

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

REGULAR MEETING

January 13, 2016

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 Billy White. Trustees Emmanuel Campos, Dawn Cole, Michael Long and Kal Vaughn were also present. Superintendent/President Dr. Dena Maloney and Executive Secretary Shelley Klein were also in attendance.

PUBLIC COMMENT ON CLOSED SESSION ITEMS

No comments were heard.

CLOSED SESSION

At 5:03 p.m. it was moved by Trustee Cole, 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/Reassignment, Government Code Section 54957
- D. Conference with Labor Negotiators, Government Code Section 54957
Agency Designated Representative: Superintendent/President
Employee Organizations: TC Faculty Association, CSEA Chapter #543 &
Management /Supervisory/Classified Confidential Employees

RECONVENE IN PUBLIC SESSION; ANNOUNCE CLOSED SESSION ACTIONS

At 6:00 p.m., it was moved by Trustee Cole, seconded by Trustee Campos and unanimously carried, to reconvene in Public Session. President White reported that no action was taken during Closed Session.

PLEDGE OF ALLEGIANCE

President White led the pledge of allegiance.

PUBLIC COMMENT ON OPEN SESSION ITEMS

No comments were heard.

GENERAL COMMUNICATIONS

Announcement for Trustee Nominations for the 2016 CCCT Board Elections

Superintendent/President Dr. Dena Maloney announced that the California Community College Trustees Board elections will take place between March 10, 2016 and April 25, 2016. Nominations of interested trustees are to be made by their boards and are currently being accepted January 1 through February 15. Interested trustees are requested to contact Dr. Maloney for further information.

CCLC Annual Legislative Conference - 1/31/16 - 2/1/16, Sheraton Grand Sacramento

Dr. Maloney also announced that the CCLC Effective Trusteeship and Annual Legislative Conferences are scheduled for January 31 - February 1, 2016, in Sacramento. On a motion by Trustee Cole, seconded by Trustee Long and unanimously carried, the travel expenses associated with the conferences were approved for interested trustees.

APPROVAL OF MINUTES

On a motion by Trustee Cole, seconded by Trustee Campos and unanimously carried, the minutes of the Regular Meeting held December 9, 2015 were approved.

NEW BUSINESS

Employment Agreement with Brock McMurray to Serve as Interim Superintendent/President Effective February 1, 2016, \$190,292.00/Yr., (Pro-rated as Necessary) Plus \$600.00/Mo. Auto Allowance

Dr. Maloney reported that the Board has designated Executive Vice President of Administrative Services Brock McMurray to serve as Interim Superintendent/President. The proposed employment agreement was developed with the legal assistance of the firm of Lozano Smith. Dr. Maloney congratulated Mr. McMurray on his assignment to this important position as the District identifies the next permanent Superintendent/President. On a motion by Trustee Campos, seconded by Trustee Vaughn and unanimously carried, the employment agreement was approved (copy attached to official minutes).

Consulting Agreement with Dr. Roe Darnell for Professional Services Related to the 2016 Presidential Search and Recruitment for the Position of Administrative Assistant to the Superintendent/President, Effective 1/14/16 Until Selection of the New Superintendent/President; or, Consultant has Earned Maximum Amount Allowable by CalSTRS and Applicable Law; or, a date Mutually Designated by Both Parties, \$950.00/8-Hour Day Plus Necessary Expenses (Travel)

On a motion by Trustee Vaughn, seconded by Trustee Long and unanimously carried, the consulting agreement with Dr. Roe Darnell was approved (copy attached to official minutes).

NEW BUSINESS (continued):

Discontinuance of the Automotive Program

Vice President of Instruction Mark Williams reported that Board Policy #4020 – Program, Curriculum, and Course Development, stipulates that all new programs and program deletions shall be approved by the Board. The Automotive Program was effectively discontinued in 2010/11. However, the process to formally discontinue the program as established by BP #4020 was overlooked. The matter was discussed at the Governance Council at their meeting held November 15th and their support of discontinuing the program was noted. A Substantive Change Report, which is in process, is also required by our accrediting commission, ACCJC. On a motion by Trustee Campos, seconded by Trustee Cole and unanimously carried, the discontinuance of the Automotive Program was approved.

