

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

REGULAR MEETING

June 8, 2016

The regular meeting of the Board of Trustees of the West Kern Community College District was called to order at 5:04 p.m. by Secretary Kal Vaughn. Trustees Emmanuel Campos, Dawn Cole and Michael Long were also present. President Billy White was absent. Interim Superintendent/President Brock McMurray and Executive Secretaries Shelley Klein and Sarah Criss were also in attendance.

PUBLIC COMMENT ON CLOSED SESSION ITEMS

No comments were heard.

CLOSED SESSION

At 5:05 p.m. it was moved by Trustee Campos, 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 Labor Negotiators (Government Code section 54957.6)
Agency Designated Representative: Board President
Unrepresented Employee: Superintendent/President
- E. Conference with Legal Counsel – Significant Exposure to Litigation, Government Code §54956.9(d)(2) (one (1) matter).

RECONVENE IN PUBLIC SESSION; ANNOUNCE CLOSED SESSION ACTIONS

At 6:10 p.m., it was moved by Trustee Cole, seconded by Trustee Campos and unanimously carried, to reconvene in Public Session. Secretary Vaughn reported that no action was taken during Closed Session.

PLEDGE OF ALLEGIANCE

Secretary Vaughn led the pledge of allegiance.

PUBLIC COMMENT ON OPEN SESSION ITEMS

No comments were heard.

On a motion by Trustee Cole, seconded by Trustee Long and unanimously carried, consideration of New Business item 10.D was postponed to follow second closed session.

GENERAL COMMUNICATIONS

No communications were presented.

SPECIAL PRESENTATION - 2016 Taft College Student Success Scorecard

Dr. Eric Bèrubè, Taft College Coordinator of Institutional Research, made a PowerPoint presentation on data from the 2016 Taft College Student Success Scorecard. Assembly Bill 1417 required community colleges to implement a performance measurement system. The Scorecard uses metrics in specific indicators to measure data for five cohorts annually, to track student progress.

The data shows that Taft College is consistent in the persistence rate indicator in addition to closing the gap between female and male students in that cohort. A positive indicator is the growth in remedial math, which has consistently increased and is currently above the state average. Remedial English indicators are also increasing but remain below the state average. The closing indicator of the Scorecard is the completion rate that indicates that Taft College remains fairly consistent but below the state average. The completion rate did show a large amount of growth in the male population, equating itself to the female population. This is a point that should be researched for future understanding. The Scorecard and other locally derived data is used in the ACCCJC accreditation process and the IEPI goal planning. Dr. Bèrubè reviewed a summary of the data and the recommendations (copy of attached to the official minutes).

APPROVAL OF MINUTES

On a motion by Trustee Campos, seconded by Trustee Cole and unanimously carried, the minutes of the Regular Meeting held May 11, 2016 and the Special Meeting held May 26, 2016 were approved.

NEW BUSINESS

WKCCD 2016-17 Tentative Budget

Interim Superintendent/President Brock McMurray presented the 2016-17 tentative budget. The budget is based on figures and policies set by the state Governor's May Revise of the California state budget, as it pertains to community colleges. The Revise included, among other items, a \$75 million base increase. The base increase was the result of lobbying efforts from college districts across the state. Also included in the Revise was \$219 million in deferred maintenance/instructional equipment costs. While the elimination of any COLA is disappointing, the \$219 million is a relief to districts with a portion of the funds earmarked as on-going funding. Concern remains in the area of CalSTRS and CalPERS rising costs. CalSTRS will increase from 12.58% in 2016-17 to 19.1% in 2021. CalPERS is 13.888% in 2016-17 and is estimated to increase to 20.4% in 2021.

NEW BUSINESS (continued):

The tentative WKCCD budget includes employee step and longevity increases; healthcare benefit cost increases of 2%; new faculty hires; revenue as determined on P1 of the legislative budget; categorical funding for programs; and approximately \$250,000 for GASB obligation from one-time mandate funds. The proposed tentative budget is balanced at \$30,607,759.00. On a motion by Trustee Long, seconded by Trustee Campos and unanimously carried, the 2016-17 tentative budget was approved (copy attached to official minutes).

