

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

**REGULAR MEETING**

**April 13, 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, Executive Secretary Shelley Klein and incoming Executive Secretary Sarah Criss were also in attendance.

**PUBLIC COMMENT ON CLOSED SESSION ITEMS**

No comments were heard.

**CLOSED SESSION**

At 5:03 p.m. it was moved by Trustee Vaughn, 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 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: Interim Superintendent/President  
Employee Organizations: TC Faculty Association, CSEA Chapter #543 & Management /Supervisory/Classified Confidential Employees

**RECONVENE IN PUBLIC SESSION; ANNOUNCE CLOSED SESSION ACTIONS**

At 6:09 p.m., it was moved by Trustee Campos, seconded by Trustee Vaughn 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

No communications were presented.

## SPECIAL PRESENTATION - Professional Development Program

Co-Chairs of the Professional Development Committee Associate Vice President of Human Resources Dr. Robert Meteau, Professor of Early Care Education and Family Studies and Academic Senate Co-Chair Rebecca Roth, along with Learning Outcomes Technician Brandy Young (Classified Employees Representative) distributed and reviewed a handout which included the following: The Committee Charter, an excerpt from the Strategic Action Plan outlining the Committee's objectives, expected outcomes and staff champions; a list of the 2015-16 professional development events; the professional development evaluation form; and a needs assessment form for 2016-17.

The three co-chairs explained the importance of professional development and its relationship to the Accreditation process and Student Success. They also reviewed plans for future professional development offerings including those that are traditionally offered during the inservice week prior to each semester. The professional development program aligns with the IEPI (Institutional Effectiveness Partnership Initiative) Innovation and Effectiveness Plan as well.

## APPROVAL OF MINUTES

On a motion by Trustee Campos, seconded by Trustee Cole and unanimously carried, the minutes of the Regular Meeting held March 9, 2016 were approved.

## NEW BUSINESS

### **Second Reading & Request for Approval - 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**

Interim Superintendent/President Brock McMurray reviewed that the MOU was presented for the first reading at the meeting held March 9<sup>th</sup>. It is being presented this month with a request for approval. As reported previously, the Taft College Faculty Collective Bargaining Committee (TCFCBC) reached agreement 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.

On a motion by Trustee Long, seconded by Trustee Cole and unanimously carried, the MOU relating to Article 7.2.4 and 7.4 was approved (copy attached to official minutes).

NEW BUSINESS (continued):

**Second Reading & Request for Approval - Memorandum of Understanding with the Taft College Classified School Employees Association Chapter #543 Regarding Article 18.3 - Retiree Health Benefits**

Mr. McMurray reported that an agreement was also reached with CSEA Chapter #543 through the interest-based bargaining process for the same modification to retiree health benefits as faculty members as outlined in the MOU included in the meeting packet. The same provision for CSEA members to opt out of retiree benefits is included in the MOU as well. On a motion by Trustee Cole, seconded by Trustee Long and unanimously carried, the MOU related to Article 18.3 was approved (copy attached to official minutes).

**First Reading - Memorandum of Understanding with the Taft College Faculty Association Regarding Article 6.1.3 - Adjunct Pay**

Mr. McMurray reported that the proposed MOU with the Faculty Association addresses/clarifies the process currently being followed regarding adjunct pay. The MOU adds Article 6.1.3 which establishes "temporary or adjunct faculty members are paid hour for hour (1:1) when teaching a general lab, extensive lab or lecture course." The language was developed through the interest-based bargaining process. The MOU will be presented for approval at the May 11, 2016 meeting (copy attached to official minutes).

**First Reading - Updated Board Policies**

**Board Policy #2105 - Election of Student Members**

**Board Policy #3520 - Local Law Enforcement**

**Board Policy #5010 - Admissions and Concurrent Enrollment**

**Board Policy #7335 - Health Examinations**

Mr. McMurray reported that the Board policies referenced above have been updated per the Community College League of California's Board Policy & Procedure Service as recommended by their legal counsel. The updates includes regulatory references and current standard practices statewide. The policies will be presented for approval at the meeting scheduled for May 11, 2016 (copy attached to official minutes).

**Second Reading and Request for Approval - New Board Policy: Board Policy #4024 - Student Learning Outcomes**

Mr. McMurray reviewed that the Academic Senate 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 SLOs. 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. The first reading of the policy was presented March 9, 2016. On a motion by Trustee Cole, seconded by Trustee Vaughn and unanimously carried, Board Policy #4024 was approved (copy attached to official minutes).