Proposition 39 Measure A General Obligation Bonds Audit Report for Year Ended June 30, 2015

Director of Fiscal Services Jim Nicholas reported that, as in past years, the firm of Rex Phinney, CPA, conducted the financial and performance audit for the WKCCD Proposition 39 Measure A General Obligation Bonds for the year ended June 30, 2015 as required by Education Code Sections 15278-15282. Mr. Nicholas reported that the District is in full compliance with all standards for the 2014/15 year and reviewed highlights of the audit report including the independent auditor's report; balance sheet; commitments and contingencies; maturity dates of investments; investment credit ratings; and supplemental information. The audit resulted in an unqualified opinion with no modifications and no recommendations. Following brief discussion, on a motion by Trustee Long, seconded by Trustee Vaughn and unanimously carried, the Prop 39 Measure A Audit for 2014/15 was approved.

Nomination of Interim Superintendent/President to Serve as the District's Representative to the City of Taft Redevelopment Successor Agency

Dr. Maloney reported that, as a member of the City of Taft's Redevelopment Successor Agency, the District must designate a representative to serve on the Oversight Board. She recommended that the Board designate the Interim Superintendent/President to serve as its designee until the permanent Superintendent/President has been selected. On a motion by Trustee Cole, seconded by Trustee Long and unanimously carried, the Interim Superintendent/President (Brock McMurray) was approved to serve as the District's representative.

Official Title Change of the English Division to the English Language Arts Division

Dr. Maloney reported that the English Division has requested the name change to English Language Arts Division to more accurately reflect the content of its programs which include English as a Second Language. On a motion by Trustee Cole, seconded by Trustee Vaughn and unanimously carried, the title change was approved.

NEW BUSINESS (continued):

Appointment of VP of Instruction Mark Williams as the West Kern Community College District Official Representative for the West Kern Adult Education Consortium

Dr. Maloney reported that the members of the West Kern Adult Education Consortium are required annually to be designated by the governing board of the institutions they represent. With her departure, Dr. Maloney is recommending that Vice President of Instruction Mark Williams be approved to serve as the District's representative on the consortium. Mark has been very involved in the design of the Adult Education Program and the Office of Instruction will provide administrative oversight for the Adult Education Director and the staff. On a motion by Trustee Vaughn, seconded by Trustee Cole and unanimously carried the appointment was approved.

First Reading of New & Revised Board Policies:

BP #3225 - (New) Institutional Effectiveness

BP #3570 - (New) Smoking on Campus

BP #5020 - (Revised) Non-Resident Tuition

BP #5400 - (Revised) Associated Students Organization

BP #5410 - (Revised) ASB Elections

BP #5420 - (Revised) ASB and Club Organization Finance

BP #5510 - (New) Off Campus Student Organizations

BP #5800 - (New) Prevention of Identity Theft in Student Financial Aid Transactions

BP #6700 - (Revised) Civic Center and Other Facilities Use

Dr. Maloney reported that the review of Board Policies continues to ensure that they are up-to-date and reflect the most current laws and Title 5 regulations. In addition, new policies are recommended continuously by the Community College League of California Board Policy & Procedure Service. The four new policies and five revised policies as indicated above are being presented for a first reading. The policies will be presented for a second reading and request for approval at the meeting scheduled for February 10, 2016.

