

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

REGULAR MEETING

August 16, 2017

The regular meeting of the Board of Trustees of the West Kern Community College District was called to order at 5:01 p.m. by President Billy White. Secretary Dawn Cole and Trustees Emmanuel Campos, Michael Long and Dr. Kathy Orrin were present. Superintendent/President Dr. Debra Daniels, Executive Secretary Sarah Criss and Student Trustee Kayla Meyer were in attendance.

PUBLIC COMMENT ON CLOSED SESSION ITEMS

No comments were heard.

CLOSED SESSION

At 5:02 p.m. it was moved by Secretary Cole, 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 Labor Negotiators (Government Code section 54957.6)
Agency Designated Representative: Superintendent/President
Employee Organizations: TC Faculty Association, CSEA Chapter #543 & Management/Supervisory/Classified Confidential Employees
- E. Conference with Legal Counsel - Anticipated Litigation
Significant Exposure to Litigation Pursuant to Paragraph (2) or (3) of Subdivision (d) of Section 54956.9 - 2 Potential Cases
Claim Received from Donald Thornsberry
Claim Received from Melissa Thornsberry
- F. Student Discipline and Other Confidential Student Matters, Education Code Sections 35146, 48900 et. Seq. and 48912(b)

RECONVENE IN PUBLIC SESSION; ANNOUNCE CLOSED SESSION ACTIONS

At 6:00 p.m., it was moved by Trustee Long, seconded by Trustee Campos 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

There were no public comments.

GENERAL COMMUNICATIONS

Correspondence - Thank You from Adrian Agundez

Dr. Debra Daniels introduced Oleg Bespalov, the Executive Director of Institutional Research and Planning.

QUARTERLY INVESTMENT REPORT

District Investment Advisors Mike Urner, of Wells Fargo Advisors, LLC., and Dave Ivarie, of Morgan Stanley, distributed and reviewed the quarterly report of the WKCCD General Obligation Bond Portfolio and Facilities Reserve for the quarter ending June 30, 2017 (copies attached to the official minutes). Mr. Urner reported that the GO Bond Portfolio gained income of \$17,987.08 for the quarter with an ending value of \$3,935,556.99. The projected 12-month portfolio coupon income is \$79,024.00 with \$5,037,690.49 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.

Mr. Urner reviewed the highlights of the Facilities Reserve including income for the quarter of \$75,820.30 and an ending value of \$11,397,937.26. He also noted the projected 12-month portfolio coupon income of \$327,726.00 and \$4,729,550.38 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.

APPROVAL OF MINUTES

On a motion by Secretary Cole, seconded by Trustee Orrin and unanimously carried, the minutes of the Regular Meeting held July 12, 2017 were approved. Trustee Mike Long abstained due to absence from the July Board Meeting.

NEW BUSINESS

Review and Request for Action - Consideration of Claim by Donald Thornsberry

On a motion by Trustee Long, seconded by Trustee Orrin and unanimously carried, the claim was rejected in its entirety.

Review and Request for Action - Consideration of Claim by Melissa Thornsberry

On a motion by Trustee Orrin, seconded by Secretary Cole and unanimously carried, the claim was rejected and returned in part as untimely for claims occurring before January 13, 2017.

NEW BUSINESS (continued):

Request for Approval – Subcontractor Substitution Request – Steel Scope of Work for the Student Center Project (At No Additional Cost)

Kevin Cobb of AP Architects explained that the original subcontractor had requested to be removed from the project. The suggested subcontractor, Mike Owen Fabrication, Inc. is a local business and is qualified to take over the project. On a motion by Secretary Cole, seconded by Trustee Campos and unanimously carried, the subcontractor substitution was approved (copy attached to official minutes).

Second Reading and Request for Approval – Board Policy #7310 Nepotism

Dr. Daniels explained that the Community College League of California Board Policy and Procedure Services has recommended the updates as suggested. On a motion by Trustee Campos, seconded by Trustee Orrin and unanimously carried, Board Policy #7310 was approved (copy attached to official minutes).

First Reading – Board Policy #6900 Bookstore (No Action)

Dr. Daniels explained that the Community College League of California Board Policy and Procedure Services has recommended the updates as suggested. Board Policy #6900 will be reviewed and recommend for action at the October Regular Board Meeting (copy attached to official minutes).

