

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

REGULAR MEETING

August 14, 2024

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 President Billy White. Secretary Kathy Orrin and trustees Mike Eveland, Jeremy Gregory and Dawn Cole were also in attendance. Superintendent/President Dr. Rafe Edward Trickey, Jr. and Executive Assistant Sarah Criss were in attendance.

PUBLIC COMMENT ON CLOSED SESSION ITEMS

No comments were made.

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 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

RECONVENE IN OPEN SESSION; ANNOUNCE CLOSED SESSION ACTIONS

At 5:56 p.m., it was moved by Trustee Gregory, seconded by Secretary Orrin and unanimously carried, to reconvene in Public Session. President White announced that there was action taken. On a motion by Trustee Gregory, seconded by Secretary Orrin and unanimously carried, a separation agreement with employee number A00324134 was approved.

PLEDGE OF ALLEGIANCE

President Billy White led the pledge of allegiance.

PUBLIC COMMENT ON OPEN SESSION ITEMS

Community member Daniel Rodela spoke on the Vice President of Student Services position.

GENERAL COMMUNICATIONS

There was no general communication.

APPROVAL OF MINUTES

On a motion by Trustee Eveland, seconded by Secretary Orrin and unanimously carried, the minutes of the Regular meeting held July 10, 2024 and the Special meeting held July 18, 2024 were approved (copy attached to official minutes).

NEW BUSINESS

Collective Bargaining – Public Hearing and Request for Approval (A-D)

On a motion by Secretary Orrin, seconded by Trustee Eveland and unanimously carried, the public hearing was opened. Ms. Criss stated that New Business items A-D and this public hearing are annually required for the collective bargaining units to continue discussions during the current fiscal year. There was no public comment. On a motion by Trustee Gregory, seconded by Trustee Cole and unanimously carried, the public hearing was closed.

Request for Approval – Presentation of the Taft College Faculty Association CTA/NEA, Reopener for FY 2024/25

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

Request for Approval – Presentation of the Taft College CSEA Chapter #543, Reopener for FY 2024/25

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

Request for Approval – Presentation of the WKCCD Reopener Proposal with the Taft College Faculty Association CTA/NEA for FY 2024/25

On a motion by Trustee Eveland, seconded by Secretary Orrin and unanimously carried, the request was approved (copy attached to official minutes).

Request for Approval – Presentation of the WKCCD Reopener Proposal with the Taft College CSEA Chapter #543 for FY 2024/25

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 – Proposed Revisions to Classified Collective Bargaining Agreement – Vacant Positions and Position Creation Review

Heather del Rosario, Vice President of Human Resources, shared that this request defines the process for updating and creating classified positions with CSEA Chapter #543. On a motion by Secretary Orrin, Trustee Eveland and unanimously carried, the request was approved (copy attached to official minutes).

Request for Approval – WKCCD Equal Employment Opportunity Plan 2024-27

Ms. del Rosario presented the new Equal Employment Opportunity Plan (EEO) (copy attached to official minutes). The plan includes legal updates that brings the District into compliance from the previous plan.

Trustee Gregory requested a version showing edits that have changed from the previous plan. This item will be reviewed again at a future meeting.

Request for Approval – Taft College Marquee Sign Replacement Project; Total Cost of \$122,789.18

Todd Hampton, Vice President of Administrative Services, said that the current marquee sign software reached end of life status. The College has worked with an architect and the Division of the State Architect (DSA) to plan a marquee project that will meet state guidelines and update the inoperative marquee. On a motion by Trustee Eveland, seconded by Trustee Gregory and unanimously carried, the project was approved (copy attached to official minutes).

Request for Approval – Board Policy Revision

- BP #2015 Student Member(s)
- BP #2200 Board Duties and Responsibilities
- BP #2310 Regular Meetings of the Board
- BP #2315 Closed Sessions
- BP #2340 Agendas
- BP #2355 Decorum
- BP #2410 Board Policies and Administrative Procedures
- BP #2430 Delegation of Authority to Superintendent/President
- BP #2431 Superintendent/President Selection
- BP #2432 Superintendent/President Succession
- BP #2435 Evaluation of Superintendent/President
- BP #2510 Participation in Local Decision-Making
- BP #2715 Code of Ethics/Standards of Practice
- BP #2740 Board Education
- BP #2745 Board Self-Evaluation
- BP #6910 Housing

Ms. Criss stated that the changes in language came from updated local processes and the Policy and Procedure service. The changes will align the policies to current law. Ms. Criss noted that this item is a first reading, not a second reading as it reads on the agenda.

