

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

REGULAR MEETING

December 18, 2024

The regular meeting of the Board of Trustees of the West Kern Community College District was called to order at 5:03 p.m. by President Billy White. Secretary Kathy Orrin and trustees Dawn Cole, Mike Eveland and Jeremy Gregory were also in attendance. Acting Superintendent/President Dr. Todd Hampton and Executive Secretary Sarah Criss were in attendance.

PUBLIC COMMENT ON CLOSED SESSION ITEMS

There were no public comments.

ADJOURN TO CLOSED SESSION

At 5:04 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 Performance Evaluations, Government Code Section 54957
- B. Public Employee Discipline/Dismissal/Release/Complaint, Government Code Section 54957
- C. 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
- D. Public Employee Appointment/Employment, Government Code Section 54957
Title: Interim Superintendent/President
Title: Superintendent/President
- E. Conference with Legal Counsel – Potential Litigation, Pursuant to Paragraph (4) of Subdivision (d) of Government Code Section 54956.9
1 Potential Case
- F. Student Discipline and Other Confidential Student Matters, Education Code Sections 35146, 48900 et. Seq. and 48912(b)
- G. Conference with Real Property Negotiations
Property: Parkside Development, LLC (APN 032-152-34)
Agency Negotiator: Todd Hampton, VP of Administrative Services
Under Negotiation: Sale or Lease of Property, Including Price and Terms of Payment

RECONVENE IN OPEN SESSION; ANNOUNCE CLOSED SESSION ACTIONS

At 6:00 p.m., it was moved by Trustee Gregory, seconded by Trustee Cole and unanimously carried, to reconvene in Public Session. President White announced that there was no action taken.

PLEDGE OF ALLEGIANCE

President White led the pledge of allegiance.

PUBLIC COMMENT ON OPEN SESSION ITEMS

There was no public comment.

GENERAL COMMUNICATIONS

There was no general communication.

PRESENTATION – NCORE Conference

Dr. Amar Abbott and Jaime Lopez collaborated to provide details from an NCORE and DEIAA Chancellor's office conference. They shared key takeaways and plans to incorporate information on campus and in future campus trainings.

APPROVAL OF MINUTES

On a motion by Trustee Eveland, seconded by Secretary Orrin and unanimously carried, the minutes of the Regular Meeting held November 13, 2024 and the Special Meeting held November 21, 2024 were approved with a correction to the date of the Regular meeting (copy attached to official minutes).

ANNUAL ORGANIZATION MEETING

Oath of Office

Trustee Cole administered the Oath of Office to Trustee White. Trustee Gregory administered the Oath of Office to Trustee Orrin.

Election of President and Secretary

Trustee Cole nominated Trustee Orrin to serve as President. Trustee Orrin accepted the nomination. Trustee Gregory nominated himself to serve as President. On a motion by Trustee Cole and seconded by Trustee White, Trustee Orrin was selected as President. The vote was split with trustees Cole, White and Orrin voting yes and trustees Gregory and Eveland voting no.

Trustee White nominated Trustee Gregory to serve as Secretary. Trustee Gregory accepted the nomination. Trustee Cole nominated Trustee Eveland to serve as Secretary. Trustee Eveland accepted the nomination. On a motion by Trustee Cole, seconded by Trustee White, Trustee Eveland was selected to serve as Secretary. The vote was split with trustees Cole, White and Eveland voting yes and trustees Orrin and Gregory voting no.

Setting of Regular Monthly Meeting for 2025 Calendar Year

On a motion by Trustee Gregory, seconded by Secretary Orrin and unanimously carried, the suggested dates for the 2025 calendar year were approved as listed on the agenda.

DISCUSSION/ACTION ON SUPERINTENDENT SEARCH

On a motion by Trustee Cole, seconded by Trustee Gregory and unanimously carried, Items 11 A-G were tabled.

