

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

REGULAR MEETING

January 11, 2023

The regular meeting of the Board of Trustees of the West Kern Community College District was called to order at 5:01 p.m. by Secretary Kathy Orrin. Trustees Dawn Cole, Mike Eveland and Jeremy Gregory were also in attendance. President Billy White was absent. Interim Superintendent/President Brock McMurray and Executive Secretary Sarah Criss were in attendance.

PUBLIC COMMENT ON CLOSED SESSION ITEMS

No comments were heard.

CLOSED SESSION

At 5:02 p.m. it was moved by Trustee Cole, seconded by Trustee Gregory 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 5:55 p.m., it was moved by Trustee Cole, seconded by Trustee Eveland and unanimously carried, to reconvene in Public Session. Secretary Orrin reported that no action was taken.

PLEDGE OF ALLEGIANCE

Secretary Orrin led the pledge of allegiance.

PUBLIC COMMENT ON OPEN SESSION ITEMS

There were no public comments.

NEW BUSINESS

GENERAL COMMUNICATIONS

There was no general communication.

PRESENTATION – Fall Athletic Update

Kanoe Bandy, Athletic Director, provided an update on Men’s Soccer, Women’s Volleyball, and Women’s Soccer from the fall athletic season. The Men’s Soccer team earned the Central Valley Conference co-championship and tied for 3rd in the state. Coach Angelo Cutrona was named Coach of the Year and numerous players earned individual recognition. The Women’s Soccer team ended the season third in the conference and competed in post-season playoffs. Ms. Bandy shared the individual recognition earned. Coach Mallori Rossi shared the team’s status as third in the conference, ending in the second round of playoffs. The team earned individual athletic awards and a team grade point average of 3.4. Ms. Bandy told the Board that the annual Triple Play fundraiser event will be held January 28th featuring former Dodger Ron Cey. The Al Baldock golf tournament will be held April 21.

APPROVAL OF MINUTES

On a motion by Trustee Gregory, seconded by Trustee Eveland and unanimously carried, the minutes of the Regular meeting held December 14, 2022 were approved.

NEW BUSINESS

Request for Approval – West Kern Community College District Annual Financial Report, June 30, 2022

Dr. Todd Hampton, Vice President of Administrative Services, introduced independent auditor John Dominguez, partner at CWDL, who reviewed the audit report. The District received an unmodified opinion which demonstrates strong fiscal practices. On a motion by Trustee Eveland, seconded by Trustee Cole and unanimously carried, the audit was approved.

Second Reading and Request for Approval – Tentative Agreement between Taft College Faculty Association (TCFA/CTA/NEA) and West Kern Community College District – Dual Enrollment

Mr. McMurray said that through the bargaining process it is recommended to adopt language to no longer note it as a pilot agreement and to add mileage language to prepare for future opportunities that may arise as high schools other than in the Taft Union High School District. On a motion by Trustee Cole, seconded by Trustee Eveland and unanimously carried, the request was approved (copy attached to official minutes).

Second Reading and Request for Approval – Tentative Agreement between Classified School Employees Association Chapter #543 and West Kern Community College District – Juneteenth Holiday

Mr. McMurray said that through the bargaining process it is recommended to add the Juneteenth Holiday to the list of state observed holidays. On a motion by Trustee Eveland, seconded by Trustee Gregory and unanimously carried, the request was approved (copy attached to official minutes).

Second Reading and Request for Approval – Tentative Agreement between Classified School Employees Association Chapter #543 and West Kern Community College District – 9-80 Work Week Spring Semester 2023

Mr. McMurray said that through the bargaining process it is recommended to implement an optional 9-80 work schedule as a trial during the spring semester. Business hours will remain open Monday through Friday under this schedule. On a motion by Trustee Cole, seconded by Trustee Gregory and unanimously carried, the request was approved (copy attached to official minutes).

