WEST KERN COMMUNITY COLLEGE DISTRICT

MINUTES OF THE BOARD OF TRUSTEES

**REGULAR MEETING**

**April 12, 2023**

The regular meeting of the Board of Trustees of the West Kern Community College District was called to order at 5:06 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 5:07 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:

1. Public Employee Appointment/Employment, Government Code Section 54957
2. Public Employee Performance Evaluations, Government Code Section 54957
3. Public Employee Discipline/Dismissal/Release/Complaint, Government Code Section 54957
4. 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

1. Conference with Legal Counsel – Potential Litigation, Pursuant to Paragraph (4) of Subdivision (d) of Government Code Section 54956.9
2. Conference with Legal Counsel – Potential Litigation, Pursuant to Paragraph (4) of Subdivision (d) of Government Code Section 54956.9

Significant Exposure to Litigation Pursuant to Paragraph 5 of Govt. Code Section 54956.9€

 1 Case Related to Threatened CVRA Action

1. 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 6:09 p.m., it was moved by Trustee Cole, 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.

**APPROVAL OF MINUTES**

President White noted tonight’s agenda needed to be amended to include the recommendation to approve the minutes from March 1, 2023. President Cole motioned to amend the agenda to add minutes from March 1, 2023. This was seconded by Trustee and carried unanimously. On a motion by Trustee Gregory, seconded by Secretary Orrin and unanimously carried, the minutes of the Regular meeting held March 8, 2023 and Special Meeting held March 1, 2023 were approved.

**NEW BUSINESS**

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

Dr. Xiaohong Li reviewed the ACCJC annual report. The report focuses on a long- and short-term goals and data points that are relevant to the accreditation process. It serves as an update to the College’s information. On a motion by Trustee Cole, seconded by Secretary Orrin and unanimously carried, the request was approved (copy attached to official minutes).

**Request for Approval – 2022/23 Board of Trustee Goals**

President White thanked staff for input at the annual Board of Trustees retreat. Information was used to set this set of goals. On a motion by Trustee Gregory, seconded by Trustee Eveland and unanimously carried, the goals were approved (copy attached to official minutes).

**Request for Approval – Rename the Children’s Library in Honor of Leslie Dragoo**

Mr. McMurray spoke on the impact of Leslie Dragoo as a founder of the Child Development Center. In her honor it is recommended to name the Children’s Development Center in her name. On a motion by Trustee Eveland, seconded by Trustee Cole and unanimously carried, the request was approved (copy attached to official minutes).

**Request for Approval – Resolution 2022/23-14 – Honoring Christopher Jones, Emeritus**

Mr. McMurray shared that Mr. Jones is a man that went above and beyond. As such, it is recommended that Mr. Jones be granted the status of emeritus. On a motion by Trustee Cole, seconded by Trustee Eveland and unanimously carried, the request was approved (copy attached to official minutes).

**Request for Approval – Resolution 2022/23-15 – Honoring Mary Perales, Emeritus**

Mr. McMurray said that Ms. Perales was recognized as loyal and hardworking. Ms. Perales was an extraordinary mentor to hundreds of student workers, often in their first job. On a motion by Trustee Cole, seconded by Trustee Gregory and unanimously carried, the request was approved (copy attached to official minutes).

**Request for Approval – Resolution 2022/23-05 – Classified School Employees Week April 30 – May 6, 2023**

Mr. McMurray shared that this week is in recognition of the work and dedication of classified employees. On a motion by Trustee Gregory, seconded by Trustee Eveland and unanimously carried, the recommendation was approved (copy attached to official minutes).

**Request for Approval – Resolution 2022/23-06 – Faculty Appreciation Week the Week of May 7, 2023**

Mr. McMurray stated that this week is usually celebrated by the Associate Student Organization during the official week of the teacher. This week is an honor to educators making a positive impact in communities. On a motion by Trustee Cole, seconded by Trustee Eveland and unanimously carried, the recommendation was approved (copy attached to official minutes).