CONSENT AGENDA:

- A. Information Item – CCFS-311Q for the year ended June 30, 2017
- B. Request for Approval – Agreement with The Chancellor’s Office Tax Offset Program (COTOP), 10/1/17 – 12/20/18, 25% Administrative Fee Collected
- C. Request for Approval – 2018 Enrollment Priority Schedule
- D. Request for Ratification – Contract for Professional Services with Capitol Public Finance Group, 6/7/17 – 6/30/19, Hourly Rate of \$195.00, not to Exceed \$60,000.00
- E. Request for Approval – Purchase of Engineering Lab Equipment and Supplies with PASCO Scientific, \$49,885.98
- F. Request for Approval – Purchase of Laboratory Fume Hoods for the Conversion of Classroom SCI-04 to Chemistry Lab from ISEC, Inc., \$33,320.91
- G. Request for Approval – Annual Renewal of IBM SPSS Statistics Base Concurrent User Subscription and Support, 9/1/17 – 8/31/18, \$11,374.30

CONSENT (continued):

- H. Request for Ratification - Publisher Consignment Rental Agreement with indiCo for Textbooks Necessary for Fall 2017
- I. Request for Ratification - Agreement with adidas Team Sports for Taft College Athletic Apparel, 7/1/17 - 6/30/20, No Additional Cost
- J. Request for Approval - Consultant Agreement with Nancy Dewhirst for Training in the Dental Hygiene Program, As Needed Basis Until December 31, 2017, \$3,500.00 per Day
- K. Request for Ratification - Lease of American Business Machines: Canon ImageRunner Copier 8095i & C5535i, August 2017 - August 2022, \$418.75 per Month (Plus Maintenance Costs)
- L. Request for Approval - Agreement with AMS.NET Technology Solution Provider, Quote#Q-00019843 for Premium Flex Support, 40 Hours of Technical Assistance at \$230.00 per Hour (Total Cost \$9,200.00)
- M. Request for Ratification - Purchase of Task Stools for Classroom Sci-04 Conversion from Sierra School Equipment Company, \$9,089.44
- N. Request for Ratification - Employers Training Resource (ETR) Annual Renewable Contract, 7/1/17 - 6/30/18, No Direct Cost to the District
- O. Request for Approval - GT Software NetCOBOL Maintenance Renewal, 9/1/17 - 8/31/18, \$2,244.00
- P. Request for Approval - 2nd Gear Software Warranty, 8/17/17 - 8/16/18, \$1,695.00
- Q. Request for Ratification - Consultant Agreement with Libert Cassidy Whitmore to Provide Legal Support for West Kern Adult Education Network (WKAEN) Formation of Joint Powers Agreement, Effective Upon Execution, Up to \$320.00 per Hour, Plus Travel Expenses
- R. Ratification of the July 2017 Vendor Check & Purchase Order Registers
- S. Routine Personnel Items:
 - Request for Conference Attendance and Expenses as of August 9, 2017 and Fall 2017 Proposed Field Trips

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

PUBLIC COMMENTS ON ITEMS OF GENERAL INTEREST

There were no comments on items of general interest.

EMPLOYMENT

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

Yes: Emmanuel Campos, Dawn Cole, Billy White, Michael Long and Dr. Kathy Orrin

No: None

Abstain: None

Absent: None

REPORTS

Financial Reports

The financial reports listed on the page following were presented for information (copies attached to official minutes).

Financial Reports (for information):

1. Revenue Accounts (Account Level 1) FY 2016/17
2. Expenditure Accounts (Account Level 1) FY 2016/17
3. Expenditure Detail of \$10,000.00 or Greater, June 2017
4. Student Organization and Special Accounts, June 2017
5. Funds Deposited in County Treasury, June 2017
6. Investments Held at Deutsche Bank Trust Company and The Bank of New York Mellon, Year End 6/30/17

Trustee Reports

Trustee Orrin shared her appreciation for the positive outlook on Taft College education as shared in the Midway Driller.

Trustee Long acknowledged the gift from Harry Wilson. He noted that Mr. Wilson was a long-time supporter of Taft College.

Secretary Cole welcomed Mr. Bepalov to Taft College.

Associated Student Body

Kayla Meyer, Student Trustee, reported that she attended the Student Trustee annual conference through the Community College League of California. Ms. Meyer also reported that the ASB will be welcoming students during the first week of school by hosting a table at the entrance of the campus.

REPORTS (continued):

Administrative Services

Brock McMurray, Executive Vice President of Administrative Services, reported that the annual visit from the auditing company is complete. He applauded Amanda Bauer, Director of Fiscal Services, for her leadership during the process. The maintenance staff have prepared the dorms for the students, who are beginning to arrive. The Taft College Bookstore is busy and the Administrative Services team is working to complete the final budget.

