

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

REGULAR MEETING

May 10, 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 Secretary Kathy Orrin. Trustees Dawn Cole, Mike Eveland and Jeremy Gregory were also in attendance. President Billy White was absent. 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 Gregory, seconded by Trustee Eveland 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. 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
- G. 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 6:03 p.m., it was moved by Trustee Gregory, seconded by Trustee Cole and unanimously carried, to reconvene in Public Session. Secretary Orrin reported that no action was taken.

PLEDGE OF ALLEGIANCE

Secretary Orrin led the pledge of allegiance.

PUBLIC COMMENT ON OPEN SESSION ITEMS

There were no public comments.

GENERAL COMMUNICATIONS

There was no general communication.

PRESENTATION – ASO Spring Update

Angelissa Garza, President of the Associated Student Organization, presented a review of ASO activities and leadership priorities (copy attached to official minutes). Ms. Garza shared pictures and details of the many events held by ASO. She noted that some events are ASO run but that ASO also assists the College with activities such as outreach events. The Taft ASO is active in the Student Senate of California Community Colleges (SSCCC) and sponsor of the conference. They lead a workshop at the event. The ASO successfully hosted the first dance post-covid and is preparing for a leadership day with Taft Union High School students.

PRESENTATION – Strategic Action Plan Update

Dr. Xiaohong Li, Vice President of Information and Institutional Effectiveness, presented data showing progress of the Strategic Action Plan (SAP) (copy attached to official minutes). The SAP has lagging and leading indicators that are measured and analyzed to aid in meeting the goals of the District. Dr. Li reviewed the progress and spoke to those indicators that may show that a goal is falling behind the expected standard. She also explained that this year's data includes a transition for annual Program Reviews to a multiyear comprehensive Program Review.

FIRST PUBLIC HEARING – Composition of Trustee Areas Prior to Drawing Maps, pursuant to Elections Code section 10010, subdivision (a)(1)

Dr. Justin Levitt, Vice President of National Demographics Corporation (NDC), presented information about the types of election systems that may be used and the language of the California Voting Rights Act (CVRA) (copy attached to official minutes). Dr. Levitt provided data from the impact of the CVRA including the institutions/agencies affected as well as past and current case law with settlement history. The District has begun the process to transition to a “by trustee area” election system. Dr. Levitt explained the draft timeline and steps to be taken. Demographic summary information was gathered by NDC and this information was presented. Public questions were raised on the application of the CVRA to rural districts and communities. Dr. Levitt cited rural district examples that complied with the CVRA.

APPROVAL OF MINUTES

On a motion by Trustee Cole, seconded by Trustee Gregory and unanimously carried, the minutes of the Regular meeting held April 12, 2023 were approved.

NEW BUSINESS

Request for Approval – Class of 2023 Hall of Fame Inductees

Mr. McMurray stated that the list of Hall of Fame inductees is being recommended by the Hall of Fame committee as the Class of 2023. 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 – Agreement with Eide Bailey for Employee Retention Tax Credit Analysis

Todd Hampton, Vice President of Administrative Services, explained that other community colleges and public entities have consulted with Eide Bailey to complete research and apply for the Employee Retention Tax Credit under the pandemic CARES act. On a motion by Trustee Gregory, seconded by Trustee Eveland and unanimously carried, the request was approved (copy attached to official minutes).

First Reading – Summer Four-Day Workweek Policy

Mr. McMurray told the Board that the previously approved version has been edited to meet a request from the CSEA regional office. These amendments are included in this updated draft.

Second Reading and Request for Approval – Board Policy Review

BP #7130 Compensation

Mr. McMurray said that these policies were reviewed and found to have no changes. On a motion by Trustee Gregory, seconded by Trustee Eveland and unanimously carried, the request was approved (copy attached to official minutes).

Second Reading and Request for Approval - 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. On a motion by Trustee Cole, seconded by Trustee Gregory and unanimously carried, the request was approved (copy attached to official minutes).

CONSENT AGENDA:

A. Request for Approval – Course Revision

Business Arts and Humanities Division

ART	1620	Drawing and Composition
ART	1625	Color Theory
ART	1631	Figure Drawing
ART	1640	Painting
ARTH	1510	Prehistoric to Renaissance Art History
ARTH	1520	Renaissance to Contemporary Art History
ARTH	2030	Survey of Asian Art
ARTH	2040	Survey of African, Oceanic, and Indigenous North American Art
COMM	1507	Small Group Communication
PHIL	1501	Introduction to Philosophy
PHIL	1531	The Worlds Living Religions
SPAN	2500	Latin American Culture

Allied Health/Applied Technology Division

KINE	1500	Introduction to Kinesiology
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Social Science Division

PSYC	2205	Introduction to Research Methods in the Social Sciences
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B. Request for Approval – Distance Education Course Approval

