

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

**REGULAR MEETING**

**March 9, 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. Interim Superintendent/President Brock McMurray 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 Real Property Negotiators - Property: IPN # 032-010-8  
Agency Negotiator: Interim Superintendent/President  
Under Negotiation: Price and Terms of Payment
- E. 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 6:03 p.m., it was moved by Trustee Campos, 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**

Interim Superintendent/President Brock McMurray reported that he had reviewed the candidates for the 2016 California Community College Board of Trustees and had prepared a ballot for consideration by the Board. The WKCCD has one ballot and may vote for up to eight nominees. Mr. McMurray is recommending four who represent similar-sized districts. On a motion by Trustee Cole, seconded by Trustee Campos and unanimously carried, the ballot was approved as recommended (copy attached to official minutes).

## **CITIZENS' OVERSIGHT COMMITTEE ANNUAL REPORT FOR 2014-15**

Chairman Roger Miller presented the 2014/15 Annual Report of the Citizens' Oversight Committee (copy attached to official minutes). He reviewed that the annual report is a requirement of the committee charter and determines if the District is in compliance with Article XIII A, Section 1(b) 3 of the California Constitution. The report also summarizes the major topics dealt with by the committee during the previous 12 months.

Mr. Miller reported that the Committee reviews budget and construction project performance analysis reports quarterly and takes periodic tours of the completed projects and is pleased with the progress made on all Measure A funded projects during the 2014-15 year. The required independent financial and performance audits were presented to the Committee at their meeting held February 3, 2016. It was noted once again that the District received an unmodified opinion on both parts of the audit report and the Committee finds that the District is in compliance with the terms of the Measure A Bond.

## **SPECIAL PRESENTATION - PRE-COLLEGIATE PROGRAM**

This presentation was a joint effort by Agnes Eguaras, Dean of Instruction - Grants; Lori Sundgren, Pre-Collegiate Coordinator; and Kathy Johnson, Director of the West Kern Adult Education Network (WKAEN), a community consortium. The presenters reviewed a range of work at the College designed to provide assistance for students who require foundational skills, which is an essential part of the TC mission.

Ms. Eguaras reported that 80 - 90% of all students qualify for remedial courses upon entering Taft College, and presented on some of the work and activities of the Title V Quest for Success (QFS) Grant focuses; Ms. Sundgren reported on the work of the Academic Development Committee and work funded by the Basic Skills Initiative, and an upcoming grant opportunity; Ms. Johnson outlined the goals of the WKAEN consortium to provide GED, ESL, Literacy and Citizenship offerings in community centers in the Taft and Maricopa communities, to reach adult learners that might not take advantage of opportunities offered in a traditional college setting.

## **APPROVAL OF MINUTES**

On a motion by Trustee Campos, seconded by Trustee Long and unanimously carried, the minutes of the Regular Meeting held February 10, 2016 were approved.

## NEW BUSINESS

### **Second Reading - Memorandum of Understanding with the Taft College Faculty Association to Clarify Credit vs. Non-Credit Class Loads, Article 6.1.1**

Mr. McMurray reviewed that the proposed Memorandum of Understanding with the Faculty Association was presented initially at the meeting held February 9, 2016. The agreement clarifies language in Article 6.1.1 of the collective bargain agreement regarding the calculation of teaching load lecture hours for non-credit courses. On a motion by Trustee Long, seconded by Trustee Cole and unanimously carried, the MOU with the Faculty Association was approved (copy attached to official minutes).

### **First Reading - Memorandum of Understanding with the Taft College Faculty Association Regarding Article 7.2.4 - Persons Entering the System, and Article 7.4 - Retiree Health Benefits**

Mr. McMurray reported that agreement had been reached through the interest-based bargaining process with the TC Faculty Association regarding a revision to faculty retiree health benefits that will affect those faculty members hired on or after May 1, 2016. To be eligible for the benefit, the member is required to serve the District at least 20 years to participate in the District health benefit plan up to five years, or until the retiree reaches the age of 65. In order to receive the benefit, the retiree must contribute a 2.5% annual premium. The agreement also includes a provision for all current and future retiring faculty members to opt out of retiree health benefits and receive a one-time cash incentive as indicated in the language (table) included in the MOU. The agreement also includes a change in Article 7.2.4.1 that allows up to eight years of salary credit for experience for faculty members entering the system (original hire).