NEW BUSINESS

Public Hearing and Request for Approval – Resolution No. 2024/25-01 (“Resolution”) Authorizing the District to Enter into an Energy Services Agreement (“ESA”) with EcoGreen Solutions, Inc. (“Contractor”) to Furnish and Install Energy-Efficient Replacement Light Fixtures in Taft College Facilities (“Project”) and to Enter into Agreements with PG&E to Fund the Project Costs through a PG&E Incentive Program (“PG&E Incentive”)

On a motion by Trustee Cole, seconded by Trustee Gregory and unanimously carried, a public hearing was opened. Dr. Hampton explained that the older fluorescent lighting will be upgraded to LED which will provide long-term savings. On a motion by Trustee Cole, seconded by Trustee Gregory and unanimously carried, the public hearing was closed. On a motion by Trustee Gregory, seconded by Trustee Cole and unanimously approved, this item was approved (copy attached to official minutes).

Discussion and Potential Action on Employment Agreement for Interim Superintendent/President

Request for Approval – Contract for Professional Services with Michael Giacomini as Acting Vice President of Administrative Services; 1/6/25 – 6/30/25; \$20,834.00 Monthly

On a motion by Trustee Gregory, seconded by Trustee Eveland and unanimously carried, Items 12 B and C were tabled.

CONSENT AGENDA

- A. Request for Approval – New Courses
Allied Health/Applied Technology Division
PHED 2001 Advanced Pickleball
PHED 2011 Elite Pickleball

- B. Request for Approval – Distance Education Course Approval
MATH 1530 Plane Trigonometry
MATH 1570S Support for Calculus Readiness
MATH 2100C Support for Analytical Geometry and Calculus I

- C. Request for Approval – Course Revisions
Math/Science Division
MATH 1520 Finite Mathematics
MATH 1530 Plane Trigonometry
MATH 1540 Precalculus Mathematics
MATH 2100 Analytical Geometry and Calculus I

Business Arts & Humanities Division
PHIL 1620 Critical Thinking and Composition

- D. Request for Approval – Course Inactivations
OSH 2000 Occupational Safety and Health Capstone

- E. Request for Approval – Clinical Training Program Agreement – Trinity Safety Company; 11/18/24 – 11/17/27

- F. Request for Approval – Facility Use Agreement with Taft Union High School Soccer Fields for Spring 2025; 1/21/25 – 5/23/25; \$5,000.00 (Not Including Possible Costs for Maintenance)

- G. Request for Approval – WKCCD Vendor #6383 Authorization to Enter into a Local Agreement with the State of California through the Continued Funding Application (CFA) for FY 2025/26 – Children’s Center and Resolution No. 2024/25-02
- H. Request for Approval – Adjustments to the 2024-25 Adopted Budget
- I. Information Item – WKCCD Budget Development Calendar for Fiscal Year 2025-26
- J. Request for Approval – Addendum to Transition to Independent Living Program with Kern Regional Center; Effective Date 1/1/25; Reimbursed Rate of \$44.29 per Hour
- K. Request for Approval – District Printing Management Services with Jones-Walbaum Corporation; 5-Year Lease Agreement; \$2,987.49 per Month
- L. Request for Approval – Award Student Center Auto Door Opener Controller Replacement Project to Black/Hall Construction; \$21,153.00
- M. Request for Approval – Watermark Insights, LLC Renewal of Subscription for Curriculum Strategy-Catalog Services; 2/1/25 – 1/31/26; \$16,767.64
- N. Request for Approval – Purchase of Klimbo Restroom Steps; \$13,959.76
- O. Request for Approval – ABTECH Technologies Dell Virtual Environment Support Renewal Quote: ABTQ17959; Effective Until March 2026; \$7,449.23
- P. Request for Approval – Collaborative Brain Trust Amendment #2 to Provide Educational Master Planning Services; 12/30/24 – 2/28/25; \$4,000.00
- Q. Request for Approval – Agreement with Quicksilver Software, Inc. to Update TC-Stats Software Package; \$950.00 plus up to \$500.00 for Maintenance/Enhancements
- R. Request for Approval – Declaration of Surplus Personal Property and Authorization for Sale
- S. Request for Approval – Donate District Property to Maricopa Unified School District
- T. Request for Approval – Sell District Property (1998 Chevrolet Half-Ton Pickup) to West Kern Adult Education Network; Sale Price of \$1,000.00
- U. Request for Approval – Donate District Property to West Side Recreation & Parks District (2001 Chevrolet One-Ton Van, a John Deere Gator, and Cub Cadet)
- V. Ratification of the November 2024 Vendor Check & Purchase Order Registers

On a motion by Trustee Gregory, seconded by Trustee Cole and unanimously carried, items A-V were approved (copies attached to official minutes).

