

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

REGULAR MEETING

August 12, 2020

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 Dawn Cole. Secretary Emmanuel Campos and trustees Michael Long Dr. Kathy Orrin and Billy White were present. Superintendent/President Dr. Debra Daniels and Executive Secretary Sarah Criss were in attendance. To ensure clarity during the meeting held via Zoom online video.

PUBLIC COMMENT ON CLOSED SESSION ITEMS

No comments were heard.

CLOSED SESSION

At 5:04 p.m. it was moved by Trustee White, seconded by Trustee Long and unanimously carried, that the Board convene in Closed Session to discuss the District's position regarding the following matters:

- A. Public Employee Appointment/Employment, Government Code Section 54957
- B. Public Employee Performance Evaluations, Government Code Section 54957
- C. Public Employee Discipline/Dismissal/Release/Complaint, Government Code Section 54957
- D. 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
- E. Conference with Legal Counsel - Potential Litigation, Pursuant to Paragraph (4) of
Subdivision (d) of Government Code Section 54956.9
- F. 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 6:00 p.m., it was moved by Trustee White, seconded by Secretary Campos and unanimously carried, to reconvene in Public Session. President Cole reported there was no action taken in Closed Session.

PLEDGE OF ALLEGIANCE

President Cole led the pledge of allegiance.

PUBLIC COMMENT ON OPEN SESSION ITEMS

No comments were heard.

GENERAL COMMUNICATIONS

There were no general communications.

PRESENTATION - Quarterly Investment Reports

Mr. McMurray reviewed the status of the Facilities Reserve and G.O. Bond investment accounts (copy attached to official minutes).

PRESENTATION - Strategic Action Plan

Xiaohong Li, Executive Director of Institutional Research and Planning, presented the Strategic Action Plan update from the current 2018/19 - 2020/21 plan (copy attached to official minutes). The data points show that out of 21 leading indicators the College has 14 on schedule to meet goal, five are somewhat behind schedule, and one is significantly behind schedule. One indicator is now null and is no longer active. The persistence rate is the area of concern as indicated by data. The administration is using this data to take action to improve the persistence rate among the student population.

APPROVAL OF MINUTES

On a motion by Secretary Campos, seconded by Trustee Orrin and unanimously carried, the minutes of the Regular Meeting held July 8, 2020 were approved.

NEW BUSINESS

Request for Approval - Designation of Applicant's Agent Resolution for Non-Stable Agencies (Cal OES 130)

Dr. Daniels stated that the resolution language includes required elements to meet federal requirements to apply for assistance in connection with COVID-19 expenditures. On a motion by Trustee Long, seconded by Trustee White and unanimously carried, the resolution was approved (copy attached to official minutes).

Request for Approval - Resolution 2020/2021-01 Notice of Layoff - Classified Employees - Reduction in Force Due to Lack of Funds and/or Lack of Work

Dr. Daniels said that due to the lack of work and funding effects from COVID-19, the resolution for necessary layoffs is being recommended (copy attached to official minutes). On a motion by Trustee White, seconded by Trustee Long and unanimously carried, the resolution was approved.

Request for Approval - Four-Day Workweek

Dr. Daniels explained that with the majority of courses being offered online and the desire to be flexible for employees who may have childcare issues due to COVID-19, the district would like to operate on a four-day workweek for Administration/Management/Confidential and classified employees. She noted there are areas on campus that will not be able to work under the agreement due to services offered Monday-Friday. Dr. Daniels added that three days a week employees will work onsite and on Thursdays will telecommute. On a motion by Trustee Long, seconded Trustee White and unanimously carried, the request was approved.

First Presentation - Title IX Board Policy Revisions and Implementation (No Action)

Dr. Daniels explained that these Title IX related Board Policies are being recommended for revision to meet language that will go into effect August 2020 (copy attached to official minutes). Due to the need to be compliant with law, there was a Special Board meeting scheduled later this evening to allow for a 2nd reading and recommendation for approval.

