

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

REGULAR MEETING

April 12, 2017

The regular meeting of the Board of Trustees of the West Kern Community College District was called to order at 5:07 p.m. by President Billy White. Trustees Emmanuel Campos, Michael Long, and Dr. Kathy Orrin were present. Secretary Dawn Cole 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 5:08 p.m. it was moved by Trustee Orrin, 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 54957.6)
Agency Designated Representative: Superintendent/President
Employee Organizations: TC Faculty Association, CSEA Chapter #543 &
Management/Supervisory/Classified Confidential Employees
- E. Conference with Legal Counsel - Anticipated Litigation
Significant Exposure to Litigation Pursuant to Paragraph (2) or (3) of Subdivision (d)
of Section 54956.9 - 3 Potential Cases
- F. Student Discipline and Other Confidential Student Matters, Education Code
Sections 35146, 48900 et. Seq. and 48912(b)

RECONVENE IN PUBLIC SESSION; ANNOUNCE CLOSED SESSION ACTIONS

At 6:00 p.m., it was moved by Trustee Campos, seconded by Trustee Long 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

There were two speakers who requested to speak on New Business item 10.A.: Subcontractor Change on the Student Center Project:

Josh Raper
Jaime Briceno

GENERAL COMMUNICATIONS

Brock McMurray, Executive Vice President of Administrative Affairs, introduced Amanda Bauer, Director of Fiscal Services.

PRESENTATION - Discussion of Bachelor Degree Offering

Mark Williams, Vice President of Instruction, presented information on the State Chancellor's Office offering to community colleges to offer 4-year program/Bachelor degrees (copy attached to official minutes). The goal and requirement from the Chancellor's office is that community colleges may assist in offering a degree in areas that have an unmet need. Currently, data shows that there is an anticipated gap between degree holders and positions that will require degrees due to institutions not being able to meet the demand. Mr. Williams identified two possible areas of interest for our campus: Disability Studies and Dental Hygiene. While there is an interest and a possibility to offer a program in the future, it is still unclear that there is an unmet need currently. Mr. Williams suggests that the college not act to introduce a 4-year degree at this time. Trustee Long thanked Mr. Williams for looking into this area of interest and encouraged the District to continue to look for areas to assist in meeting an unmet need such as the industries in the community (i.e. petroleum and agriculture). Trustee Orrin added a possible need for healthcare industry. Mr. Williams stated that the West Kern Adult Education Network is also helping to meet the healthcare needs in the community without competing with 4-year institutions. The District will continue to monitor this topic in the future.

APPROVAL OF MINUTES

On a motion by Trustee Campos, seconded by Secretary Long and unanimously carried, the minutes of the Regular Meeting held March 8, 2017 and the Special Meeting held March 21, 2017 were approved.

NEW BUSINESS

Request for Approval - Subcontractor Change - Concrete and CMU Scope of Work for the Student Center Project from 12 Towers Engineering and Construction to California Averland, No Additional Cost

Brock McMurray, Executive Vice President of Administrative Affairs, reported that the subcontractor requested to be removed from the Student Center Project. Contractor California Averland is able to complete the Concrete and CMU Scope of Work at no additional cost. On a motion by Trustee Long,

NEW BUSINESS (continued):

seconded by Trustee Orrin and unanimously approved, the subcontractor change was awarded (copy attached to official minutes).

Request for Approval - Change Order #1 - Site Lighting Phase 2 - Credit of \$4,104.15

Mr. McMurray reported that the allowance approved for the project was not fully used. The remaining money will be transferred to other Proposition 39 projects. On a motion by Trustee Orrin, seconded by Trustee Long and unanimously carried, the change order was approved (copy attached to official minutes).

