

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

REGULAR MEETING

January 12, 2022

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 Dawn Cole. Secretary Michael Long and trustees Carlos Chavira, Dr. Kathy Orrin and Billy White were present. Superintendent/President Dr. Debra Daniels and Executive Secretary Sarah Criss were in attendance.

PUBLIC COMMENT ON CLOSED SESSION ITEMS

No comments were heard.

CLOSED SESSION

At 5:01 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 Trustee Orrin and unanimously carried, to reconvene in Public Session. President Cole reported that on the item STUDENT DISCIPLINE AND OTHER CONFIDENTIAL STUDENT MATTERS, EDUCATION CODE SECTIONS 35146, 48900 et Seq. and 48912(b), the Board took action by the following vote to approve and accept the expulsion of Student ID No. A00057776. The vote was 5 to 0, with all members voting yea and no members voting nay.

PLEDGE OF ALLEGIANCE

President Cole led the pledge of allegiance.

PUBLIC COMMENT ON OPEN SESSION ITEMS

There were no public comments.

GENERAL COMMUNICATIONS

Dr. Daniels shared a thank you note from former Board of Trustee's member Carolyn Hosking.

PRESENTATION - Salesforce CRM

Dr. Daniels presented information on the proposed student tracking system on the agenda tonight, Salesforce CRM (copy attached to official minutes). The system is designed to track potential students, progress and alumni information. Once data is obtained the system will aide in issuing messages tailored to the need or interest of the student. The Student Services department will host the system and other departments will benefit from the tracking and data available from the nationally used application.

APPROVAL OF MINUTES

On a motion by Trustee Orrin, seconded by Trustee White and unanimously carried, the minutes of the Regular Meeting held December 8, 2021 and Special Meeting held December 10, 2021 were approved.

NEW BUSINESS

Request for Approval - Classroom Audiovisual Project Phase II (RFP: WKCCD 2122-109); \$914,669.41

Dr. Daniels told the Board that this is phase II of the classroom audiovisual project to update classroom equipment technology. With the increased need for technology to deliver classroom instruction virtually the project will be funded by COVID-19 funds. On a motion by Trustee White, seconded by Trustee Chavira and unanimously carried, the project was approved (copy attached to official minutes).

First Reading - Board Policy Review - BP #6910 - Housing (No Action)

Dr. Daniels explained that the Board Policy was reviewed and found to still be in compliance (copy attached to official minutes).

Request for Approval - Board Policy Revision and Implementation (No Action)

BP #7100 Commitment to Diversity
BP #7250 Educational Administrators
BP #7345 Catastrophic Leave Program
BP #7350 Resignations
BP#7160 Professional Development

Dr. Daniels said that the attached Board Policies had been reviewed and found to need revisions and/or implementation. The District followed Community College League of California guidelines and reviewed local practice to make the non-material changes and to implement BP #7160 (copy attached to official minutes).

CONSENT AGENDA:

- A. Request for Approval – Salesforce Customer Relations Management (CRM) Software System; \$99,681.50
- B. Request for Ratification – Fabric through USA Shade & Fabric Structures; \$22,460.32
- C. Request for Approval – Contract with School Datebooks to Produce Student Planners for the 2022-2023 Academic Year; \$9,227.00
- D. Request for Approval – Annual Renewal Agreement with Blackboard Connect for Emergency Outreach Messaging Services; 2/14/22 – 2/13/23; \$4,650.00
- E. Request for Ratification – Professional Services Agreement with Trudi Radtke; 12/15/21 – 2/15/22; Total Not to Exceed \$1,680.00
- F. Request for Approval – Renewal of Eureka Agency/User Site License Contract; 1/1/22 – 12/31/22; \$1,395.00
- G. Ratification of the December 2021 Vendor Check & Purchase Order Registers

On a motion by Secretary Long, seconded by Trustee Chavira and unanimously carried, Consent Agenda Items A – G were approved (materials related to the items are attached to official minutes).

PUBLIC COMMENTS ON ITEMS OF GENERAL INTEREST

There were no comments.