**Request 2022/23-16 – Intent to Initiate a Transition from At-Large to By-Trustee Area Board Elections Commencing with the 2024 Board Election**

Mr. McMurray explained that since 2002 the “at large” voting process has been challenged to become a more representative model. The California Voting Rights Act has aided in moving districts to a “by area” voting model. The District has been challenged to transition to the “by area” model. At this time, it is the recommendation to transition to the “by area” voting method. On a motion by Trustee Gregory, seconded by Trustee Eveland and unanimously carried, the recommendation was approved (copy attached to official minutes).

**Request for Approval – Award Campus Roofing Project to Black Hall Construction; $648,448.00**

Todd Hampton, Vice President of Administrative Services, explained that this project addresses nearly the entire campus with the exception of the Student Center. With the use of Deferred Maintenance funds, the project would address varying roofing issues. It was noted that currently roofing contractors are in high demand and contractors are limited. On a motion by Trustee Eveland, seconded by Trustee Gregory and unanimously carried, the request was approved (copy attached to official minutes).

**Request for Approval – Ash Street Dorm Parking Lot Replace Project – Nagel Earthworks; $258, 516.02**

Mr. Hampton stated that the parking lot at the Ash Street dorm is in need of repair. Two bids were received and the work would be completed during summer. On a motion by Trustee Cole, seconded by Trustee Eveland and unanimously carried, the request was approved (copy attached to official minutes).

**Request for Approval – Change Orders No. 1 and 2 - Classroom Audiovisual Project Phase II; Total Additional Cost $21,339.17**

Dr. Xiaohong Li, Vice President of Information Technology, reported that due to the delay in obtaining necessary equipment during the pandemic, the project completion date needs to be extended and in the time of delay it was determined other areas also needed improved. On a motion by Trustee Cole, seconded by Trustee Gregory and unanimously carried, the recommendation was approved (copy attached to official minutes).

**Second Presentation and Request for Approval – Updated Language for Coaching Stipends to the 2022-23 Faculty Salary Schedules, Appendix B-4**

Mr. McMurray said that the suggested language will make compensation for coaching stipends consistent. A bargaining unit subcommittee researched and drafted the language. The bargaining unit as a whole reviewed the information and found it to be clear. Mr. McMurray noted an amended copy from what was posted is available to adapt to match the agreement and on the appendix. On a motion by Trustee Eveland, seconded by Secretary Orrin and unanimously carried, the request was approved (copy attached to official minutes).

**Second Reading and Request for Approval – Board Policy Revision**

**BP #5500 Student Conduct**

**BP #7260 Classified Administrators**

Mr. McMurray said that these policies were reviewed and found to have changes to meet current law and local practices. On a motion by Trustee Gregory, seconded by Trustee Eveland and unanimously carried, the request was approved (copy attached to official minutes).

**First Reading – Board Policy Review**

**BP #7130 Compensation**

Mr. McMurray said that these policies were reviewed and found to have no changes.

**First Reading - Board Policy Revise**

**BP #3410 Nondiscrimination**

Mr. McMurray said that these policies were reviewed and found to have changes to meet current law and local practices.

**CONSENT AGENDA:**

1. Request for Approval – CTE Disciplines Minimum Qualifications – Compilation of Experience for use in addition to the Discipline List
2. Request for Approval – Course Revision

SPAN 1601 Elementary Spanish I

1. Request for Approval – Distance Education Course Approval

ART 1815 Brand and Identity Systems

ART 1825 Fundamentals of Typography

ART 1830 Graphic Design II

PHIL 1620 Critical Thinking and Composition

SPAN 1601 Elementary Spanish I

1. Request for Approval – New Courses

ART 1815 Brandy and Identity Systems

ART 1825 Fundamentals of Typography

ART 1830 Graphic Design II

PHIL 1620 Critical Thinking

1. Request for Approval – 2022/2023 Request for Authorization to Transfer Unrestricrted General Funds to the Futuris Public Entity Investment Trust Program for Post-Employment Benefits; $484,464.00
2. Request for Approval – Fee Increase for TIL Students for Fall 2023
3. Request for Approval – Employer Fee for TIL Workers
4. Request for Approval – Notice of Release of Grant or Categorically Funded or Temporary Faculty and Administration

