

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

REGULAR MEETING

June 14, 2017

The regular meeting of the Board of Trustees of the West Kern Community College District was called to order at 5:02 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 and Executive Secretary Sarah Criss were in attendance.

PUBLIC COMMENT ON CLOSED SESSION ITEMS

No comments were heard.

CLOSED SESSION

At 5:03 p.m. it was moved by Trustee Campos, seconded by Trustee Orrin 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 - 3 Potential Cases
- 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 6:04 p.m., it was moved by Trustee Campos, seconded by Trustee Orrin 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 Merit Award Scholar Bailey Powers

Correspondence - Thank You from Merit Award Scholar Jordy Cazares

Correspondence - Thank You from Merit Award Scholar Ckira Wikoff

Correspondence - Thank You from End of Year Dinner Retiree Honoree Sheri Black

PRESENTATION - Information Technology Update

Adrian Agundez, Information Services Director, presented an update on campus technology (copy of PowerPoint attached to official minutes). Mr. Agundez gave an overview of the history and growth in the area of technology since he joined the College in 1985. In the past year, the campus has updated data recovery systems, security processes and training, and upgraded Banner software. The department is currently working to increase internet bandwidth for future growth and productivity. Also, this coming year will bring more upgrades to Banner. Mr. Agundez thanked the Board for its continued support through his career.

APPROVAL OF MINUTES

On a motion by Trustee Campos, seconded by Trustee Long and unanimously carried, the minutes of the Regular Meeting held May 10, 2017 and the Special Meeting held May 18, 2017 were approved.

NEW BUSINESS

Request for Approval - WKCCD 2017/18 Tentative Budget

Brock McMurray, Executive Vice President of Administrative Services, presented a PowerPoint with the highlights of the 2017/18 tentative budget (copy attached to official minutes). The community college system received \$183.6 million in base allocation, with the expectation that it will assist colleges in meeting CalSTRS and CalPERS benefit costs. The cost of living allowance (COLA) is currently at 1.56% and will also be applied to categorical programs. There is \$150 million Guided Pathways fund built into the 2017/18 state budget. This program is part of the focused approach toward supporting student success. Streamlining efforts in the college system is a focus in the 2017/18 state budget - three programs have now been combined: Student Success & Support Program, Student Equity, and the Basic Skills Initiative. The WKCCD budget reflects the state assumptions and also integrates with West Kern Adult Education Network, non-credit courses offering the GED and English as a Second Language. The WKCCD tentative budget is balanced. There remains concern over the rising CalSTRS and CalPERS costs.

On a motion by Secretary Cole, seconded by Trustee Long and unanimously carried, the WKCCD tentative budget for 2017/18 was approved (copy attached to official minutes).

NEW BUSINESS (continued):

Request for Approval - Taft College Class of 2017 Hall of Fame Inductees

Dr. Daniels explained that the list of 2017 Hall of Fame Inductees is brought to us through the Hall of Fame committee (copy attached to official minutes). On a motion by Trustee Long, seconded by Trustee Campos and unanimously carried, the 2017 Hall of Fame Inductees were approved.

Request for Approval - West Kern Community College District 2019-2024 Capital Outlay Plan

Mr. McMurray reported that the recommended Capital Outlay Plan is last year's plan with only increased direct costs adjusted (copy attached to official minutes). After Proposition 51 for state bonds allowing for facility projects passed, Governor Jerry Brown delayed funding. As a part of this action, it is recommended that plans remain the same but reflect current costs. On a motion by Secretary Cole, seconded by Trustee Orrin and unanimously carried, the Capital Outlay Plan was approved.

Request for Approval - Final Project Proposal (FPP) - Taft College Vocational Center

Mr. McMurray mentioned that, similar to the Capital Outlay Plan, it is recommended that the FPP be the same project as chosen last year. The current FPP only reflects the increased direct costs. On a motion by Trustee Long, seconded by Secretary Cole and unanimously carried, the FPP - Taft College Vocation Center was approved (copy attached to official minutes).

Second Presentation and Request for Approval - Tentative Agreement between the Taft College Faculty Association ("TCFA/CTA/NEA") and the West Kern Community College District ("District") - Parental Leave

Dr. Daniels explained that the bargaining unit has worked to integrate language into the parental leave portion of the contract to mirror the current law. Most notable, the language removes the waiting period that was previously included in the law. On a motion by Trustee Long, seconded by Trustee Orrin and unanimously carried, the parental leave tentative agreement was approved (copy attached to official minutes).

First Presentation - Tentative Agreement between the Taft College Faculty Association ("TCFA/CTA/NEA") and the West Kern Community College District ("District") - Face-to-Face Teaching in Correctional Institutions (No Action)

The tentative agreement between the Faculty Association and the District in regards to face-to-face teaching in correctional institutions was reviewed.

