

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

REGULAR MEETING

May 11, 2016

The regular meeting of the Board of Trustees of the West Kern Community College District was called to order at 5:03 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 5:04 p.m. it was moved by Trustee Vaughn, 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 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 6:04 p.m., it was moved by Trustee Cole, seconded by Trustee Long 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.

QUARTERLY INVESTMENT REPORT

District Investment Advisors Mike Urner and Dave Ivarie distributed and reviewed the quarterly report of the WKCCD General Obligation Bond Portfolio and Facilities Reserve for the quarter ending March 31, 2016 (copies attached to the official minutes). Mr. Urner reviewed the highlights of the Facilities Reserve including income for the quarter of \$71,606.39 and an ending value of \$13,272,781.82. He also noted the projected 12-month portfolio coupon income of \$340,170.00 and \$4,271,196.34 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 added that the quarter was strong with earnings of 1.317% for the first quarter alone and 27.617% since inception of the portfolio.

The General Obligation Bond Portfolio was also reviewed. Mr. Urner reported that the GO Bond Portfolio gained income of \$73,723.66 for the quarter with an ending value of \$12,144,859.45. The projected 12-month portfolio coupon income is \$246,644.00 with \$4,836,028.66 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 that the portfolio remains solid but lower in total due to the shortened duration of the bonds which was necessitated by the District's need for liquidity.

SPECIAL PRESENTATION - Spring Sports Update

Athletic Director Kanoe Bandy introduced student athletes Nalani Kekuawela, Baillie Jensen (volleyball) and Chantia Jones (basketball). Each athlete spoke regarding their experiences in their respective sports and the value of the structure and focus that participating in a sport brings to their college experience. Ms. Bandy reviewed a PowerPoint presentation summarizing the academic achievements of the students involved in fall sports (copy attached to official minutes). Total units undertaken by both freshmen and sophomore athletes was 1,777 with an average grade point average of 2.96. Thirty-five graduating athletes achieved an average GPA of 3.16.

Ms. Bandy noted that the new men's and women's golf teams will add dimension to the Taft College sports program. Interim Superintendent Brock McMurray added that student athletes not only perform well academically, but they are also very involved in student government and campus activities. President White thanked Ms. Bandy for stepping up and assuming the coaching responsibilities for the softball team this year. Basketball player Chantia Jones stressed the importance of coaches who are committed to their respective sports and the players they are coaching.

APPROVAL OF MINUTES

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

NEW BUSINESS

Second Reading - Memorandum of Understanding with the Taft College Faculty Association Regarding Article 6.1.3 of the 2014-17 Collective Bargaining Agreement - 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 first presentation of the MOU was made April 13th and is being submitted for approval. On a motion by Trustee Cole, seconded by Trustee Long and unanimously carried, the MOU was approved (copy attached to official minutes).

Second 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 reviewed 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 include regulatory references and current standard practices statewide. The first presentation of the updated policies were made April 13th and are being presented for approval. On a motion by Trustee Vaughn, seconded by Trustee Cole and unanimously carried, Board Policies #2105, #3520, #5010 and #7335 were approved (copies attached to official minutes).

First Reading - Memorandum of Understanding with the Taft College Faculty Association Regarding Article 7.2.3.8 of the 2014-17 Collective Bargaining Agreement - Professional Development Hours for Temporary (Adjunct) Faculty

Mr. McMurray reported that the proposed MOU with the faculty group regarding Article 7.2.3.8 clarifies the process that is currently practiced related to adjunct faculty and the method of earning professional development hours for those hours worked (copy attached to official minutes). Professional development hours are intended to be used to enhance faculty members' skill sets and maintain currency in their respective fields.

NEW BUSINESS (continued):

First Reading – Memorandum of Understanding with the Taft College Faculty Association Regarding Article 5.2.2 of the 2014-17 Collective Bargaining Agreement – Overload and Adjunct Sick Leave

Mr. McMurray reported that the proposed MOU with the faculty group regarding Article 5.2.2 also clarifies a process that is currently in place (copy attached to official minutes). It formally establishes that adjunct and overload sick leave is earned at the rate of one hour of sick leave for each 17 hours of assigned overload, teaching or non-teaching (i.e., counseling). The language clarifies that assignments paid by stipends are excluded.