### **First Reading - Memorandum of Understanding with the Taft College Classified School Employees Association Chapter #543 regarding Article 18.3 - Retiree Health Benefits (Pending Unit Ratification)**

Mr. McMurray reported that the MOU with the Classified Schools Employees Association Chapter #543 is essentially the same as with the Faculty Association without the salary credit provision. Members of CSEA will meet March 10<sup>th</sup> to ratify the proposal. Upon approval, a second reading and request for approval will be included on the April 13<sup>th</sup> meeting agenda.

### **Second Reading (Updated) Board Policies: BP #3820 - Gifts & BP #7340 - Leaves**

Mr. McMurray reported that the updated policies were presented for their first reading at the meeting held February 9<sup>th</sup>. Both policies are being updated to conform to the recommendations of the CCLC Board Policy and Procedure Service, including legal and regulatory reference requirements. On a motion by Trustee Cole, seconded by Trustee Long and unanimously carried, the updated Board Policies #3820 and #7340 were approved (copies attached to official minutes).

*NEW BUSINESS (continued):*

**First Reading – New Board Policy: Board Policy # 4024 – Student Learning Outcomes**

Mr. McMurray reported that the Academic Senate reviewed and approved a committee request for a board policy that articulates the need for collaboration and mutual consent of the Academic Senate and the Superintendent/President (or designee) in the establishment, assessment, modification or discontinuance of student learning outcomes. Creation of the policy is intended to provide clarity and support for the use of SLOs in student learning and collegial discussions of program assessment.

**STEM Modular Building Sitework – Change Order #1**

Director of Maintenance and Operations Mike Capela reported that the change order for the STEM Modular Building Sitework totaled \$8,439.00 for fencing for security and safety, wiring required to interface with electrical hook-ups, and additional signage for the building. Change Order #1 increased the project cost from \$1,352,679.00 to \$1,361,118.00. On a motion by Trustee Vaughn, seconded by Trustee Cole and unanimously carried, the change order was approved (copy attached to official minutes).

**Notice of Completion – STEM Modular Sitework Project**

Mr. McMurray reviewed that the notice of completion indicates that all work necessary to complete the STEM Modular sitework (ETEC), on property owned by the District, has been completed in accordance with the contract. The final contract amount for this project is \$1,361,118.00 which represents an increase of .62% of the original amount. On a motion by Trustee Cole, seconded by Trustee Campos and unanimously carried, the notice of completion was approved (copy attached to official minutes).

**CONSENT AGENDA:**

- A. Review of the California Community College Financial Status Report (CCFS-311Q) for the 1<sup>st</sup> Quarter Ending September 30, 2015
- B. Review of the California Community College Financial Status Report (CCFS-311Q) for the 2<sup>nd</sup> Quarter Ending December 31, 2015
- C. Request for Approval – Resolution 2015/16-07 Establishing WKCCD Classified School Employees Week March 25 – April 1, 2016
- D. Request for Approval – Course Updates:

Applied Technologies Division

IES 1102 – Passport Safety Training

CONSENT AGENDA (continued):

Course Updates (continued):

Learning Support Division

DS 1503 – Introduction to Medication Support

DS 1504 – Cultural Competency towards Disabilities

DS 1505 – Teaching Individuals with Disabilities and Dealing with Changing Behaviors

DS 1506 – Maltreatment and Safety at Home and in the Community

Liberal Arts Division

ART 1620 – Drawing and Composition

Math and Science Division

MATH 2130 – Analytic Geometry and Calculus III

Social Science Division

HIST 2270 – California History

E. Request for Approval – Course Inactivations:

Liberal Arts Division

ART 1900 – Internship in Graphic Design

ART 1910 – Internship in Graphic Design

F. Request for Approval – Award of \$45,000.00 from the Kern Early Stars Program Block Grant to the TC Children’s Center

G. Information – U.S. Department of Education Approval of Melissa Thornsberry as the STEM Pathways Grant Project Director

H. Request for Approval – Agreement with PAS Associates to Provide a Six-Hour Artwork-Based Team Building Session for Student Services Staff, March 31, 2016, \$3,750.00

I. Request for Approval – Event Rental Contract with the Fort Preservation Society for the Spring Athletic Awards Banquet

J. Request for Ratification – Annual Renewal of Directors and Officers Liability Insurance with Keenan Associates for the Retirement Board of Authority, 2/16/16 - 2/16/17, \$6,000.00

