

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

REGULAR MEETING

February 10, 2016

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 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 5:01 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 PUBLIC SESSION; ANNOUNCE CLOSED SESSION ACTIONS

At 6:04 p.m., it was moved by Trustee Long, seconded by Trustee Cole 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

President White announced the Annual School Trustees Winter Dinner meeting of the Kern County School Boards Association and the Kern County Superintendent of Schools Office is scheduled for February 29, 2016, at the Double Tree Hotel in Bakersfield. Any Trustees interested in attending are asked to contact Shelley Klein for arrangements.

QUARTERLY INVESTMENT REPORT

District Investment Advisor Mike Urner distributed and reviewed the quarterly report of the WKCCD General Obligation Bond Portfolio and Facilities Reserve for the quarter ending December 31, 2015 (copies attached to the official minutes). Mr. Urner reviewed the highlights of the Facilities Reserve including income for the quarter of \$99,844.33 with a withdrawal of \$1,408,684.00 for the District's long term obligations. The ending value was \$13,100,245.83 with a projected 12-month portfolio coupon income of \$333,132.00 and \$4,199,589.95 total income earned since inception. Mr. Urner reviewed the asset and credit sector allocation and the portfolio maturity distribution, as well as confirming continuing compliance with state code and regulations.

The General Obligation Bond Portfolio was also reviewed. Mr. Urner reported that the GO Bond Portfolio gained income of \$56,036.63 for the quarter with an ending value of \$12,054,839.20. The projected 12-month portfolio coupon income is \$236,874.00 with \$4,762,305.00 total income earned since inception. Mr. Urner 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 with increasing interest rates we can anticipate a good amount of calls on the bonds owned by the District. He added that the Treasury rates are declining due to the current low price of oil and general market volatility. The stock market performance in January has been the weakest in history, but the environment is favorable for the bond market which benefits the District.

APPROVAL OF MINUTES

On a motion by Trustee Vaughn, seconded by Trustee Campos and unanimously carried, the minutes of the Regular Meeting held January 13, 2016 and the Special Meeting held January 27, 2016 were approved.

NEW BUSINESS

Award of Bid to Hillcrest/Mesa Energy for the Gymnasium HVAC Replacement, Installation and Related Repairs

District Architect Jose Vargas reported that his firm is recommending award of bid to low bidder Hillcrest/Mesa Energy in the amount of \$63,785.00 for the Gymnasium HVAC replacement, installation and related repairs project. The current HVAC units

NEW BUSINESS (continued):

are 20 years old and the project includes ducting and roof repair work related to the replacement of the units. On a motion by Trustee Long, seconded by Trustee Cole, the award of bid was unanimously approved (related documents attached to official minutes).

Second Reading and Request for Approval – 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

On a motion by Trustee Vaughn, seconded by Trustee Long and unanimously carried, the above-referenced new and revised Board Policies were approved.

First Reading – Memorandum of Understanding with the Taft College Faculty Association to Clarify Credit vs. Non-Credit Class Loads

Interim Superintendent Brock McMurray reported that, through the interest-based bargain process, the Taft College Faculty Collective Bargaining Committee had reached consensus to language clarifications of Article 6.1.1 of the faculty collective bargaining agreement. The memorandum of understanding clarifies the calculation of teaching load lecture hours for non-credit courses (copy attached to official minutes) and memorializes the practice for the future. A second reading and request for approval will take place at the meeting scheduled for March 9, 2016.

First Reading – Revised Board Policies: BP #3820 – Gifts and BP #7340 – Leaves

Mr. McMurray reported that the above-referenced Board Policies are being presented for their first reading. BP #3820 – Gifts – is being updated to reflect that “military or veteran status” to the list of groups expressly named as potential victims of discrimination. BP#7340 – Leaves – is being updated to reflect current regulatory references and the addition of the following purposes for leaves: 1) injury-related leaves to permanent employees; 2) paid sick leave per Labor Code Section 246; and 3) leave to bond with a new child. A second reading and request for approval will take place at the meeting scheduled for March 9, 2016.

