

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

REGULAR MEETING

September 11, 2024

The regular meeting of the Board of Trustees of the West Kern Community College District was called to order at 5:09 p.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 CLOSED SESSION ITEMS

There were no public comments.

ADJOURN TO CLOSED SESSION

At 5:10 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 6:01 p.m., it was moved by Trustee Eveland, seconded by Trustee Gregory 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

President White stated that the Association of Community College Trustees will be sending out information for the trustee voting to the national Board of Directors.

APPROVAL OF MINUTES

On a motion by Trustee Gregory, seconded by Secretary Orrin and unanimously carried, the minutes of the Regular Meeting held August 14, 2024, the Special meeting held August 14, 2024, and the minutes of the Special meeting held August 20, 2024 were approved (copy attached to official minutes).

NEW BUSINESS

Request for Approval – 2024/25 West Kern Community College District Budget

Dr. Todd Hampton thanked his staff for their work to prepare the proposed budget. 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 – Taft College ASO Park Monument Sign Project; \$349,107.00

Dr. Hampton reported that the Trustee goal to address improved signage has been a focus of the College. The project would greatly improve the campus entrance at Ash Street, next to the ASO park and Ash Street dorms. The proposed project budget includes allowances to address any unknown issues as the construction begins. Trustee Cole thanked staff and the ASO for taking an interest in the campus visibility and for making progress on a goal of the Trustees. On a motion by Secretary Orrin, seconded by Trustee Cole and unanimously carried, the request was approved (copy attached to official minutes).

Request for Approval – California Commercial Real Estate Services – Engagement Letter; Effective 9/5/24

Dr. Hampton recommends engaging with a commercial real estate agent to assist the District in the exploration of land purchase to allow for growth in alignment with the Facilities Master Plan. On a motion by Trustee Cole, seconded by Trustee Gregory and unanimously carried, the request was approved (copy attached to official minutes).

Request for Approval – Proposed Compensation Increase of 2.03% to the 2024-25 Faculty Salary Schedules, Appendix B-1, B-2, and B-3

Heather del Rosario, Vice President of Human Resources, said that the annual review of the Frey report showed a gap of .96% after the assumption of a 1.07% Cost of Living Allowance (COLA). The recommended salary increase includes the 1.07% COLA and a .96% pay increase. On a motion by Secretary Orrin, seconded by Trustee Cole and unanimously carried, the request was approved (copy attached to official minutes).

Request for Approval – Proposed Compensation Increase of 2.03% to the Classified Salary Schedules, Appendix A

Ms. del Rosario shared that it was bargained to pass along the increase recommended for the faculty salary to the classified salary schedules. On a motion by Trustee Eveland, seconded by Trustee Gregory and unanimously carried, the request was approved (copy attached to official minutes).

Request for Approval – Proposed Compensation Increase of 2.03% to the Management and Confidential 2024-25 Schedules

Ms. del Rosario said that this item is a recommendation to pass along the 2.03% salary increase to the management and confidential employees. On a motion by Trustee Cole, seconded by Trustee Eveland and unanimously carried, the request was approved (copy attached to the official minutes).

Request for Approval – Amended Proposed Revisions to Classified Collective Bargaining Agreement – Vacant Positions and New Job Descriptions and Revisions

Ms. del Rosario said that this agreement was amended to include recommendations from the regional CSEA office. On a motion by Trustee Gregory, seconded by Trustee Cole and unanimously carried, the request was approved (copy attached to official minutes).

Second Reading and 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. Trustee Gregory requested a future revision to BP #2432 to reflect Vice President selection for the Superintendent/President succession and to keep the policy clear despite potential vice President title changes or additions. On a motion by Trustee Cole, seconded by Trustee Gregory and unanimously carried, the revisions were approved (copy attached to official minutes).