Second Reading and Request for Approval – Tentative Agreement between Taft College Faculty Association (TCFA/CTA/NEA) and West Kern Community College District – Bereavement Leave

Mr. McMurray explained that during COVID experience showed that there was need to adapt language for use of time after the death or when services were scheduled. There was also a legal update to reflect number of allowable days in accordance with mileage. On a motion by Trustee Gregory, seconded by Trustee Eveland and unanimously carried, the request was approved (copy attached to official minutes).

Second Reading and Request for Approval – Tentative Agreement between Classified School Employees Association Chapter #543 and West Kern Community College District – Bereavement Leave

Mr. McMurray said this request is similar to the Faculty request above but also identifies immediate family members. A motion by Trustee Cole, seconded by Trustee Gregory and unanimously carried, the request was approved (copy attached to official minutes).

Second Reading and Request for Approval – Tentative Agreement between Classified School Employees Association Chapter #543 and West Kern Community College District – Spring Break Four-Day Workweek Policy

Mr. McMurray said that this language was bargained to work a 4-10 work schedule as the Friday is typically not productive and would not have a negative impact on students. On a motion by Trustee Cole, seconded by Trustee Eveland and unanimously carried, the request was approved (copy attached to official minutes).

Second Reading and Request for Approval – Tentative Agreement between Classified School Employees Association Chapter #543 and West Kern Community College District – Summer Session Four-Day Workweek Policy

Mr. McMurray explained that this item would make the annually requested summer work hours part of the contract. He said that summer classes are held Monday through Thursday so this work schedule would have no negative impact on course offerings. 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 – Transfer of General Funds to Capital Outlay Projects; \$5,000,000.00

Dr. Hampton said that transferring funds to the Capital Outlay Project fund is a planning decision to prepare the District for a future facility project. On a motion by Trustee Cole, seconded by Trustee Eveland and unanimously carried, the request was approved (copy attached to official minutes).

CONSENT AGENDA:

- A. Request for Approval – New Program
Math & Science
Computer Science – Associate in Science for Transfer Degree

- B. Request for Approval – New Courses
Allied Health/Applied Technologies
OSH 1010 Westec OSHA 10 Construction Industry
OSH 1110 Westec OSHA 10 General Industry
PHED 1600 Beginning Brazilian Jiu-jitsu
PHED 1610 Intermediate Brazilian Jiu-jitsu
PHED 1605 Beginning Social Dance
PHED 1615 Intermediate Social Dance

Business Arts & Humanities
COMM1550 Sports Broadcasting

- C. Request for Approval – Distance Education Course Approvals
Social Science
PSYC 2030 Human Sexuality

- D. Request for Approval – Program Revision
Math & Science
Engineering – Associate in Science

- E. Request for Approval – Course Revision
Allied Health/Applied Technologies
OSH 1532 Industrial Hygiene

Social Science
PSYC 2030 Human Sexuality

Math & Science
MATH 1500 Math for a Modern Society

English
ENGL 1501 Enhanced Composition and Reading

- F. Request for Approval – AMS.NET – Wi-Fi Access Point Upgrade; \$204,104.29

- G. Request for Approval – AMS.NET - Cisco Phone Systems Upgrade; \$32,342.21
- H. Request for Approval – JAMF Software, Quote #: Q-632402; Three Year Contract 2/1/23 – 1/31/26; \$20,120.00
- I. Request for Approval – Center for Independent Living UPS Upgrade, CDW-G Quote #1C9D3Q7; \$11,261.55
- J. Request for Approval – AMS.NET – Firewall Switch Replacement, Quote #: Q-0067027; \$2,623.43
- K. Request for Approval – Facility Use Agreement with Kern High School District – Use of CTEC Facility; 1/17/23 – 5/19/23; Fee Waived
- L. Ratification of the December 2022 Vendor Check & Purchase Order Registers

On a motion by Trustee Cole, seconded by Trustee Eveland and unanimously carried, Consent Agenda Items A – L were approved (materials related to the items are attached to official minutes). Trustee Cole commended staff for the new partnership with the Kern High School District Career Technical Education program.

