

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

REGULAR MEETING

June 14, 2023

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 Secretary Kathy Orrin. Trustees Dawn Cole and Mike Eveland were also in attendance. President Billy White attended via teleconference. Trustee Jeremy Gregory was absent. Interim Superintendent/President Brock McMurray and Executive Secretary Sarah Criss were in attendance.

PUBLIC COMMENT ON CLOSED SESSION ITEMS

Mr. McMurray stated that per Government Code Section 54956.9(e) the Board will be discussing significant exposure to litigation from an attorney representing plaintiff Jasmine Turner. A copy of the letter is present and available for viewing. No comments were heard.

CLOSED SESSION

At 5:04 p.m. it was moved by Trustee Cole, seconded by Trustee Eveland and unanimously carried via roll call vote, 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. Conference with Legal Counsel – Potential Litigation, Pursuant to Paragraph (4) of Subdivision (d) of Government Code Section 54956.9
Significant Exposure to Litigation Pursuant to Paragraph 5 of Govt. Code Section 54956.9€
1 Case Related to Threatened CVRA Action
- G. 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 6:01 p.m., it was moved by Trustee Eveland, seconded by Trustee White and unanimously carried by roll call vote, to reconvene in Public Session. Secretary Orrin reported pursuant to Government Code Section 54956.9, the Board took action on Closed Session Agenda Item F by a unanimous roll call vote of 4 to 0, with Trustees Cole, Orrin, Eveland, and White voting yes to accept a settlement agreement with Attorney Robert Goodman who is representing Jasmine Turner. This agreement addresses the demand letter received from Ms. Turner in relation to the California Voting Rights Act. The agreement sets a

timeline for transition of trustee election to a "by area" election process and sets fees and payment at \$34,770.35. The action was on a motion by Trustee White and was seconded by Trustee Eveland.

PLEDGE OF ALLEGIANCE

Secretary Orrin led the pledge of allegiance.

PUBLIC COMMENT ON OPEN SESSION ITEMS

There were no public comments.

GENERAL COMMUNICATIONS

There was no general communication.

SECOND PUBLIC HEARING – Composition of Trustee Areas Prior to Drawing Maps, pursuant to Elections Code section 10010, subdivision (a)(1)

On a motion by Trustee Cole, seconded by Trustee Eveland and unanimously carried by a roll call vote, the public hearing was declared open. Dr. Justin Levitt, Vice President of National Demographics Corporation (NDC), presented information about the types of election systems that may be used and the language of the California Voting Rights Act (CVRA) (copy attached to official minutes). Dr. Levitt provided data from the impact of the CVRA including the institutions/agencies affected as well as past and current case law with settlement history. The District has begun the process to transition to a "by trustee area" election system. Dr. Levitt explained the draft timeline and steps to be taken. Demographic summary information was gathered by NDC and this information was presented. Mr. McMurray said that the Board has an interest in a map option that does not position trustees against each other should such an option also meet the required CVRA criteria. On a motion by Trustee Cole, seconded by Trustee Eveland and unanimously carried by a roll call vote, the public hearing was declared closed.

APPROVAL OF MINUTES

On a motion by Trustee Eveland, seconded by Trustee Cole and unanimously carried by roll call vote, the minutes of the Regular meeting held May 10, 2023 were approved.

NEW BUSINESS

Request for Approval – Rescheduling of October 11, 2023 Regular Board Meeting Due to Scheduling Conflict to October 18, 2023

Mr. McMurray said that the October regular meeting of the Board of Trustees was set prior to the release of a national conference the Board would like to attend. On a motion by Trustee Eveland, seconded by President White and unanimously carried by roll call vote, the request was approved (copy attached to official minutes).

Request for Approval – 2023/2024 West Kern Community College District Tentative Annual Budget

Todd Hampton, Vice President of Administrative Services, presented details of the tentative budget draft that included a potential clawback/recovery of deferred maintenance funding. Discussion was held on the potential recovery of funding and on current statewide discussions on the topic. On a motion by Trustee Cole, seconded by Trustee Eveland and unanimously carried by roll call vote, the tentative budget was approved (copy attached to official minutes).

Request for Approval – Student Equity Plan 2022-2025

Mr. McMurray told the Board that the Student Equity Plan is a mandated plan that strategizes facing equity issues within the District. The plan aligns with the Chancellor’s Vision for Success and with the District Educational Master Plan. On a motion by Trustee Cole, seconded by President White and unanimously carried by roll call vote, the plan was approved (copy attached to official minutes).

Request for Approval - Request for Approval to Transfer Funds to Capital Outlay Projects Fund; \$3,000,000.00

Dr. Hampton told the Board that the transfer of funds to the Capital Outlay Projects fund is in alignment with the Facility Master Plan. This would help the District to financially prepare for potential facility projects. On a motion by Trustee Eveland, seconded by Trustee Cole and unanimously carried by roll call vote, the request was approved (copy attached to official minutes).