Taft College Class of 2016 Hall of Fame Inductees

Vice President of Student Services Darcy Bogle reported that six of the nine Hall of Fame categories are represented by the eight proposed Hall of Fame honorees. These honorees were selected by the Hall of Fame Committee, having been nominated by District employees and retirees as well as community members. The ceremony for the 2016 Hall of Fame class is scheduled for November 2016. On a motion by Trustee Cole, seconded by Trustee Campos and unanimously carried, the Taft College Class of 2016 Hall of Fame Inductees were approved (copy attached to official minutes).

2016 Institutional Effectiveness Framework of Indicators

Mr. McMurray reported that this year the Chancellor's office required eight indicators and goals to be set by college districts, as required by 2013/14 legislation. The Board of Governors has established a framework of indicators which will guide colleges in the development of their goals. Ed Code 84754.6 stipulates that, as a condition of receipt of Student Success and Support Program funds, each college develop, adopt and post one-year and six-year goal frameworks that address five areas: 1) student performance and outcomes; 2) accreditation status; 3) fiscal viability; 4) programmatic compliance with state and federal guidelines; and 5) college choice of indicator. The eight indicators this year are: Math Remedial Rate, Successful Course Completion, Accreditation Status, FTES, Fund Balance, Audit Opinion/State Compliance Federal Award/Compliance, English Remedial Rate, and Spring Successful Course Completion. On a motion by Trustee Cole, seconded by Trustee Long and unanimously carried, the 2016 Institutional Effectiveness Framework of Indicators were approved (copy attached to official minutes).

Award of Bid to Bronco Electric, Inc., for Construction of the Site Lighting Retrofit Project - Phase 2, \$50,170.00 (Base Bid + Alt. #1)

Mr. McMurray reviewed the Proposition 39 Retrofit project details. The scope of work includes, but is not limited to, the retrofit of a portion of existing exterior site light kits to LED units. The project is in conjunction with PG&E and the Chancellor's office for the purpose of making the campus more energy efficient. On a motion by Trustee Long, seconded by Trustee Campos and unanimously carried, the bid for construction of the Site Lighting Retrofit Project - Phase 2 - was awarded to lowest bidder Bronco Electric, Inc. for the total of \$50,170.00 (Base Bid + Alt. #1) (copy of bid tabulation attached to the official minutes).

NEW BUSINESS (continued):

Award of Bid to ProUsys, Inc., for Construction of the Scheduled Maintenance Upgrade of Electrical Service Project, \$347,895.00 (Base Bid)

Jose Vargas of AP Architects reported that the electrical upgrade service project will provide increased capacity to the campus and the future Student Center. The project will also allow the power source to be relocated to the Taft College campus from the adjoining TUHS property. On a motion by Trustee Campos, seconded by Trustee Long and unanimously carried, the bid for construction of the Upgrade Electrical Service Project was awarded to ProUsys, Inc. for the total of \$347,895.00 (Base Bid) (copy of bid tabulation attached to the official minutes).

Notice of Completion - Gymnasium HVAC Repair Project

Mr. McMurray reviewed that the notice of completion indicates that all work necessary to complete the Gymnasium HVAC Repair project has been completed in accordance with the contract. On a motion by Trustee Campos, seconded by Trustee Cole and unanimously carried, the notice of completion was approved (copy attached to official minutes).

Final Project Proposal (FPP) - Taft College Vocational Center

Mr. McMurray reported that the FPP is a project chosen by the District that must be submitted to the Chancellor's office in order to compete for state funding. This year's FPP is the Vocational Center Project. Should this project be approved, the estimated cost of the total project would be \$21,597,000.00, which currently includes \$3,217,000.00 in local funds and \$18,380,000.00 in state funds. On a motion by Trustee Campos, seconded by Trustee Long and unanimously carried, the FPP for the Taft College Vocational Center was approved (copy attached to official minutes).