CONSENT AGENDA:

- A. Request for Approval - Resolution #2015/16-06 Authorizing the Kern County Auditor-Controller to Release Excess Impound Local Tax Revenues in the Amount of \$2,770,826.29
- B. Request for Approval - Letter of Engagement with Vavrinek, Trine, Day & Co. LLP, to Perform the Audit Services for the Year Ending June 30, 2015 (Including Prop 10 Audit), \$58,110.00

CONSENT AGENDA (continued):

- C. Request for Approval - Amendment #4 for Year 5 of the Agreement with the University of La Verne to Facilitate the STEM Pathways V Cooperative Grant Through the U.S. Department of Education, 10/1/15 - 9/30/16, \$270,270.00
- D. Request for Approval - Course Inactivations:
 - BIOL 2204 - Introduction to Vertebrate Zoology
 - BIOL 2280 - Biotechnology
 - CHEM 2108 - Organic Chemistry
 - CHEM 2109 - Organic Chemistry Laboratory
- E. Request for Approval - Course Updates:
 - Applied Technologies Division
WKEX 1514 - General Education Work Experience
 - Math and Science Division
GEOG 1510 - Physical Geography
- F. Request for Approval - Nonresident Tuition for 2016/17, \$211.00/Unit (Increase from \$200.00/Unit in 2015/16)
- G. Request for Ratification - 2015-16 Child Development Training Consortium Agreement with the Yosemite Community College District to Provide Services, Training, Technical Assistance and Resources to Students and Professionals Working with and for Children, \$7,500.00 to TC to Provide Support for Students Taking up to 300 Units of College Credit and Supplement Childhood Education Instructor Salaries
- H. Request for Ratification - Agreement with the RP Group to Provide TIL/TPSID Evaluation and Grant Proposal Development, 11/2/15 - 4/30/16, \$150.00/Hr., Not to Exceed \$38,400.00, May Stanley & TIL Program Foundation Funds
- I. Request for Approval - Purchase of Engineering Materials Science (ENGR 1530) Equipment from LAB Corporation, \$11,441.26, Grant Funds
- J. Request for Approval - Purchase of Engineering Materials Science (ENGR 1530) Equipment from Qualitest, \$32,353.63, Grant Funds
- K. Request for Approval - Annual Renewal of the 3Lumen Software License for 2016 for Student Learning Outcomes (SLOs) Assessment Data, \$10,542.00
- L. Request for Approval - Agreement with the Strata Information Group (SIG) to provide Consulting Services for Customization of Self Service Banner Software, Effective Upon Approval, \$170.00/Hr., Estimated Cost: \$6,800.00/SSSP Funds

CONSENT AGENDA (continued):

- M. Request for Approval – Three Year Renewal Agreement with Blackboard Connect for Electronic Emergency Outreach Messaging Services, 2/14/16 – 2/13/19, \$3,900.00
- N. Request for Approval – Agreement with Redrock Software Corporation for Annual TutorTrac (Web-Based Tutoring Management Software) Hosting and Technical Support, 3/1/16 – 2/28/17, \$1,999.00, Grant Funds
- O. Request for Ratification – Maintenance Renewal Agreement with MTS to Track Phone Calls Made and Received by the College Phone System, 11/28/15 to 11/27/16, \$995.00
- P. Request for Approval – Purchase of Canon imageRunner iR-AC5235 Digital System from Ray Morgan Co., for the Energy Technology & Engineering Center (ETEC), \$8,740.02, Plus \$.01/BW Copy and \$.0553/Color Copy
- Q. Request for Ratification – Agreement with Convergent Technologies to Provide Fire Alarm Monitoring of the Ash Street Dormitories, 1/1/16 – 12/31/16, \$575.00
- R. Request for Approval – Event Rental Contract with the Fort Preservation Society for the 3rd Annual Triple Play Dinner & Auction, 1/22/16, \$1,200.00, ASB Baseball Club Funding
- S. Ratification of the December 2015 Vendor Check & Purchase Order Registers
- T. Routine Personnel Items:
 - 1. Request for Conference Attendance and Expenses as of January 6, 2016

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

PUBLIC COMMENTS ON ITEMS OF GENERAL INTEREST

No comments were presented.

REPORTS FROM STAFF AND STUDENT ORGANIZATIONS

Financial Reports

The financial reports listed on the following pages were presented for information (copies attached to official minutes).