CONSENT AGENDA:

- A. Information Item – Annual List of Board Policies and Administrative Procedures Action for 2023-2024
- B. Request for Approval – CSEA Job Creation – Short Order Cook
- C. Request for Approval - CSEA Job Creation – Assistant Athletic Trainer
- D. Request for Approval – Proposed Reclassification of the CSEA Dental Hygiene Clinic Technician and Tutor Positions
- E. Request for Approval – CSEA Job Creation – Direct Support Aid
- F. Request for Approval – CSEA Job Creation – Dental Hygiene Clinic Coordinator
- G. Request for Approval – CSEA Job Description Revisions
 - User Support Specialist
 - Skilled Maintenance Worker
 - Direct Support Aid

Direct Support Coordinator
TIL Lead Direct Support Coordinator
Senior Secretary, TIL
Library Technician I

- H. Request for Approval – Fiscal Year 2024/25 Annual Appropriations Limit (GANN)
- I. Request for Approval – AGM Digital Agreement; 9/1/24 – 1/31/25; \$100,000.00
- J. Request for Approval – KIWI-FM Radio Lobo (Lotus Bakersfield) Agreement; 9/1/24 -1/31/25; \$41,600.00
- K. Request for Approval – Sinclair Broadcast Group (SBG) and Google Paid Search Agreement; 9/1/24 – 1/31/25; \$10,000.00
- L. Request for Approval – Sinclair Broadcast Group (SBG) and KBAK/KBFX Digital Agreement; 9/1/24 – 1/31/25; \$37,500.00
- M. Request for Approval – Nexstar Media Group, LLC. Bakersfield and KGET Digital Agreement; 9/1/24 -1/31/25; \$25,000.00
- N. Request for Approval – AGM Radio Agreement; 9/1/24 – 1/31/25; \$23,100.00
- O. Request for Approval – Greg Kerr Radio Show Major Sponsorship Agreement; 8/19/24 – 6/30/25; \$15,750.00
- P. Request for Approval – Master Service Agreement with UKG Ready Time & Scheduling Leave Manager; 3-Year Contract with 10% increase in Year One and 0% in Years Two and Three
- Q. Request for Approval – Alexander Strautman Copywriting and Consulting Agreement Revision; 8/1/24 – 6/30/25; \$50.00 per Hour, Up to 150 Hours per Month, Not to Exceed \$82,500.00
- R. Request for Approval – Karen Mehoff Graphic Design Consulting Agreement; 9/1/24 – 6/30/25; \$50.00 per Hour, Up to 100 Hours per Month, Not to Exceed \$50,000.00
- S. Request for Approval – Microsoft Campus Agreement 2024 (Year 5 of 6) with Foundation for California Community Colleges (FCCC) to Provide Microsoft Campus Agreement with Computerland of Silicon Valley; 9/16/24 – 9/15/25; \$39,273.15
- T. Request for Approval – Change Order: Wireless Bridge Project for Welding Facility Quote #STDQTE104986; New Contract Price \$27,968.09 (Increase of \$5,775.00)
- U. Request for Ratification – Statement of Work Proposal – Executive Leadership Intercultural Development/Equity Training; 7/1/24 – 8/31/24; \$17,899.00 and Travel Costs Not to Exceed \$4,000.00
- V. Request for Approval – Diligent Community Governance System; Automatic Annual Renewal with 4% Increase as Negotiated by CCLC; \$14,500 for Diligent Community and Policy Publisher Packages
- W. Request for Approval – Computerland – SOPHOS Central Intercept License Renewal, Quote #188514-1; 8/30/24 – 8/29/25; \$1,160.00
- X. Request for Approval – Master Agreement Between Independent Living Center of Kern County (ILCKC) and Taft College for American Sign Language; 8/26/24 – 8/31/25; Hourly Rate Range from \$85 to \$140 per Hour
- Y. Request for Approval – Services Agreement Between Sorenson Communications and Taft College for American Sign Language (ASL) Services; 8/26/24 – 8/31/25; \$135 to \$300 per Hour
- Z. Ratification of the July 2024 Vendor Check & Purchase Order Registers

Ms. Criss shared a page to insert into item 10.C. On a motion by Secretary Orrin, seconded by Trustee Gregory and unanimously carried, items A-Z were approved as amended (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 Secretary Orrin and seconded by Trustee Gregory, 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, Jeremy Gregory
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 2023/24
2. Expenditure Accounts (Account Level 1) FY 2023/24
3. Expenditure Detail of \$10,000.00 or Greater, July 2024
4. Student Organization and Special Accounts, July 2024
5. Funds Deposited in County Treasury, July 2024
6. Employee Travel Report – July 2024

Trustee Reports

Secretary Orrin said that the home health nurse assisting her husband is a Taft College alumna. She shared that her feedback included praise for the staff and faculty for providing a great experience as a student.

