

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

**REGULAR MEETING**

**June 12, 2024**

The regular meeting of the Board of Trustees of the West Kern Community College District was called to order at 5:01 p.m. by President Billy White. Secretary Kathy Orrin and trustees Mike Eveland and Dawn Cole were also in attendance. Trustee Jeremy Gregory was absent. Interim Superintendent/President Brock McMurray and Executive Assistant Sarah Criss were in attendance.

**PUBLIC COMMENT ON CLOSED SESSION ITEMS**

No comments were made.

**CLOSED SESSION**

At 5:02 p.m. it was moved by Trustee Cole, 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. Conference with Legal Counsel – Potential Litigation, Pursuant to Paragraph (4) of Subdivision (d) of Government Code Section 54956.9
- E. 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 5:55 p.m., it was moved by Trustee Eveland, seconded by Trustee Cole and unanimously carried, to reconvene in Public Session. President White announced that no action was taken.

**PLEDGE OF ALLEGIANCE**

President Billy 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 – Associated Student Organization Activity Update**

Jay Cuevas, Student Trustee, introduced officers of the upcoming Associated Student Organization (ASO). Student Trustee Cuevas presented photos and details from spring events. These events included an Empowerment Summit, Spring Fling activities culminating in an ASO Casino Night dance, and faculty and

staff appreciation activities. The ASO hosted recognition events for Latinx graduates as well as a Lavendar ceremony for the LGBTQ+ graduates. At the last ASO meeting the formal gavel passing tradition from the current to the upcoming board was held. Trustee Eveland attended this ASO meeting and commended the students for the professionalism they displayed in their meeting procedures. Student Trustee Cuevas added that the ASO gathered ideas from students on how to improve their experience at the College. Feedback was positive but reflected interest in increasing faculty appreciation and the possible addition of music in the Student Center.

### **APPROVAL OF MINUTES**

On a motion by Secretary Orrin, seconded by Trustee Eveland and unanimously carried, the minutes of the Regular meeting held May 8, 2024 and the Special meeting held May 8, 2024 were approved.

### **NEW BUSINESS**

#### **Request for Approval – 2024-25 West Kern Community College District Tentative Annual Budget**

Nick Valsamides, Executive Director of Fiscal Services, reviewed highlights of the draft tentative budget. The draft is based on conservative expenditures and revenues; it includes increases to health and welfare benefits. This tentative budget passes on the expected 1.07% Cost of Living Allowance provided by state budget. On a motion by Trustee Cole, seconded by Trustee Eveland and unanimously carried, the tentative budget was approved.

#### **Request for Approval – Taft College Class of 2024 Hall of Fame Inductees**

Brock McMurray reviewed the list of 2024 inductees and recognized the Hall of Fame committee and those who submit nominations. On a motion by Trustee Eveland, seconded by Trustee Cole and unanimously carried, the request was approved.

#### **First Presentation – Agreement between the California School Employee Association Chapter #543 and WKCCD – Optional Workweek Configuration for Fall and Spring Semesters**

Heather del Rosario, Vice President of Human Resources, said that this item would memorialize the optional 9-80 work schedule for the fall and spring semesters. The campus will remain open five days a week.

#### **Second Reading and Request for Approval – Memorandum of Understanding between TCFA and WKCCD – Insurance Benefits**

Heather del Rosario, Vice President of Human Resources, explained that this gives temporary faculty benefit eligibility. On a motion by Trustee Eveland, seconded by Secretary Orrin and unanimously carried, the request was approved.

#### **Second Reading and Request for Approval – Memorandum of Understanding between TCFA and WKCCD – Committee Membership Clarification**

Ms. Rosario said that the faculty who serve as a Chair of a committee will only be required to serve on one committee. On a motion by Secretary Orrin, seconded by Trustee Eveland and unanimously carried, the request was approved.