PUBLIC COMMENTS ON ITEMS OF GENERAL INTEREST

There were no comments

EMPLOYMENT

On a motion by Trustee Cole, seconded by Trustee Eveland, 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: Billy White, Mike Eveland, Jeremy Gregory, Dr. Kathy Orrin, Dawn Cole

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 2024/2025
2. Expenditure Accounts (Account Level 1) FY 2024/25
3. Expenditure Detail of \$10,000 or Greater, November 2024
4. Student Organization and Special Accounts, November 2024
5. Funds Deposited in County Treasury, November 2024
6. Employee Travel Report – November 2024

Trustee Reports

Secretary Orrin attended speaker Dr. Angel Gonzales' presentation on supporting the needs of LGBTQ+ students and appreciated the message and data used to show how colleges can address the needs of all students. She found that the message could apply to many groups on campus and that student success can be supported by data-driven decisions. She also thanked the College for support of the community Christmas parade and the participation from the Bookstore in the Polar Express event. She encouraged staff to attend the annual Triple Play dinner in January and noted that she looks forward to the event each year.

Trustee Gregory also attended Dr. Gonzales' session on supporting LGBTQ+ students. He appreciated the overarching message that college's should be reaching all students through the review of student success data. Trustee Gregory participated in the parade and enjoyed seeing many departments across the College participating as well. He thanked the Foundation for the holiday dinner event with Foundation Board members and also commended them on the Feed the Brain event held at the CTE facility.

Trustee Cole also shared appreciation of the cross-campus participation in the parade, noting that the participation of the Veteran's center was special given the patriotic theme of the event.

President White also attended the Foundation holiday dinner and the Feed the Brain event. He thanked the Foundation for their preparation of each event and was especially pleased to see former trustee Larry Buttke. President White participated in the recent Open House event and attended the annual holiday employee potluck, adding that each event makes the campus lively and is always a great time. He presented a gift on behalf of the Board to Secretary Orrin in honor of her recent Community Spirit award from the Cougar Cookout.

Associated Student Organization

Jay Cuevas, Student Trustee, shared details of many events from the past month. The ASO co-hosted their annual potluck with the Black Student Union, who has a full board this year for the first time. ASO officers also attended the 2024 Advocacy Academy in Sacramento in preparation for the spring General Assembly. He also thanked those who attended Dr. Gonzales' presentation and noted that the event had a great turnout.

Academic Senate

Senate President Candace Duron shared the program from Fall Plenary with a special mention of the Emeritus status bestowed to Dr. Sharyn Eveland for her years of service locally and statewide in the Academic Senate. She also recognized faculty member and coach Mallori Rossi for being named the CCCAA Coach of the Year as well as the conference Coach of the Year.

Information Technology/Institutional Research

Dr. Hampton introduced IT Director Brett Redd. Mr. Redd thanked the Board and the staff for the welcome and said that he has been familiarizing himself with the status of the College's IT and cybersecurity needs. He said that the department is looking forward to the new printer fleet installation that will better serve the campus and have cost savings. He also commended the staff for their work in the cyber security audit completed prior to his start with the District. The audit provided clear information that will enable staff to improve cyber security across the campus.

Marketing and Community Relations

Susan Groveman, Executive Director of Marketing and Community Relations, is continuing work to increase website accessibility and has begun evaluating TIL program marketing as they prepare for 30th anniversary of the program and continued recruitment.

Human Resources

Heather del Rosario, Vice President of Human Resources, reported the she and the HR staff participated in Child Development Center and EOPS holiday events. She said it was nice for staff to take a break and enjoy campus life.

