

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

**REGULAR MEETING**

**July 13, 2016**

The regular meeting of the Board of Trustees of the West Kern Community College District was called to order at 5:12 p.m. by President Billy White. Secretary Kal Vaughn and Trustees Emmanuel Campos and Michael Long were also present. Trustee Dawn Cole 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 5:13 p.m. it was moved by Trustee Long, seconded by Trustee Campos 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 Real Property Negotiators - Property: IPN # 032-010-8  
Agency Negotiator: Interim Superintendent/President

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

At 5:59 p.m., it was moved by Trustee Long, 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

Interim Superintendent/President Brock McMurray introduced Taft Police Chief Ed Whiting. Chief Whiting addressed the Board regarding recent state legislation (SB 707) that requires district approval for any individual with a permit to carry a concealed weapon (CCW) on district property. He urged the Board to consider taking action to establish such a process. Chief Whiting voiced his support of the District allowing CCW permit holders to continue carrying concealed weapons in accordance with the law.

## APPROVAL OF MINUTES

On a motion by Trustee Campos, seconded by Trustee Long and unanimously carried, the minutes of the Special Meeting held June 1, 2016 and the Regular Meeting held June 8, 2016 were approved.

## NEW BUSINESS

### **Three Year Contract with Dr. Debra S. Daniels to Serve as West Kern Community College Superintendent/President**

The three-year contract with Dr. Debra S. Daniels to serve as Superintendent/President was presented. Mr. McMurray noted a correction on page 4, section #9, indicating that the Superintendent/President's daily salary rate would be calculated by dividing the annual amount by 223 days (not 224 days as indicated in the board packet). Terms include an annual salary of \$200,000.00 with an annual doctoral stipend of \$3,566.07. Annual allowances include: housing - \$10,000.00, automobile - \$7,800.00, and technology - \$2,400.00. Dr. Daniels will begin in her new position on July 18, 2016. On a motion by Trustee Vaughn, seconded by Trustee Long and unanimously carried, the three year contract with Dr. Debra Daniels to serve as the WKCCD Superintendent/President was approved (copy of corrected contract is attached to official minutes).

### **Collective Bargaining - Public Hearing and Approval (B-E):**

#### **PUBLIC HEARING - Collective Bargaining Items B-E**

Mr. McMurray reviewed that the first presentation of the initial collective bargaining proposals took place at the meeting held June 8<sup>th</sup>. The proposals require two presentations including a public hearing. Accordingly, at 6:15 p.m. it was moved by Trustee Campos, seconded by Trustee Long and unanimously carried, that the Board enter into a public hearing to discuss the District's initial collective bargaining proposals (agenda items B-E). President White called for public comments. No comments were heard and the public meeting was declared closed at 6:16 p.m.

On a motion by Trustee Campos, seconded by Trustee Vaughn and unanimously carried, items B-E (listed as follows) were approved (copies of the initial proposals attached to official minutes):

*NEW BUSINESS (continued):*

- B. Taft College Faculty Association Collective Bargaining Re-Opener Proposal with the WKCCD for the 2016-17 Year**
- C. Taft College Classified Employee Association (CSEA - Chapter #543) Collective Bargaining Re-Opener with the WKCCD**
- D. WKCCD Collective Bargaining Re-Opener Proposal with the Taft College Faculty Association for the 2016-17 Year**
- E. WKCCD Collective Bargaining Re-Opener Proposal with the Taft College Classified School Employee Association (CSEA - Chapter #543) for the 2016-17 Year**

**Second Reading - Memorandum of Understanding with the Taft College Faculty Association Regarding Compensation for Transition to Canvas Online Learning Management System**

Mr. McMurray reported that the proposed MOU had 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. This item was first presented at the June 8<sup>th</sup> regular board meeting. On a motion by Trustee Long, seconded by Trustee Campos and unanimously carried, the MOU with the Faculty Association was approved (copy attached to the official minutes).

**WKCCD 2018-2023 Capital Outlay Plan**

The WKCCD 2018-23 Capital Outlay Plan is required by the CCC Chancellor's Office. The plan details the District's capital construction for a five-year period commencing with the next proposed year of funding. The plan provides the Chancellor's Office a complete picture of the capital outlay projects for the districts, enabling the Chancellor's Office to make informed decisions regarding project priorities for state funding (copy attached to the official minutes).