CONSENT AGENDA:

A. President's and Vice President's List - Fall 2016 Semester

B. Request for Approval - New Course

Learning Support Division

STSU 1500 Strategies for College and Life Management

C. Request for Approval - Course Revisions

Social Sciences Division

SOC 1510 Introduction to Sociology

SOC 2141 Sociology of Marriage

Science and Math Division

BIOL 1513 Introduction to Environmental Studies with Lab

D. Request for Approval - Resolution 2016/17-21 - Awarding Emeritus Status to Gary Graupman, Professor of English/Speech, upon his Retirement on May 20, 2017

E. Request for Approval - Resolution 2016/17-22 - Awarding Emeritus Status to Dr. Eric Bèrubè, Institutional Development, Research and Planning Coordinator, upon his Retirement on August 1, 2017

F. Request for Approval - Resolution 2016/17-23 - Awarding Emeritus Status to Susan Vaughan, Learning Disabilities Specialist, upon her Retirement on April 21, 2017

G. Request for Approval - Four-Day Workweek Policy, Effective 5/22/17 - 8/10/17

H. Request for Approval - 2017/18 Residential Lease Agreements for the TIL Student Off-Campus Housing, 8/1/2017 - 7/31/2018, No Direct Expense to the District

CONSENT (continued):

- I. Request for Approval – Purchase of PLC Trainers from Lab Corp for Energy Courses, Total Cost of \$71,500.00
- J. Request for Approval – Conversion of Classroom SCI-04 to Chemistry Lab, Total Cost of \$186,821.03
- K. Request for Approval – Renewal of Ray Morgan Company Copier Maintenance Agreement, 5/1/17 – 4/30/18, Estimated Cost of \$34,595.51 (Prices Fixed by Piggy Back Bid Provided by the CSU System)
- L. Request for Approval – Purchase of a Zeiss Metallurgical Microscope from TK Instruments for the Engineering Program, Cost of \$31,539.00
- M. Request for Approval – 2016/17 Audit Services Engagement with Vavrinek, Trine, Day & Co., LLP, Combined Cost of \$66,830.00 with Possible \$1,500.00 per Program Charge for Testing of Major Federal Programs (If Necessary)
- N. Request for Approval – Purchase of Copier for EOPS & CalWORKS, \$5,835.48 Plus Monthly Maintenance Rate of \$0.0074/Page for Black and White Images and \$.0055/Page for Color Images
- O. Request for Approval – End-User Training on the Banner Finance System, to be Completed in Four Weeks’ Time Commencing April 2017, \$5,400.00 Plus Direct Travel Expenses as well as Continuing Remote Availability Not to Exceed \$3,375.00
- P. Request for Approval – 2NDGEAR – An Insight Investments Company; Extended Warranty Contract for Older IBM Servers, 4/13/17 – 4/12/18, Estimated Cost is \$4,932.00
- Q. Request for Approval – Extension of Lease Agreement with Taft Plaza for the Rental Space Located at 515 Finley Drive, Taft, CA 93268 – TC Bookstore, 6/15/17 – 6/14/18, Cost of \$1,907.00 per Month (\$22,884.00 per Year)
- R. Request for Approval – Update the TC-Stats App to iOS 10, \$750.00
- S. Request for Approval – Continuation of the Institution Participation Agreement with Instructure (Canvas) and with the Online Education Initiative, 7/1/17 – 6/30/19, No Cost to the District
- T. Request for Approval – Facility Use Agreement with the West Side Recreation and Park District for the TC Summer 2017 Water Aerobics Courses, 6/5/17 – 7/27/17, \$680.00
- U. Ratification of the March 2017 Vendor Check & Purchase Order Registers

CONSENT (continued):

V. Routine Personnel Items:

a. Request for Conference Attendance and Expenses as of April 5, 2017

On a motion by Trustee Long, seconded by Trustee Campos and unanimously carried, Consent Agenda Items A - V were approved as presented (materials related to items A - V are attached to official minutes). Trustee Long noted that the Emeritus Status to Dr. Eric Bèrubè, Gary Graupman, and Susan Vaughan were well deserved.

PUBLIC COMMENTS ON ITEMS OF GENERAL INTEREST

There were no comments on items of general interest.

EMPLOYMENT

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

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

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 2016/17
2. Expenditure Accounts (Account Level 1) FY 2016/17
3. Expenditure Detail of \$10,000.00 or Greater, March 2017
4. Student Organization and Special Accounts, March 2017
5. Funds Deposited in County Treasury, March 2017

Trustee Reports

Trustee Orrin recently attended the Bureau of Safety and Environmental Enforcement event at the Kern County Raceway Park. She thanked the College participants and the Foundation for their work in the event, noting that it was well received from those who compared similar events in larger communities.

