustee Long and unanimously carried, the meeting was adjourned.

Respectfully Submitted:

Emmanuel Campos, Secretary