Second 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 was presented for first reading at the meeting held May 11th. The agreement clarifies language on procedures for overload and adjunct faculty members to earn sick leave 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. This agreement was derived through the bargaining process. On a motion by Trustee Cole, seconded by Trustee Campos and unanimously carried, the MOU with the Faculty Association was approved (copy attached to official minutes).

NEW BUSINESS (continued):

Second Reading – Memorandum of Understanding with the Taft College Faculty Association Regarding Article 7.2.3.8 – Professional Development Hours for Adjunct Faculty

Mr. McMurray reported that the proposed MOU was presented for first reading at the meeting held on May 11th. The agreement clarifies language that provides professional development hours to temporary (adjunct) faculty. Professional development hours are intended to be used to enhance faculty members' skill sets and maintain currency in their respective fields. On a motion by Trustee Cole, seconded by Trustee Campos 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 Compensation for Transition to Canvas Online Learning Management System (No Action)

Mr. McMurray reported that the proposed MOU has been reached through the interest-based bargaining process with the TC Faculty Association regarding compensation for faculty during the transition to the Canvas learning management system. The MOU establishes that full time faculty who develop and teach an online/hybrid course in Canvas no later than Summer Session 2017 shall be eligible to receive two (2) units of salary credit or a \$700 stipend. Adjunct faculty who develop and teach an online/hybrid course in Canvas shall be eligible to receive a \$700 stipend.

Presentation of the Initial Taft College Faculty Association Collective Bargaining Re-Opener Proposal with the WKCCD for the 2016-17 Year

Mr. McMurray reported that each year the District and the Taft College Faculty Association must present re-opener proposals indicating which articles they wish to open for negotiations. As indicated in the letter from President Diane Jones to the District, the TC Faculty would like to open Articles 1-12 for the purposes of negotiating the collective bargaining agreement in 2016-17.

Presentation of the Initial Taft College Classified Employee Association (CSEA - Chapter #543) Collective Bargaining Re-Opener with the WKCCD for the 2016-17 Year

Mr. McMurray reported that, similar to the Faculty Association, the Taft College Classified Employee Association (CSEA) Chapter #543 must also present their re-opener proposal indicating the articles they wish to open for negotiations. As indicated in a letter from CSEA President Velda Peña to the District, the Chapter plans to open Articles 1-24 for the purposes of negotiating the collective bargaining agreement in 2016-17.

NEW BUSINESS (continued):

Presentation of the Initial WKCCD Collective Bargaining Re-Opener Proposal with the Taft College Faculty Association for the 2016-17 Year

Mr. McMurray reported that the District is also required to present proposal reopeners at the beginning of each fiscal year to both bargaining units. The WKCCD plans to open any mutually agreed upon provision of the current three-year contract with the Faculty Association for 2016-17 as indicated on the letter from the District to the Faculty Association. A public hearing will be conducted at the July 13th board meeting on the subject.

Presentation of the Initial WKCCD Collective Bargaining Re-Opener Proposal with the Taft College Classified School Employee Association (CSEA) Chapter #543 for the 2016-17 Year

As with the Faculty Association, the District is required to present a reopener proposal to CSEA Chapter #543 indicating the articles they wish to open for negotiations at the beginning of each year. The WKCCD plans to open any mutually agreed upon provision in 2016-17. A public hearing will be conducted at the July 13th board meeting on the subject.