2016 Land Acquisition Plan

Mr. McMurray reported that the 2016 Land Acquisition Plan reflects the Facilities Master Plan and the College's integrated planning process. He introduced Principal Architect Kevin Cobb who made a brief presentation highlighting the key components of the Plan and its recommendations. The overall driver is the need for campus expansion due to growth. However, the campus is landlocked by residential, commercial/retail and public properties, thereby limiting campus core expansion. The Land Acquisition Plan identifies potential solutions to strategically relocate key facilities off-campus to allow for expansion of the campus core. Mr. McMurray thanked AP Architects and members of the College Facilities Committee for their collaboration on the Plan. On a motion by Trustee Campos, seconded by Trustee Cole and unanimously carried, the 2016 Land Acquisition Plan was approved.

Authorization to Transfer Unrestricted District Funds to the Futuris Public Investment Trust Program for Post-Employment Benefits, \$554,083.00

Mr. McMurray reported that the proposed fund transfer is to make the 2015-16 contribution to the Futuris Public Investment Trust which has been established to fund retiree health benefits. GASB 43 & 45 required that school districts and public agencies that provide post-employment health benefits to create such a fund beginning 2009/2010 fiscal year. With this contribution, WKCCD will have approximately \$4.3 million in the fund. The trust is administered by the Benefit Trust Company. On a motion by Trustee Long, seconded by Trustee Campos and unanimously carried, the funds transfer was approved.

Information Item – SISC I Workers' Compensation Actuarial Report (Education Code 42141 – Compliance as it relates to Workers' Compensation)

The California Education Code (sited above) requires an annual disclosure of workers compensation funding. WKCCD is a member of the SISC JPA which administers the Workers' Compensation fund. An actuarial study was completed by Aon Risk Consultants, Inc., of the financial standing of SISC as of December 31, 2015. The actual financial position as of February 28, 2016 was \$31,018,415.00. The projected financial position as of June 30, 2016 is \$33,406,568.00. These figures show that SISC ended positive

NEW BUSINESS (continued):

financially and the District is in full compliance with sufficient reserves.

CONSENT AGENDA:

- A. Request for Approval – Distance Education Offering:
ENGL 2100 – American Literature I
- B. Request for Approval - Course Updates:
GEOL 1501 – Historical Geology
MATH 2100 – Analytical Geometry and Calculus I
MATH 2120 – Analytical Geometry and Calculus II
- C. Request for Approval – Agreement with Vavrinek, Trine, Day & Co., LLP, to Provide Financial Audit Services for the 2015/16 Year, Including Proposition 10 – Kern County Children’s Dental Health Network Audit, \$58,110.00
- D. Request for Approval - Agreement with Vavrinek, Trine, Day & Co., LLP, to Provide Financial Audit Services for the District Proposition 39 (Measure A) for the 2015/16 Year, \$6,000.00
- E. Request for Approval – PASCO Scientific Quote #QT98282 for Physics 2223 (Physics III) Laboratory Equipment, \$44,313.72 (Grant Funding)
- F. Request for Approval – Extension of Professional Services Agreement with the Strata Information Group to Provide Consulting Services to the Information Technology Department, 7/1/16 – 6/30/19, \$170.00/Hr., (Annual Hourly Fee Increase of no more than \$5.00/Hr., beginning in 6/30/17), Plus meals and incidental expenses on a per diem basis
- G. Request for Approval – (4) Agreements with Treating Dentists for Professional Services in Connection with the Kern County Children’s Dental Health Network Grant for 2016/2017, \$56,158.00 and \$243,842.00 In-Kind for Services Provided by: Robert Bang, D.D.S.; Marshall Chey, D.D.S.; Daniel Launspach D.D.S.; and Daniel Purdy, D.D.S.
- H. Request for Approval – (4) Agreements with Registered Dental Hygienists to Serve in Connection with the Kern County Children’s Dental Health Network Grant for 2016/2017, Hourly Rates as Indicated Plus Mileage Reimbursement at the IRS Rate:

Nancye Beth Juler-Davidson - \$40.00/Hr.; (Not to Exceed \$9,600.00)
Lisa Farnsworth - \$48.00/Hr.; (Not to Exceed \$11,425.00)
Suzie Rodriguez - \$48.00/Hr.; (Not to Exceed \$11,425.00)
Robin Shaffer - \$48.00/Hr.; (Not to Exceed \$11,425.00)

CONSENT AGENDA (continued):

- I. Request for Approval – Agreement with Janice Montoya to Serve as Dental Health Services Consultant in Connection with the Kern County Children’s Dental Health Network Grant for 7/1/16 – 6/30/17 , \$60.85/Hr., Not to Exceed \$29,211.00
- J. Request for Approval – Independent Contractor Agreement with Paula Salcido to Provide Accounting Clerk Services in Connection with the Kern County Children’s Dental Health Network Grant, 7/1/16 – 6/30/17, \$25.00/Hr., Not to Exceed \$6,000.00
- K. Request for Approval – Agreement with MBS Software for License for “On the Go” Mobile Application that Provides Electronic Access to the TC Bookstore from all Electronic Devices, \$1,298.00 Initial Fees
- L. Request for Approval – Consulting Agreement with Bill Moseley to Provide Technical Maintenance & Support for Moodle Servers, 7/1/16 – 6/30/17, \$50.00/Hr., Not to Exceed 100 Hrs.
- M. Request for Ratification – Consulting Agreement with Bill Moseley to Provide Hosting and Maintenance Services Related to MyMathSkillz/MyLearning Machine Software (Pre-authorization of Work Required), 1/1/16 – 12/31/16, \$50.00/Hr.
- N. Request for Approval – Facilities Use Agreement with the West Side Recreation and Park District to Utilize the Natatorium Pool for PHED 1529, 1629 & 1729 Water Aerobics Classes, 6/6/16 – 7/28/16, \$620.00
- O. Ratification of the April 2016 Vendor Check & Purchase Order Registers
- P. Routine Personnel Items:
 - 1. Request for Conference Attendance and Expenses as of May 4, 2016

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

PUBLIC COMMENTS ON ITEMS OF GENERAL INTEREST

Dr. Kathy Orrin, Executive Director of the Taft Chamber of Commerce addressed the Board to commend the Taft College STEM Club for their willingness to represent Taft at the Kern County 150 Year Birthday Bash held at Pioneer Village in Bakersfield on April 23rd. STEM Club members, led by STEM/Pathways Grant Project Director Melissa Thornsberry along with Associate Professor Jon Carrithers, STEM Outreach Coordinator Rachel Belden, Counselor Stacy Rancano and ETEC Laboratory Technician Doug

PUBLIC COMMENTS (continued):

Lindsay transported and displayed the TC STEM Mobile Lab at the event. The mobile lab was a huge hit with both adults and children and displayed the ingenious activities that are part of the STEM Program and the TC students that are involved.

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:

A. Financial Reports (for information):

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, April 2016
4. Student Organization and Special Accounts, April 2016
5. Funds Deposited in County Treasury, April 2016
6. Investments Held at Deutsche Bank Trust Company and The Bank of New York Mellon 7/1/15 - 3/31/16

Trustee Reports

President White reported that he had attended the Celebration of Success Dinner recently honoring students and their achievements as they approach graduation. He commended Darcy Bogle for the great job of organizing the event. He added that he is looking forward to a successful culmination of the presidential search and the traditional end of year activities.