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

**BP #6250 Budget Management**

Dr. Todd Hampton, Vice President of Administrative Services, said this language update reinforces the minimum of two months operating expenses to be held in reserves. On a motion by Trustee Eveland, seconded by Secretary Orrin and unanimously carried, the request was approved.

**First Reading – Board Policy Revision**

**BP #2010 Board Membership**

**BP #2100 Board Elections**

Mr. McMurray said that these revisions appropriately match the change to by-trustee-area election process as approved in 2023.

**First Reading – Board Policy Revision**

**BP #3420 Equal Employment Opportunity**

Ms. del Rosario stated that the changes in language came from the Policy & Procedure service and will align the policy to current law.

**CONSENT AGENDA:**

- A. Request for Approval – Residence Hall Fees for Emergency Housing, Summer Session, and Winter Session for Academic Year 2024-2025
- B. Request for Approval – Distance Education Course Approval  
Allied Health/Applied Technology  
KINE 1530 Women in Sport

Business, Arts, Humanities Division

SPAN 1501 Spanish for Healthcare Professionals  
BSAD 2220 Introduction to Financial Accounting  
BSAD 2221 Introduction to Managerial Accounting  
BUSN 2275 Business Law  
ART 1650 Watercolor Painting  
ART 1800 Introduction to Digital Art  
ART 1820 Computer Imaging: Adobe Photoshop  
ART 2010 Introduction to Printmaking  
ART 1500 Art Appreciation  
ART 1625 Color Theory  
ART 1640 Painting  
BUSN 1500 Introduction to Business  
COMM 1507 Small Group Communication  
COMM 1511 Public Speaking

- C. Request for Approval – New Programs  
Allied Health/Applied Technology Division  
Certificate of Achievement: Administrative Medical Assisting  
Certificate of Achievement: Clinical Medical Assisting  
Certificate of Achievement: Administrative and Clinical Medical Assisting

Certificate of Achievement: Paramedic

D. Request for Approval: Course Revisions

Learning Support Division

LRSK0250 Improving Study Skills Strategies with Technology

RECR1510 Introduction to Recreation and Leisure Service

TUTR0260 Supervised Tutoring

STSU1500 Strategies for College and Life Management

DS 1504 Cultural Competency Towards Disabilities

Social Science Division

PSYC2205 Introduction to Research Methods in the Social Sciences

ADMJ 1501 Introduction to Criminal Justice

ETHN 1510 Introduction to Ethnic Studies

HIST 2202 Western Civilization to 1600

HIST 2204 Western Civilization from 1600

HIST 2210 World Civilization to 1500

HIST 2212 World Civilization from 1500

HIST 2216 History of Latin America

HIST 2231 History of the United States to 1877

HIST 2230 Woman in American History from Indigenous America to the Present

HIST 2232 History of the United States from 1877

HIST 2270 California History

HIST 2280 Survey of American Ethnic History

POSC 1501 Government

SOC 2120 American Social Problems

SOC 2038 Gender Studies

Math and Science Division

BIOL 2370 Nutrition Science

CHEM 1520 Introduction to Organic and Biochemistry

GEOG 1520 World Regional Geography

MATH 1500 Math for a Modern Society

PHYS2221 General Physics (Calculus)

PSCI 1520 Introduction to Physical Science Lecture and Laboratory

CHEM 1510 Introduction to College Chemistry

CHEM 2211 General Chemistry I

CHEM 2212 General Chemistry II

COSC 1545 Programming Concepts and Methods II with Lab

Business, Arts and Humanities Division

ART 1610 Three-Dimensional Design

ART 1800 Introduction to Digital Art

ART 2010 Introduction to Printmaking

ART 1820 Computer Imaging: Adobe Photoshop

ART 1650 Watercolor Painting  
DRAM 1510 Introduction to Theatre  
COMM 1510 Introduction to Mass Communications