Associate Student Organization

Jay Cuevas, Student Trustee, asked about a faulty accessibility button on the Student Center entrance. It was determined that staff were aware of the button issue and are in contact with a technician to address the issue. Student Trustee Cuevas then shared information about the upcoming Cougar Comeback event and a retreat that was held by ASO.

Marketing and Community Relations

Susan Groveman, Director of Marketing and Community Relations, is collaborating with staff on a Veteran's Affairs audit, which includes a plan to improve outreach efforts. Ms. Groveman is also working on web content accessibility updates and reported that Greg Kerr will serve as the moderator for the Hall of Fame event.

Instruction

Dr. Leslie Minor, Vice President of Instruction, told the Board that Fall schedule finalization is almost complete and that inservice for faculty and staff next week will provide training and communications across many topics.

Dr. Devin Daugherty, Dean of Instruction/CTE, gave the Board an update on nursing program progress and National Science Foundation grant activity. The Maintenance and Operations staff are overseeing phase 2 of the nursing facility remodel. The NSF grant is a collaboration effort and will benefit the College in some way no matter which institution is chosen as the lead.

Jaime Lopez, Associate Dean of Instruction, said that Guided Pathways will be a focus this year with more opportunities for engagement. The Open Educational Resources website is active and the District has received a \$60,000 grant for the Zero Textbook Cost initiative. The grant money will be used to help develop the website and to help communicate the resources to students. Mr. Lopez said that the College is working with the Wonderful Company and will be doing outreach on their campus.

Information Technology/Institutional Research

Dr. Xiaohong Li, Vice President of IT/IR, is working with IT staff to prepare classrooms for the Fall semester. Staff are also preparing for faculty training on two factor authentication implementation. IR staff have worked to provide data via online live dashboards.

Human Resources

Ms. del Rosario is working with staff to move timekeeping to the UKG personnel system. The campus will move to timekeeping in phases to make the transition smoother. Staff are also onboarding many student athletes into student worker positions.

Administrative Services

Dr. Hampton will be presenting the draft of the final budget prior to the regular Board of Trustees meeting in September. Staff are preparing the draft now with the final assumptions made in connection with the adopted state budget.

Student Services

Manny Campos, Interim Vice President of Student Services, recognized Lori Murphy, Athletic Secretary, and Amber Garcia, Financial Aid Director, as recent new hires in the department. Mr. Campos stated that over 360 diplomas were awarded this Spring, along with 159 certificates. Athletics is preparing to hold orientation for over 180 athletes. He also recognized Taft College teams that had earned 3C2A academic honors this school year.

Cecilia Alvarado, Dean of Student Services, provided an update of projects that includes refreshing the pantry of the Cougar Support Center, the opening of the Veteran's Center from summer break and the start of a TC peer mentor program. She also shared outreach event planning for the Cougar Comeback and Kern County College Night.

Foundation

Dr. Sheri Horn-Bunk, Executive Director of the Taft College Foundation, said that allied health interns will be honored tomorrow at a luncheon that will also recognize program sponsors. Plans for the Cougar Cookout are underway; four honor flights have been sponsored so far.

SUPERINTENDENT REPORT

Dr. Trickey updated the Board on current events including an orientation for EOPS students, a California Jobs First meeting, a retirement celebration for West Hills Community College District's Chancellor Dr. Kristin Clark, and athletic orientations. Enrollment is currently up 16% and appears to be growing. The employee of the month is Trudi Blanco, Executive Assistant of Administrative Services. Dr. Trickey was recently inducted into the Taft Rotary. He also recently participated in ASO game night and several STEM camp sessions.

NEXT MEETING

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

CLOSED SESSION

On a motion by Trustee Gregory, seconded by Trustee Eveland and unanimously carried, the Board reconvened in closed session at 7:09 p.m.

RECONVENE IN OPEN SESSION; ANNOUNCE CLOSED SESSION ACTIONS

At 9:09 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.

ADJOURNMENT

At 9:10 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