

**WEST KERN COMMUNITY COLLEGE DISTRICT
MINUTES OF THE BOARD OF TRUSTEES
REGULAR MEETING
November 11, 2015**

The regular meeting of the Board of Trustees of the West Kern Community College District was called to order at 5:00 p.m. by Secretary Kal Vaughn. Trustees Emmanuel Campos, Dawn Cole, Michael Long and Kal Vaughn were also present. President White was absent. Superintendent/President Dr. Dena Maloney and Executive Assistant to the Executive Vice President of Administrative Services Debbie Hegeman were also in attendance.

PUBLIC COMMENT ON CLOSED SESSION ITEMS

No comments were heard.

CLOSED SESSION

At 5:01 p.m. it was moved by Trustee Campos, seconded by Trustee Cole 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 6:10 p.m., it was moved by Trustee Campos, seconded by Trustee Long and unanimously carried, to reconvene in Public Session. Secretary Vaughn reported that no action was taken during Closed Session. He announced that the Closed Session will continue at the end of the Public Session.

PLEDGE OF ALLEGIANCE

Secretary Vaughn led the pledge of allegiance.

PUBLIC COMMENT ON OPEN SESSION ITEMS

No comments were heard.

GENERAL COMMUNICATIONS

No communications were presented.

SPECIAL REPORT - 2015 Community College Survey of Student Engagement

Coordinator of Institutional Assessment, Research and Planning Dr. Eric Bérubé presented the results of the 2015 Community College Survey of Student Engagement (CCSSE). Taft College administers the CCSSE every three years as a means of collecting student perceptions of their experience at Taft College. The CCSSE is an important source of data for measuring the impact of institutional practices and student behaviors that are correlated with student learning and student retention. The CCSSE questionnaire helps colleges assess the effectiveness of institutional practices in five major areas (benchmarks): Active and Collaborative Learning; Student Effort; Academic Challenge; Student-Faculty Interaction and Support for Learners. The College uses these data to measure its institutional effectiveness and plan for continuous improvement.

Dr. Bérubé provided a PowerPoint presentation (copy attached to official minutes) of the CCSSE report. The report consists of the Key Findings; Benchmarks of Effective Educational Practice; Aspects of Highest Student Engagement; Aspects of Lowest Student Engagement; and 2015 Special Focus Items.

Dr. Bérubé noted that the results indicate that, in general, part-time students do not do as well as full-time students. Taft College students tend to score higher than similar comparison colleges across the country on the specific measures of Active and Collaborative Learning, Academic Challenge, Student Effort, and especially Support for Learners. In general, TC's weakest area compared to other similar colleges was Student Effort. The CCSSE results are used for Program Review to identify areas of concern, and to monitor the effectiveness of Strategic Action Plan activities.

APPROVAL OF MINUTES

On a motion by Trustee Long, seconded by Trustee Campos and unanimously carried, the minutes of the Regular Meeting held October 14, 2015 and the Special Meeting held October 29, 2015 were approved.

QUARTERLY INVESTMENT REPORT

District Investment Advisor Dave Ivarie distributed and reviewed the quarterly report of the WKCCD General Obligation Bond Portfolio and Facilities Reserve for the quarter ending September 30, 2015 (copies attached to the official minutes). Mr. Ivarie reviewed the highlights of the Facilities Reserve including income for the quarter of \$70,545.26 with no withdrawals. The ending value was \$14,526,518.65 with a projected 12-month portfolio coupon income of \$392,563.00 with \$4,099,745.60 total income since inception. Mr. Ivarie reviewed the asset and credit sector allocation and the portfolio maturity distribution, as well as confirming continuing compliance with state code and regulations.

NEW BUSINESS (continued):

The General Obligation Bond Portfolio was reviewed. Mr. Ivarie reported that the GO Bond Portfolio gained income of \$62,776.40 and an ending value of \$12,077,156.97. The projected 12-month portfolio coupon income is \$229,243.00 with \$4,706,268.37 total income since inception. Mr. Ivarie reviewed the asset and credit sector allocation and the portfolio maturity distribution, as well as confirming continuing compliance with state code and regulations. He noted that the portfolio distribution ladder has been adjusted to a three-year schedule as requested by the District to meet future financial needs.