Allied Health/Applied Technology Division

WELD 1500 Welding Processes  
WELD 1510 Shielded Metal Arc Welding (SMAW)  
WELD 1520 Gas Metal Arc Welding (GMAW) and Flux Core Arc Welding  
WELD 1530 Gas Tungsten Arc Welding (GTAW)  
WELD 1540 Pipe Welding  
WELD 1560 Blueprint Reading

E. Request for Approval – Course Revisions

Business, Arts and Humanities Division

SPAN 1501 Spanish for Healthcare Professionals  
BSAD 2220 Introduction to Financial Accounting  
BSAD 2221 Introduction to Managerial Accounting  
BUSN 2275 Business Law  
COMM 1507 Small Group Communication  
COMM 1511 Public Speaking

F. Request for Approval – New Courses

English Division

ENGL 1502 Composition and Reading for Multilingual Students

Allied Health/Applied Technology Division

HLED 1600 Paramedic I  
HLED 1601 Paramedic I Laboratory  
HLED 1602 Advanced Paramedic  
MEDA 1101 Introduction to Health Careers  
MEDA 1102 Communication in Healthcare  
MEDA 1103 Medical Law, Ethics, and IT Security  
MEDA 1104 Electronic Health Record  
MEDA 1105 Medical Office Procedures  
MEDA 1106 Basic Medical Insurance and Billing  
MEDA 1107 Basic ICD and CPT Coding  
MEDA 1108 Medication Administration for Medical Assisting  
MEDA 1109 Clinical Medical Assisting with Laboratory I  
MEDA 1110 Clinical Medical Assisting II with Laboratory  
MEDA 1201 Administrative Medical Assistant Externship  
MEDA 1301 Clinical Medical Assistant Externship