Business Arts and Humanities Division

ART	1620	Drawing and Composition
ART	1625	Color Theory
ART	1631	Figure Drawing
ART	1640	Painting
ARTH	1510	Prehistoric to Renaissance Art History
ARTH	1520	Renaissance to Contemporary Art History
ARTH	2030	Survey of Asian Art
ARTH	2040	Survey of African, Oceanic, and Indigenous North American Art
COMM	1507	Small Group Communication
PHIL	1501	Introduction to Philosophy
PHIL	1531	The Worlds Living Religions

C. Request for Approval – New Courses

Allied Health/Applied Technology Division

KINE	1510	Introduction to Sport Management
KINE	1520	Sport in Society
KINE	1540	Sport and Exercise Psychology

D. Request for Approval – New Program

Allied Health/Applied Technology Division

Associate of Arts in Kinesiology: Sport Management

E. Request for Approval – Purchase of Two Miller Dynasty 210A Machines; \$16,428.56

F. Request for Approval – Purchase of Gas Cylinders for Welding Facility; \$12,642.15

G. Request for Approval – Renew Turnitin Account; 8/1/23 – 7/31/24; \$8,101.23.

H. Request for Approval – Amendment to FY2022 Agreement – Helen Sanderson Associates USA; 12/31/22 – 12/31/23; \$8,000.00

I. Request for Approval – AMS.Net New Call Route Setup and the Migration to TPX; \$7,200.00

J. Request for Approval – TPX Phone Service Agreement; 36 Months; \$436.86 per Month

K. Request for Approval – CCS Disaster Recovery Services Annual Renewal 2023-2024; 7/1/23 – 7/1/24; \$3,420.00

L. Request for Ratification – Netlink Loader Service Contract; 6/26/23 – 6/25/24; \$1,675.00

M. Request for Approval – CA Reding – Equitrac Support Software Maintenance Annual Renewal; \$2,850.00

N. Request for Approval – CI Solutions Renewal of ID Badge Software License, Quote #Q-04505-1; 7/1/23 – 11/30/24; \$1,125.00

O. Request for Ratification – Independent Living Center of Kern County Agreement for Interpreting Services; 4/1/23 – 4/1/24; \$75-100 Depending on Event

P. Request for Approval – Diaper Policy to be Added to the Taft College Children’s Center Parent Handbook

Q. Information Item – Education Code Sec. 42141 Compliance as it Relates to Worker’s Compensation

R. Ratification of the April 2023 Vendor Check & Purchase Order Registers

On a motion by Trustee Cole, seconded by Trustee Gregory and unanimously carried, Consent Agenda Items A – R 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 Trustee Cole and seconded by Trustee Gregory, the Employment Items below were approved as amended by the following vote (Employment Items A - C are attached to official minutes):

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

Yes: Dawn Cole, Mike Eveland, Jeremy Gregory, Dr. Kathy Orrin

No: None

Abstain: None

Absent: Billy White

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, April 2023
4. Student Organization and Special Accounts, April 2023
5. Funds Deposited in County Treasury, April 2023
6. Employee Travel Report – April 2023

Trustee Reports

Trustee Gregory commended staff for the Retiree Dinner planning, noting that the celebration including family members of retirees was a great event. He added that it shows the College's family culture. Trustee Gregory reported that he attended his first state trustee conference and was able to network with trustees and vendors that serve community colleges from around the state.

Trustee Eveland added that the trustee conference had a variety of discussions covering legislative and procedural topics. Trustee Eveland recently attended the welding open house event and was impressed with the interaction attendees could have and the interest that the event raised among potential students.

Secretary Orrin said that the Retiree Dinner was a nice event that helped to recognize retirees post-pandemic with three years of retirees being recognized. She attended the trustee conference and was able to connect with past Superintendent/President Willie Duncan. She appreciates the representation of the College from both current and past employees.

Trustee Cole has attended several baseball games at the College and away. She was pleased that the College was able to honor alum Ron Coomer as a part of his induction to the state athletic hall of fame. She also recently attended the Phi Theta Kappa induction dinner and the Al Baldock Golf Tournament. Both events were successful, and she commended staff for their work in hosting events.

Academic Senate

Dr. Sharyn Eveland, President of the Academic Senate, thanked the Board, administration, and staff for support during her four years as President. She shared that the Senate recommended approval of the Student Equity Plan, elected AS officers, and continual collegial conversations in committees across the campus. Candace Duron will serve as the next AS President and Dr. Michelle Oja will serve as the Secretary. Mr. McMurray thanked Dr. Eveland for her service as President, citing a recent example of her quick work to assist the District in revising an Administrative Procedure that has a direct benefit to students.

Marketing and Community Relations

Susan Groveman, Executive Director of Marketing and Community Relations, provided an update on the website redesign that will test viability in June and go live in July. She is also assisting the Dental Hygiene program with promotional materials for their 30th anniversary fundraising event to be held in the fall.