Executive Vice President of Administrative Services Brock McMurray noted that the Facilities Reserve maturity distribution chart and bar graph did not match. Mr. Ivarie will make the correction and forward it to the Office of the President (copy of corrected report attached to official minutes). General discussion regarding the investments included the unlikelihood of interest rate hikes before the next presidential election and the fact that the allocation of municipal bonds in both accounts currently exceeds the maximum investment policy amount by slightly more than 1.0%. Mr. Ivarie reported that the increase is due to market appreciation and not purchases, and recommended staying the course. If the appreciation becomes significant, he will contact President Maloney to discuss appropriate actions.

NEW BUSINESS

Information Item - 2015-16 Credit and Noncredit Student Success and Support Program Plan

Vice President of Student Services Darcy Bogle reported that the Student Success and Support Program requires each district to submit a plan annually detailing how SSSP services will be provided to each credit and non-credit student. The plan must focus on how the College will increase student success and access by providing students with cores SSSP services, which include (1) orientation; (2) assessment and placement; (3) counseling, advising and other educational planning services; and (4) support services to assist students in achieving their educational goals. The Taft College plan was developed in an inclusive process and discussed in the Academic Senate and by the Governance Council. The plan is posted to the web on the Institutional Research Planning Page.

Adjustment to the 2015-16 Budget - Student Success Allocation - \$91,060.00

Ms. Bogle reported at the time we prepared the adopted budget, we had not yet received official notice of the 2015-16 Student Success and Support Program (SSSP) allocation for the West Kern Community College District. The Chancellor's Office issued the allocation memo last week so we can now adjust our budget to reflect the 2015-16 funding. The West Kern Community College District will receive \$1,165,563 in

NEW BUSINESS (continued):

fiscal year 2015-16, which is \$91,060 more than we received the prior year. We are submitting an adjustment to the 2015-16 budget to reflect the increase in this year's SSSP funding. On a motion by Trustee Campos, seconded by Trustee Long and unanimously carried, the SSSP Budget adjustment of \$91,060 was approved.

2015-16 Adult Education Budget - \$750,000.00

Dr. Maloney reported that the Chancellor's Office issued notification of the Adult Education block grant allocations in September and the West Kern Adult Education Consortium was pleased to learn that it had received \$750,000. The Consortium had a planning meeting last week and has developed a spending plan which reflects the priorities and focus areas for our consortium. The budget includes funding to support the administrative needs of the program as well as staff to offer programs and services in four priority areas 1) Literacy; 2) English as a Second Language; 3) High School Equivalency; and 4) Citizenship Preparation.

In addition, the budget includes funding for partnering groups to offer other education services needed by adults in western Kern County. Taft College serves as the fiscal agent for this block grant but budgeting and operational decisions are governed by the Consortium. On a motion by Trustee Cole, seconded by Trustee Long and unanimously carried, the Adult Education budget was approved.

Second Reading - Updated Board Policy #6200 - Budget Preparation

Dr. Maloney reported, as noted at the October 15th Board meeting, BP #6200 - *Budget Preparation* is being presented for second reading and request for approval. The updated policy reflects accreditation standards in Standard IIID Fiscal Resources. Four additional criteria have been added to the development of the District budget. These require that the District present to the Board 1) budget assumptions; 2) the schedule for budget development no later than November 30th; 3) notify the Board of any changes in the budget assumptions during the development of the budget; and 4) projections which reflect long-term goals and financial obligations. On a motion by Trustee Long, seconded by Trustee Campos and unanimously carried, BP #6200 was approved (copy attached to official minutes).

First Reading - Updated Board Policy #6250 - Budget Management

Dr. Maloney reviewed that Board Policy #6250 *Budget Management* has been updated per the CCLC Board Policy and Procedure Service to reflect current legal references and legal standards. The policy also reflects the long-standing goal of the Board to target a minimum unrestricted general fund reserve of at least 12%, but not less than 5% as established by the State Chancellor's Office (copy attached to official minutes).

NEW BUSINESS (continued):

First Reading – Updated Board Policy #3550 – Drug Free Environment and Drug Prevention Program

Dr. Maloney reported that, Board Policy #3550 *Drug Free Environment and Drug Prevention Program* has also been updated to reflect current legal references and legal standards. The revisions, as noted by CCLC, include a section on health risks and information on controlled substances (copy attached to official minutes).