PUBLIC COMMENTS ON ITEMS OF GENERAL INTEREST

There were no comments.

EMPLOYMENT

On a motion by Trustee Cole and seconded by Trustee Gregory, the amended 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, Mike Eveland, Jeremy Gregory, and Dr. Kathy Orrin

No: None

Abstain: None

Absent: Billy White

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 2022/23
2. Expenditure Accounts (Account Level 1) FY 2022/23
3. Expenditure Detail of \$10,000.00 or Greater, December 2022
4. Student Organization and Special Accounts, December 2022
5. Funds Deposited in County Treasury, December 2022
6. Employee Travel Report – December 2022

Trustee Reports

There were no trustee reports.

Academic Senate

Dr. Sharyn Eveland, President of the Academic Senate, reported that faculty are observing inservice week. Work centered on Student Learning Outcomes took place today. The Academic Senate will meet this Friday and will rank faculty position requests to forward to the Superintendent/President.

Marketing and Community Relations

Susan Groveman, Executive Director of Marketing and Community Relations, provided an update on the website redesign. Content migration will begin this month as well as continuation of campus photography for website use. Current District advertising focuses on summer and fall registration. Ms. Groveman reported that a Centennial video compilation is in production.

Student Services

Dr. Damon Bell, Vice President of Student Services, recognized employee of the month Amber Garcia who works in the Financial Aid department. Financial Aid staff are working on enrollment contact campaigns to reach potential students. Dr. Bell informed the Board that Tiffany Payne had served as interim Director of Records and Admissions and is now serving in the role as a permanent employee. He also reported on the status of \$500,000 in emergency grant funds for students with needs.

Information Technology and Institutional Effectiveness

Dr. Xiaohong Li, Vice President of Information Technology and Institutional Effectiveness, thanked administration and trustees for the support of the technology upgrade on tonight's agenda. She updated the Board on the purchase of 400 devices and collaboration with the Chancellor's office to complete Emergency Conditions Allowance (ECA) projects. Dr. Li said that Institutional Research staff are completing an update of the Strategic Action Plan (SAP) that will go before the Board in March.

Human Resources

Heather del Rosario, Vice President of Human Resources, stated that a focus group is testing a new online performance review model. The staff is also preparing for an upcoming student job fair.

Instruction

Dr. Leslie Minor, Vice President of Instruction, said that staff are busy with inservice trainings and finalizing of the spring schedule. Work on the ECA application continues with collaboration across the campus.

Transition to Independent Living

Aaron Markovits, Director of TIL, said students have returned to campus and that freshmen are working with West Kern Adult Education Network (WKAEN) to take courses that will prepare them for College courses. TIL staff are working with sophomore students one on one with their families to discuss transition plans for the return home following graduation. Mr. Markovits told the Board that a Casino Night fundraiser will be held March 11.

Faculty Association

Ruby Payne, President of the Taft College Faculty Association, told the Board that faculty have returned to campus and are in professional development meetings as well as preparing for students to return next week.

Lori Travis, communications professor, updated the Board on preparation for new sports broadcasting coursework to include support from local television stations.

Campus Safety and Security

Kevin Altenhofel, Director of Campus Safety and Security, said that the department has an intern from the TIL program.

SUPERINTENDENT REPORT

Mr. McMurray reported that there were many events in the month of December from staff events, Associated Student Organization events, and end of year celebrations. The College is back on campus from the winter break and is busy with class preparation and inservice meetings. Many departments are already planning more events for the spring semester as well as working towards strengthening summer and fall enrollment.

CONTINUATION OF CLOSED SESSION

There was not a continuation of closed session.

NEXT MEETING

The next monthly meeting is scheduled for Wednesday, February 8, 2023.

ADJOURNMENT

At 6:59 p.m., on a motion by Trustee Cole, seconded by Trustee Gregory and unanimously carried, the meeting was adjourned.

Respectfully Submitted:

Dr. Kathy Orrin, Secretary