Information Item – Presentation of the Taft College Faculty Association CTA/NEA, Reopener for FY 2023/24 (No Action)

Information Item – Presentation of the Taft College CSEA Chapter #543, Reopener for FY 2023/24 (No Action)

Information Item – Presentation of the WKCCD Reopener Proposal with the Taft College Faculty Association CTA/NEA for FY 2023/24 (No Action)

Information Item – Presentation of the WKCCD Reopener Proposal with the Taft College CSEA Chapter #543 for FY 2023/24 (No Action)

Mr. McMurray stated that these four items address the bargaining units’ and the District’s interest to continue interest based bargaining for the academic year.

Request for Approval – Request to Award Child Development Center HVAC Replacement Project – Alcorn Aire; \$195,000.00

Mr. Treece told the Board that this project addresses the aged units at the CDC that have been in service since 2006. On a motion by Trustee Eveland, seconded by President White and unanimously carried by roll call vote, the request was approved (copy attached to official minutes).

Request for Approval – Request to Award Fire Alarm Repair Project to All-Tech Fire & Security; \$102,162.42

Mr. Treece explained that this repair project will correct problems within the system and to add a feature for the system to contact appropriate District personnel immediately in the event of a system function that needs to be addressed. On a motion by Trustee Eveland, seconded by Trustee Cole and unanimously carried by roll call vote, the request was approved (copy attached to official minutes).

First Presentation – Taft College Faculty Association (“TCFA/CTA/NEA”) 2023-26 Collective Bargaining Agreement (“CBA”) (No Action)

Mr. McMurray said that this agreement includes previously approved memorandums of understanding and updates basic information within the document.

First Presentation – Taft College Classified School Employee Association (“CSEA”), Chapter #543 2023-26 Collective Bargaining Agreement (“CBA”) (No Action)

Mr. McMurray said that this agreement includes previously approved memorandums of understanding and updates basic information within the document.

First Presentation – CSEA Uniform Issue and Replacement Cycle (No Action)

Mr. McMurray said that the bargaining unit approved this process to address care and replacement needs of required uniforms worn in specific employment positions.

First Reading - Board Policy Revise

BP #6340 Bids and Contracts

Mr. McMurray said that this policy were reviewed and found to have changes to meet current law and local practices.

CONSENT AGENDA:

A. Information Item – CCFS-311Q for the 3rd Quarter Ended March 31, 2023

B. Request for Approval – Course Revision

Business Arts and Humanities Division

BUSN 1500 Introduction to Business

HUM1500 Introduction to Humanities

MUSC 1500 Music Appreciation

Social Science Division

HIST 2212 World Civilization since 1500

HIST 2231 History of the US to 1877

SOC 2038 Gender Studies

SOC 2120 American Social Problems

Math and Science Division

BIOL 2370 Nutrition Science

MATH 1510 College Algebra for Liberal Arts

MATH 1520 Finite Mathematics

MATH 1530 Analytic Geometry and Calculus III

MATH 2140 Ordinary Differential Equations

STAT 1510 Elementary Statistics

C. Request for Approval – New Courses

Allied Health/Applied Technology Division

KINE 1530 Women in Sports

D. Request for Approval – Program Revision

Allied Health/Applied Technology Division

Associate in Arts in Kinesiology for Transfer Degree

- E. Request for Approval – Distance Education Course Approval

Business, Arts and Humanities Division

BUSN 1500 Introduction to Business

HUM1500 Introduction to the Humanities

MUSC 1510 Music Appreciation

HIST 2212 World Civilization since 1500

HIST 2231 History of the US to 1877

STAT 1510 Elementary Statistics

Math and Science Division

MATH 1510 College Algebra for Liberal Arts

BIOL 2370 Nutrition Science

- F. Request for Approval – New Program

Allied Health/Applied Technology Division

Associate in Arts in Kinesiology

Business, Arts and Humanities

Graphic Design: Certificate of Achievement

- G. Request for Approval – Fiscal Year 2022-23 Annual Appropriations (GANN) Limit
- H. Request for Approval – 2023-24 Contract Education Agreement between WESTEC and WKCCD; 7/1/23 – 6/30/24
- I. Request for Approval – 2023-24 Agreement Between Kern High School District and Taft College for Payment for Student Fees; 8/2023 – 6/2024
- J. Request for Approval – Memorandum of Understanding between Bakersfield City School District (BCSD) and West Kern Community College District Early Care, Education, and Family Studies (ECEFS) Program; 8/2023 – 6/2025
- K. Request for Approval – 2023-24 Off Campus Housing Leases for the TIL Program; 7/2023 – 6/2024
- L. Request for Approval – 2023-2024 Renewal of Statewide Association of Community Colleges (SWACC) Proforma for Property and Liability Insurance Coverage; 7/1/23 – 6/30/24; Approximately \$138,559
- M. Request for Approval – Contract for Microsoft A5 Security Suite Implementation; \$96,000.00
- N. Request for Approval – Contract for Professional Services with Banner DBA Services – Ferrilli; One Year Agreement; Estimated Cost of \$76,000.00
- O. Request for Approval – Spectrum Reach, LLC Agreement; May to October 2023; \$50,402.50
- P. Request for Approval – Request to Award Child Development Center Wrought Iron Fence Project; \$27,345.00
- Q. Request for Approval - CampusLogic Subscription Order for CampusCommunicator (Previously AwardLetter)/ Campus Metrics; 7/1/23 – 6/30/26; See Fee Schedule
- R. Request for Approval – Grounds Mower – Grasshopper Model 725DT 60"; \$23,520.08
- S. Request for Ratification – Grounds Mower Attachments; \$16,847.76
- T. Request for Approval – File Server Replacement – Dell Technologies; \$23,055.24
- U. Request for Approval – Lenel Server Replacement – Dell Technologies; \$23,055.24
- V. Request for Approval – Contract for Microsoft Intune Implementation; \$21,750.00