Instruction

Dr. Leslie Minor, Vice President of Instruction, reported that MESA Director Jose Valadez recently coordinated a "TC Takeover" at the local continuation high school. This event was a pilot event that brings

services to a high school campus to encourage student enrollment and educational planning as an outreach effort. The MESA program is celebrating a student receiving an internship based on their participation in a recent student conference. She also shared that the Dental Hygiene bachelors program's first cohort is successfully completing courses and the spring courses are currently open for enrollment. The Dental Hygiene program is seeing success as students are utilizing new software and equipment. In Distance Education work is being done to build canvas shells for spring courses.

Devin Daugherty, Dean of CTE and Workforce Development, updated the Board on the grant in coordination with Kern County entities that will assist displaced oilworkers. This grant will continue to be a collaboration with multiple entities but there is a focus on serving the hard-hit City of Taft. He also shared that there is discussion occurring in how the College can assist Taft Police Department to obtain officer certification compliance and returning a correctional officer course.

Lori Sundgren, Learning Center Director, recently completed student worker job evaluations. This is often the first time they have experienced a job evaluation, and she takes the time to teach them about the process. She is preparing a report to review tutoring data to compare this semester to Fall 2023.

Jaime Lopez, Dean of Instruction, said that dual enrollment numbers continue to climb. He thanked support from Student Services for assisting in the process and recruitment of students.

Student Services

Dr. Minor reported for Student Services. She said that the Academic Records department is working with faculty to collect Fall grades and that they are also assisting with special admit student registration.

Amber Garcia, Financial Aid Director, said that final disbursements for the fall semester were just given to students. In total Taft College students received over \$4 million in financial aid funds. The department participated in the Open House event and are preparing for scholarship applications to open in January. The department has participated in many celebratory events on campus this month.

Transition to Independent Living

Megan Romero, TIL Director, shared details of increased funding that will allow for 1-to-1 services that will support TIL students in College courses as well as other students on campus with disabilities. These services will also include career planning. The program is applying for funding that would increase services for students and families when the students return to their home communities' post-graduation. She also thanked the Foundation for inclusion in the annual holiday dinner and for securing a donation that should allow the program to purchase the needed van for accessibility accommodations.

Taft College Faculty Association

Ruby Payne, TCFA President, reported that faculty are administering finals and celebrating student success.

SUPERINTENDENT REPORT

Dr. Hampton recognized Mr. Lopez as the College's current Employee of the Month. He also shared pictures from events on campus including the ASO Advocacy Academy, the Christmas parade, and employee holiday potlucks. Dr. Hampton recently participated in events with the EOPS and Child

Development programs and stated that it was a much-appreciated time to enjoy the campus. He recognized Professor Rossi for her Coach of the Year honors and noted that the volleyball team was successful this year as well.

CLOSED SESSION

On a motion from Trustee Gregory, seconded by Trustee Cole and unanimously carried, closed session was reconvened.

RECONVENE IN OPEN SESSION; ANNOUNCE CLOSED SESSION ACTIONS

At 8:16 p.m., it was moved by Trustee Gregory, seconded by Trustee Eveland and unanimously carried, to reconvene in Public Session. President White announced that there was action taken. On a motion by Trustee Eveland, seconded by Trustee Gregory and unanimously carried, Dr. Leslie Minor was appointed Acting Superintendent/President effective January 13, 2025.

NEW BUSINESS

Request for Approval – Contract for Professional Services with Michael Giacomini as Acting Vice President of Administrative Services; 1/6/25 – 6/30/25; \$20,834.00 Monthly

On a motion by Trustee Gregory, seconded by Trustee Cole and unanimously carried, the agreement was approved (copy attached to official minutes).

NEXT MEETING

The next monthly meeting is scheduled for Wednesday, January 8, 2025.

ADJOURNMENT

At 8:18 p.m., on a motion by Trustee Gregory, seconded by Trustee Eveland and unanimously carried, the meeting was adjourned.

Respectfully Submitted:

Dr. Kathy Orrin, Secretary