CONSENT AGENDA

- A. Request for Approval – Course Revisions

Social Science Division

PSYC2205 Introduction to Research Methods in the Social Sciences

Math/Science Division

COSC 2400 Computer Architecture and Organization

- B. Request for Approval – Signatory Update with United Security Bank

- C. Request for Approval – TimelyMD Agreement for CollegeBuys Gold Program for Student Telehealth Support; 3/1/25 – 2/28/27; See Agreement for Fee Schedule

- D. Request for Approval – Purchase of Insights by eLumen; 1/1/24 – 12/31/27; Total Cost of \$52,333.00
- E. Request for Ratification – PASKILL Agency – ADA Compliance Audit of and Remediation Plan for Accessibility Issues across the Taft College Digital Ecosystem of Eight Sites/URLS/CMS Platforms; 8/8/24 – 9/26/24
- F. Request for Approval – Contract with Strata Information Group (SIG) for Consulting Services for Financial Aid during the 2024-25 Academic Year; \$29,700.00 for 150 Remote Hours
- G. Request for Approval – Equipment Agreement with UKG Kronos Systems, LLC.; Total Cost of \$19,537.41
- H. Request for Approval – Annual Renewal of IBM SPSS Statistics Base Concurrent User Subscription and Support, Quote No. 19896979; One Year Term; \$14,370.03
- I. Request for Approval – DAI Source for IBM Cognos, Renewal Quote 125546383-1; 11/1/24 – 10/31-25; \$13,020.81
- J. Request for Approval – 2nd Floor Administration “Green Dot” Project; \$11,890.00
- K. Request for Approval – ETEC Access Control Re-Wire Project; \$10,258.00
- L. Request for Approval – TeamViewer Three-Year Subscription Renewal, Quote No. 000754503-1; 10/14/24 – 10/13/27; \$6,145.50
- M. Request for Approval – IssueTrak Software Maintenance Renewal 2024-25, Reference No. 20240715-105235000; \$3,582.00
- N. Request for Ratification – Contract for Professional Services with Chris Ruiz for Webmaster Services for the Taft College Athletics Programs/Website for 2024-2025 Academic Year; 8/1/24 – 5/31/25; \$500.00 per Month for a Total of \$5,000.00
- O. Request for Ratification – Agreement with the Yosemite Community College District, Child Development Training Consortium; 9/1/24 – 6/20/25
- P. Ratification of the August 2024 Vendor Check & Purchase Order Registers

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

PUBLIC COMMENTS ON ITEMS OF GENERAL INTEREST

There were no comments

EMPLOYMENT

Ms. Criss said that the Academic Employment has been amended to correct a rate of pay. On a motion by Trustee Cole, seconded by Secretary Orrin, 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, Billy White, Mike Eveland, Jeremy Gregory, Dr. Kathy Orrin

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, August 2024
4. Student Organization and Special Accounts, August 2024
5. Funds Deposited in County Treasury, August 2024
6. Employee Travel Report – August 2024

Trustee Reports

Trustee Cole thanked the administration for reports delivered during the Board retreat. She invited the campus community to participate in a Suicide Awareness Fun Run on September 28th. She thanked the ASO in their participation to co-host the event.

Trustee Gregory shared positive feedback of the Taft College/CSU Bakersfield collaboration meeting. He also thanked first responders and recognized Patriot Day.

Secretary Orrin said that she had heard positive feedback on Kern County College Night, noting the popularity of the mascot dance off.

President White thanked the Cabinet members who participated in the Board Retreat meeting. He commended them for their information that maintains Board knowledge of the varying areas of the College as they meet to review Trustee goals for the upcoming year.

Associated Student Organization

Jay Cuevas, Student Trustee, asked about an update on a faulty accessibility button on the Student Center entrance. It was determined that staff were aware of the button issue and are working with the architect to correct a compressor issue. Student Trustee Cuevas then shared information about events that included a mocktail event, club rush, Kern County College Night, and a 9/11 awareness event featuring speaker Professor Becky Roth. ASO is working with community partners to host a Suicide Awareness fun run on September 28.