Purchase of 2015 Chevrolet Silverado Pickup Truck from Rio Vista Chevrolet for Maintenance & Operations Department, \$31,509.09

Following brief review, it was agreed to postpone action on the purchase of a Chevrolet pickup truck pending further information. The item will be considered at the next regular meeting of the Board scheduled for December 9th.

CONSENT AGENDA:

- A. Request for Approval – 2017-18 Academic Calendar
- B. Review of the California Community College Financial Status Report (CCFS-311A) for the Year Ending June 30, 2015
- C. Request for Approval – Agreement with WESTEC to Provide CPR/First Aid Training for ECEF 1590 Students, 11/14/15, No Fee
- D. Request for Approval – Course Updates:
 - Prerequisite Language Revision
 - MATH 1500 – Math for a Modern Society
 - MATH 1520 – Finite Mathematics
 - MATH 1530 – Plane Trigonometry
 - MATH 1540 – Precalculus Mathematics
 - STAT 1510 – Elementary Statistics
 - Math & Science Division
 - MATH 1530 – Plane Trigonometry
 - Social Science Division
 - PSYC 2205 – Introduction to Research Methods in the Social Sciences
- E. Request for Approval – MTS TEM Suite Call Accounting License and Services for System Upgrade, \$4,094.00
- F. Request for Approval – Agreement with AMS.NET to Provide Cisco Network Switches for the Energy Technology & Engineering Center Quote #Q-00002531, \$24,982.01 (Grant Funded)

CONSENT AGENDA (continued):

- G. Request for Approval – Agreement with INSTRUCTURE to Provide 400 User Accounts with the Canvas Learning Management System Pilot Project, 1/1/16 – 6/30/16, \$7,500.00
- H. Request for Approval – Garden Pathways Invoice #352 for Presentation of Mentoring Model and Facilitation of Roundtable Discussion, 11/13/15, \$1,000.00
- I. Ratification and Confirmation October 2015 Vendor Check & Purchase Order Registers
- J. Routine Personnel Items:
 - 1. Request for Conference Attendance and Expenses as of November 4, 2015

On a motion by Trustee Long, seconded by Trustee Cole and unanimously carried, Consent Agenda Items A – J were approved as presented (materials related to items A – J 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 following financial reports were presented for information (copies attached to official minutes):

- 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, October 2015
- 4. Student Organization and Special Accounts, October 2015
- 5. Funds Deposited in County Treasury, October 2015
- 6. Investments Held at Deutsche Bank Trust Company and The Bank of New York Mellon 7/1/15 – 9/30/15

Trustee Reports

Trustee Manny Campos reported that he enjoyed the recent first annual Hall of Fame Dinner that was held at OT's restaurant.

Trustee Michael Long appreciated the recognition of Veterans at the Hall of Fame Dinner.

REPORTS (continued):

Trustee Dawn Cole also commented on the successful Hall of Fame Dinner. She also noted the Athletic Department Christmas tree and wreath sales, and complimented Foundation Executive Director Sheri Horn Bunk for the very successful West Kern Petroleum Summit.

Trustee Kal Vaughn also enjoyed the Hall of Fame Dinner and also recognized the 20th anniversary of the Transition to Independent Living Program.

Associated Student Body

Student Trustee Shoshanna Kukuliev reported that the annual Thanksgiving canned food drive ends November 19th. The goal is to collect 1500 cans of food, along with funding for 20 turkeys to donate to families in need during the holiday. She also reported that she had recently attended a three-day General Assembly in Sacramento. Two important topics that were focused on are the America's Promise Act and the movement toward smoke/tobacco free community colleges.

Academic Senate

Senate President Geoffrey Dyer reported that the Senate met October 21st and November 2nd. Among the items currently being discussed are the possibility of moving to Canvas as the online course management system, full enrollment for incarcerated students, and highlights of the Student Equity Plan. The Senate has approved first reading of the new Distance Education Committee Charter, revisions to the SLOASC Charter and the men's and women's golf program proposal. They also approved transforming the Senate from a senate of the whole to a senate of the whole with expanded executive committee or senate council. Another important focus of the Senate is the rankings of new faculty positions for the 2016-17 year. Lastly, Mr. Dyer reported that he, Jessica Grimes, Dan Hall and Vicki Jacobi attended the ASCCC Fall Plenary November 4 - 7. Sessions focused on EEO and faculty diversity, challenges accompanying the hiring boom, and Accreditation.