Phi Theta Kappa

Dr. Eveland, PTK advisor, thanked the Board members and staff who attended the induction dinner. She also thanked Dr. Damon Bell for speaking to the students.

Student Services

Dr. Bell, Vice President of Student Services, said that staff have hosted many high school tours for potential students. He shared details for the upcoming commencement ceremony that currently 225 students have registered to participate. Staff are also planning the Scholarship Luncheon and an Open House event to occur in June.

Institutional Research and Information Technology Services

Dr. Li gave an update on the Wi-Fi access point project, the audio-visual upgrade project and ongoing classroom equipment replacement. She stated that the first comprehensive Program Review cycle has completed, and data will be presented to the Governance Council at their next meeting.

Office of Instruction

Dr. Leslie Minor, Vice President of Instruction, told the Board that the Dean of Career and Technical Education will begin work tomorrow. She thanked the Board and staff that attended the welding open house event and shared that the welding program is seeing an increase in enrollment. Staff are planning for faculty professional development at a monthly Lunch and Learn event, a renaming event at the Child Development Center in honor of Leslie Drago and are actively in the process of hiring several positions.

Lori Sundgren, Pre-Collegiate Success Coordinator, said that tutors participated in Cougar Day for the first time in an effort to meet students at the beginning of the academic career and to encourage them to use the Learning Center when needed. The staff are also providing daily signage to connect students to specific tutors on-duty for the day and are seeing success in reaching students in need of assistance. Ms. Sundgren also shared that the Learning Center staff have assisted some Transition to Independent Living students as they begin to take College courses.

Human Resources

Heather del Rosario, Vice President of Human Resources, shared that recruitment is a high priority. Once the hiring for the upcoming academic year slows down an upgrade of the time keeping system will begin.

Dental Hygiene

Dr. Vickie Kimbrough, Director of Dental Hygiene, reported on outreach events attended by DH students and said that services provided to community topped \$370,000 this year. As the second-year students end their spring courses they sign up for the state exam. At this time, 9 of 16 students have already passed that exam. The DH program will celebrate its 30th anniversary this coming year and is hoping to raise \$100,000 with a casino night fundraiser and assistance from the Foundation.

Campus Safety and Security

Kevin Altenhofel, Director of Campus Safety and Security, said that his department will be fully staffed for graduation and will be planning with Student Services to provide security for the event as necessary.

Transition to Independent Living (TIL)

Aaron Markovits, Director of TIL, gave an update to the Give Big Kern fundraising event that Foundation was assisting TIL with. The event raised \$3,300 so far and will go towards recreational equipment for the students. While spring courses end in June for TIL students, the staff are orientating 22 new students for the fall semester that will begin at the beginning of August. Staff are also preparing for a TIL employer luncheon and the end of year awards and graduation events.

Faculty Association

Ruby Payne, President of the Taft College Faculty Association, said that faculty are proctoring finals to students and completing other end of year tasks. She reported that the Faculty Association will be providing \$6,500 in scholarship money this year.

Administrative Services

Dr. Todd Hampton, Vice President of Administrative Services, and his staff are completing end of fiscal year tasks as well as finalizing a tentative 2023-24 budget for the District. The Bookstore is busy assisting students who are ending the spring semester, graduating, and preparing for summer courses. The Maintenance and Operations staff are in the preconstruction phase of the campuswide roofing project.

SUPERINTENDENT REPORT

Mr. McMurray gave an update to events on campus including recognition of Jeanene Garcia as the current Employee of the Month, the Al Baldock Golf Tournament, a trustee dinner, College participation in the Soroptimist International of Taft's Garden Tour, the College Retiree Dinner, a student lunch event hosted by the President, and a student art exhibit. He recently spoke at the State of the City luncheon as a part of the "Education and Energy" theme for the event. The College was the host of a Kern County Job Fair, where residents could inquire about career options and interview with potential employers. The College also hosted an author event with Foundation Board member Ray Scott who spoke on his personal story regarding health, service, and faith.

Mr. McMurray reviewed events held during the Classified and Faculty appreciation weeks. This year the administrative areas of the College shared the Classified appreciation week planning. The Associated Student Organization traditionally honors the Faculty. The District will hold a Years of Service event for all staff tomorrow.

Board President Billy White was honored at the CCLC Trustees Conference for 20 years of service to the Board. Classified staff member Lori Murphy was named the Classified Employee of the Year and Professor Kyle Webster was named the Faculty Member of the Year. Both of those awards are voted on by students.

NEXT MEETING

The next monthly meeting is scheduled for Wednesday, June 14, 2023.

CONTINUATION OF CLOSED SESSION

There was no continuation of Closed Session.

ADJOURNMENT

At 8:14 p.m., on a motion by Trustee Gregory, seconded by Trustee Cole and unanimously carried, the meeting was adjourned.

Respectfully Submitted:

Dr. Kathy Orrin, Secretary