

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

REGULAR MEETING

December 9, 2015

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 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 5:02 p.m. it was moved by Trustee Cole, seconded by Trustee Campos 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 6:05 p.m., it was moved by Trustee Vaughn, seconded by Trustee Cole and unanimously carried, to reconvene in Public Session. President White reported that the Board considered a separation and general release agreement with a faculty employee. On a motion by Trustee Cole, seconded by Trustee Campos and unanimously carried, the agreement was approved. President White also announced that Closed Session would continue following the Open Session portion of the meeting.

PLEDGE OF ALLEGIANCE

President White led the pledge of allegiance.

PUBLIC COMMENT ON OPEN SESSION ITEMS

No comments were heard.

GENERAL COMMUNICATIONS

No communications were presented.

APPROVAL OF MINUTES

On a motion by Trustee Campos, seconded by Trustee Long and unanimously carried, the minutes of the Regular Meeting held November 11, 2015 and the Special Meeting held December 1, 2015 were approved.

NEW BUSINESS

Organization of the Board of Trustees - Election of President and Secretary

Trustee Cole thanked Board President Billy White and Secretary Kal Vaughn for their prior years of service and announced that, in view of the upcoming change in leadership with Superintendent/President Dr. Maloney assuming a position in another district, it is important to maintain continuity of the officers of the Board. Accordingly, she nominated President White to serve another term as President which was seconded by Trustee Long and carried unanimously.

President White nominated Secretary Kal Vaughn for an additional term, which was seconded by Trustee Cole and unanimously carried.

Setting of a Regular Monthly Meeting as Required by Law

On a motion by Trustee Cole, seconded by Trustee Campos and unanimously carried, it was approved to continue to hold the regular monthly meetings of the Board on the second Wednesday of each month - Closed Session at 5:00 p.m. and Open Session at 6:00 p.m.

Election of Trustee Representative to the Kern County Committee on School District Organization

Trustee Cole made a motion to elect Secretary Kal Vaughn as Trustee Representative to the Kern County Committee on School District Organization. The motion was seconded by Trustee Campos and unanimously carried.

2015-17 Student Equity Program

Dr. Maloney reported that this year the College will receive \$476,006 to support the further implementation of the Student Equity Plan, designed to ensure equal educational opportunities and the promotion of student success for all students. The Plan was developed by the Access Committee which is part of the Governance Council. Vice President of Instruction Mark Williams reported that development of the Plan included detailed analysis of student achievement data that identified areas of

Student Equity Program (continued):

disproportionate impact in student achievement outcomes. The data was disaggregated by ethnicity, gender and specific program subpopulations. Student achievement outcomes were examined for ESL/Basic Skills courses, Degree Courses and Transfer population. Analysis was also conducted with regard to Associate Degree attainment, Certificate attainment and transfer preparation. Specific strategies for improving the student achievement outcomes for student populations showing disproportionate impact are included in the Plan. These strategies include adopting a case management approach to each disproportionately impacted group of students, employing student mentors to assist students in achieving better outcomes and adopting new technology communication tools to enhance student outreach and build connections to learning support resources so that students access the tools needed to succeed. On a motion by Trustee Cole, seconded by Trustee Vaughn and unanimously carried, the 2015-17 Student Equity Program was approved.

Split of the Liberal Arts Division into the Liberal Arts Division and the English Division, Effective Spring 2016 Semester

Dr. Maloney reviewed that for many years the Liberal Arts Division, which includes 14 departments, has operated under a co-chair leadership structure. Each co-chair receives one-half of the Division Chair stipend and one-half of the Division Chair release time. However, both co-chairs attend all meetings required of Division Chairs and in all aspects operate as two distinct divisions. The co-chairs have recommended that the District recognize that the divisions are, in fact, distinct and separate. The recommendation was discussed in the Academic Senate and in the Governance Council. Both bodies have supported the recommendation. On a motion by Trustee Long, seconded by Trustee Cole and unanimously carried, the split of the Liberal Arts Division into the Liberal Arts Division and the English Division was approved effective Spring 2016 semester.