**Update of Policies and Administrative Procedures (No Action)**

Mr. McMurray presented an annual update of all reviews and revisions to Board Policies and Procedures that were made during the 2015/16 year as required by Board Policy #2410. In total there were 70 Board Policies and 54 Administrative Procedures reviewed and/or updated (copy attached to official minutes).

*NEW BUSINESS (continued):*

**Resolution #2016/17-01 - Consolidation of the Election**

Mr. McMurray reviewed that Resolution #2016/17-01 establishes that WKCCD election items will be combined with other district, city, county or other political subdivisions in an election (which will provide a cost savings). On a motion by Trustee Long, seconded by Trustee Campos and unanimously carried, Resolution #2016/17-01 - Consolidation of the Election was approved (copy attached to the official minutes).

**Resolution #2016/17-02 - Candidates' Statements**

Mr. McMurray reported that Resolution #2016/17-02 establishes that all WKCCD Board of Trustee Candidates' Statements to be printed in the election sample ballots will be paid by the candidates themselves. This includes the printing, handling, and mailing of materials to voters. On a motion by Trustee Campos, seconded by Trustee Vaughn and unanimously carried, the resolution declaring that candidate statement fees will be paid by candidates was approved (copy attached to the official minutes).

**Resolution #2016/17-03 - Tie Breaking Procedures**

Mr. McMurray reported that Resolution #2016/17-03 establishes the District tie breaking procedure prior to the date of the election. In the case of a tie, the winner would be decided by lot. A tie would not result in a runoff election. On a motion by Trustee Vaughn, seconded by Trustee Long and unanimously carried, the resolution was approved (copy attached to the official minutes).

**First Reading - Updated Board Policies (No Action)**

- #1200 - District Mission
- #2010 - Board Membership
- #2710 - Conflict of Interest
- #3520 - Local Law Enforcement
- #5140 - Disabled Student Programs and Services
- #7600 - College Police Departments or Campus Security Officers
- #7700 - Whistle Blower Protection

The board policies referenced above have been updated as recommended by the legal counsel of the Community College League of California Board Policy and Procedure Services. Mr. McMurray reviewed the recommended modifications as follows:

**BP 1200** now states that the Mission is evaluated and revised on a regular basis. In addition, the wording was corrected on two value statements.

**BP 2010** states that a Board member may not serve simultaneously on a high school district governing board whose boundaries are part of the WKCCD.

*NEW BUSINESS (continued):*

*Updated Board Policies (continued):*

**BP 2710** has added “employees” who shall not be financially interested in any contracts made by them in their official capacity.

**BP 3520** updated Education Code Section and language regarding written agreements with local law enforcement agencies governing operational responsibilities.

**BP 5140** was updated to extended language indicating the DSPS Program shall be the primary provider for academic adjustments, auxiliary aids, service or instruction to students.

**BP 7600** was updated to extend language from Education Code to include officers who carry firearms will satisfy training requirements of Penal Code Section 832 and meet other requirements in Education Code Section 72330.5.

**BP 7700** was updated to extend protection against retaliation to District employees and applicants whose family member makes a protected disclosure.

These polices are being presented for a first reading and will be recommended for approval at the August 10<sup>th</sup> Board regular meeting.

**CONSENT AGENDA:**

A. Request for Approval – Program Updates:

Math and Science Division

Liberal Arts: Health and PE

AA in Physical Education

Liberal Arts: Allied Health

AS: Life Science

Liberal Arts: Math and Science

Liberal Arts: Natural Science – Life Science

AS: Physical Science

Liberal Arts: Natural Science – Physical Science

AA-T Kinesiology

B. Request for Approval – Course Revisions:

Liberal Arts Division

ART 1610 – Advanced Design

ART 1625 – Color Theory

ARTH 2030 – Survey of Asian Art

CONSENT AGENDA (continued):

Course Revisions (continued):

