

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

REGULAR MEETING

February 8, 2023

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 Billy White. Secretary Kathy Orrin and trustees Dawn Cole, Mike Eveland and Jeremy Gregory were also in attendance. Interim Superintendent/President Brock McMurray 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 Cole, seconded by Trustee Gregory 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 6:05 p.m., it was moved by Trustee Gregory, seconded by Trustee Eveland and unanimously carried, to reconvene in Public Session. President White reported that no action was taken.

PLEDGE OF ALLEGIANCE

President White led the pledge of allegiance.

PUBLIC COMMENT ON OPEN SESSION ITEMS

There were no public comments.

GENERAL COMMUNICATIONS

There was no general communication.

PRESENTATION – 2022-23 COVID-19 Emergency Conditions Recovery Plan Update

Dr. Leslie Minor, Vice President of Instruction, shared a presentation with details of the Emergency Conditions Allowance and the District's current status (copy attached to official minutes). The District has

submitted a plan and is meeting the required deadlines to remain in compliance with ECA standards. Dr. Minor reviewed details of the District's plan and related tasks.

APPROVAL OF MINUTES

The minutes of January 11, 2023 need to be amended to remove "amended" from employment items. On a motion by Secretary Orrin, seconded by Trustee Cole and unanimously carried, the minutes of the Regular meeting held January 11, 2023 were approved as amended.

NEW BUSINESS

Request for Approval – Resolution 2022/23-04 – Professor Diane Jones, Emeritus

President White read the resolution honoring Diane Jones as Professor Emeritus upon her May 2023 retirement. The Board thanked Professor Jones for over 30 years of service to students and community. On a motion by Trustee Gregory, seconded by Trustee Cole and unanimously carried, the resolution was approved (copy attached to official minutes).

Request for Approval – Adjustments to the 2022-23 Adopted WKCCD Budget

Mr. McMurray stated that the listed adjustments reflect updated allocations. Included in the adjustments is a \$1 million legislative funding secured by Assembly Vince Fong. On a motion by Trustee Cole, seconded by Secretary Orrin and unanimously carried, the request was approved (copy attached to official minutes).

First Reading – Board Policy Review

- BP #5205 Student Accident Insurance**
- BP #5570 Student Credit Card Solicitations**
- BP #6200 Budget Preparation**

Mr. McMurray said that the policies were reviewed and found to still be current (copy attached to official minutes).

First Reading – Board Policy Revision

- BP #6540 Insurance**
- BP #6910 Housing**
- BP #7230 Classified Employees**
- BP #7250 Educational Administrators**
- BP #7362 Discipline and Dismissals – Classified Administrators and Confidential Employees**

Mr. McMurray stated that the minor changes to these policies brought them up to date with current law and local practices (copy attached to official minutes).

CONSENT AGENDA:

- A. Request for Approval – 2023/2024 Nonresident Tuition Fees

- B. Request for Approval – Amended Partnership Contract for Services between WKCCD and Community Action Partnership of Kern (CAPK) Early Head Start to Include a 2.28% COLA
- C. Request for Approval – TimelyMD Agreement for CollegeBuys Gold Program for Student Telehealth Support – March 1, 2023 through February 28, 2025; Two Year Term for \$200,880.00
- D. Request for Approval – Burt Electric and Communications, Inc. – UPS Data Center Upgrade; \$96,000.00
- E. Request for Approval – Contract for Professional Services – Karla Kirk for February 9, 2023 through June 30, 2023; \$25,000.00
- F. Request for Ratification – Serban Sound & Communications – Dorm WAP/Data Cabling Project; \$19,706.09
- G. Request for Approval – CDW-G Faronics Deep Freeze Quote #NDSS989; 2/9/23 – 2/8/24; \$18,173.09
- H. Request for Ratification – Center for Independent Living UPS Upgrade – CDW-G Quote #NDZG833; \$16,554.98
- I. Request for Ratification – Watermark Insights, LLA Renewal of Subscription for Curriculum Strategy – Catalog Services; 2/1/23 – 1/31/24; \$12,678.75
- J. Request for Approval – PortalGuard Invoice #012623-S1 Annual Renewal – Software License, Technical Support and Maintenance Contract; 4/27/23 – 4/26/24; \$5,500.00
- K. Ratification of the January 2022 Vendor Check & Purchase Order Registers

On a motion by Trustee Gregory, seconded by Secretary Orrin and unanimously carried, Consent Agenda Items A – K were approved (materials related to the items are attached to official minutes).

PUBLIC COMMENTS ON ITEMS OF GENERAL INTEREST

There were no comments.

EMPLOYMENT

On a motion by Trustee Cole and seconded by Secretary Orrin, the amended Employment Items below were approved by the following vote (Employment Items A - C are attached to official minutes):

- A. Academic Employment
- B. Classified Employment
- C. Separations

Yes: Billy White, Dawn Cole, Mike Eveland, Jeremy Gregory, 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 2022/23
2. Expenditure Accounts (Account Level 1) FY 2022/23
3. Expenditure Detail of \$10,000.00 or Greater, January 2023
4. Student Organization and Special Accounts, January 2023
5. Funds Deposited in County Treasury, January 2023
6. Employee Travel Report – January 2023

Trustee Reports

Trustee Eveland recently threw a ceremonial first pitch at a College baseball game. He met the players and enjoyed the game.