First Presentation - Board Policy Revisions (No Action)

- BP #2355 Decorum
- BP #2720 Communications Among Board Members
- BP #3050 Institutional Code of Ethics
- BP #3250 Institutional Planning
- BP #3515 Reporting of Crimes
- BP #5130 Financial Aid
- BP #6350 Foundation and Fundraising
- BP #7230 Classified Employees
- BP #7260 Classified Administrators

Dr. Daniels explained that these policies were reviewed and required minor revisions. The Policy and Procedure services were utilized as were administrative review for local compliance to current practice.

First Presentation - Board Policy Review (No Action)

- BP #2510 Participation in Local Decision-Making
- BP #2610 Presentation of Initial Collective Bargaining Proposals
- BP #2716 Political Activity
- BP #2717 Personal Use of Public Resources
- BP #2725 Board Member Compensation
- BP #2750 Board Member Absence from the State
- BP #3505 Emergency Response Plan

Dr. Daniels stated that these policies were reviewed and remain accurate.

Information Item - Annual List of Board Policies and Administrative Procedures Action for 2019-20 (No Action)

Dr. Daniels told the Board that this item is a report required annually to inform the Board of all Board Policies and Administrative Procedures that have been updated during the previous year.

CONSENT AGENDA:

- A. Request for Approval – Agreement with The Chancellor’s Office Tax Offset Program (COTOP); 10/1/20 – 12/31/2021
- B. Request for Approval – 2020-21 Non-Resident Scholarship “On Campus” Waiver
- C. Request for Approval – AMS.Net Cisco Flex Plan Five-Year Subscription Agreement, Quote #Q-00046739; 9/1/20 – 8/31/25; \$13,728.00 Annually
- D. Request for Approval – Agreement with Foundation for California Community Colleges (FCCC) to Provide Microsoft Campus Agreement 2020 with Computerland of Silicon Valley; 9/16/20 – 9/15/21; \$34,710.50
- E. Request for Approval – Contract with Strata Information Group (SIG) for consulting services for Financial Aid during the 2020-21 School Year; 80 Hours Remote and 44 hours Onsite; \$22,880.00
- F. Request for Approval – Adobe Creative Cloud Suite; 12 Months Effective Upon Approval; \$16,254.00
- G. Request for Ratification – Agreement with McNeil and Associates, LLC.; 7/1/20 – 6/30/21; \$3,150.00 per Month
- H. Request for Approval – Agreement with Dr. Idahlynn Karre – Consultant for Management and Leadership Training; Up to 8 Sessions; \$2,700.00 per Session
- I. Request for Ratification – Randy Witt Productions – 2020 Taft College Virtual Commencement Ceremony Video; \$9,500.00
- J. Request for Approval – Agreement with Valsoft Corporation, Inc. dba SARS Software Products, Inc. for Annual Renewal of Support License; 8/20/20 – 8/1/21; \$5,250.00
- K. Request for Approval – Contract for Professional Services with Chris Ruiz for Sports Information/Webmaster Services for the Taft College Athletics Programs/Website; 8/1/20 – 5/31/21; \$500.00 Monthly
- L. Request for Ratification – Service Agreement between BlueFrame Technology, LLC and Taft College 2020-2023 for Streaming Services; 7/1/20 – 6/30/23; \$3,300.00 for First Year and Annual Fee After of \$1,500.00
- M. Request for Ratification – Equitrac Support Software and Maintenance Annual Renewal; 6/19/20 – 6/18/21; \$2,640.00

N. Ratification of the July 2020 Vendor Check & Purchase Order Registers

On a motion by Trustee Long, seconded by Trustee Orrin and unanimously carried, Consent Agenda Items A - N were approved as presented (materials related to the items are attached to official minutes).

PUBLIC COMMENTS ON ITEMS OF GENERAL INTEREST

No comments were heard.

EMPLOYMENT

On a motion by Trustee White and seconded by Secretary Campos, Employment Items A-C were approved as amended by the following vote (Employment Items *(Appendix I and II)* are attached to official minutes):

Yes: Dawn Cole, Emmanuel Campos, Michael Long, Billy White and 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 2020/21
2. Expenditure Accounts (Account Level 1) FY 2020/21
3. Expenditure Detail of \$10,000.00 or Greater, July 2020
4. Student Organization and Special Accounts, July 2020
5. Funds Deposited in County Treasury, July 2020
6. Employee Travel Report - July 2020

Trustee Reports

Trustee Orrin thanked College staff that trained Taft Union High School faculty and staff in the use of Canvas as the high school shifts to online learning. The training was well received by TUHS faculty and has provided an opportunity to share trade skills among educators.