Social Science Division

- ECEF 1653 - Discipline Techniques for Preschool Children
- ECEF 1654 - Discipline Techniques for School-Age Children and Adolescents
- ECEF 1660 - School-Age Curriculum for Before and After School Programs/Interpersonal Relationships
- ECEF 1661 - School-Age Curriculum for Before and After School Programs/Activities
- ECEF 1662 - School-Age Curriculum for Before and After School Program/Theory
- ECEF 2021 - Introduction to Primary Grade Classroom

Math and Science Division

- DNTL 1511 - Oral Radiology
- DNTL 1512 - Head and Neck Anatomy
- DNTL 1513 - Dental Health Education/Seminar
- DNTL 1514 - Introduction to Clinic
- DNTL 2025 - Patient Management and Geriatrics
- DNTL 2026 - Nutrition in Dentistry
- DNTL 2130 - Periodontics
- DNTL 2133 - Advanced Clinical Topics
- DNTL 2240 - Periodontics II
- DNTL 2245 - Ethics and Jurisprudence

- C. Presentation of President's and Vice President's Lists for Spring 2016
- D. Request for Approval - (12) Residential Lease Agreements for Off Campus Housing for Students in the TIL (Transition to Independent Living) Program
- E. Request for Approval - Agreement with the Law Firm of Lozano Smith to Provide Legal Services with the Establishment of a 5.0% Discount Upon the Deposit of a \$25,000.00 Prepayment for 2016/17 (Any Deposited Funds Remaining to be Credited to the 2017/18 Year)
- F. Request for Ratification - 2016/17 Contract Education Services Agreement with WESTEC (Westside Energy Services Training and Education Center)
- G. Request for Ratification - 2016/17 Renewal of the Statewide Association of Community Colleges (SWACC) Proforma for Property and Liability Insurance Coverage, \$99,295.00

CONSENT AGENDA (continued):

- H. Request for Approval – Agreement with Student Insurance to Provide Accident Coverage (Anthem Blue Cross and AIG) for TC Students, Athletes, Managers, Student Trainers and Dependent Children of Students in the TC Children’s Center, 8/1/16 – 8/1/17, \$48,100.00
- I. Request for Ratification – Resolution #2016/17-04 Authorizing Agreement with California Department of Education to Provide Child Care and Development Services Connected with the State Preschool Program, Contract #CSPP – 6122, 7/1/16 – 6/30/17, \$687,063.00
- J. Request for Ratification – Resolution #2016/17-05 Authorizing Agreement with California Department of Education to Provide Child Care and Development Services Connected with the Migrant Program, Contract #CMIG – 6005, 7/1/16 – 6/30/17, \$512,239.00
- K. Request for Ratification – Resolution #2016/17-06 Authorizing Agreement with California Department of Education to Provide Child Care and Development Services Connected with the General Child Care & Development Programs, Contract #CCTR – 6054, 7/1/16 – 6/30/17, \$485,202.00
- L. Request for Ratification – Resolution #2016/17-07 Authorizing Agreement with California Department of Education to Provide Child Care and Development Services Connected with the Migrant Specialized Services Program, Contract #CMSS – 6005, 7/1/16 – 6/30/17, \$73,261.00
- M. Request for Ratification – Institution Participation Agreement with Instructure (Canvas) Online Course Management System (Expense Paid for by the Online Education Initiative (OEI)), 7/1/16 – 6/30/17
- N. Request for Ratification – Agreement with Dr. Robert J. Pacheco, Ed.D., for Consulting Services in Connection with the Taft College Institutional Effectiveness Plan (IEP), 7/1/16 – 12/31/16, \$100.00 per hour (Not to Exceed \$20,000.00)
- O. Request for Approval – Agreement with Phytorion, Inc., for Support for Student Data Warehouse and Cognos Reporting During 2016/17 Year, \$165.00 per (Not to Exceed \$15,000.00)
- P. Request for Ratification – Agreement with VitalSmarts to Provide One-Day Crucial Conversations Course on June 23, 2016, \$5,500.00 plus Travel Costs Up to \$1,500.00
- Q. Request for Ratification – Agreement with National CineMedia, LLC (“NCM”) for Regional Advertising, 6/24/16 – 12/29/16, \$15,000.00

CONSENT AGENDA (continued):