- W. Request for Approval – AMS.Net Annual Support Coverage Quote #Q-0070760; 8/17/23 – 8/17/24; \$19,818.54
- X. Request for Approval – Computerland – Adobe Creative Cloud Renewal – Year 2 of 3; 8/26/23 – 8/25/24; \$16,425.00
- Y. Request for Approval – Water Softener Project – Living Water Treatment; \$13,225.00
- Z. Request for Approval – Evisions – FormFusion Software Subscription Renewal; 7/1/23 – 6/30/24; \$12,555.00
- AA. Request for Approval – Contract for Professional Services with Amanda Bauer; 7/1/23 – 6/30/24; \$100.00 per Hour, Not to Exceed 100 Hours
- BB. Request for Approval – Contract for Professional Services with Curt Belcher; 7/1/23 -6/30/24; \$100.00 per Hour, Not to Exceed 100 Hours
- CC. Request for Approval – 2023-24 District Business Office Systems Agreement – KCSOS AGT #24-70665; 7/1/23 – 6/30/24; \$7,450.00
- DD. Request for Approval – Student and Guest Wireless System – AMS.Net Quote Q-00071566; \$5,000.00
- EE. Request for Approval – CDW-G Cisco Umbrella Insights License Renewal; 8/12/23 – 8/11/24; \$4,212.00
- FF. Request for Approval – Synapse – Laserfiche Platform Migration Project; \$1,500.00
- GG. Request for Approval – Taft College Children’s Center Parent Handbook – Annual Event Fees Language
- HH. Ratification of the May 2023 Vendor Check & Purchase Order Registers

Mr. McMurray noted that item 11.G. had a date correction on the memo to reflect 2023-2024. Trustee Eveland requested item 11.H. to be pulled separate from the consent agenda due to his employment with WESTEC. On a motion by President White, seconded by Trustee Eveland and unanimously carried by roll call, items 11.A-G and I-HH were approved. On a motion by President Cole, seconded by Trustee Cole and unanimously carried by roll call vote, Consent Agenda Item H was 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 Cole and seconded by Trustee Eveland, the 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, Billy White, Dr. Kathy Orrin
No: None
Abstain: None

Absent: Jeremy Gregory

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, May 2023
4. Student Organization and Special Accounts, May 2023
5. Funds Deposited in County Treasury, May 2023
6. Employee Travel Report – May 2023

Trustee Reports

President White commended staff for the graduation ceremony preparation. He said that the night was a great event and he enjoyed seeing everyone celebrating the accomplishments of the graduates.

Trustee Cole appreciated the recognition of longtime professor Diane Jones as she retires this semester.

Secretary Orrin thanked staff for the years of service recognition luncheon. With three years of recognition awardees, the event was organized and enjoyable. She also commended staff for the graduation ceremony.

Student Services

Cecilia Alvarado, Dean of Student Services, invited the Board to attend the community open house event to be held this month. This open house event is during open enrollment for fall classes so attendees will be able to get information and register for classes at the event. There will be family activities and many departments presenting works to the community. With the addition of a new employee in outreach, efforts are ongoing to connect with potential students.

Institutional Research and Information Technology Services

Dr. Li said that the audiovisual project is complete and training on the use of the latest equipment is underway. Projects in connection with the previously completed third party review of the District's cyber security status are underway and will be using funding from the state earmarked for cyber security. The Institutional Research work continues to assist in the development of an updated Educational Master Plan by working to prepare the process for recruiting a consultant.

Administrative Services

Dr. Todd Hampton, Vice President of Administrative Services, shared that recruitment for the department executive assistant and a Food Services Manager had led to successful employment of two individuals. He also noted that work continues in year end budget processes and many facility projects.

Richard Treece, Maintenance and Operations Supervisor, provided further details on the parking lot project at the Ash Street dorm and the roofing project.

SUPERINTENDENT REPORT

Mr. McMurray provided an update of the many celebratory events at the end of the spring semester that included the scholarship luncheon, graduation, Dental Hygiene pinning celebration, employee years of service event, and many other campus events. He spoke on the upcoming TIL end of year events and on the open house event being held during open enrollment.

NEXT MEETING

The next monthly meeting is scheduled for Wednesday, July 12, 2023.

CONTINUATION OF CLOSED SESSION

There was no continuation of Closed Session.

ADJOURNMENT

At 7:14 p.m., on a motion by Trustee Eveland, seconded by President White and unanimously carried by roll call vote, the meeting was adjourned.

Respectfully Submitted:

Dr. Kathy Orrin, Secretary