**CONSENT AGENDA:**

A. Request for Approval – Resolution #2015/16-08 Establishing Faculty Appreciation Week May 2 – 8, 2016

B. Request for Approval – Renewal of Terms for Citizens’ Oversight Committee Members Roger Miller and Dennis McCall, July 2016 to June 2020

C. Request for Approval – Course Inactivations:

WKEX 1513 – Vocational Work Experience

D. Request for Approval – New Courses:

Applied Technologies Division:

BUSN 1513 – Work Experience in Business

CTRP 1513 – Work Experience in Court Reporting

ENER 1513 – Work Experience in Energy Technology

IES 1513 – Work Experience in Industrial Education Safety

WELD 1513 – Work Experience in Welding

Math and Science Division:

PHED 1505 – Women’s Intercollegiate Golf

PHED 1506 – Men’s Intercollegiate Golf

PHED 1521 – Beginning Golf

PHED 1721 – Offseason Intercollegiate Golf

PHED 2505 – Advanced Women’s Intercollegiate Golf

PHED 2506 – Advanced Men’s Intercollegiate Golf

E. Request for Approval – Course Updates:

Applied Technologies Division:

HLED 1059 – Pediatric First Aid

IES 1106 – Hazardous Material (HAZMAT) First Responder Awareness

IES 1107 – Medic First Aid Training/CPR

IES 1112 – Forklift Training for Operators

IES 1115 – California Oil Producers Confined Space Entry Training

IES 1119 – Defensive Driving Course

Liberal Arts Division:

JRNL 2105 – News Media Practicum

SPAN 1501 – Spanish for Healthcare Professionals I

CONSENT AGENDA (continued):

Math and Science Division:

- DNTL 1510 - Oral Biology
- DNTL 2020 - Local Anesthesia and Nitrous Oxide
- DNTL 2021 - General and Oral Pathology
- DNTL 2024 - Clinical Practice I
- DNTL 2131 - Pharmacology
- DNTL 2132 - Dental Materials
- DNTL 2134 - Clinical Practice II
- DNTL 2141 - Practice and Financial Management
- DNTL 2243 - Clinical Practice III
- DNTL 2244 - Community and Oral Health

Social Science Division:

- ANTH 1524 - Indians of the Southwest
- CJA 2133 - Legal Aspects of Corrections
- CJA 2134 - Correctional Interviewing and Counseling
- ECEF 1611 - Children with Special Needs Birth to Adolescence
- ECEF 1612 - Early Intervention and Inclusion
- ECEF 1621 - Planning and Administering as Early Care, Education, and Family Studies Program
- ECEF 2041 - Advanced Administration as Early Care, Education, and Family Studies Program
- ECEF 2051 - Adult Supervision: Mentoring in a Collaborative Learning Setting  
POSC 2005 - Contemporary Political Topics

- F. Request for Approval - Renewal of Agreement with Etudes, Inc., to Provide Learning Management Systems Including Hosting Services, System Administration, Account Management and Support, 7/1/16 - 6/30/17, \$35,000.00
- G. Request for Approval - Agreement with PAS Associates to Provide Workplace Training for Student Services Staff (Various Training Modules), 4/18/16 - 6/30/16, Not to Exceed \$16,000.00
- H. Request for Approval - Insight Investment, LLC, Proposal #PRP-39956-C9D6, to Provide Third Party Extended Warranty for IT Server Equipment, 5/1/16 - 4/20/17, \$8,069.49 (Including CA Tax)
- I. Request for Ratification - Independent Contractor Agreement with Alan Van Zandt to Provide Technical Services/Support to Programmable Logic Controller (PLC) Laboratory Equipment for Energy Technology Courses, 3/1/16 - 5/30/16, \$50.00/Hr., Not to Exceed \$7,000.00 Plus \$750.00 Travel Expenses

CONSENT AGENDA (continued):