- R. Request for Approval – Subscription Renewal for Turnitin Software (Online Writing and Student Work Evaluation Tools for Educational Institutions), 8/1/16 – 7/31/17, \$6,838.80
- S. Request for Ratification – 2016/17 Renewal of Liebert Cassidy Whitmore (LCW) Central California Community College District Employment Relations Consortium Membership, 7/1/16 – 6/30/17, \$3,650.00
- T. Request for Approval – Renewal of Annual Maintenance Services with Harland Technology for the Campus Scantron Scanner, 9/6/16 – 9/5/17, \$663.00
- U. Request for Ratification – Renewal of Card Integrators Solutions Annual Software Service Agreement, 7/1/16 – 6/30/17, \$1,474.00 (Technical Support Billed Separately at \$175.00/Hour)
- V. Request for Approval – JP Marketing Services for Website Updates, \$2,500.00 per Month (Not to Exceed \$30,000.00)
- W. Request for Approval – Agreement with CCS Disaster Recovery Services for the CCS Quickship Program to Inventory Existing TC Computer Equipment for Replacement Purposes in the Event of a Disaster, 7/1/16 – 6/30/17, \$3,420.00
- X. Request for Ratification – Agreement with Garden Pathways, Inc. to Provide Consulting Services on Efforts to Outcomes (ETO) Software, 7/1/16 – 9/16/16, \$75.00 per Hour for up to 40 hours (Not to Exceed \$3,000.00)
- Y. Request for Approval – Independent Contractor Agreement with Dr. Cindra Smith to Facilitate the 2016 WKCCD Board Retreat, 8/25/16 – 8/26/16, \$2,000.00
- Z. Request for Approval – Independent Contractor Agreement with Gary Christensen to Provide Assessment Services in Connection with the West Kern AB86 Adult Education Consortium, 7/1/16 – 6/30/17, \$50.00 per Hour Not to Exceed 30 hours (\$1,500.00)
  - Z.1. Request for Approval – Facilities Use Agreement with United Methodist Church for Citizenship Classes, 7/1/16 – 6/30/17, \$250.00 per Eight Week Session
  - Z.2. Request for Approval – Rental Agreement with The Fort Preservation Society for the Use of the Fort for the August 2016 In-Service Staff Breakfast, 8/19/16, \$325.00
  - Z.3. Ratification of the June 2016 Vendor Check & Purchase Order Registers



*CONSENT AGENDA (continued):*

Z.4. Routine Personnel Items:

1. Request for Conference Attendance and Expenses as of June 30, 2016

On a motion by Trustee Long, seconded by Trustee Vaughn and unanimously carried, Consent Agenda Items A - Z.4. were approved as presented (materials related to items A - Z.4. 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 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, June 2016
4. Student Organization and Special Accounts, June 2016
5. Funds Deposited in County Treasury, May 26, 2016 - June 2016

**Trustee Reports**

Trustee Campos reported that he attended the TIL Graduation Ceremony and was very moved by the parent speaker. The speech reminded him of the dedication of the TIL staff and the success of the students in the program.

Trustee Long noted his support of Chief Ed Whiting and the communication he delivered previously in the meeting.

**Academic Senate**

No report was presented.

*REPORTS (continued):*

## **WESTEC**

Chief Instructional Officer Randy Kizzar noted his support of Chief Whiting's position on SB 107. Mr. Kizzar then provided a facilities update of the WESTEC site. Current improvements include updates to the flooring, paint, cabinets, etc.

## **Human Resources**

Dr. Robert Meteau, Associate Vice President of Human Resources, announced that the forthcoming Item 14 - Employment - includes the appointment of the Interim TIL Director and Interim Vice President of Student Services. Mr. Meteau also noted the previously approved contract for Superintendent/President Dr. Debra Daniels. He commended Darcy Bogle and Brock McMurray's great service to the District as they return to their previous positions on campus.

## **Instruction**

Mark Williams, Vice President of Instruction, presented the Board with a handout outlining activities currently underway in his area. Mr. Williams gave a brief update that included STEM activities with local students in grades 6-12, preparation for a Veteran's office to serve Veterans that are TC students, and the merging of Student Equity, Student Success, and Basic Skills Initiative plans. His area, pending approval, also welcomes Interim TIL Director Cary Carpenter. He also thanked Rachel Belden for her service as Outreach Director of the STEM Program. Ms. Belden has resigned and will be entering the field of teaching.