CONSENT AGENDA (continued):

Financial Reports:

1. Revenue Accounts (Account Level 1) FY 2015/16
2. Expenditure Accounts (Account Level 1) FY 2015/16
3. Expenditure Detail of \$10,000.00 or Greater, December 2015
4. Student Organization and Special Accounts, December 2015
5. Funds Deposited in County Treasury, December 2015

Trustee Reports

President Billy White reported that he had attended the Christmas Luncheon held December 16th. The traditional bunko game was very enjoyable and the event provided an opportunity to meet new staff. The Going Away Luncheon held earlier in the day for Dr. Maloney and Debbie Hegeman was also enjoyable and very well attended.

Trustee Cole shared that she attended the Fall Sports Banquet and also attended the Going Away Luncheon for Dr. Maloney and Debbie Hegeman. She provided both with gifts of "gold" honoring their respective service to the College.

Associated Student Body

No report was presented.

Academic Senate

Academic Senate President Geoffrey Dyer reported that the senate met December 11th to rank new faculty position requests. The Division Chairs presented the requests for their respective areas. The result of the ranking for the new faculty positions is as follows: Math; Distance Education; Life Science; Sociology; Communications/Journalism; Kinesiology; Art History; Student Success and Librarian.

Administrative Services

Executive Vice President of Administrative Services Brock McMurray reported that the Governor's 2016-17 Budget Proposal was released the previous week. On January 20th, he will attend the ACCCA Budget Meeting in Sacramento which will provide more in-depth information. At first glance it appears that Proposition 98 revenue has increased and there's a possibility of one-time funds that may be designated as mandated costs. A revised growth formula provides the College the opportunity to grow 1.00% and a cost of living adjustment of .47%. The proposed budget also includes maintenance and instructional equipment.

Proposition 39 funds remain consistent and Cal Grants have increased by \$39 million. Financial challenges include the end of Proposition 30 revenue, rising STRS and PERS

REPORTS (continued):

contributions, the continuing OPEB liability and, of course, the impact of the low oil prices locally and statewide.

Mr. McMurray commended Dr. Maloney for her accomplishments during her tenure as Superintendent/President and thanked her for her guidance and support as he prepares to serve as her successor as Interim Superintendent/President.

Facilities Report

AP Architect Jose Vargas reported that the bid package for the Student Center project is nearly ready for release. The Gymnasium Upgrade - Phase II is scheduled to start January 26th which includes installation of additional sound panels. The bid package for the Proposition 39 (Energy Efficiency) project to install new courtyard lighting is being prepared to go to bid.

Human Resources

Associate Vice President of Human Resources Robert Meteau reported that he and his staff are very busy with personnel recruitment. HR kicked off spring inservice with Title IX and Equal Employment Opportunity training. He was pleased to announce that the Cadillac tax on employee health care packages has been postponed to 2020. Dr. Meteau thanked Dr. Maloney for her service to the District and lamented that TC's loss is El Camino Community College's gain.

Faculty Association

Faculty Association President Diane Jones congratulated Brock McMurray for his appointment as Interim Superintendent/President and thanked Dr. Maloney for her service. She added that five new full-time faculty members have been hired and are starting in the spring semester.

Dr. Roe Darnell

Dr. Roe Darnell, former WKCCD Superintendent/President and current District consultant, related that it was a great pleasure to return and see the campus facilities renovation. He looks forward to work with the Presidential Search Committee and the committee to replace the Executive Assistant to the Superintendent/President as well.

Information Technology

Director of Information Technology Adrian Agundez wished those in attendance a Happy New Year and thanked Dr. Maloney for her leadership in the past three and half years.

REPORTS (continued):

Student Services

Vice President of Student Services Darcy Bogle reported that she has been focused on Board Policies and Procedures applicable to her area. She announced that 38 fall athletes met the criteria for All-Conference Awards including the entire volleyball team with four of its members achieving a 4.0 GPA. She added that two Cougar Days were held the previous week at which 110 students were served. Cougar Days provide incoming students the ability to undergo assessment testing, counseling, orientation, and registration all in one day. Ms. Bogle also congratulated Dr. Maloney for her appointment at El Camino College and thanked her for her work at the District.

