

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

**SPECIAL MEETING  
Board Retreat**

**September 10, 2024**

The special meeting of the Board of Trustees of the West Kern Community College District was called to order at 8:30 a.m. by President Billy White. Secretary Kathy Orrin and trustees Dawn Cole, Mike Eveland and Jeremy Gregory were also in attendance. Superintendent/President Dr. Rafe Edward Trickey, Jr. and Executive Secretary Sarah Criss were in attendance.

**PUBLIC COMMENT ON OPEN SESSION ITEMS**

There were no public comments.

**SENIOR LEADERSHIP REPORTS**

**Office of Instruction**

Dr. Leslie Minor, Vice President of Instruction, shared that the Child Development Center is currently providing care for 50-75 children up to age 5. She reviewed community engagement efforts of the CDC as well as the addition of College Early Childhood Education courses being held on the CDC site. Dr. Minor said that Distance Education is serving students in courses as well as providing "Skill Up" faculty training opportunities. The DE office has assisted in getting the College on the California Virtual College (CVC) course exchange. Dual Enrollment has increased 192% in the last year with the addition of agreements outside of District Boundaries. Success rates remain high in Dual Enrollment courses as these students receive services daily at their site to support them in their courses and are typically identified as a college-bound student through their academic records. Dr. Minor reviewed grants currently being used in the area of Instruction and also provided up update on the increasing services in the Learning Center and Library. The Math, Engineering, Science Achievement (MESA) program has completed their first year on campus and has added an energetic support system to students pursuing these difficult academic pathways. The MESA program is also working to take students onto university campuses via field trips to encourage students to focus on university transfer as their next step.

**Transition to Independent Living**

Megan Romero, Director of TIL, provided an update on the recruitment efforts of the program. A decline in enrollment post-pandemic era has been addressed with participation in many physical and virtual outreach events. A late-start student cohort enrolled this fall to boost current semester figures and students have already been sought and committed to Fall 2025 attendance. The program is reviewing organizational functions and working with regional centers to make tasks more efficient and to develop a career education development program. An advisory board has been assembled and will begin meeting in October 2024. Ms. Romero reviewed campus and community events that students and staff will be participating in this fall.

**Foundation And Institutional Advancement**

Dr. Sheri Horn-Bunk, Executive Director of the Foundation, reported the annual fundraising as of June 30, 2022 was \$1,007,181. The Foundation hosted events such as the Cougar Cookout, Blast from the

Past Hall of Fame mixer, and several internship and Hutchison Engineering Promise Program Events. The Foundation thanks the major sponsors of the 2023-2025 summer programs that allowed 60 pre-nursing students to intern at two medical facilities, gaining experience and helping students to identify their career goals. Other intern programs were run for engineering, Early Childhood Development, and an Allied Health program.

### **Administrative Services**

Dr. Todd Hampton, Vice President of Administrative Services, shared details of a proposed monument project that will beautify the Ash Street entrance as well as assist in marking the entrance to those new to campus. Dr. Hampton also shared a plan to actively search for a future sports field complex. He reviewed current campus project progress and gave a brief overview of financial status. The proposed budget will be reviewed at a meeting of the Board tomorrow as an annual Budget Study Session. Dr. Hampton told the Board of additions in both the Bookstore and the Café. These two departments serve the students and staff as well as offer an opportunity to connect with the community. Additions to these areas have been made to serve and welcome the community.

### **Marketing and Community Relations**

Susan Groveman, Executive Director of Marketing and Community Relations, shared that three recent focuses were the Bon Voyage Casino Night, enrollment marketing, and the planning for a 2024 community report. She provided information on all three focuses as well as media of advertising for the College. The enrollment marketing project this year has utilized a variety of digital platforms, print and online materials, and social media presence.

### **Information Technology and Institutional Effectiveness**

Dr. Xiaohong Li, Vice President of Information Technology and Institutional Effectiveness, reviewed progress on the Strategic Action Plan (SAP) and noted that 2024-25 goals are being set to continue progress on the SAP. Dr. Li provided the status of the College's accreditation and will work with administration and staff to prepare for a midterm report due in October 2025. The College is in its last year of transition to a multiyear Comprehensive Program Review. As an aid to programs needing data for Program Review and other reporting, the Institutional Research staff have launched dashboards that are user friendly and provide current data as well the past. Technology updates have included a new phone system, Banner student system upgrade, upgrades to cybersecurity, and numerous instruction upgrades.

### **Student Services**

Manny Campos, Interim Vice President of Student Services, provided an update on the Student Services support Diversity, Equity, Inclusion initiatives from the past year. There has been training on and off campus among staff and Diversity, Equity, Inclusion, Accessibility, and Anti-Racism (DEIAA) committee members. Events were held by Student Services and were often in collaboration with the Associated Student Organization. Mr. Campos provided an update in other areas including the California Academic Partnership Program (CAPP), committee work to develop a strategic enrollment management plan, and modifications in the Veteran's Resource Center that will better support students.

**REVIEW OF BOARD POLICIES 2200 AND 2715, ETHICS AND TRUSTEESHIP**

Dr. Trickey shared Board Policies 2200 and 2715 with the Board and led a discussion to review the policies. The Board discussion led to affirmation of the policies.

**BOARD REVIEW OF 2022/23 GOALS**

Dr. Trickey distributed the 2022/23 goals. There was discussion on the goals in general. Discussion on the importance of Board Effectiveness in connection with the Student Trustee was held. The Board expressed an interest in receiving feedback as in the past through surveys and ASO meetings.

**DEVELOPMENT OF 2024/25 GOALS**

Discussion was held in the need to maintain the intent of current goals. Goal 9 needs to reflect physical and cyber security. Goal 12 will be edited to reflect beautification of the campus and not just entrances. It was also noted that DEI initiatives should also include the areas of Accessibility and Anti-Racism to be consistent with District committees and language.

**PUBLIC COMMENT ON CLOSED SESSION ITEMS**

No comments were made.

**ADJOURN TO CLOSED SESSION**

At 12:18 p.m. it was moved by Trustee Eveland, 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 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)
- F. 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

**NEXT MEETING**

The next monthly meeting is scheduled for Wednesday, September 11, 2024.

**ADJOURNMENT**

At 1:14 p.m., on a motion by Trustee Cole, seconded by Trustee Eveland and unanimously carried, the meeting was adjourned.

Respectfully Submitted:

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Dr. Kathy Orrin, Secretary