Institutional Research & Planning

Oleg Bespalov, Executive Director of Institutional Research & Planning, thanked the Board for the welcome. He stated that it has been a positive beginning and he is meeting many staff members during inservice week.

Human Resources

Dr. Robert Meteau, Associate Vice President of Human Resources (HR), reported that the department has been preparing and participating in the inservice training currently happening on campus. The inservice will end with the annual all staff breakfast on Friday. The HR department would also like to remind the Board and staff of the flu shot clinic to be held September 13th from 11:00 a.m. to 1:00 p.m.

Student Services

Severo Balason, Jr., Vice President of Student Services, reported that he and the athletic staff attended an annual summit in Fresno for comprehensive training and testing in athletic practices.

Instruction

Mark Williams, Vice President of Instruction, informed the Board that enrollment continues to be strong. At this time the College has 5% growth in enrollment. Mr. Williams also shared that the conversion of a classroom to a science laboratory is going well due to the support and work of many employees. He provided a handout with information on the Outdoor Learning Yard (OLY). Progress on phase 1 has placed water separation tanks, sea trains, and a pumping unit on site (copy attached to official minutes).

Student Success

Primavera Arvizu, Dean of Student Success, reported that three summer Cougar Days served 340+ students. This summer a workgroup made progress on developing the use of DegreeWorks and the program is assisting in creating an interactive resource with students on the building of their educational plans. During the first week of school there will be a table staffed by a counselor to assist students on a drop in, basic information basis. The staff in the counseling center are preparing for Kern County College Night, which will be held on September 11th in Bakersfield.

REPORTS (continued):

Foundation

Sheri Horn-Bunk, Executive Director of the Foundation, invited the Board to attend a reception to honor the gift bestowed by the trust of Harry Wilson on September 7th at Black Gold. She also invited the Board to a reception in honor of Phillips 66 for the \$25,000 grant for the internship program to be held on September 20th. Ms. Horn-Bunk reported that Executive Director Quon Louey of TelehealthDocs has agreed to place two interns in the new health program to serve residents in our area. She also shared that TC Multiply - the social networking site for TC contacts - now has over 300 members and is actively growing.

CSEA #543

Velda Peña, President of the CSEA Chapter #543, welcomed Oleg Bepalov.

Transition to Independent Living

Carey Carpenter, Interim Director of TIL, shared that the incoming class of freshmen is at 29, which is the highest number to date. The program is full and is currently in its third week of intercession. Ms. Carpenter thanked the continued support of the Foundation. The efforts have resulted in advertising in the Family First magazine in an effort to recruit from our area.

Facilities

Mike Capela, Director of Maintenance and Operations, reported that the department is actively serving the staff and students who have returned to campus.

REPORT OF THE SUPERINTENDENT

Ice Cream Social

Dr. Daniels thanked staff for a successful first year at Taft College. She held an ice cream social for all staff in celebration of the work completed in the first year as well as to thank them for their work.

Accreditation

Dr. Daniels reported that Taft College has been granted full accreditation status by the Accrediting Commission for Community and Junior Colleges (ACCJC). This status places the College back on the regular Accreditation schedule.

TC Promise Students

Dr. Daniels reported a dinner was held for the students who were awarded the TC Promise scholarship for Fall 2017. The dinner was a networking opportunity as well as an opportunity to touch base with the students as they begin their first semester.

SUPERINTENDENT REPORT (continued):

Dr. Daniels invited to the Board to attend the annual breakfast this Friday. She also shared handouts that included:

California Higher Education Report Card
National Report – Full-Time Enrollment and Student Success

NEXT MEETING

The next monthly meeting is scheduled for Wednesday, September 13, 2017, at 5:00 p.m.

CONTINUATION OF CLOSED SESSION

On a motion by Trustee Long, seconded by Secretary Cole and unanimously carried, the Board reconvened into closed session at 6:57 p.m.

RECONVENE IN PUBLIC SESSION; ANNOUNCE CLOSED SESSION ACTIONS

At 7:55 p.m., it was moved by Trustee Long, seconded by Trustee Campos and unanimously carried, to reconvene in Public Session. President White reported that no action was taken during Closed Session.

ADJOURNMENT

At 7:56 p.m., on a motion by Secretary Cole, seconded by Trustee Campos and unanimously carried, the meeting was adjourned.

Respectfully Submitted:

Dawn Cole, Secretary