EMPLOYMENT

President Cole requested a motion to correct Items 13. A-C with corrected documents. On a motion by Trustee White, seconded by Trustee Orrin and unanimously carried, employment Items 13. A-C were amended (copy attached to official minutes). On a motion by Trustee White and seconded by Secretary Long, 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, Carlos Chavira, Billy White, Michael Long 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 2021/22
2. Expenditure Accounts (Account Level 1) FY 2021/22
3. Expenditure Detail of \$10,000.00 or Greater, December 2021
4. Student Organization and Special Accounts, December 2021
5. Funds Deposited in County Treasury, December 2021
6. Employee Travel Report - December 2021

Trustee Reports

Trustee White said that the Winter Extravaganza was fun and that it was nice to see employees be able to safely come together for the event.

President Cole added that the Foundation Holiday Party was also appreciated as a chance to connect with Foundation partners.

Academic Senate

Dr. Eveland, Academic Senate President, told the Board that the Senate had not met since winter break but will resume meetings next week.

Associated Student Organization

Desirae Salas, Student Trustee, shared a report from ASO President Faith Angeles of activities held during the Fall semester. Ms. Salas added despite the obstacles COVID-19 provided the ASO had a successful semester with many events and experiences as the students remained flexible in planning efforts as protocols changed.

Administrative Services

Brock McMurray, Executive Vice President of Administrative Services, recently reviewed the Governor's Budget release and found community college's to be strong. He will further review the predicted budget at a workshop next week with other community college officials.

Marketing

Susan Groveman, Executive Director of Marketing and Community Relations, reported that the Community Report has been sent to print and that the upcoming community breakfast is being advertised. She is working with Barkley REI on the website redesign project as they embark on the research of the website and the needs of the District. Ms. Groveman continues to assist in reaching students to boost enrollment.

Institutional Research and Information Technology Services

Dr. Xiaohong Li, Vice President of Information and Institutional Research, thanked the Board for touring the IR/ITS department. The move to the new location was completed without a break in service to the campus. The IT staff continue work to prepare for the new semester. The IR staff are working through the Strategic Planning Committee (SPC) to review the Annual Program Review (APR) process. The activity planning monitoring to meet Strategic Action Plan (SAP) goals is delegated to area Vice Presidents.

Transition to Independent Living

Aaron Markovits, Director of TIL, reported that staff are working with returning students to practice COVID-19 protocols after returning from break. The program welcomed a new manager, Eloisa Garcia. Other new staff have also begun work as the semester began this week.

Foundation

Dr. Sheri Horn-Bunk, Executive Director of the Foundation, provided an update of the upcoming Gala that she is working in coordination with Dr. Daniels. Fundraising surrounding the event is already underway. Three Foundation board members have taken initiative to start a \$100 for 100 years campaign complete with a QR code to encourage community and alumni to donate to the College.

Dental Hygiene

Dr. Vickie Kimbrough, Director of Dental Hygiene, said that the program is adapting to current COVID-19 protocols and moving forward with instruction and services.

Instruction

Dr. Leslie Minor, Vice President of Instruction, told the Board the faculty are observing inservice days this week and preparing for classes to begin. Enrollment is still down and arrangements to adjust the schedule are being made to make it more efficient. Courses will be online the first few weeks due to the COVID-19 surge.

Faculty Association

Ruby Payne, Faculty Association President, said faculty are learning a lot during the inservice. The association thanks administrators for the open communication during the online transition for the first few weeks of school.

REPORT OF THE SUPERINTENDENT

Dr. Daniels presented a PowerPoint update of events and happenings on campus as well as information pertinent to the College. The College held the annual Winter Extravaganza event, raising roughly \$2,600. Dr. Daniels matches the raised funds which is directly used by the local TC Promise program. Dr. Daniels also shared a report from the Foundation Holiday Party and the Christmas Parade entry for the promotion of the 100-year celebration. She thanked staff and volunteers for both events.

NEXT MEETING

The next monthly meeting is tentatively scheduled for Wednesday, February 9, 2022.

ADJOURNMENT

At 6:45 p.m., on a motion by Trustee White, seconded by Trustee Chavira and unanimously carried, the meeting was adjourned.

Respectfully Submitted:

Michael Long, Secretary