Trustee Gregory recently attended the Triple Day dinner and commended the staff and students for the great fundraising event. He also noted that he has had positive feedback from high school students choosing to have lunch on the College campus.

Secretary Orrin thanked Athletics and staff for the Triple Play event. President White commended those who prepared the silent auction for the event. Trustee Cole added that it was a great community event that brought committee members to campus.

Academic Senate

Dr. Sharyn Eveland, President of the Academic Senate, reported that committee work in collaboration with Administration to meet standards of the Emergency Conditions Allowance is ongoing. She said that changes for general education programs are currently being reviewed. Other discussions have focused on the review of courses to be included in the CVC-OEI online course directory as well as preparation for Senate elections to take place in March. She also noted that Senate members have been actively participating in screening committees.

Marketing and Community Relations

Susan Groveman, Executive Director of Marketing and Community Relations, said that content migration is being planned and implemented on the website redesign project. Photo capture of campus life and the building of a virtual tour is also underway.

Student Services

Dr. Damon Bell, Vice President of Student Services, stated that a Male Summit is being hosted in collaboration with the Taft Union High School. TUHS senior males will attend the day event and hear from Manny Campos, TUHS alum/former TC Board member/TC staff member. Dr. Bell also shared that the District is working with a foster student grant project to aid in outreach with area foster children.

Administrative Services

Dr. Todd Hampton, Vice President of Administrative Services, shared that the Bookstore is preparing for grad fair and regalia orders.

Human Resources

Heather del Rosario, Vice President of Human Resources, said that recruiting is ongoing. The implementation of the UKG human resource system has launched the administrative performance review process. HR staff will be reviewing feedback while running the first of the performance review tasks.

Foundation

Dr. Sheri Horn-Bunk, Executive Director of Foundation and Institutional Advancement, said that despite reaching the \$1 million goal for the Legacy Campaign during the Centennial year, the fundraising effort will remain open. Dr. Horn-Bunk updated grant work with Transition to Independent Living and with the Finish Line grant. She invited the board to attend a Foundation board luncheon next week.

Dental Hygiene

Dr. Vickie Kimbrough, Director of Dental Hygiene, told the Board that the College is awaiting a decision on the bachelor program in Dental Hygiene. The program is currently accepting applications for the fall cohort. Fall 2023 is the 30th anniversary of the Dental Hygiene program and an event for celebration and fundraising is in the planning stages.

Transition to Independent Living (TIL)

Aaron Markovits, Director of TIL, said the date for the TIL Casino night will change and information will be available soon. Staff are currently focusing on the development of an advisory committee for the TIL program.

Faculty Association

Ruby Payne, President of the Taft College Faculty Association, reported that scheduling for summer and fall has begun. She recognized Dr. John Eigenauer for recently publishing a professional article. Ms. Payne thanked Professor Jones for her years of service and mentoring, especially mathematics hires.

Information Technology and Institutional Effectiveness

Dr. Xiaohong Li, Vice President of Information Technology and Institutional Effectiveness, updated the Board on efforts to strengthen cyber security with participation in a Chancellor Office program. She also said that staff are working with Ms. Groveman on the website redesign project. The Institutional Research staff have collected program review forms and are navigating the annual process as well as the transition to the 3-year comprehensive review.

SUPERINTENDENT REPORT

Mr. McMurray reported on recent campus events and happenings that include Employees of the Month of December and January Amber Garcia and Sergio Gomez, an e-waste community event, the Triple Play dinner with Ron Cey, among other events. Mr. McMurray shared details of a campus visit by the Taft Union High School Oil Technology program and commended staff for the informative yet fun presentation to the potential students. He also thanked the broadcasting students for their assistance in the fall athletic awards ceremony. Mr. McMurray shared a Centennial year in review video that documented the accomplishments and celebrations held honoring the College's first 100 years.

CONTINUATION OF CLOSED SESSION

On a motion by Trustee Gregory, seconded by Trustee Cole and unanimously carried, the Board continued closed session at 7:38 p.m.

RECONVENE IN OPEN SESSION; ANNOUNCE CLOSED SESSION ACTIONS

At 8:34 p.m., it was moved by Trustee Gregory, seconded by Secretary Orrin and unanimously carried, to reconvene in Public Session. President White reported that no action was taken.

NEXT MEETING

The next monthly meeting is scheduled for Wednesday, March 8, 2023.

ADJOURNMENT

At 8:35 p.m., on a motion by Secretary Orrin, seconded by Trustee Cole and unanimously carried, the meeting was adjourned.

Respectfully Submitted:

Dr. Kathy Orrin, Secretary