REPORTS (continued):

Administrative Services

Brock McMurray, Executive Vice President of Administrative Services, stated that the gymnasium reroof project is complete. He noted that the Business Services department is currently working to meet end of year deadlines, with the assistance of the recently hired Director of Fiscal Services, Amanda Bauer. Planning is underway for a tentative District budget to be presented at the regular June Board meeting.

Human Resources

Dr. Robert Meteau, Associate Vice President of Human Resources, reported Human Resources is also working on end of the items. This includes retirements, such as those awarded Emeritus Status tonight. He noted the staff is also working on the District Service Luncheon that will honor long-term employees.

Instruction

Mark Williams, Vice President of Instruction, shared a handout of a Strong Workforce Program Implementation presentation (copy attached to official minutes). He noted that there are several points of interest in the handout, including page 3 that shows programs that are currently in development – workforce internships and dual enrollment. Mr. Williams also shared a copy of the CCPT 2 Report: Dual/Concurrent Enrollment at Taft Union High School (TUHS) and a copy of the CCAP Advisory Committee Meeting Notes (copies attached to official minutes). He explained that these handouts would show current activity between TC and TUHS, including enrollment figures.

Transition to Independent Living

Carey Carpenter, Interim Director of TIL, reported that TIL staff are beginning the process of exiting second-year students as they return home this summer. Recruitment efforts are also underway. Ms. Carpenter is excited to report that some exiting students are enrolling in college courses after their completion of the TIL program.

Student Services

Severo Balason, Jr., Vice President of Student Services, reported that the annual Al Baldock golf tournament is to be held on Friday, April 21st. At this time there are 17 teams competing. The tournament's success is in part to the many sponsors, the main sponsor being AP Architects.

REPORT OF THE SUPERINTENDENT

Game Day Fundraiser

Dr. Debra Daniels spoke in recognition of Professor Dave Reynolds and the RPG club for their efforts in the raising of \$2,500.00 for the Lauren Smalls Children Center. This amount included a match of funds from the Taft College Foundation.

Bernard Osher Alumni Mixer

Dr. Daniels attended first Bernard Osher Scholarship alumni mixer, hosted by the Foundation. This scholarship assisted many students and the event was an opportunity for the recipients to celebrate and network. The event was organized by Foundation assistant Mahea Maui. Dr. Daniels thanked Trustee Dawn Cole for attending the event.

Governance Council Retreat

Dr. Daniels attended the Governance Council Retreat on March 24th. The retreat was focused on Guided Pathways. Three speakers shared their progress and work with the goal of Guided Pathways at their institutions. The event served as a conversation starter for over 60 TC employees in attendance.

TUHS Honors Night

Dr. Daniels and President Billy White participated in the Taft Union High School Honors Night. They awarded 74 Merit Scholarships to qualifying students.

BSEE Event

Dr. Daniels recently attended the BSEE event, as explained by Trustee Orrin. Taft College students served as mentors to high school students competing in the event. She noted that speaker Ricardo Arteaga was well received by students and event sponsors in attendance. The Foundation's work towards the event was much appreciated as the event left a positive impression on the BSEE coordinators.

Welding Facility Tour

Mr. Williams recently provided a tour of the welding facility to Dr. Daniels. She noted that the instructors were well organized and were even instructing a class during the tour. Dr. Daniels was pleased with the facility and the program.

Cougar Softball

Dr. Daniels informed the Board of the softball teams' recent success. With a 17-14 conference record, the Cougars are the champions of the Central Valley Conference under the direction of Coach Cassidy Bell.

Board Member Information

Dr. Daniels shared information with the Board that included:

- TC Promise Scholarship information/application
- APT Wine & Jazz Festival
- EOPS/CARE & CalWORKS invitation

REPORT OF THE SUPERINTENDENT (continued):

- District Service Luncheon invitation
- State of the City Luncheon information

NEXT MEETING

The next monthly meeting is scheduled for Wednesday, May 10, 2017, at 5:00 p.m.

ADJOURNMENT

At 7:02 p.m., on a motion by Trustee Campos, seconded by Trustee Orrin and unanimously carried, the meeting was adjourned.

Respectfully Submitted:

Dawn Cole, Secretary