

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

REGULAR MEETING

February 9, 2022

The regular meeting of the Board of Trustees of the West Kern Community College District was called to order at 5:02 p.m. by President Dawn Cole. Secretary Michael Long and trustees Dr. Kathy Orrin and Billy White were present. Trustee Carlos Chavira was absent. 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 5:03 p.m. it was moved by Secretary Long, seconded by Trustee White 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 no action was taken.

PLEDGE OF ALLEGIANCE

President Cole led the pledge of allegiance.

PUBLIC COMMENT ON OPEN SESSION ITEMS

There were no public comments.

GENERAL COMMUNICATIONS

There were no general communications.

APPROVAL OF MINUTES

On a motion by Trustee White, seconded by Trustee Orrin and unanimously carried, the minutes of the Regular Meeting held January 12, 2022.

NEW BUSINESS

Request for Approval - Student Center Project Change Order No. 1; Credit of \$264,688.10

Amanda Bauer, Executive Director of Fiscal Services, reported that this change order closes out the project with the contractor. The project was completed under budget. On a motion by Trustee Orrin, seconded by Trustee White and unanimously carried, the request was approved (copy attached to official minutes).

Request for Approval - Transfer Funds from Unrestricted General Fund to Capital Outlay Projects Fund; \$5,000,000.00

Dr. Daniels explained that the transferred funds assist the District in being eligible for matching funds from the state. On a motion by Trustee White, seconded by Secretary Long and unanimously carried, the request was approved (copy attached to official minutes).

Second Reading and Request for Approval - Board Policy Review - BP #6910 - Housing

Dr. Daniels explained that the Board Policy was reviewed and found to still be in compliance. On a motion by Trustee White, seconded by Secretary Long and unanimously carried, the request was approved (copy attached to official minutes).

Second Reading and Request for Approval - Board Policy Revision and Implementation

- 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. On a motion by Secretary Long, seconded Trustee White and unanimously carried (copy attached to official minutes).

First Reading - Board Policy Revision (No Action)

- BP #3725 Information and Communications Technology Accessibility & Acceptable Use**
- BP #5035 Withholding of Student Records**
- BP #5050 Student Success and Support Program**

Dr. Daniels said that revisions were made in alignment with suggestions from the Community College League of California Policy and Procedure Services program.

CONSENT AGENDA:

- A. Request for Approval – Academic Calendars 2021-22, 2022-23 and 2023-24
- B. Request for Approval – 2022/2023 Nonresident Tuition Fees
- C. Request for Approval – Residence Hall/Dormitory Room and Board Fee Increase
- D. Request for Approval – Notice of Release of Grant or Categorically Funded or Temporary Faculty
- E. Request for Ratification – Strong Workforce Program Regional Allocation Round 6 Agreement; \$411,851.00
- F. Request for Approval – Award of TC 22-007 Modular Painting Project to Elite Painting; \$98,650.00
- G. Request for Approval – Modern Campus Agreement for Design of Website Templates; First Year Cost \$70,000.00, Second Year Cost \$35,760.00, and Third Year Cost \$36,550.00
- H. Request for Approval – Grasshopper Lawn Mower Purchase; \$33,220.96

On a motion by Trustee White, seconded by Secretary Long 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

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

Yes: Dawn Cole, Billy White, Michael Long and Dr. Kathy Orrin
No: None
Abstain: None
Absent: Carlos Chavira

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, January 2022
4. Student Organization and Special Accounts, January 2022
5. Funds Deposited in County Treasury, January 2022
6. Employee Travel Report - January 2022

Trustee Reports

Trustee White said that the Legislative Conference was informative and meetings with legislators provided an opportunity to discuss matters one on one that directly impact the District.

Trustee Orrin attended a Rotary meeting that College baseball athletes reported on their program.

President Cole thanked staff for the Community Breakfast, noting that it was a great way to kick off the Centennial Celebration.

Academic Senate

Dr. Eveland, Academic Senate President, said that the Senate is running smoothly.

Student Services

Damon Bell, Interim Vice President of Student Services, said that classes return face to face on Monday. Staff are planning for upcoming registration for summer and fall courses.

Faculty Association

Ruby Payne, Faculty Association President, said faculty are reaching out to students as classes return face to face.

Dental Hygiene

Dr. Vickie Kimbrough, Director of Dental Hygiene, said that students are seeing patients. Staff are working on preparation to apply for a Bachelor program in Dental Hygiene.

Instruction

Dr. Leslie Minor, Vice President of Instruction, told the Board the department is working on summer and fall scheduling. Dr. Minor introduced Armin Rashvand, the Dean of Instruction and Career Technical Education.

Administrative Services

Amanda Bauer, Executive Director of Fiscal Services, said that tax forms have gone out to employees. The department is working to prepare budget planners with information recently given by the Governor on projected budget trends and figures. This semester Financial Aid and Bookstore staff assisted about 1,200 students with book vouchers. Facility projects are underway ahead of purchasing deadlines.

Human Resources

Heather del Rosario, Vice President of Human Resources, said she is monitoring Covid-19 protocols as we return classes face to face and the surge is receding. She added that work continues in the implementation of the new personnel system.

Phi Theta Kappa

Sharyn Eveland, Advisor for PTK, announced the spring induction ceremony.

Marketing

Susan Groveman, Executive Director of Marketing and Community Relations, reported that the research phase of the website project is complete. She shared that there will be a four page section in the Midway Driller about the College. Many other Centennial Celebration related projects are also underway across the campus.

Foundation

Dr. Sheri Horn-Bunk, Executive Director of the Foundation, said that \$140,000 has been raised from sponsorships for the Legacy Campaign and planning for the Gala continues.

Institutional Research and Information Technology Services

Dr. Xiaohong Li, Vice President of Information and Institutional Research, said that almost all Annual Program Reviews have been submitted and staff are working to combine them into reports for analysis. IT staff continue to work to serve the students and staff. Supply shortages have the Audio Visual project behind but the contractor is working to complete the project as quickly as possible.

Campus Safety and Security

Kevin Altenhofel, Executive Director of Campus Safety and Security, thanked maintenance staff for several instances of quick service in situations recently.

REPORT OF THE SUPERINTENDENT

Dr. Daniels presented recent activities on campus. A luncheon for high school counselors and the Community Breakfast were each held in the Student Center. The Community Breakfast had 75 in attendance and featured information about the District and kicked off the Centennial Celebration. Dr. Daniels also reported on the Legislative Conference with Board members. She also told the Board of Gala planning and details.

NEXT MEETING

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

ADJOURNMENT

At 6:32 p.m., on a motion by Trustee White, seconded by Secretary Long and unanimously carried, the meeting was adjourned.

Respectfully Submitted:

Michael Long, Secretary