CONSENT AGENDA:

- A. Review of the California Community College Financial Status Report (CCFS-311Q) for the 3rd Quarter of the Year Ending March 31, 2016
- B. Request for Approval - Four-Day Summer Workweek Policy (5/23 - 8/11/16)
- C. Request for Approval - Renewal of Memorandum of Understanding with the Taft Police Department to Provide a Full-time Police Officer at Taft College to Provide Campus Security and District Safety Planning and Training Services for the 2016/17 and 2017/18 Years, Cost (Including Salary & Benefits) \$117,000.00/Year, Plus Overtime as Directed by WKCCD
- D. Request for Approval - AVID Membership, Professional Development Trainings, Materials and Resources for Services Related to the Promotion of Student Success (Student Advising, Faculty Development, Peer Tutoring and Student Services), 7/1/16 - 6/30/17, \$24,200.00 (STEM Pathways Grant & Student Equity Funds)
- E. Request for Approval - Consulting Services Agreement with Capitol Public Finance Group, LLC, to Serve as the WKCCD Dissemination Agent (Consulting Services Order CSO #2016-1 and Certificate of Acceptance), 7/1/16 - 6/30/17 \$3,500.00 Fee for Annual Report Filing and \$500.00 for Each Material Event Filing Plus Related Expenses

CONSENT AGENDA (continued):

- F. Request for Approval - Agreement with Kern County Superintendent of Schools to Serve as the Fiscal Agent and Contract for Authorized Services in Connection with the 2016-2017 Kern County Children's Dental Health Network, 7/1/16 - 6/30/17, \$411,607.00
- G. Request for Approval - Amendment #2 to the Keenan & Associates Property and Casualty Claims Administration Services Agreement Originally Effective 7/1/14 to Extend the Agreement Period to 7/1/16 - 6/30/17, Hourly Fees Based on Services Provided
- H. Request for Approval - District Business Office Systems Agreement with the Kern County Superintendent of Schools to Provide QSS Administrative Software and Consulting Services (KCSOS Agt. #17-0206), 7/1/16 - 6/30/17, \$5,787.00
- I. Request for Approval - Agreement with PAS Associates (Human Resources Consultants) to Provide the Series *Agreement to Engage* Training for Student Services Staff, May 31 - June 21, 2016 (Series of 4 Trainings) Not to Exceed \$19,000.00 (SSSP & Counseling Budget Funds)
- J. Request for Approval - Agreement with JP Marketing, a Division of Two Q, Inc., to Provide Creative Development and Graphic Design Services for the 2016-17 Year, \$95.00/Hr., Not to Exceed \$25,000.00
- K. Request for Approval - Vehicle Maintenance Agreement with Taft City School District to Provide Vehicle Maintenance Services for TC Vehicles, 7/1/16 - 6/30/17, \$63.00/Hr. Labor (30 Minute Minimum), Plus Parts and Supplies
- L. Request for Approval - HVAC (Heating Ventilation and Air Conditioning) Agreement with Taft City School District to Provide Inspection, Service and Repair of TCSD HVAC Equipment, 7/1/16 - 6/30/17, \$63.00/Hr. Labor (30 Minute Minimum), Plus Parts and Supplies
- M. Request for Ratification - Converjint Technologies Quote #DRB05131601 for Lenel Software Maintenance for Electronic Door Locks and Security Cameras, 5/3/16 - 5/2/19, \$3,547.00/Year
- N. Request for Ratification - Agreement with Ray Morgan Company to Provide Renewal of the Laserfiche Software Support and Training, 5/11/16 - 5/11/17, \$3,784.63
- O. Request for Approval - NetSupport Software Renewal Quote #AAAQ47709 to Manage Classroom Desktop Computers, 7/1/16 - 6/30/17, \$1,158.55
- P. Request for Approval - Agreement with Evisions to Renew FormFusion Software Maintenance and Support (1098T Form Printing), 7/1/16 - 6/30/17, \$6,813.00

CONSENT AGENDA (continued):