Trustee White also thanked staff for their work to assist TUHS.

President Cole echoed appreciation to staff for the Canvas training. She added that Distance Education staff was specifically mentioned as being patient and positive while TUHS takes their work online for the first time.

Academic Senate

Dr. Sharyn Eveland, President of the Academic Senate, reported that faculty are returning to work from the summer recess. Meetings will begin soon.

Associated Student Organization

Melanie Medina, Student Trustee, inquired of a few student concerns in regards to COVID-19 issues. Dr. Daniels shared with her who the best point of contact for the issues is.

Administrative Services

Brock McMurray, Executive Vice President of Administrative Services, recently attended and ACBO meeting and shared that statewide concern looms on budget issues. He reported that the Student Center project continues to progress even with COVID-19 related delays. The solar and parking lot resurfacing projects are both nearly complete.

Student Services

Severo Balason, Vice President of Student Services, shared that vandalism issues have waned with the return of employees to campus. Mr. Balason told the Board that Associated Student Organization activities will continue in a virtual format during the fall semester.

Instruction

Dr. Leslie Minor, Vice President of Instruction, stated that staff trained 73 TUHS faculty and staff members in the use of Canvas for online instruction. She reported on the successful virtual STEM summer campus. The virtual modality allowed many more “campers” to participate. Dr. Minor told the Board that the suspension of in-person lab courses in Spring were being completed under COVID-19 guidelines. Students are successfully completing the necessary in-person instruction. She also shared with the Board that current fall enrollment is low, as expected, and that strategic moves are being made to ensure highest enrollment count and course availability are protected.

Human Resources

Heather del Rosario, Vice President of Human Resources, told the Board that TimeClock utilization had begun with staff. The system is going well and she is working with staff to modify the system to meet our needs.

Institutional Research and Information Technology Services

Xiaohong Li, Executive Director of Institutional Research, said that data posting to the website continues to improve. This tool will assist in many areas of the College, including the Annual Program Review.

Information Technology Services is busy serving students and staff who are preparing for the fall semester. ITS staff are being trained in FERPA regulations to remain compliant with privacy laws as

they assist students whose family assist the student at times. Staff are also working with faculty in improving classrooms for hybrid instruction.

Marketing and Community Relations

Susan Groveman, Director of Marketing and Community Relations, is preparing for a virtual graduation ceremony. She thanked the Board and staff for their participation. She shared with the Board that a recent press release was posted in news media sharing the news of the Taft College partnership with Bitwise to offer future virtual camps for district children. Ms. Groveman continues to work with staff in the proper signage for COVID-19 education and communication.

TIL

Aaron Markovits, Director of Transition to Independent Living, reported that virtual services for students have begun. Staff are using Canvas for the first time to serve students remotely. He noted that enrollment is lower than past years as some students elected to postponed starting the program until 2021-22 in hopes that the student may obtain in-person instruction.

Campus Safety and Security

Kevin Altenhofel, Director of Campus Safety and Security, noted that campus safety issues have slowed with the return of employees to campus. Mr. Altenhofel told the Board that he is working to improve reporting and readability of safety and security information.

REPORT OF THE SUPERINTENDENT/PRESIDENT

Dr. Daniels told the Board that Administration is preparing for the annual convocation meeting with staff. The meeting will be held via Zoom instead of the annual breakfast. Dr. Daniels shared that 105 employees had participated in a town hall meeting. Administration utilized Survey Monkey to collect employee inquiries. They then answered employee questions in the virtual meeting.

Dr. Daniels thanked the graduation committee for their dedication to work to convert the graduation ceremony to a virtual celebration. She also thanked the Board for the support of the four-day workweek that will help employees balance work and family needs during the pandemic.

NEXT MEETING

The next monthly meeting is scheduled for Wednesday, September 9, 2020.

ADJOURNMENT

At 6:55 p.m., on a motion by Trustee White, seconded by Secretary Campos and unanimously carried, the meeting was adjourned.

Respectfully Submitted:

Emmanuel Campos, Secretary