- J. Request for Approval – Independent Contractor Agreement with Perio Laser Institute to Provide Soft Tissue Diode Laser Training to TC Dental Hygiene Students, 6/13 – 6/14/16, \$13,000.00 (Perkins Grant Funds)
- K. Request for Ratification – Facilities Use Agreement with St. Andrews Church for the West Kern Adult Education Network GED Classes, 2/1/16 – 6/30/16, \$250.00/Mo.
- L. Request for Ratification – Facilities Use Agreement with the United Methodist Church for the West Kern Adult Education Network Citizenship Courses, 2/1/16 – 6/30/16, \$250.00/Eight Week Session
- M. Request for Ratification – Facilities Use Agreement with Calvary Temple Church for the West Kern Adult Education Network English as a Second Language Courses, 4/1/16 – 6/30/16, \$250.00/Eight Week Session
- N. Request for Approval – Purchase of 16 EMOTIV EPOC+ Headsets and Associated Software for use in STEM Activities, \$14,583.00 (Grant Funding)
- O. Request for Approval – Contract Renewal with SchoolDude.com, Inc. for Online Work Order Service Software to be Utilized by the TC Maintenance and Operations Department, 7/1/16 – 6/30/17, \$4,610.00
- P. Request for Approval – Independent Contractor Agreement with Bill Moseley to Provide Technical Maintenance and Support of the Virtual Transfer and Moodle (Online Learning Management System) Servers, 7/1/16 – 6/30/17, \$50.00/Hr., Not to Exceed 100 Hrs. (\$5,000.00)
- Q. Request for Ratification – Consulting Services Agreement with Ellucian Company L.P., to Provide Technical Services Related to Degree Works Software, 3/23/16 – 3/22/17, \$187.00/Hr., Not to Exceed 46 Hrs. (\$8,602.00)
- R. Request for Approval – ABTECH Technologies Quotation #ADV-10375-2063-2980 Rev-00 for the Purchase of a DR4300 Disk Backup Appliance, \$26,079.99
- S. Request for Ratification - ABTECH Technologies Quotation #ADV-10381-2063-2980 Rev-00 Red Hat Software License for IT Servers, 3/19/16 – 3/18/17, \$5,546.92
- T. Request for Approval – SmartNet Proposal to Place a GPS Antenna at TC Campus – For Use of Space SmartNet will Donate GPS Equipment for Educational Use
- U. Request for Approval – Purchase of Canon Image Runner iR-AC5235 Copy Machine from Ray Morgan Company to be Utilized by the Industrial Technology Education Center (ITEC), \$8,704.02 (Perkins Funding)
- V. Request for Approval – Maintenance Agreement Renewal with Ray Morgan Company for 13 Campus Copy Machines – Including Toner, Service Calls and Equipment Repair, 5/1/16 – 4/30/17, \$41,325.54

*CONSENT AGENDA (continued):*

- W. Request for Approval – Event Rental Contract Agreement with The Fort Preservation Society for the 2016 EOPS End of Year Luncheon, 5/12/16, \$400.00
- X. Request for Ratification – Independent Contractor Agreement with Erwin Ledford to Provide Graphic Services, 1/1/16 – 6/30/16, \$50.00/Hr.
- Y. Ratification of the March 2016 Vendor Check & Purchase Order Registers
- Z. Routine Personnel Items:
  - 1. Request for Conference Attendance and Expenses as of April 6, 2016

On a motion by Trustee Vaughn, seconded by Trustee Campos and unanimously carried, Consent Agenda Items A – Z were approved as presented (materials related to items A – Z 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, March 2016
- 4. Student Organization and Special Accounts, March 2016
- 5. Funds Deposited in County Treasury, March 2016

**Trustee Reports**

Trustee Manny Campos reported that he had attended the recent Foundation Mini-Summit held at Chevron Oil Company in Bakersfield. He related that the presentation was enlightening and energizing and reminded him of the importance of ongoing education.

President Billy White reported that he had attended the recent District Employee Service Luncheon that was held April 12<sup>th</sup>. He noted that TC has the benefit of many long-serving employees, including a fairly large group of faculty members that were hired in 2001.

*REPORTS (continued):*

### **Associated Students**

Student Trustee Shoshanna Kukuliev reported that on Thursday, April 14<sup>th</sup>, the AS is holding a silent auction fundraiser for Relay for Life beginning at 9:00 a.m. and concluding at 1:00 p.m. The auction includes great gift baskets to bid on. Spring Fling week is scheduled for April 18<sup>th</sup> – 22<sup>nd</sup> and includes such activities as Club Day, visitors from Grand Canyon University along with Flaco's Tacos for lunch, a rock climbing wall and Cuisines of the Nation on Thursday, the 19<sup>th</sup>. AS elections will be held the first week of May.