- Q. Request for Approval – Consulting Agreement with the McCallum Group to Provide Legislative Advocacy Services as Directed by the District, 7/1/16 – 6/30/17, \$2,700.00/Mo.
- R. Request for Ratification – Consulting Agreement with John Florian to Provide a Guest Presentation for ENGR 1530 Materials Science and Engineering Lab Course, 3/7/16 & 4/18/16, \$65.00/Hr., Including Travel Expenses Not to Exceed \$175.00
- S. Request for Approval – Agreement with Hardison Consulting to Provide Consulting Services Related to Banner Financial Aid to Automate Eligibility, Awarding and Payment Reporting Processes of Cal Grant Funding, to be Completed 6/30/16, \$150.00/Hr., Not to Exceed \$3,000.00
- T. Request for Approval – Facilities Use Agreement with St. Andrews Church for the West Kern Adult Education Network GED Courses (Tuesday and Thursday evenings), 7/1/16 – 6/30/17, \$250.00/Mo.
- U. Request for Approval – Facilities Use Agreement with Calvary Temple Church for the West Kern Adult Education Network English as a Second Language Courses (Monday evenings), 7/1/16 – 6/30/17, \$250.00/Bi-Monthly
- V. Request for Approval – Independent Consulting Agreement with Ken Arnold to Assist with Summer STEM Outreach Program, 7/1/16 – 8/31/16, \$30.00/Hr., Not to Exceed 240 Hrs.
- W. Request for Ratification – Consulting Agreement with Bill Moseley/The Learning Underground to Provide Hosting and Support Services Related to the MyMathSkillz Software, 1/1/16 – 12/31/16, \$4,000.00 (STEM Pathways Grant Funding)
- X. Request for Approval – Agreement with GL Consulting Services, LLC to Provide IBM Cognos (Report Writing Software) Training and Support, Effective 6/9/16 (Training to Take Place the Week of 6/27/16), \$3,500.00 Plus Travel Expenses Not to Exceed \$2,000.00
- Y. Request for Approval – Agreement with John Karwoski to Provide DSA (Department of State Architects) Inspection Services, 7/1/16 – 10/31/16, \$10,920.00/Mo.
- Z. Ratification of the May 2016 Vendor Check & Purchase Order Registers
- Z.1. Routine Personnel Items:
 - 1. Request for Conference Attendance and Expenses as of June 1, 2016

CONSENT AGENDA (continued):

On a motion by Trustee Campos, seconded by Trustee Long and unanimously carried, Consent Agenda Items A - Z.1. were approved as presented (materials related to items A - Z.1. are attached to official minutes).

PUBLIC COMMENTS ON ITEMS OF GENERAL INTEREST

No comments were made.

REPORTS FROM STAFF AND STUDENT ORGANIZATIONS

Financial Reports

The financial reports listed below were presented for information (copies attached to official minutes).

Financial Reports:

A. Financial Reports (for information):

1. Expenditure Detail of \$10,000.00 or Greater, May 2016
2. Student Organization and Special Accounts, May 2016
3. Funds Deposited in County Treasury, May 2016

Trustee Reports

Trustee Cole attended the creative reading and writing class function at Black Gold, as arranged by Geoffrey Dyer, and enjoyed the student's work. She also attended the End of Year Dinner and noted the event was a success.

Trustee Vaughn attended the Maricopa High School graduation and presented seven merit awards to graduating seniors. He reported that a majority of the graduates indicated they would be attending Taft College.

Academic Senate

No report.

Instruction

Mark Williams, Vice President of Instruction, thanked the faculty and staff for their work this year. He distributed a handout detailing STEM Outreach activities (copy attached to official minutes). He noted that spring visits with the Taft Union High School Oil Technology Program were well received and the Young Innovators Club at Lincoln Junior High School wrapped up an exciting year of projects that included a Cardboard Regatta, 3D printing, rockets and other projects. This summer six TC STEM students will

REPORTS (continued):

participate in the University of La Verne Summer Research Camp. A Summer STEM Camp is scheduled to be held on the TC campus for 24 students completing grades 6-8 this year. The theme is STEM and Water.

Taft College Faculty Association

Faculty Association President Diane Jones reported that Vince Maiocco, TC Baseball Coach, was honored by the California Community College Baseball Coaches Association as the 2016 Victory Custom Athletics Coach of the Year. She noted that the end of year functions went well, including the May in-service. The Association appreciated that in-service had many offerings and were well attended by all.