First Presentation - Tentative Agreement between the Taft College Faculty Association ("TCFA/CTA/NEA") and the West Kern Community College District ("District") - Adjunct/Temporary Faculty Rehire Rights (No Action)

The tentative agreement between the Faculty Association and the District in regards to adjunct/temporary faculty rehire rights was reviewed.

NEW BUSINESS (continued):

First Presentation – Taft College Classified School Employee Association (“CSEA”), Chapter #543 2017-20 Collective Bargaining Agreement (“CBA”) (No Action)

The 2017-20 Collective Bargaining Agreement with the CSEA, Chapter #543 was reviewed.

First Presentation – Taft College Faculty Association (“TCFA/CTA/NEA”) 2017-20 Collective Bargaining Agreement (“CBA”) (No Action)

The Faculty Association 2017-20 Collective Bargaining Agreement was reviewed.

Initial Presentation – Taft College Faculty Association CTA/NEA Reopener with WKCCD for FY 2017/18 (No Action)

The initial presentation of the request from the Faculty Association to reopen contract negotiations for fiscal year 2017/18 was reviewed.

Initial Presentation – Taft College CSEA Chapter #543, Reopener with WKCCD for FY 2017/18 (No Action)

The initial presentation of the request from CSEA, Chapter #543 to reopen contract negotiations for fiscal year 2017/18 was reviewed.

Initial Presentation – WKCCD Reopener Proposal with the Taft College Faculty Association (CTA/NEA) for FY 2017/18 (No Action)

The initial presentation of the request from the District to reopen contract negotiations with the Faculty Association for fiscal year 2017/18 was reviewed.

Initial Presentation – WKCCD Reopener Proposal with the Taft College CSEA, Chapter #543 for FY 2017/18 (No Action)

The initial presentation of the request from the District to reopen contract negotiations with CSEA, Chapter #543 for fiscal year 2017/18 was reviewed.

Second Reading and Request for Approval – Update Board Policy #2340 – Agendas

Board Policy #2340 is being presented for update due to the recommendation by the legal counsel of Community College League of California Board Policy and Procedure Services. The policy identifies the requirement for agenda placement on the College website. On a motion by Trustee Orrin, seconded by Trustee Long and unanimously carried, BP #2340 was approved (copy attached to official minutes).

NEW BUSINESS (continued):

Second Reading and Request for Approval - New Board Policy #5145 - Accessibility Standards for Electronic and Information Technology

Board Policy #5145 is brought to the Board by Administrative efforts to set accessibility standards for electronic and information technology. On a motion by Secretary Cole, seconded by Trustee Orrin and unanimously carried, BP #5145 was approved (copy attached to official minutes).

First Reading - Board Policy #7310 - Nepotism

Board Policy #7310 is being presented for update due to the recommendation by the legal counsel of Community College League of California Board Policy and Procedure Services. Board Policy #7310 will be on the regular July Board agenda for the second reading and request for approval.

CONSENT AGENDA:

A. Request for Approval - New Courses

Applied Technologies Division

ENER 1610 Mechanical Systems

ENER 1620 Fundamentals of Instrumentation

B. Request for Approval - Course Revisions

Applied Technologies Division

ENER 1530 Electricity and Basic Electronics

ENER 1540 Fundamentals of Programmable Logic Controllers

CTRP 1210 Proofreading for the Court Reporter

Learning Support Division

STSU 0205 Introduction to Campus Life

STSU 0206 Time/Organizational/Study Strategies

STSU 1016 College Survival

STSU 1017 Becoming A Successful Online Student

STSU 1018 Career and Major Exploration

STSU 1019 Career/Life Planning

Liberal Arts Division

ART 1600 Basic Design

C. Request for Approval - Program Revisions

Applied Technologies Division

Welding Technology - Associate in Science

CONSENT (continued):

Certificate of Achievement – Structural Code Welding
Certificate of Achievement – Pipe Code Welding
Certificate in Gas Tungsten Arc Welding (Locally Approved Certificate)
Certificate in Gas Metal Arc and Flux Core Arc Welding (Locally Approved Certificate)

- D. Request for Approval – Request for Distance Learning Approval of Course:

Learning Support Division

STSU 0205 Introduction to Campus Life

- E. Request for Approval – Renewal of WESTEC Agreement for 300-400 FTE students for the 2017/18 Year
- F. Request for Approval – Kern County Children’s Dental Health Network Program Agreement for Kern County Superintendent of Schools Agt. #18-0302, 7/1/17 – 6/30/18, No Direct Fiscal Impact to WKCCD Budget
- G. Request for Approval – Resolution No. 2016/17-25 and Agreement with California Department of Education for Taft College to Continue to Provide Child Care Services for the General Child Care and Development Program, 7/1/17 – 6/30/18, Grant for \$510,125.00 to Be Reimbursed at the Rate Not to Exceed \$40.20 Per Child Per Day of Full-Time Enrollment
- H. Request for Approval – Resolution No. 2016/17-26 and Agreement with California Department of Education for Taft College to Continue to Provide Child Care Services for the California State Preschool Program, 7/1/17 – 6/30/18, Grant for \$722,354.00 to Be Reimbursed at a Rate Not to Exceed \$40.45 per Child per Day of Full-Time Enrollment
- I. Request for Ratification – Agreement with Jean Kulbeth to Serve as Interim Director of the Dental Hygiene Program, 6/5/17 – 8/31/17, \$7,500.00 Per Month Plus Expenses as Approved by Superintendent/President, Plus Mileage per Policy
- J. Request for Approval – Renewal of Statewide Association of Community Colleges (SWACC) Proforma for Property and Liability Insurance Coverage, 7/1/17 – 7/1/18, \$103,405.00
- K. Request for Approval – Advertising Contract with TBC Media (Bakersfield Californian), 7/1/17 – 6/30/18, \$50,000.00
- L. Request for Approval – Accident Insurance Renewal with ANTHEM Blue Cross and AIG, 8/1/17 – 8/1/18, \$49,354.00
- M. Request for Ratification – Purchase of Cisco WS-C4507R+E Catalyst Network Core Switch, Proposal #27338-P7B8 with 3 Year Warranty on Hardware, \$22,355.96

CONSENT (continued):

- N. Request for Approval - ITsavvy LLC - CommVault Software Support Renewal (Quote #2968630), 9/1/17 - 8/30/18, \$11,562.24
- O. Request for Approval - Software CCLC Purchase Agreement for Turnitin Feedback Studio, 8/1/17 - 7/31/18, \$7,410.00
- P. Request for Approval - Evisions Formfusion Software Maintenance Renewal, 7/1/17 - 6/30/18, \$7,086.00
- Q. Request for Approval - Consultant Agreement with California State University, Chico Research Foundation to Provide CalFresh Enrollment Training and Technical Support to WKCCD Support Staff, June 22, 2017, \$6,154.00
- R. Request for Approval - Student Right-to-Know Reporting Subscription Agreement #17-REC-82, 7/1/17 - 6/30-20, Annual Cost of \$5,900.00
- S. Request for Approval - Consulting Services Engagement with Capital Public Finance Group, LLC to Serve as the WKCCD Dissemination Agent (CSO No. 2017-1), 7/1/17 - 6/30/18, Annual Reporting Filing \$3,500.00, \$500.00 for Each Material Event Filing, Plus Expenses
- T. Request for Approval - Agreement with CCS Disaster Recovery Services, CCS Quickship Program, 7/1/17 - 6/30/18, \$3,420.00
- U. Request for Approval - Renewal of Software License CI Solutions (Order No. 0089736), 7/1/17 - 6/30/18, \$2,384.00
- V. Request for Ratification - Consultant Agreement with Nancy Dewhirst, Registered Dental Hygienist, 5/22/17 - 12/31/17, \$2,000.00 per Day plus Travel and Hotel Expenses
- W. Request for Approval - Renewal of NetSupport (Quote AAAQ52784) for Software Services, 7/1/17 - 6/30/18, \$1,158.55
- X. Request for Approval - Paymetric Addendum to Master Services Agreement, 7/1/17 - 6/30/18, \$3,498.00
- Y. Request for Ratification - Agreement with Pepsi Beverages Company for Beverage Services in Cafeteria and Bookstore, 5/1/17 - 4/30/22
- Z. Request for Ratification - Agreement with Michael Jiles to Assist with the Summer STEM Outreach Program, 6/1/17 - 7/31/17, \$66.60 per Hour (Not to Exceed 240 Hours)
- AA. Request for Ratification - Agreement with Ken Arnold to Assist with the Summer STEM Outreach Program, 6/1/17 - 7/31/17, \$30.00 per Hour (Not to Exceed 240 Hours)

CONSENT (continued):

- BB. Request for Ratification – Agreement with Nathan Usrey to Assist with the Summer STEM Outreach Program, 6/1/17 – 7/31/17, \$66.60 per Hour (Not to Exceed 240 Hours)
- CC. Request for Approval – Vehicle Maintenance Agreement Renewal with the Taft City School District to Service WKCCD Vehicles, 7/1/17 – 6/30/18, \$65.00 per Hour with a ½ Hour Minimum
- DD. Request for Approval – HVAC Maintenance Agreement Renewal with Taft City School District to Provide TCSD HVAC Maintenance, 7/1/17 – 6/30/18, \$65.00 per Hour with a ½ Hour Minimum
- EE. Ratification of the May 2017 Vendor Check & Purchase Order Registers
- FF. Routine Personnel Items:
 - Request for Conference Attendance and Expenses as of June 7, 2017

On a motion by Trustee Long, seconded by Secretary Cole and unanimously carried, Consent Agenda Items A – FF were approved as presented (materials related to items A – FF 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 – 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, Billy White, 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).