### **Academic Senate**

Senate President Geoffrey Dyer reported that the Senate Council met on March 16 and the Senate-of-the-Whole met on April 4<sup>th</sup>. Discussion items included open educational resources, common assessment initiative, assessing the TC institutional SLO of critical thinking (per the Educational Master Plan). The Senate approved the IEPI Innovation and Effectiveness Plan and the first reading of a resolution to adopt "Canvas" as the TC course management system. The next meeting of the Senate Council is April 20<sup>th</sup>.

### **Student Services**

Vice President of Student Services Darcy Bogle announced that the Annual Al Baldock Memorial Golf Classic is scheduled for Friday, April 29<sup>th</sup>. The annual Celebration of Success Dinner is scheduled for April 22<sup>nd</sup> at OT's Restaurant and she's anticipating a strong turn-out for both events. Ms. Bogle added that she continues to work with consultants on the College website and planning an advertising campaign for the upcoming summer and fall sessions. She also briefly reviewed changes in the BOG (Board of Governor's) waiver which now requires demonstration of student progress. The changes may attract students from other community colleges where they may become ineligible due to their lack of progress. Those students will be allowed to enroll subsequently at other community colleges.

### **Faculty Association**

Faculty Association President Diane Jones reported that the District Employee Service Luncheon was a very enjoyable event and that she is looking forward to the upcoming Faculty Appreciation Week May 2<sup>nd</sup> – 6<sup>th</sup>.

### **Human Resources**

Associate Vice President Dr. Robert Meteau thanked the District Employee Service Luncheon Committee for their participation in organizing the event and also announced that members of the HR staff will represent the College at an upcoming Kern Job Fest which will be held April 14<sup>th</sup> at The Historic Fort in Taft.



*REPORTS (continued):*

### **Instruction**

Vice President of Instruction Mark Williams reported that the STEM (Science Technology Engineering & Math) Program has been very active. Recent activities have included 15 students who attended a research conference at Stanford University, Roosevelt Junior High students developing and manufacturing DNA necklaces and the annual rocket building project. Mr. Williams shared photos of the activities and a thank you letter from the staff at Midway School. He announced that members of the STEM Club, along with TC staff members, will attend the Kern County Birthday Bash scheduled for April 16<sup>th</sup> at Pioneer Village in Bakersfield. Included in the display will be the Club's homemade accelerometers.

### **REPORT OF THE SUPERINTENDENT**

#### **Reports**

Mr. McMurray announced that Chancellor Brice Harris has officially retired from the California Community Colleges. He will be succeeded by Deputy Chancellor Eric Skinner as the Interim Chancellor.

#### **Events**

The West Kern Petroleum Mini-Summit, which was held April 7<sup>th</sup>, was a resounding success. The speaker was very entertaining and informative and Taft College was very well represented among business and industry leaders in attendance.

The District Employee Service Luncheon held May 12<sup>th</sup> was an impressive event. He noted that those in attendance who have served at least 15 years have assisted students in attaining over 4,000 degrees and certificates during their tenure at Taft College.

Mr. McMurray announced that he will serve as a member of the Taft Correctional Institution Community Relations Council. Their first meeting is scheduled for April 26<sup>th</sup> and he looks forward to assisting TCI with their role in the Taft community, and also with the educational services that the College can provide the inmate population.

The Kern Economic Development Corporation (KEDC) Board meeting is scheduled for April 28<sup>th</sup>. Mr. McMurray assumed Dr. Maloney's membership as a Director.

#### **Projects**

The Taft College 2016 Land Acquisition Plan is scheduled to be reviewed at the next meeting of the Governance Council. The Plan is driven by the Facilities Master Plan and the Educational Master Plan. It demonstrates the land that will be necessary for the expansion of the College in the future. The next steps will be to determine options for the land acquisition.

*REPORT of the SUPERINTENDENT/PRESIDENT (continued):*

The College has received approval from the Chancellor's Office for the grant application that was submitted as part of the IEPI (Institutional Effectiveness Partnership Initiative). The funds (approximately \$150,000) are earmarked to facilitate the goals outlined in the grant - mainly professional development training and implementation of the SLO process.

#### **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, May 11, 2016, at 5:00 p.m.

#### **ADJOURNMENT**

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

Respectfully Submitted:

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Kal Vaughn, Secretary