Human Resources

Dr. Robert Meteau, Associate Vice President of Human Resources, recognized Judy Wade, HR Specialist, for her efforts in the recent time of high volume in the HR office. Dr. Meteau introduced Amar Abbott, who is being recommended for the High Tech Center – Access Specialist position. Mr. Abbott is coming from Napa College and is looking forward to becoming a part of the Taft College faculty. Dr. Meteau also reported the HR department presented a program at a local Rotary meeting on the topic of current HR trends.

Student Services

Ms. Bogle reported that 221 graduates participated in the recent TC graduation ceremony. This school year TC is near, and may pass, the 500 mark of students completing a degree or certificate. Currently Student Services is promoting TC Cougar Day (June 15) to recent high school graduates, reaching out to the students who have not completed their degree/program. Another focus is possibly updating the Cougar Dorms. Ms. Bogle recently submitted student graduation photos to the Chancellor's office for use on their website.

REPORT OF THE INTERIM SUPERINTENDENT

Mr. McMurray recognized Ms. Bogle and the Student Services staff for the graduation ceremony and the assistance that they have provided to students with the end of year processes. He also recognized the work of the staff involved with the End of Year Dinner, stating the event was well received by those in attendance and those who were honored. Mr. McMurray served as a moderator at the Candidate Forum for the Taft community and stated that the event was informative and well organized.

Taft College was visited by Board of Governors appointed member Arnoldo Avalos. Board President Billy White, along with several administrators and Mr. McMurray, gave

REPORT OF THE INTERIM SUPERINTENDENT (continued):

Mr. Avalos a tour of the campus and discussed with him topics of statewide trends in community college matters. Mr. McMurray recognized student published pieces "Black Gold" and "A Sharp Piece of Awesome" and their faculty advisors, Gary Graupman and Geoffrey Dyer respectively, for the work that went into each piece. Upcoming events include the WESTEC quarterly meeting and the Kern Economic Development Committee meeting. The TIL Graduation ceremony is scheduled for June 30.

EMPLOYMENT

On a motion by Trustee Campos 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 and Kal Vaughn

No: None

Abstain: None

Absent: Billy White

CONTINUATION OF CLOSED SESSION

On a motion by Trustee Campos, seconded by Trustee Cole and unanimously carried, the Board reconvened into Closed Session at 7:35 p.m. to continue discussion on matters indicated in the Closed Session Agenda.

RECONVENE IN OPEN SESSION, ANNOUNCE CLOSED SESSION ACTIONS

At 8:09 p.m., on a motion by Trustee Campos, seconded by Trustee Cole and unanimously carried, the Board convened into Open Session. Secretary Vaughn announced that no action was taken during the Closed Session.

The Board reconsidered New Business item 10.D: Award of Contract for Construction of the Student Center Project to Responsible Bidder Submitting the Lowest Priced Responsive Bid Proposal or to Reject All Bid Proposals.

On a motion by Trustee Campos, seconded by Trustee Cole and unanimously carried, the bid for construction of the Student Center project was awarded to low bidder California Averland Construction for the total of \$12,950,000.00 (Base Bid) (copy of bid tabulation attached to the official minutes).

CONTINUATION OF CLOSED SESSION

On a motion by Trustee Campos, seconded by Trustee Cole and unanimously carried, the Board reconvened into Closed Session at 8:12 p.m. to continue discussion on matters indicated in the Closed Session Agenda.

RECONVENE IN OPEN SESSION, ANNOUNCE CLOSED SESSION ACTIONS

At 8:44 p.m., on a motion by Trustee Cole, seconded by Trustee Campos and unanimously carried, the Board convened into Open Session. Secretary Vaughn announced that no action was taken during the preceding Closed Session.

NEXT MEETING

The next monthly meeting is scheduled for Wednesday, July 13, 2016, at 5:00 p.m.

ADJOURNMENT

At 8:45 p.m., on a motion by Trustee Campos, seconded by Trustee Cole and unanimously carried, the meeting was adjourned.

Respectfully Submitted:

Kal Vaughn, Secretary