Proposal to Add Two New Sports - Men's & Women's Golf, Projected Cost - \$50,000.00/Year

Vice President of Student Services Darcy Bogle reported that the proposal to add women's and men's golf to the Taft College Athletic Program has been included in the Athletic Department's Program Review for several years. The proposal has both an instructional component (classes relating to the sport) and an Athletic Program component (intercollegiate sports). The proposal has been discussed in the Academic Senate and in the Governance Council and received support from both entities. Buena Vista Golf Course has agreed to provide the use of the facility for the team. Since men's golf is a spring sport and women's golf is a fall sport it is proposed that the teams will begin in spring 2017 and fall 2017 respectively. This timeline will also provide the opportunity to recruit athletes and hire a part-time coach. The estimated cost is \$50,000.00 per year and the sport may add up to 20 FTES, which will contribute to the

NEW BUSINESS (continued):

overall enrollment management goal to grow FTES by 1.00%. On a motion by Trustee Cole, seconded by Trustee Campos and unanimously carried, the proposal was approved.

Second Reading - Updated Board Policy #6250 - Budget Management

Dr. Maloney reported that Board Policy #6250 - Budget Management - has been updated to reflect current legal references and legal standards as recommended by the CCLC Board Policy and Procedure Service. 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. The goal of the 12% reserve confirms the Board's commitment to fiscal responsibility and prudent savings to protect the District during times of fiscal uncertainty. On a motion by Trustee Vaughn, seconded by Trustee Cole and unanimously carried, the updated Board Policy #6250 was approved (copy attached to official minutes).

Second Reading - Updated Board Policy #3550 - Drug Free Environment and Drug Prevention Program

Dr. Maloney reported that, similar to BP #6250, Board Policy #3550 - Drug Free Environment and Drug Prevention Program is being updated to reflect current legal references and legal standards. The update includes a section on health risks and information on controlled substances. On a motion by Trustee Long, seconded by Trustee Campos and unanimously carried, the updated Board Policy #3550 was approved (copy attached to official minutes).

Presidential Search Services Agreement with PPL Incorporated, Effective 12/10/15, \$26,000.00, Plus Travel Expenses Not to Exceed \$3,500.00

The proposed contract with PPL Incorporated was distributed and reviewed by Dr. Maloney. She noted that four firms were contacted to provide proposals for presidential search services from which two were received. On Tuesday, December 1st, the Board held a special meeting to review the proposals and approved the engagement with PPL. PPL is aware and has indicated their agreement to achieve the District's interest to identify a Superintendent/President in May 2016 so that the final contract can be approved at the Board's June meeting. PPL's contract has been reviewed and approved by legal counsel. On a motion by Trustee Vaughn, seconded by Trustee Long and unanimously carried, the contract with PPL Incorporated was approved (copy attached to official minutes).

Resignation of Superintendent/President Dr. Dena Maloney, Effective January 31, 2016

Dr. Maloney reported that her letter of resignation, effective January 31, 2016, is included in the Board packet. She shared that it has been an honor for her to serve the

NEW BUSINESS (continued):

District as the Superintendent/President and it is with regret that she is leaving but that she was proud to have been part of the Taft College team.

President White thanked Dr. Maloney for her leadership and many accomplishments as the District CEO. His only regret was that he would have liked to have had her serve as Superintendent/President for a longer term.

Trustee Cole, Campos, Long and Vaughn commended Dr. Maloney for her service and noted her accomplishments as well and added that the District benefited greatly from her hard work and dedication.