Resolution 2022/23-07 A00291791

Resolution 2022/23-08 A00270447

Resolution 2022/23-09 A00200792

Resolution 2022/23-10 A00058436

Resolution 2022/23-11 A00256927

Resolution 2022/23-12 A00294296

Resolution 2022/23-13 A00272268

1. Request for Approval – Signatory Update with United Security Bank
2. Request for Approval – TC-ITS 23-003 – Abtech Technologies Backup Server Replacement; Quote #ABTQ14136
3. Request for Ratification – Master Service Agreement with UKG Ready Time & Scheduling and Leave Manager; $9000.00 One Time Implementation Fee and $5.86/Record Monthly Reoccurring Fee
4. Request for Approval – Purchase of Augmented Reality Welding Simulator from Barnes Welding; $33,087.70
5. Request for Approval – TC-ITS 23-002 – Purchase of Dental Hygiene Switches; $27,156.00
6. Request for Approval – Lightcast Software Subscription; 3/22/23 – 3/21/24; $16,000.00
7. Request for Approval – Convergint Tech Lenel Software Maintenance; 5/3/23 – 5/2/24; $8,998.00
8. Request for Approval – Abtech Technologies Quotation #ABTQ14291 Red Hat License for IT Servers; 5/31/23 – 5/30/24; $8,690.36
9. Request for Approval – Independent Consultant Agreement with Terry Townsend; $100.00 per Hour, Not to Exceed 60 Hours
10. Request for Ratification – Annual Renewal Agreement with Finalsite (Blackboard Connect) for Emergency Outreach Messaging Services; 2/14/23 – 2/13/24; $4,883.00 per Year
11. Request for Approval – CDW-G – CommVault Backup & Recovery Quote #NGJD817; 4/1/23 – 8/31/23; $4,015.42
12. Request for Ratification – Renewal of the Agreement with Redrock Software Corp. for Annual Trac Cloud Hosting and Technical Support; 3/1/23 – 2/28/24; $3,979.00
13. Request for Approval – Award Exhaust Hood Service to Superclean Commercial Fire Prevention; 36 Months; $1,300.00 Annually
14. Request for Approval – Vehicle Maintenance Agreement Renewal with the Taft City School District; 7/1/23 – 6/30/24; $82.00 per Hour, Minimum ½ Hour Charge
15. Request for Approval – Kern High School District Agreement for School Event Services; 4/20/23
16. Ratification of the March 2023 Vendor Check & Purchase Order Registers

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

**PUBLIC COMMENTS ON ITEMS OF GENERAL INTEREST**

There were no comments.

**EMPLOYMENT**

A corrected version of the employment items are available. On a motion by Secretary Orrin and seconded by Trustee Gregory, the Employment Items below were approved as amended by the following vote (Employment Items A - Care attached to official minutes):

1. Academic Employment
2. Classified Employment
3. Separations

Yes: Billy White, Dawn Cole, Mike Eveland, Jeremy Gregory, 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, March 2023
4. Student Organization and Special Accounts, March 2023
5. Funds Deposited in County Treasury, March 2023
6. Employee Travel Report – March 2023

**Trustee Reports**

Trustee Cole thanked Taft Union High School for the joint Board of Trustee meeting. She thanked College staff for presenting vital information connecting the educational journey of a student. She also recognized Kenny Wright, who recently passed away, for his dedication to community and local athletes.

**Academic Senate**

Dr. Sharyn Eveland, President of the Academic Senate, reported that a quorum was not met at this month’s meeting.