*CONSENT AGENDA (continued):*

- K. Request for Ratification – Agreement with the Independent Living Center of Kern County for American Sign Language Interpreting Services, Effective November 15, 2015, \$65.00/Hour (2 Hour Minimum Charge)
- L. Request for Approval – Agreement with Garden Pathways to Provide Consulting Services Related to ETO Software (Student Mentor/Mentee Program), 3/9/16 – 6/30/16, \$75.00/Hour, Not to Exceed 40 Hours
- M. Request for Approval – Addendum to Lease Agreement with the Beard Family Trust to Modify the Monthly Lease Payment to \$6,250.00 (from \$3,500.00/Mo.) Effective 5/1/16 – 10/31/17
- N. Request for Approval – Consulting Services Agreement with Robin Ledford to Perform Special Projects Related to the Office of Instruction, 4/1/16 – 6/30/16, \$50.00/Hour
- O. Request for Ratification – Contract for Professional Services with Miguel Lugo to Speak on the Topic of Disability Awareness, 3/1/16, \$300.00
- P. Ratification of the February 2016 Vendor Check & Purchase Order Registers
- Q. Routine Personnel Items:
  - 1. Request for Conference Attendance and Expenses as of March 3, 2016 and 2016 Spring Proposed Field Trips

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

**PUBLIC COMMENTS ON ITEMS OF GENERAL INTEREST**

Ms. Jennifer Wymore, mother of a TC student, addressed the Board regarding a recent student discipline issue. She asked the Board to review the process in which it was handled and how greater consideration could have been given to her daughter, whom she feels was the victim in the incident.

President White thanked Ms. Wymore for her comments and interest in the District.

**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, February 2016
4. Student Organization and Special Accounts, February 2016
5. Funds Deposited in County Treasury, February 2016

#### Trustee Reports

Trustee Cole reported that she had attended the recent Chamber of Commerce Installation Dinner at which TC Foundation Executive Director Sheri Horn Bunk received an award for Businesswoman of the Year. Trustee Cole, along with the other Trustees, thanked Sheri for her hard work and commitment to the Foundation.

Trustee Vaughn reported that the quarterly WESTEC Board Meeting had taken place the previous day at the College. Although revenues have dipped, WESTEC is stable and continues to provide workforce training. A strong financial audit was presented.

#### Associated Students

Student Trustee Shoshanna Kukuliev reported that fewer activities are held in March due to spring break the week of the 20<sup>th</sup> - 25<sup>th</sup>. However, March 10<sup>th</sup> is Nutrition Day with free samples from Mingo's available at noon in the quad. On March 17<sup>th</sup> the AS is holding a St. Patrick's Day potluck and on March 31<sup>st</sup> an Easter Egg hunt is planned.

#### Academic Senate

Senate President Geoffrey Dyer reported that during the last month the Senate-of-the-Whole met on February 17 and March 7<sup>th</sup>. Discussion topics included accreditation status and recommendations relating to SLOs; reports from Dr. Eric Bérubé, Tina Mendoza and Dr. Michelle Oja regarding a recent accreditation institute; the IEPI PRT 2<sup>nd</sup> visit and draft Innovation & Effectiveness Plan; assessing institutional SLOs (per the TC EMP); revisions to the PDC Charter; the Basic Skills Student Outcomes Transformation Project, Jessica Grimes' new Mindset Project; an update on the Canvas Pilot and AB 798.

Actions included approval of eight adjunct faculty as Senate members, election of new Senate Council and a motion to explore expansion of the TUHS dual enrollment offerings (if feasible with the framework of AB 288). Lastly, President Dyer announced that Associate Professor Michael Jiles has been inducted into the American Society of Criminology which is an international organization whose members pursue scholarly, scientific and professional knowledge concerning the measurement, etiology, consequences, prevention, control and treatment of crime and delinquency.

*REPORTS (continued):*

### **Human Resources**

Associate Vice President of Human Resources Dr. Robert Meteau congratulated Sheri Horn Bunk for her recent Chamber award and thanked Faculty Association President Diane Jones and Classified School Employees Association President Velda Pena for their leadership in developing the MOUs presented earlier in the meeting. Dr. Meteau announced that the 2<sup>nd</sup> Annual District Employee Service Luncheon is being held Tuesday, April 12<sup>th</sup>, from 11:30 a.m. to 1:00 p.m. in the Cougar Room.