Academic Senate

Senate President Geoffrey Dyer reported that he and Professor Vicki Jacobi attended the recent Academic Senate of California Community Colleges Spring Plenary session. The conference emphasized CTE (Career Technical Education), noncredit, dual-enrollment, IEPI (Institutional Effectiveness Partnership Initiative) & OEI (Online Education Initiative) Effectiveness Indicators topics. Current topics of the Senate include:

- Evaluation of the Academic Senate process to rank new positions
- Evaluation of the quality of existing open educational resources
- Finalization of an Administrative Procedure addressing SLOs
- Revision of Annual Program Review documents to better include SLO data
- Redefinition to increase efficiency of "program" for the Program Review process
- Adoption of a resolution to transition to the Canvas course management system

REPORTS (continued):

Student Services

Vice President of Student Services Darcy Bogle announced that TC's 90th commencement ceremony will be held Friday, May 20th. At the same time, staff energy and efforts are focused on student recruitment. Students from both Taft and Shafter High Schools have been on campus recently for a tour. Over half of the TUHS students that participated have registered for classes this fall. Other efforts in Student Services have been to create a digital campaign which will feature the new TC logo. A video to advertise the College is in the process of being created which will be featured at theaters in Bakersfield.

Faculty Association

Faculty Association President Diane Jones reported that she recently attended the first STEM Graduation Dinner. She commended the program and student speaker who was very complimentary of the STEM staff. Ms. Jones also thanked the Student Body for their efforts in making the Faculty Appreciation Week (May 2-6) such an enjoyable event. She also added that this academic year is her 30th year in teaching. Congratulations to Diane!

Human Resources

Associate Vice President of Human Resources Dr. Robert Meteau reported that representatives from the Human Resources Department participated in the recent Job Fest at the Taft Historic Fort recently. He also commended the recent student exhibit in the TC Art Gallery and that he is looking forward to graduation.

REPORT OF THE INTERIM SUPERINTENDENT

Projects

Mr. McMurray reported that administratively, the current focus is processing the 2016-2017 budget. The tentative budget will be presented to the Board at their regular meeting scheduled for June 8th. The tentative budget allows the District to continue operating until the final budget is presented and approved in September.

Events

The Taft "State of the City" luncheon was held April 14th. It was a great event coordinated by the Taft Chamber of Commerce which highlights the collaboration of many private and public agencies that work together to make Taft the unique city that it is.

On April 26th the Taft Correctional Institution Community Relations Council had its first meeting at the correctional facility which included a tour. Mr. McMurray announced that he is a member of the Council and looks forward to working with TCI to offer a broad range of educational opportunities to their inmates.

REPORT of the INTERIM SUPERINTENDENT (continued):

On April 28th Mr. McMurray attended the Kern Economic Development Corporation Board Meeting, a Foundation Board Meeting, and later the Taft Historic Fort/TIL Annual Wine Tasting held at the Fort.

The Spring Sports Banquet was held Sunday, May 1st, at the Fort. The event highlights the good work done at Taft College and the success of student that results!

Lastly, Mr. McMurray met with Mr. Logan McKechnie, Commissioner of the Central Valley Conference (CVC) of the California Community College Athletic Association on May 10th. Taft College is a member of the CVC and Mr. McKechnie had indicated an interest in visiting the campus. The two had lunch and toured the campus.

EMPLOYMENT

On a motion by Trustee Vaughn 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

CONTINUATION OF CLOSED SESSION

On a motion by Trustee Vaughn, seconded by Trustee Campos and unanimously carried, the Board reconvened into Closed Session at 7:12 p.m. to continue discussion on matters indicated in the Closed Session Agenda.

At 8:22 p.m., on a motion by Trustee Campos, seconded by Trustee Long and unanimously carried, the Board convened into Open Session. President White announced that no action was taken during the second Closed Session.

NEXT MEETING

The next monthly meeting is scheduled for Wednesday, June 8, 2016, at 5:00 p.m. A special meeting is scheduled for May 26th, at 7:55 a.m., to interview four final candidates for the position of Superintendent/President.

ADJOURNMENT

At 8:23 p.m., on a motion by Trustee Long, seconded by Trustee Cole and unanimously carried, the meeting was adjourned.

Respectfully Submitted:

Kal Vaughn, Secretary