CONSENT AGENDA:

A. Request for Approval – Course Updates:

Liberal Arts Division

ARTH 2040 – Survey of African, Oceanic, and Indigenous North American Art

ENGL 0800 – Introductory Writing and Grammar

READ 0805 – Introductory Reading

Math & Science Division

BIOL 2203 – General Botany

B. Request for Approval – Distance Learning Offering:

Learning Support Division

STSU 1016 – College Survival

C. Request for Approval – Program Updates:

Liberal Arts Division

AA-T English

Liberal Arts: Arts and Humanities

D. Request for Approval – Course Inactivations:

Liberal Arts Division

ENGL 2300 – Women’s Literature through the Ages

ENGL 2500 – Chicano Literature

E. Request for Approval – Removal of Course from Taft College’s Local Transfer Pattern, CSU Breadth and IGETC: BIOL 2203 – General Biology

F. Request for Approval – Agreement with Social Solutions Global Inc. for Efforts to Outcomes (ETO) Subscription/Portal Access and Consulting Support for the Student Mentor/Mentee Program, 12 Months, Effective Upon Approval, \$46,224.00 for 50 User Minimum, and One Dashboard Portal Participant Licenses, Up to \$15,372.00 for Professional Services As Needed, Total - \$61,596.00, Plus Applicable Travel Expenses (Student Equity Funding)

CONSENT AGENDA (continued):

- G. Request for Approval - Agreement with Insight Assessment for California Critical Thinking Disposition Inventory E-Testing System for Student Equity Research, Effective 12 Months from Date of Purchase, \$7,704.00 (Includes E-Testing System Orientation and Use of Online CCTDI) (Student Equity Funding)
- H. Request for Approval - PASCO Quote #Q1246102 for the Purchase of Lab Equipment for New Physics Course - PHYS 2223 (Physics III), \$31,113.48 (Grant Funding)
- I. Request for Approval - Agreement with CampusQuad for Mobile Communication Platform Services and Support to Provide Social Networking Online Context in Support of Student Success, 12 Months, Effective Upon Approval, \$15,000.00 (Student Equity Funding)
- J. Request for Approval - Educational Practicum Affiliation Agreement with Idaho State University to Provide a Dental Hygiene Practicum for an Idaho State University Master's of Science in Dental Hygiene Student, Effective Upon Approval with Continuous One-Year Renewals (No Expense)
- K. Request for Approval - Agreement with Quicksilver Software, Inc., to Update the TC-Stats Computer Software Application (Utilized by STAT 1510 Course) to Operate with Apple iOS 7, iOS 8 and iOS 9 Versions, 12/10/15 - 3/1/16, \$2,500.00 (Foundation STEM Funding)
- L. Request for Approval - Residence Hall/Dormitory and Meal Plan Fee Adjustments for 2016/17:
 - Ash Street & Cougar Dorms:
Dorms - From \$1,800.00/Yr. (No Change)
Meals: \$2,907.00/Yr. to (No Change)
 - TIL Program:
Dorms - From \$2,750.00Yr. to \$3,025.00/Yr. (\$25.00/Mo. Increase)
Meals: \$3,591.00/Yr. (No Change)
- M. Request for Approval - Addendum to Agreement with Credentials, Inc., to Accept TC Transcript Orders (Including the first two free copies) via the Internet Through a Secure Website, Effective January 1, 2016, \$1.75 Plus Postage/ Transcript, Effective January 1, 2016
- N. Request for Approval - Renewal of Eureka Agency/User Site License Contract to Provide Online Career Assessment Tools, 1/1/16 - 12/31/16, \$1,499.63

CONSENT AGENDA (continued):