**Student Services**

Dr. Damon Bell, Vice President of Student Services, shared an updated on two Taft Union High School Cougar Days and noted a High School Counselor Luncheon will be held this Friday. He is working with the Graduation subcommittee to select student speakers for commencement and said that 355 students have already applied to graduate. Dr. Bell shared details from a weeklong awareness for undocumented student experiences. Dr. Bell also told the Board that registration for summer and fall sessions are underway.

**Marketing and Community Relations**

Susan Groveman, Executive Director of Marketing and Community Relations, told the Board that advertising continues to focus on registration with advertisement in both English and Spanish being aired. Ms. Groveman said that the website redesign is moving forward with near completed site copywriting, delivered photography, and filming with staff and students completed.

**Foundation**

Dr. Sheri Horn-Bunk, Executive Director of Foundation and Institutional Advancement, thanked Student Services for allowing the HEPP program to present at the high school counselor luncheon. She also updated the Board on the Dignity Health internship program that will be extended to nine students pursuing careers in healthcare. Dr. Horn-Bunk said that the Carolyn Hosking estate has settled and the District received $106,000. She also asked alumni to continue to post videos to the Taft College Multiply app to reach other alumni.

**Transition to Independent Living (TIL)**

Aaron Markovits, Director of TIL, said that the program hosted 12 visitors from Sierra College, who hopes to start a program similar to TIL. He also told the Board that the Foundation will feature TIL during the Give Big Kern event to be held next month.

**Faculty Association**

Ruby Payne, President of the Taft College Faculty Association, shared that committees and activities are active as classes begin to wrap up for the semester.

**Institutional Research and Information Technology Services**

Dr. Xiaohong Li, Vice President of Institutional Research and Information Technology Services, gave an update to the audiovisual and wifi access point projects. She also said that Institutional Research staff is assisting in the comprehensive review process and the process to review the Educational Master Plan.

**Office of Instruction**

Dr. Leslie Minor, Vice President of Instruction, updated recruitment efforts for the Instruction area. She also shared professional development focused on instruction. Dr. Minor reported that the Bachelor Degree in Dental Hygiene has been provisionally approved and awaits verification that it is not in competition with neighboring state universities.

**Administrative Services**

Dr. Todd Hampton, Vice President of Administrative Services, said that his department is assisting in grant applications. He also reported that the Bookstore is serving graduates and students as the year ends and that roofing work will soon begin on campus.

**Campus Safety and Security**

Kevin Altenhofel, Director of Campus Safety and Security, told the Board that the College will benefit from a state agreement to join Rave Mobile as a mass notification system.

**SUPERINTENDENT REPORT**

Mr. McMurray an update to events on campus including recognition of Bruce Ferguson as the Employee of the Month. Senator Shannon Grove visited the campus and met with the Board and a few ASO members. A joint Board of Trustees meeting with Taft Union High School was held. These meetings help to align educational pathways in West Kern. The College is a partner in the CERF grant to revitalize the workforce and education in Kern County post-pandemic and hosted a community meeting to assist in gathering community feedback.

 Mr. McMurray recognized Kanoe Bandy as a guest in a Title IX “Women in Sports” speaker, the DSPS staff for Abilities Awareness week and for the DEIAA committee hosted event, with the grandson of Cesar Chavez. Chavez, who serves on the Chavez Foundation, spoke on the immigrant experience.

Mr. McMurrary also shared Dr. Greg Golling as the Employee of the Month for March and a visit from Assemblyman Vince Fong’s assistant as well as Sierra College.

**NEXT MEETING**

The next monthly meeting is scheduled for Wednesday, May 10, 2023.

**CONTINUATION OF CLOSED SESSION**

On a motion by Trustee Cole, seconded by Trustee Gregory and unanimously carried, the Board returned to closed session at 7:24 p.m.

**RECONVENE IN OPEN SESSION; ANNOUNCE CLOSED SESSION ACTIONS**

At 7:32 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.

**ADJOURNMENT**

At 7:33 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