Social Science Division

POSC 1513 Political Science Work Experience

G. Information Item – CCFS-311Q for the 3<sup>rd</sup> Quarter ended March 31, 2024

H. Request for Approval – Dual Enrollment MOU Non-CCAP Santa Maria Joint Unified HSD 2024-2025

I. Request for Approval – Dual Enrollment MOU Non-CCAP Santa Ynez Valley Union HSD 2024-2025

- J. Request for Approval – Dual Enrollment MOU Non-CCAP Orcutt Union SD 2024-2025
- K. Request for Approval – Dual Enrollment MOU Non-CCAP Lompoc Unified School District 2024-2025
- L. Request for Approval – Dual Enrollment MOU CCAP with Taft Union HSD 2024-2027
- M. Request for Approval – Dual Enrollment MOU Non-CCAP with Taft Union HSD 2024-2025
- N. Request for Ratification – Memorandum of Understanding between Allan Hancock Joint Community College District (AHJCCD) and WKCCD Dual Enrollment 2024-2025
- O. Request for Ratification – Memorandum of Understanding for Participation in the Central Valley Math Bridge Project: 1/1/24 – 12/31/27
- P. Request for Approval – 2024-2025 Contract Education Agreement between WESTEC and WKCCD; 7/1/24 – 6/30/25; 300-400 FTEs per Year
- Q. Request for Ratification – Adoption of Rules and Regulations Relating to the WKCCD Student Trustee; 6/1/24 – 5/31/25
- R. Request for Approval – CampusLogic Subscription Order; Fee Scheduled Outlined in Agreement; 10/1/24 – 9/30/29
- S. Request for Approval – Agreement between Kern County Superintendent of Schools (KCSOS) and WKCCD for the Early Care, Education and Family Studies (ECEFS) Program; 7/1/24 – 6/30/25
- T. Request for Approval – Refurbish and Purchase of X-Ray Trainers; Total Cost is \$36,664.26
- U. Request for Approval – Purchase of Welding Campus Forklift; \$31,159.00
- V. Request for Approval – Purchase of RDH Hygiene Handpieces; \$19,570.91
- W. Request for Approval – MESA July Field Trip at UC Davis: Agreement for Use of UC Davis; Total Cost of \$7,947.00
- X. Request for Approval – MESA July Field Trip at UC Davis: Conference Housing and Dining Services Agreement; 7/15/24 – 7/19/24
- Y. Request for Approval – MESA July Field Trip at UC Davis: Conference 60-Day Guarantee; \$4,072.00
- Z. Request for Approval – Transfer of Funds to the Capital Outlay Projects Fund; \$3,000,000.00
- AA. Request for Approval – Amendment #1 to 2023-2026 Property and Casualty Claims Administration Services Agreement; Fees Updated in Amendment; 7/1/24 – 6/30/25
- BB. Request for Approval – Firewall Management Center Replacement, AMS.NET Quote #Q-00078605; \$31,417.11
- CC. Request for Ratification – Serban Sound & Communications MB523015 – Children’s Center Conference Room Audio/Video Equipment Relocation; \$18,462.11
- DD. Request for Approval – Computerland – Adobe Creative Cloud Renewal – Year 3 of 3; 8/26/24 – 8/25/25; \$16,425.00
- EE. Request for Approval – Agreement with Total Compensation Systems, Inc. for Actuarial Services; 4/1/24 – 12/31/24; Not to Exceed \$11,100.00
- FF. Request for Approval – Serban Sound & Communications MB#523015, Outdoor/Playground Audio/Video Cameras; \$5,360.48
- GG. Request for Approval – Purchase of Lexicomp Software; 8/1/24 – 7/31/25; \$3,125.00
- HH. Request for Approval – 2024-2025 District Business Office Systems Agreement – KCSOS AGT #25-134463; 7/1/24 – 6/30/25; Total Cost of \$7,748.00
- II. Requests for Approval – Kern County Superintendent of Schools Service Provider Agreement for Professional Development 24-129794
- JJ. Request for Approval – NetLink Loader (Pay Station Kiosk) Service Contract; 6/26/24 – 6/25/25; \$1,675.00

- KK. Request for Approval – Independent Consultant Agreement with Terry Townsend; 7/1/24 – 6/30/25; \$100.00 per Hour Not to Exceed 60 Hours
- LL. Request for Approval – Declaration of Surplus Personal Property and Authorization for Sale (Surplus Pallets)
- MM. Request for Approval – Converjint Technologies Proposal for Systems Monitoring of the Welding Shop, Account 605SRE059F; Effective 4/10/24; \$500.00
- NN. Request for Approval – CCS Disaster Recovery Services Annual Subscription Renewal 2024-2025; 7/1/24 – 6/30/25; \$3,420.00
- OO. Ratification of the May 2024 Vendor Check & Purchase Order Registers

Trustee Eveland asked if the College is prepared for the implementation of the programs outline in Item 11.C. Dr. Leslie Minor described the process of approving curriculum and starting programs and stated that we are at the correct level of readiness to move forward with curriculum in these programs. On a motion by Trustee Cole, seconded by Trustee Eveland and unanimously carried, items A-OO 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 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: Dawn Cole, Billy White, Mike Eveland, Dr. Kathy Orrin

No: None

Abstain: None

Absent: Jeremy Gregory

#### **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 2023/24
2. Expenditure Accounts (Account Level 1) FY 2023/24
3. Expenditure Detail of \$10,000.00 or Greater, May 2024
4. Student Organization and Special Accounts, May 2024
5. Funds Deposited in County Treasury, May 2024

6. Employee Travel Report – May 2024

**Trustee Reports**

President White commended staff for many well hosted events during the busy graduation season. He appreciates the care that staff give to ensure the graduates and families have a great experience.

Trustee Eveland again recognized ASO for their well-run meeting. He recently attended the graduation and Casino Night and was proud of the staff for their work on both events.

Secretary Orrin said that the College graduation was a wonderful event. She was proud to have such a ceremony for visiting families of graduates to enjoy.