- O. Request for Approval - ABTECH Technologies Quote #ADV-1021-2063-2980 for the Purchase of a Lenovo Computer Server, \$5,446.72
- P. Request for Approval - Amendment to the Current Ellucian Software Maintenance Agreement for the Banner (5 yrs.) and Oracle (4 Yrs.) Database Systems, 1/1/16 to 12/31/20, \$163,758.00
- Q. Request for Approval - Firefly Quote #621346 for the Purchase of 75 Smart Client (Computers) and Monitors to Replace Existing Classroom Equipment, \$30,365.00 (State Equipment Funding)
- R. Request for Approval - Agreement with Pacific West Sound Inc. for the Sound System for the 2015-16 Taft College Graduation Ceremony, 5/20/16, \$3,100.00
- S. Request for Approval - Facilities Use Agreement with Taft Union High School District for the Use of the Football Stadium, 5/20/15 (No Fee)
- T. Request for Approval - Purchase of a 2015 Chevrolet Silverado 1500 for the Maintenance & Operations Department from Rio Vista Chevrolet, Buellton, CA, \$34,504.52 (Including Taxes & Fees)
- U. Request for Approval - Agreement with Liebert Cassidy Legal Firm to Provide Recruitment Screening/Selection Committee Training, 1/7/16, \$2,000.00
- V. Request for Approval - Renewal of Consulting Services Agreement with RPM Consulting Group to Provide Professional Services Related to Health Benefits Cost Containment, 1/1/16 - 12/31/16, \$275.00/Hour, Not to Exceed 112 Hours, Plus \$2,000.00 in Travel Expenses (\$32,800.00)
- W. Request for Approval - Garden Pathways Invoice #363 for Provide Startup Training and Consulting on an Efforts to Outcomes System Related to the TC Student Mentor Program, \$75.00/Hour, Effective 12/10/15, Not to Exceed 30 Hours (Student Equity Funding)
- X. Ratification of the November 2015 Vendor Check & Purchase Order Registers
- Y. Routine Personnel Items:
 - 1. Request for Conference Attendance and Expenses as of December 2, 2015

On a motion by Trustee Vaughn, seconded by Trustee Long and unanimously carried, Consent Agenda Items A - Y were approved as presented (materials related to items A - Y 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, November 2015
4. Student Organization and Special Accounts, November 2015
5. Funds Deposited in County Treasury, November 2015

Associated Student Body

Student Trustee Shoshanna Kukuliev reported that the ASB activity schedule for the month of December was light due to the end of the semester and related final exam schedule. However, the traditional canned goods drive for Thanksgiving took place in November and was a huge success. Over 1,000 cans were collected and donations funded 25 turkeys which were delivered to families in need. Holiday related events included a Menorah candle lighting ceremony and a secret Santa gift exchange. Lastly, Shoshanna reported that a group of officers from Taft College attended a meeting of the Chancellor's Office Advisory Group on counseling in Sacramento. She related that it was interesting to observe the group in action and learn what's happening at the community college state level.

Academic Senate

Senate President Geoffrey Dyer reported that the Senate met on November 18 and December 7. Topics of discussion included Equal Employment Opportunity (EEO) Training; Accreditation; Distance Education; tutoring; accessibility; and dual enrollment. The Senate has taken action on the following items:

1. Approval of the creation of a new Distance Education Committee
2. Approval of revisions to the SLOASC Charter
3. Approval of the proposal to add men's and women's golf
4. Creation of draft constitution and bylaws
5. Approval of the first reading of new policy on SLOs

Instruction

Vice President of Instruction Mark Williams wished Dr. Maloney well in her new

REPORTS (continued):

position as Superintendent/President at El Camino Community College and also related that he has enjoyed working with her very much.

Faculty Association

Faculty Association President Diane Jones reported that she attended the recent EEO training provided by Dr. Robert Meteau, Associate Vice President of Human Resources. She added that the training was informative and well presented. She added that the campus looks very festive with the holidays drawing near and the final exam schedule takes place the week of December 14.

Student Services

Vice President of Student Services Darcy Bogle thanked Vice President of Instruction Mark Williams for his hard work on the Student Equity Plan. She announced the Fall Sports Banquet that is scheduled for Sunday, December 13th, at 11:30 a.m. at OT's Cookhouse. Those interested in attending may contact the Athletic Department at 763-7829.

Human Resources

Associate Vice President of Human Resources Dr. Robert Meteau reported that the staff Thanksgiving luncheon was a huge success. It was very well attended and everyone enjoyed the festivities. He noted that a second EEO training is scheduled during spring inservice.