## **Foundation**

Foundation Director Sheri Horn-Bunk updated the Board of discussion items that took place during the June 29<sup>th</sup> annual meeting of the Board of Directors. The Directors elected Robert Duchow as the new Secretary, Don Zumbro as the Vice Chair, and Bob Hampton as the President. Over the past six years the Foundation has raised over \$4 million dollars to serve the Taft College community. Major donors include Chevron, Synagro, California Resources Company, Philips 66, among many others. The West Kern Petroleum Summit was successful in providing funds to bring four internships at Taft College. The Foundation continues to work with the College to identify a new office location.

## **Student Services**

Darcy Bogle, Vice President of Student Services, introduced the new head women's basketball coach Carli Flowers, pending approval of Item 14. Ms. Bogle updated the Board on the current advertising campaign created for theaters in Bakersfield, as well as the next installation of flags on the TC campus as a part of the TC branding project. Fall

*REPORTS (continued):*

enrollment is up nearly 152 students (headcount) at this point, which is due in part to efforts between the Student Services and Instruction departments. "Cougar Days" have been organized to provide new students with a one-day fast track process to register for fall classes. The first was held June 15<sup>th</sup>, at which 107 students were served. Additional Cougar Days will be held on July 20<sup>th</sup> and August 10<sup>th</sup>. Ms. Bogle thanked the Board for their support over the past three years while she has served as Vice President of Student Services. She looks forward to continuing to serve TC students as she returns to her counseling position.

**REPORT OF THE INTERIM SUPERINTENDENT**

**Events**

Mr. McMurray reported that he had attended many meetings and events during the month of June including the KEDC Annual Dinner and meeting, the KEDC Board of Directors meeting which included a tour of the education center in Shafter, the TCI Graduation Ceremony, the Foundation Board of Directors and Finance meetings, the Taft Chamber of Commerce Board meeting, and the TIL Graduation Ceremony.

**Enrollment**

Mr. McMurray provided an update on the "320 Report" that is annually submitted to the Chancellor's Office that records the College's attendance for 2015-16. Enrollment numbers are strong and reflect that the College earned the 1.0% growth in FTE as authorized by the Chancellor's Office.

**Facilities**

The Student Center construction project, for which the award of bid was approved at the meeting on June 8<sup>th</sup>, has begun with staff pre-construction meetings. The formal pre-construction meeting is currently scheduled to be held with the contractor the week of July 25<sup>th</sup>. Also, the current electrical upgrade project is progressing well.

**Budget**

On August 4<sup>th</sup> Mr. McMurray will attend a workshop hosted by the Chancellor's Office to begin finalizing the 2016-17 budget. To date there are no anticipated significant changes. It is believed that the instructional equipment and deferred maintenance categories may receive more funding than originally thought.

**Staff**

Mr. McMurray thanked Ms. Bogle for her service as the Vice President of Student Services and looks forward to continuing to work with her in her role as a counselor. He also

*REPORT OF THE SUPERINTENDENT (continued):*

thanked Ms. Shelley Klein and the Board for their support during his time as the Interim Superintendent/President. Mr. McMurray stated he is looking forward to working with Dr. Daniels in her transition as Superintendent/President.

**EMPLOYMENT**

On a motion by Trustee Campos and seconded by Trustee Long, Employment Items A - F were approved by the following vote (Employment Items A - F (*Appendix I & II*) are attached to official minutes):

Yes: Emmanuel Campos, Billy White, Michael Long and Kal Vaughn  
No: None  
Abstain: None  
Absent: Dawn Cole

**NEXT MEETING**

The next monthly meeting is scheduled for Wednesday, August 10, 2016, at 5:00 p.m.

**ADJOURNMENT**

At 6:58 p.m., on a motion by Trustee Vaughn, seconded by Trustee Campos and unanimously carried, the meeting was adjourned.

Respectfully Submitted:

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Kal Vaughn, Secretary