REPORTS (continued):

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, May 2017
4. Student Organization and Special Accounts, May 2017
5. Funds Deposited in County Treasury, May 2017

Trustee Reports

Trustee Orrin commended faculty and staff for the collective effort in the end of the year activities. Having attended many of the events, she noted that they were well run and thoughtfully prepared.

Trustee Long reflected on an incident involving elected officials in Washington, D.C. He noted that he sends thoughts to those injured and the families and staff affected by the event.

President White noted the TIL employers luncheon and the enthusiasm of the TIL students who honored their employers. He recognized the impact of the many local employers on the students, whose lives are directly aided by the relationship.

Administrative Services

Brock McMurray, Executive Vice President of Administrative Services, reported that the planned power shutdown went well. While progress was made, the project will require another planned shutdown to completely switch over power. Mr. McMurray also told the Board the Student Center Project is now 20% complete with electrical and plumbing work currently underway.

Business Services

Amanda Bauer, Director of Fiscal Services, reported end of year process is ongoing.

Human Resources

Dr. Robert Meteau, Associate Vice President of Human Resources, thanked the bargaining units for both the Faculty Association and the CSEA, Chapter #543 agreements.

Student Services

Severo Balason, Jr., Vice President of Student Services, stated that the Cougar Day held today had 148 attendees. Of those attendees, 122 had appointments with counselors.

REPORTS (continued):

Instruction

Mark Williams, Vice President of Instruction, commended Primavera Arvizu for her ongoing effort in the combined effort of SSSP, Equity and Basic Skills funding. He also noted that College is enrollment continues to be strong.

Information Services

Adrian Agundez, Director of Information Services, thanked current and past Board members for the continuous support for progression on the College campus.

Foundation

Sheri Horn-Bunk, Executive Director of the Foundation, thanked Mr. Agundez for his years of service. She also thanked staff involved in the graduation and expressed appreciation for the Foundation participation in the event. The Foundation held a round table event sponsored by Aera. Speaker Steven Callander discussed the political economy. The Foundation is also involved in upcoming Junior STEM Camp, the CSI STEM Camp (6-8 grade), high school STEM camp, an unveiling for the naming of the STEM building in honor of donor participation for Chevron, and the Mobile Oil Learning Unit (MOLU) coming in October. Ms. Horn-Bunk also recognized Phillips 66 for a \$25,000 donation to assist in internships for students.

Transition to Independent Living

Carey Carpenter, Interim Director of TIL, reported that the program and the Foundation will be hosting a movie premiere at the Taft Fox Theater on June 21. The premiere will feature three movies showing the lives of TIL students in relation to a day in the life, the impact of the community, and the after graduation perspective. Ms. Carpenter invited the Board to attend the TIL awards dinner and graduation. She also noted that students are still active, though it is summer. Ray and Lodema Hatch are hosting plant-based cooking courses and students are undergoing hands on job interview training and evaluating.

REPORT OF THE SUPERINTENDENT

End of Year Events

Dr. Debra Daniels thanked staff involved in the end of year events. The ultimate celebration was graduation day. Though the behind the scenes efforts aren't always noticed during the event, they make an impact on student success. Dr. Daniels recognized each departments' effort.

Dental Hygiene

Dr. Daniels thanked staff involved in the emergency remodel of the Dental Hygiene facility. Specifically, Mr. McMurray, Mike Capela, the Information Services department, Maintenance and Operations, Mark Williams, Laura L'Ecuyer and Michelle Matthews for the work that went into

REPORT OF THE SUPERINTENDENT (continued):

updating the facility. Dr. Daniels also thanked the Foundation for the financial support needed to complete the project.

NEXT MEETING

The next monthly meeting is scheduled for Wednesday, July 12, 2017, at 5:00 p.m.

CONTINUATION OF CLOSED SESSION

There was no continuation of closed session.

ADJOURNMENT

At 7:21 p.m., on a motion by Trustee Long, seconded by Trustee Orrin and unanimously carried, the meeting was adjourned.

Respectfully Submitted:

Dawn Cole, Secretary