CONSENT AGENDA:

A. Presentation of President’s and Vice President’s Lists for Fall 2015

CONSENT AGENDA (continued):

- B. Request for Approval - Updated Library Fees, Fines & Prices, Effective 3/1/16
- C. Request for Approval - Agreement with JP Marketing for Phase 2 of Web Design Consulting Services, Effective Upon Approval, Estimated Cost - \$45,500.00
- D. Request for Ratification - Three Year Maintenance Renewal with Daikin for the Campus Chiller, 1/1/16 - 12/31/18, \$22,872.00
- E. Request for Approval - Quotation #QUO-09467-G5LOR2/0 From Lego Education for Purchase of 30 Lego Mindstorms EV3 Kits, \$12,288.82, Grant Funding
- F. Request for Approval - Consulting Agreement with Robert J. Pacheco, Ed.D. to Facilitate the Governance Council Retreat Scheduled for Friday, February 26, 2016, \$1,250.00
- G. Request for Approval - Contract for Banquet Services with Stockdale Country Club for the Governance Council Retreat Scheduled for Friday, February 26, 2016, \$23.70/person, \$2,370.40 Estimated Total
- H. Request for Approval - Renewal of Agreement with C.A. Reding to Provide Maintenance for the Library Equitrac Paystation Deposit Center, 3/10/16 - 3/9/17, \$1,575.00/Yr.
- I. Ratification of the January 2016 Vendor Check & Purchase Order Registers
- J. Routine Personnel Items:
 - 1. Request for Conference Attendance and Expenses as of February 3, 2016

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

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, January 2016
4. Student Organization and Special Accounts, January 2016
5. Funds Deposited in County Treasury, January 2016
6. Investments Held at Deutsche Bank Trust Company and The Bank of New York Mellon 7/1/15 - 12/31/15

Trustee Reports

Trustee Kal Vaughn reported that he is pleased to serve on the presidential search committee and that the process is going well. He also thanked consultant Dr. Roe Darnell for his service to both the Presidential Search Committee and the selection committee to replace Executive Assistant to the Superintendent/President and Board of Trustees.

Board President Billy White reported that he and Trustee Manny Campos, along with Interim Superintendent/President Brock McMurray, attended the CCLC Legislative Conference that took place January 31 - February 1, 2016 in Sacramento. The group attended conference sessions and met with representatives of Senator Jean Fuller and Assemblywoman Shannon Grove. They plan to meet with the Senator and Assemblywoman personally later in the month. President White added that he is also serving on the Presidential Search Committee and commended the group for their open dialog.

Associated Students

Student Trustee Shoshanna Kukuliev reported on the February AB activities that include Black History Month activities; a Valentine's Day Rally (2/11); the Annual Taste of Soul Lunch (2/25); and Clery Act Awareness activities (2/17 - 2/19).

Academic Senate

Senate President Geoffrey Dyer reported that during the last month the Senate has addressed the Professional Development Charter; the IEPI/PRT Process; Foundation Grants; the potential SLO procedure and the TC Student Research Conference. The Senate approved a new constitution and bylaws; approved a policy for SLOs; activated a dual enrollment taskforce; voted to move ranking of new faculty positions to August inservice; created a taskforce to evaluate how the Senate ranks these requests; and, formed program discontinuation taskforces for DSE and recreation.

REPORTS (continued):

Student Services

Vice President of Student Services Darcy Bogle reported that the College website project is moving along with the current focus on navigation and flow. The entire project will be completed and launched by the end of the spring semester. She noted that the number of students who achieved placement on the President's and Vice President's Lists grow each semester and it is an accomplishment for which the students should be very proud.

Lastly, Ms. Bogle reported that the recent Triple Play Dinner was very well planned and the event was very enjoyable. Her focus will now turn to the upcoming Foundation Golf Tournament scheduled for April 29th at BV Golf Course.

Faculty Association

Faculty Association President Diane Jones reported that faculty members have begun their scheduling meetings for the summer and fall semesters. She added that she was pleased with the final Accreditation report.

Presidential Search Committee

Board Consultant Dr. Roe Darnell reported that the presidential search process is progressing well and the goal is to culminate the process in May in order for the Board to be able to formally approve a permanent Superintendent/President in June. The position announcement will be available on the search website on February 19th.