Academic Senate

Candace Duron, Academic Senate (AS) President, shared 2024-25 goals of the Senate, engagement with the Academic Senate California Community College (ASCCC), and the work of the local AS subcommittees. The ASCCC statewide committees include eight Taft College representatives. Ms. Duron also shared the faculty leadership for this academic year on subcommittees.

Instruction

Dr. Leslie Minor, Vice President of Instruction, told the Board that she saw action in the tutoring center on the first day of class. She shared that Jaime Lopez, Dean of Instruction, hosted CSU Bakersfield in a collaborative meeting and assisted in connecting many of our staff with CSUB to build a strong partnership. Work with the Wonderful Academy has led to dual enrollment expansion talks with Reedley High School.

Jon Farmer, Distance Education Director, shared that the College is now converting to a Teaching College in the California Virtual Campus (CVC). This project is successful due to a campus collaboration among departments and will help Taft College hold a presence in the virtual course offerings across the state.

Lori Sundgren, Learning Center Director, reported that there are now two Physics tutors. One tutor is a partner from CSUB that holds Zoom appointments with TC students for 20 hours per week. The Supplemental Instruction program is seeking program accreditation.

Student Services

Manny Campos, Interim Vice President of Student Services, stated that there was an issue with bots in the registration system. The issue has been addressed and enrollment data is not accurate. He commended Financial Aid staff for their work in disbursing Pell Grant funding. He shared upcoming events such as a home volleyball match, CTE day field trip for Bakersfield students. He thanked the ASO and staff for their assistance and enthusiasm at Kern County College Night.

Cecilia Alvarado, Dean of Student Services, recently hosted a high school counselor luncheon and reported that outreach contacts are increasing. Ms. Alvarado thanked the College for the collective work to make a strong, positive presence at Kern County College Night. Staff are working on field trips for students to university campuses, host workshops, and supporting students with the use of Timely Care. She also shared that there are two new clubs, showing a growing campus life.

Marketing and Community Relations

Susan Groveman, Executive Director of Marketing and Community Relations, shared data on the engagement of the American General Media digital campaign. She also said that Hall of Fame invitations have been sent and that the Hall of Fame is trying to reach all 1990 football team recipients.

Foundation

Dr. Sheri Horn-Bunk, Executive Director of the Taft College Foundation, thanked the Learning Center for securing Physics tutors. The tutors will support the Hutchison Engineering Promise Program students. She shared details of the upcoming Cougar Cookout which will honor Trustee Orrin for her lifetime commitment to community service as well as several veterans with sponsorships for Honor Flights.

Faculty Association

Ruby Payne, Faculty Association President, reported that the tutoring through the Learning Center is positively supporting the students. She thanked IT staff for classroom preparation going into the Fall semester.

Campus Safety and Security

Kevin Altenhofel, Director of Campus Safety and Security, is completing an annual security report for the District. The report will meet compliance requirements with federal mandates.

Information Technology/Institutional Research

Dr. Xiaohong Li, Vice President of IT/IR, said that staff are utilizing the two-factor authentication. Students are in the process of transitioning to two-factor authentication by the end of October. IR staff are launching Program Review using revised templates based on campus feedback from the last review cycle.

Human Resources

Ms. del Rosario is testing the UKG timekeeping module so that the transition away from Time Clock Plus may begin. Staff are also preparing to implement position control processes to District positions.

Administrative Services

Dr. Hampton said that the Bookstore is working with the Chamber of Commerce to be a part of the community Polar Express event. They hope to welcome community members to the campus through participation in the event. The Cougar Café is launching a hot sandwich/burger bar and expect the addition to bring campus and community to the Café on a regular basis.

SUPERINTENDENT REPORT

Dr. Trickey recognized Employee of the Month Denise Gill, Cougar Café Cook. He shared event information from a Cougar Express Day, Cougar Comeback and resource fair, the all-staff welcome back breakfast, Women's Equality Day event, and the HEPP annual dinner.

CLOSED SESSION

There was no continuation of Closed Session.

NEXT MEETING

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

ADJOURNMENT

At 7:18 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