Administrative Services

Executive Vice President of Administrative Services Brock McMurray reported that he will be attending the annual budget meeting in January in Sacramento to hear the "early" news regarding the 2016-17 state budget. It appears to be a strong budget year but the next few months will tell more.

Facilities

Principal Architect Jose Vargas provided the following status of current facilities projects:

Energy Technology Engineering Center

Minor loose ends are being completed at the ETEC and the facility will be ready for staff to move into the facility the week before the spring semester begins.

REPORTS (continued):

Alley Infrastructure Project

The Alley project is 90% complete. AP Architects are working with the contractor to resolve punch list items regarding paving.

Student Center Project

AP Architects are reviewing the original plans for the project to prepare to go to bid. Plans are to include all project options at bid time to control the opportunity for value engineering. The goal is to get the bid out in January.

PG&E

The PG&E project is an upgrade of our utility infrastructure. The plans are ready and the project will go out to bid in January.

Scheduled Maintenance - Gym HVAC

The bid package for the replacement of the gym heating and air conditioning is being finalized and will be sent out within two weeks.

Gym Interiors - Phase II

Additional sound panels are being installed and the project is scheduled to be completed by the end of January.

Proposition 39 - Energy Efficiency

AP Architects are currently working on the bid package to retrofit the lighting in the campus courtyard to LED lighting. This is the last phase of the retrofit project.

REPORT OF THE SUPERINTENDENT

Institutional Effectiveness Partnership Initiative

Dr. Maloney reported that the College's Accreditation Self Study indicated an actionable plan in Standard II relating to Student Learning Outcomes assessments. The College requested a team through the Institutional Effectiveness Partnership Initiative (IEPI) to assist us with our SLO assessment and they visited on November 17th. The group spent the day talking with faculty and staff gathering information to make their recommendations. Their preliminary report has been received and options for improvement will be formulated.

REPORT of the SUPERINTENDENT (continued):

ETEC Ribbon Cutting Ceremony

The Energy Technology & Engineering Center (ETEC) ribbon cutting ceremony was held Thursday, November 19th. The program included comments by administration, faculty and students followed by a luncheon. The facility is a great complement to the campus.

Adult Education

Dr. Maloney reported that she has met with representatives from United Way to discuss adult education services. From that meeting, a meeting with the Kern Literacy Foundation was scheduled to further discuss services such as English as a second language, literacy, high school education and citizenship preparation. The Kern Literacy director plans to visit the campus to explore the service possibilities.

EMPLOYMENT

A revised Appendix I (Academic Employment) was distributed which reflected a correction on item 3 - Division Chair Assignments. The change indicates the salary related to the split of the Liberal Arts Division into two - The Liberal Arts Division and the English Division.

On a motion by Trustee Cole and seconded by Trustee Long, Employment Items A - E were approved by the following vote (Employment Items A - D (*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, January 13, 2016, at 5:00 p.m.

CONTINUATION OF CLOSED SESSION

At 6:50 p.m. it was moved by Trustee Vaughn, seconded by Trustee Campos 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

CONTINUATION OF CLOSED SESSION (continued):

- 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 7:50 p.m. it was moved by Trustee Cole, seconded by Trustee Long and unanimously carried, to reconvene in Public Session. President White reported that during Closed Session the Board deliberated on the designation of an Interim Superintendent/President until such time as a new Superintendent/President is approved for hire by the District. On a motion by Trustee Campos, seconded by Trustee Long and unanimously carried, the Board designated Mr. Brock McMurray as the Interim Superintendent/President, subject to agreement upon the terms of employment as Interim Superintendent/President. An employment contract will be prepared and presented to the Board at the January 13, 2016 meeting.

ADJOURNMENT

At 7:51 p.m., on a motion by Trustee Cole, seconded by Trustee Vaughn and unanimously carried, the meeting was adjourned.

Respectfully Submitted:

Kal Vaughn, Secretary