Student Services

Vice President of Student Services Darcy Bogle congratulated the inductees and thanked the Board for their support in attending the Hall of Fame Dinner. She noted that banners have been added to the campus light poles. They are being added in three phases - eleven banners have been purchased and displayed in the first phase. Registration for the spring semester started today. Two Cougar Days are scheduled for January 5th and 6th at which students can complete all steps in order to register in the same day. Lastly, the women's soccer team plays Fresno City on Friday, November 13th. With a win, the TC women will clench the Central Valley Conference championship!

REPORTS (continued):

Foundation

Executive Director Sheri Horn Bunk thanked the Board for their support and attendance at both the Cougar Cook-Out and the West Kern Petroleum Summit.

Administrative Services

Executive Vice President of Administrative Services Brock McMurray reported that the District's auditors are on campus the week of November 16 - 20. Regarding facilities, the Energy Technology and Engineering Center (ETEC) is 95% complete. The contractor is currently working on the punch list and furniture is being installed. A ribbon cutting ceremony is scheduled for November 19th at 11:00 a.m. Final plans for the Student Center project have been returned by the Department of State Architects and in the final cost estimate phase. A number of smaller projects that will begin in the near future include the PG&E electrical service upgrade, the gym HVAC repairs, the Prop 39 courtyard lighting upgrades, and phase two of the gym interior improvement project.

Faculty Association

Association President Diane Jones wished the Board and others present a Happy Veteran's Day and thanked those involved with the organization of the Hall of Fame Dinner.

Human Resources

Associate Vice President of Human Resources Dr. Robert Meteau reported that he appreciated the recognition of Veterans on campus with the complimentary lunch. He noted that two New Employee Luncheons were held in late October to recognize 35 new hires in the last 14 months. Recruitment for many open positions is ongoing and supervisory workshops are being offered to management staff. Lastly, a Thanksgiving Potluck is being planned for all employees on Friday, November 20th.

REPORT OF THE SUPERINTENDENT

Events/Meetings

Dr. Maloney reported on the following events and meetings that have taken place in the past month:

October 16th - TC Foundation's West Kern Petroleum Summit. Dr. Maloney thanked the volunteers who participated in the West Kern Petroleum Summit. The event was overwhelmingly successful and a great deal of credit goes to those who volunteered their time.

REPORT OF THE SUPERINTENDENT (continued):

Events/Meetings (continued)

October 22nd and 27th - New Employee Luncheons

October 28th - Presentation to the Kern County Grand Jury on the topic of Taft College and its programs.

November 4th - Kern County Economic Development Corporation Annual Energy Summit

November 4th - Quarterly WKCCD Citizens' Oversight Committee Meeting

November 6th - WKCCD Retirement Board of Authority Meeting

November 17th - Institutional Effectiveness Partnership Initiative Partnership Resource Team Meeting to discuss TC's SLO Process, Data and Institutional Planning and Resource Allocation Methods

Projects

Dr. Maloney reported that she is finalizing the data that will be included in the *2015-16 Annual Report to the Community* for publication in January.

The AB86 Adult Education Consortium has developed an eight week pilot program (The Small Business Academy) through the Hispanic Chamber of Commerce at no cost to local businesses. The Consortium has leased office space at the Taft Historic Fort.

Vice President of Instruction Mark Williams attended the STEMConnector Disruptive Innovation in Higher Education Conference held in Washington DC.

EMPLOYMENT

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

EMPLOYMENT (continued):

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

No: None

Abstain: None

Absent: Billy White

NEXT MEETING

The next monthly meeting is scheduled for Wednesday, December 9, 2015, at 5:00 p.m.

CONTINUATION OF CLOSED SESSION

At 7:45 p.m. it was moved by Trustee Long, seconded by Trustee Cole 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 8:30 p.m., it was moved by Trustee Cole, seconded by Trustee Long and unanimously carried, to reconvene in Public Session. Secretary Vaughn reported that no action was taken during Closed Session.

ADJOURNMENT

At 8:36 p.m., on a motion by Trustee Campos, seconded by Trustee Long and unanimously carried, the meeting was adjourned.

Respectfully Submitted:

Kal Vaughn, Secretary