REPORT OF THE SUPERINTENDENT

2016 Report to the Community

Interim Superintendent/President Brock McMurray distributed copies of the 2016 Report to the Community which was previously mailed to Board members. He commended Dr. Dena Maloney's work on this project, along with the Institutional Research Office Coordinator Dr. Eric Bérubé and his staff.

Report from the Accrediting Commission for Community & Junior Colleges (ACCJC)

Mr. McMurray announced that he was very pleased to receive the official notification from ACCJC regarding the College's accreditation status which was outlined in a press release disseminated earlier in the day. The College received reaffirmation of accreditation for 18 months with the requirement of a follow-up report by March 15, 2017, and a site visit to evaluate the institution's work. The report indicated that the College did not meet standards in the following areas:

REPORT of the SUPERINTENDENT (continued):

1. Integration of the assessment of course and program student learning outcomes (SLOs).
2. Submission of substantive change reports for the discontinuation of the automotive program and the re-establishment of the welding program which is offered at an off-site location.
3. Consistent assessment, analysis and evaluation of student learning outcomes for all academic programs and courses.
4. Communication of SLOs to students, including listing them consistently on all course syllabi and approved course outlines.

The College received the following commendations from the visiting team during their exit meeting:

1. TIL - integration of TIL students into campus life in all areas.
2. Facilities Planning - Grounds and development, buildings and overall environment.
3. Engagement with students - all the programs available: Steps to Success, One Stop Shop, Counseling. A genuine commitment to success. A vibrant student life program.
4. Leadership - Engagement of leadership - planning process, integrated planning across campus, changes to Governance Council charter and institutional effectiveness.

Future Events

Institutional Effectiveness Partnership Initiative (IEPI) - This effort has been spearheaded by the Chancellor's Office to assist Colleges statewide with accreditation challenges. Teams of community college administrators and faculty members work with staff to improve their performance in SLOs and those links to accreditation. The original team visit at Taft College took place November 17, 2015. A second team visit is scheduled for February 22, 2016. Mr. McMurray has been working with Dr. Eric Bérubé and Geoffrey Dyer to develop a plan to integrate the College's SLOs into the planning and accreditation process.

Governance Council Retreat - The Governance Council Retreat is scheduled for Friday, February 26, 2016, at Stockdale Country Club in Bakersfield. The focus of the retreat is Accreditation and SLOs. Dr. Bob Pacheco, who is an authority on both subjects, will facilitate the retreat.

Dental Hygiene Accreditation Site Visit - The Dental Hygiene Accreditation site visit took place February 2nd and 3rd. The visit went well. As is typical, the team made several recommendations which will be implemented in the program in the near future.

REPORT of the SUPERINTENDENT (continued):

Phillips 66 Check Presentation - On January 26th both local and regional representatives from Phillips 66 presented a donation of \$20,000 to the TC Foundation for use in the Energy Technology Program and K-14 STEM Outreach. The check presentation was held during a computer programming class in the ETEC building which was followed by a buffet lunch.

Sheri Horn Bunk Named Taft Business Woman of the Year - Congratulations to Foundation Executive Director Sheri Horn Bunk who has been named Taft Business Woman of the Year by the Taft Chamber of Commerce. Along with others, she will receive the award at the Chamber Installation Dinner on February 11th.

Kern Economic Development Corporation - Mr. McMurray announced that he attended a recent KEDC Board Meeting and will be oriented as a new member in a couple of weeks.

Legislative Conference - Lastly, Mr. McMurray, Board President Billy White and Trustee Emmanuel Campos attend the annual CCLC Legislative Conference in Sacramento January 31 - February 1, 2016. In addition to attending conference sessions, the group met with representatives of Senator Jean Fuller and Assemblywoman Shannon Grove. The group will also meet personally with Senator Fuller and Assemblywoman Grove later in the month.

EMPLOYMENT

On a motion by Trustee Cole and seconded by Trustee Campos, 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, March 9, 2016, at 5:00 p.m.

ADJOURNMENT

At 6:59 p.m., on a motion by Trustee Vaughn, seconded by Trustee Long and unanimously carried, the meeting was adjourned.

Respectfully Submitted:

Kal Vaughn, Secretary