Triple Play Dinner

Foundation Executive Director Sheri Horn Bunk and Baseball Coach Vince Maiocco distributed flyers and announced the upcoming Triple Play Dinner scheduled for Friday, January 22nd at The Historic Fort. The event is a fundraiser for the Taft College Athletics Program. The featured speaker is 25-year major league baseball veteran Charlie Hough and the Master of Ceremonies is Vince's brother, Matt Maiocco. Individuals interested in attending may contact the TC Athletics Department at 763-7829.

Taft College Foundation

Foundation Executive Director Sheri Horn Bunk reported that a check presentation by Phillips 66 is scheduled for Tuesday, January 26th, at the Energy Technology & Engineering Center at 11:00 a.m. with lunch to follow. The donation is dedicated to STEM outreach efforts. Ten members of the Young Innovators Club will be in attendance. Additionally, Ms. Horn Bunk is preparing for the next West Kern Petroleum Partners luncheon scheduled for April 7th which will be held at the Chevron office building in Bakersfield.

Instruction

Vice President of Instruction Mark Williams reported that a focus of his department is ongoing recruitment for additional faculty including adjunct positions. He noted that the ETEC is a wonderful resource for the College and the students it is serving. Along with other staff members, he thanked Dr. Maloney for her service and added that the College was fortunate and has benefitted from her leadership.

REPORT OF THE SUPERINTENDENT

Going Away Luncheon

Dr. Maloney thanked staff for organizing and attending the going away luncheon held earlier in the day for her and retiring Executive Assistant Debbie Hegeman.

REPORTS of the SUPERINTENDENT (continued):

Title IX and EEO Training

Dr. Maloney noted that to date spring inservice has included valuable Title IX and Equal Employment Opportunity training. On January 14th, an evacuation drill will be held which is a reflection of the hard work and commitment of Darcy Bogle in the area of campus safety.

Dental Hygiene Accreditation

The Dental Hygiene accreditation site visit is scheduled for February 2 and 3. Director of the Dental Hygiene Program Dr. Stacy Eastman worked with faculty and staff to prepare and submit their self-evaluation. A successful site visit is anticipated.

Accreditation Status

A meeting of the Accrediting Commission of Community and Junior Colleges (ACCJC) took place the previous week and the College is awaiting their response regarding its accreditation status by the end of January.

Adult Education - Kern Literacy Council

The West Kern Adult Education Consortium (AB86) met with the Kern Literacy Council regarding their activities in support of adult learners. The Kern Literacy Council provides 200 tutors for their students and the West Kern group is very interested in replicating this service.

EMPLOYMENT

A revised Appendix I (Academic Employment) was distributed which reflected an addition to item 2.a. - 2015-16 12-Month Faculty Assignment.

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

Yes: Emmanuel Campos, Dawn Cole, Michael Long, Kal Vaughn and Billy White

No: None

Abstain: None

Absent: None

NEXT MEETING

The next monthly meeting is scheduled for Wednesday, February 10, 2016, at 5:00 p.m.

CONTINUATION OF CLOSED SESSION

At 6:52 p.m. it was moved by Trustee Long, seconded by Trustee Vaughn 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/Reassignment, Government Code Section 54957
- D. Conference with Labor Negotiators, Government Code Section 54957
Agency Designated Representative: Superintendent/President
Employee Organizations: TC Faculty Association, CSEA Chapter #543 & Management /Supervisory/Classified Confidential Employees

RECONVENE IN OPEN SESSION; ANNOUNCE CLOSED SESSION ACTIONS

At 8:59 p.m. it was moved by Trustee Long, seconded by Trustee Vaughn and unanimously carried, to reconvene in Public Session. President White reported that during Closed Session the Board held discussions and provided direction to PPL Consultants regarding the upcoming presidential search.

ADJOURNMENT

At 9:00 p.m., on a motion by Trustee Vaughn, seconded by Trustee Cole and unanimously carried, the meeting was adjourned.

Respectfully Submitted:

Kal Vaughn, Secretary