**Campus Safety and Security**

Kevin Altenhofel, Director of Campus Safety and Security, is working on a mandated Workplace Violence Prevention Plan that will need to be implemented soon to meet deadlines.

**Facilities**

Justin Madding, Director of Maintenance and Operations, reported on the status of G building remodel. The conversion of the G buildings will prepare the site to host the future nursing program and is occurring as scheduled.

**Marketing and Community Relations**

Susan Groveman, Director of Marketing and Community Relations, will be preparing presidential messages for the website and College handbooks. Ms. Groveman is preparing advertisements that will feature WESTEC as well as Taft College in a variety of formats. A data review of advertisement performance is underway, using data provided by the media partner.

**Information Technology/Institutional Research**

Dr. Xiaohong Li, Vice President of IT/IR, said two factor authentication (2FA) is rolling out through employee categories. The Board will begin the use of 2FA at the end of July. Mr. McMurray added that this measure is being taken to lessen cyber security threat as well as liability on the College should an incident occur.

Dr. Li told the Board that IR staff are working on the Educational Plan with Collective Brain Trust, a consultant. A draft is being prepared of the 10-year plan. The next site visit for the team will be in October. Staff are also preparing for the Comprehensive Program Review this fall. She noted that the last of the groups on campus will be implementing the multi-year process this year.

**Instruction**

Dr. Vickie Kimbrough, Director of Dental Hygiene, shared that this is a break from coursework for Dental Hygiene. Staff are preparing for next fall and are implementing new updates to the clinic equipment.

Dr. Leslie Minor, Vice President of Instruction, commended Dr. Kimbrough for her work to implement the College's first bachelor program among many other Dental Hygiene successes during her tenure.



Dr. Kimbrough will be retiring this month as Director. The department has hired a one-year Interim Director. Summer courses for the College began yesterday and there was an interest from students to have a few in-person courses. Summer enrollment is up 30%.

Dr. Devin Daugherty, Dean of Instruction/CTE, provided an update on a potential aerospace grant opportunity. Dr. Daugherty has met with NASA and has support to apply in two new grant applications.

### **Foundation**

Dr. Sheri Horn-Bunk, Executive Director, shared details of the summer healthcare intern program. The interns will experience a job-like internship and will on-board with each entity to begin their program this week. The Foundation will host the Cougar Cookout on October 10<sup>th</sup>.

### **Student Services**

Angelo Cutrona, Residence Hall Supervisor, is working with staff to identify space to accommodate emergency summer housing needs for qualifying students. Myisha Cutrona, Coordinator of Student Life and Basic Needs, added that there is not a lot of need for this housing but the housing will assist students in need.

Ms. Cutrona has worked with ASO to prepare many spring events and to prepare new ASO board members for their upcoming academic year.

Cecilia Alvarado, Dean of Student Services, updated the Board of new hires or promotions in the department. Ms. Alvarado reported that staff are contacting students who are not yet registered for classes and are planning for an in-person orientation option. There will be a Cougar Comeback student event on August 15 to kick off the fall semester.

### **SUPERINTENDENT REPORT**

Mr. McMurray shared details from the College events surrounding graduation. He recognized Diana Duran as the employee of the month. The College was the host site for the annual Rotary reverse drawing. The community use of the Student Center is an opportunity to showcase what the College has to offer students for non-students. The College has welcomed Dr. Rafe Edward Trickey, Jr. Dr. Trickey has accompanied Mr. McMurray to several meetings to introduce him to community contacts. Mr. McMurray thanked the Board and staff for collaborating with him during his tenure with the District.

### **NEXT MEETING**

The next monthly meeting is scheduled for Wednesday, July 10, 2024.

### **CLOSED SESSION**

There was not a continuation of closed session.

### **ADJOURNMENT**

At 7:18 p.m., on a motion by Trustee Eveland, seconded by Secretary Orrin and unanimously carried the meeting was adjourned.

Respectfully Submitted:

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Dr. Kathy Orrin, Secretary