### **Instruction**

Vice President of Instruction Mark Williams complimented the work being done by Agnes Eguaras, Lori Sundgren and Kathy Johnson for their impressive efforts in their respective college preparedness programs. He also mentioned that Instructional Assistant Robin Ledford has resigned to take a teaching position in Shanghai, China, and encouraged staff to stop by the office on Thursday, March 10<sup>th</sup>, to give her well wishes.

### **Faculty Association**

Faculty Association President Diane Jones attended the Dental Hygiene fundraiser at BJ's (restaurant) in Bakersfield. She added that she was happy to do her part!

### **Student Services**

Vice President of Student Services Darcy Bogle reported that the annual PTK Induction Ceremony is scheduled to take place Thursday, March 10<sup>th</sup>, in the TC Library from 6:00 to 8:00 p.m. Several officers of the organization will be attending the Nerd Nation Conference in Washington, D.C. in April.

### **Foundation**

Foundation Executive Director Sheri Horn Bunk reported that the second and final installment of the May and Stanley Smith Charitable Trust Grant had just been received. The funds have been utilized to place TIL graduates as student mentors at the Boys and Girls Club in Bakersfield where they assist with social activities. The program has been so successful that the Boys and Girls Club has asked for more TIL student mentors. Sheri also reminded the Board that they have been invited to the Foundation-sponsored Mini Summit scheduled for Thursday, April 7<sup>th</sup>, at the Chevron Offices in Bakersfield.

### **Facilities**

Maintenance and Operations Director Mike Capela reported that the Student Center project is out to bid and nearly ten contractors have checked out plans. The bid opening is scheduled for April 5<sup>th</sup>.



## REPORT OF THE SUPERINTENDENT

### WESTEC

Interim Superintendent/President Brock McMurray reported that he had attended the recent WESTEC quarterly meeting held at the College. He noted that, although the oil industry is suffering from the depressed price of oil and demand for WESTEC training services have diminished, their contract to provide 350 FTE to the College is on track.

### Institutional Effectiveness Partnership Initiative

Mr. McMurray thanked those individuals involved with the recent IEPI - Partnership Resource Team meeting which was held on February 22<sup>nd</sup>. Originally Taft College requested assistance with improving SLO processes and their link to accreditation. The visiting team provided a number of suggestions and ideas. The next step will be to incorporate those into our plan and submit to the Chancellor's Office for approval.

### Governance Council Retreat

Mr. McMurray reported that the Governance Council retreat held on February 26<sup>th</sup> was a very productive meeting. He thanked Academic Senate President Geoffrey Dyer and Coordinator of Institutional Planning and Research Dr. Eric Bérubé for their partnership in organizing the retreat. The facilitator, Dr. Bob Pacheco, made a compelling presentation on the topic of SLOs, accreditation and planning.

### Adrian Agundez CISOA Award

Mr. McMurray announced that Director of Information Services Adrian Agundez received the CISOA (Chief Information Services Officers Association) Technology Excellence Award at a recent annual 3CBG (CCC Banner Group) Conference held in Anaheim. He congratulated Mr. Agundez and thanked Dr. Eric Bérubé for submitting the nomination.

### Perkins Grant Dinner

On February 18<sup>th</sup> the College hosted a Perkins (CTE) Dinner for community and industry partners with a focus on building relationships. Guest speaker, Board President Billy White, provided an insightful and entertaining talk on his personal career journey in the Taft area.

### CCCCEO Meeting

Mr. McMurray reported that he would be attending the statewide California Community College Chief Executive Officers Annual Meeting (CCCCEO) March 12<sup>th</sup> - March 15<sup>th</sup>.

*REPORT OF THE SUPERINTENDENT/PRESIDENT (continued):*

Conn Expo

Mr. McMurray announced that the Conn Expo located in the banquet room of the TC cafeteria, has been refreshed by originator Dr. Greg Golling. He thanked Dr. Golling for his dedication to the project and for giving him a guided tour!

**EMPLOYMENT**

On a motion by Trustee Cole and seconded by Trustee Long, Employment Items A - D 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, April 13, 2016, at 5:00 p.m.

**ADJOURNMENT**

At 7:10 p.m., on a motion by Trustee Cole, seconded by Trustee Vaughn and unanimously carried, the meeting was adjourned.

Respectfully Submitted:

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Kal Vaughn, Secretary