

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

REGULAR MEETING

August 10, 2016

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 Kal Vaughn and Trustees Emmanuel Campos, Dawn Cole and Michael Long were also present. Superintendent/President Dr. Debra Daniels 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 5:02 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 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 Real Property Negotiators - Property: IPN # 032-010-8
Agency Negotiator: Superintendent/President

RECONVENE IN PUBLIC SESSION; ANNOUNCE CLOSED SESSION ACTIONS

At 5:30 p.m., it was moved by Trustee Vaughn, 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

No comments were heard.

GENERAL COMMUNICATIONS

President White welcomed Dr. Debra Daniels to her first WKCCD Board of Trustees meeting.

SPECIAL PRESENTATION

Secretary Vaughn presented a Kern County Board of Education Certificate of Recognition and Appreciation certificate to President White for 15 years of service to the WKCCD Board of Trustees.

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 June 30, 2016 (copies attached to the official minutes). Mr. Urner reviewed the highlights of the Facilities Reserve including income for the quarter of \$125,548.27 and an ending value of \$12,925,411.41. He also noted the projected 12-month portfolio coupon income of \$336,357.00 and \$4,396,744.61 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 1.070% for the quarter and 30.760% since inception of the portfolio.

The General Obligation Bond Portfolio was also reviewed. Mr. Urner reported that the GO Bond Portfolio gained income of \$58,762.52 for the quarter with an ending value of \$11,432,131.97. The projected 12-month portfolio coupon income is \$221,446.00 with \$4,894,791.18 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 return numbers are starting to appear differently due to the expected date of the Student Center, which will utilize the GO Bond funds. The current economic trends are holding interest rates at a low rate, giving our bond a solid value.

APPROVAL OF MINUTES

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

NEW BUSINESS

Resolution #2016/17-08 - Support of Kindergarten through Community College Public Education Facilities Bond Act of 2016

Dr. Daniels explained that this resolution declares WKCCD support of Kindergarten through Community College Public Education Facilities Bond Act of 2016. The Community

NEW BUSINESS (cont.):

College Facility Coalition has requested support from all districts to assist in the passing of this bond. It is on the November election ballot. If approved by voters, the bond will provide \$2 billion for community colleges under the state capital outlay program that is administered through the Chancellor's Office. In July, the WKCCD 5-Year Capital Outlay Plan was approved by the Board. The plan provided a list of prioritized projects the District intends to focus efforts on in the next five years. If this bond passes, costs of projects could be partially funded and ease the financial burden of the district. On a motion by Trustee Cole, seconded by Trustee Vaughn and unanimously carried, Resolution 2016/17-08 was approved (copy attached to official minutes).

First Reading - Updated Board Policy #5500 - Standards of Student Conduct (No Action)

Board Policy #5500 has been updated as recommended by the legal counsel of Community College League of California Board Policy and Procedure Services. The policy was modified to add sexual assault and sexual exploitation to the list of student conduct that may result in discipline.

Second Reading - Updated Board Policies

- #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. Dr. Daniels 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.

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.

NEW BUSINESS (cont.):

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 policies were presented for a first reading July 13, 2016. On a motion by Trustee Long, seconded by Trustee Campos and unanimously carried, the above Board Policy updates were approved (copy attached to official minutes).

CONSENT AGENDA:

- A. Review of the California Community College Financial Status Report (CCFS-311Q) for the 4th Quarter of the Year Ending June 30, 2016
- B. Request for Approval - 2017 Enrollment Priorities Registration Schedule
- C. Request for Ratification - Adoption of Rules and Regulations Relating to the WKCCD Student Trustee, June 1, 2016 - May 31, 2017
- D. Request for Approval - Nomination of the Superintendent/President to Serve as the District's Representative to the City of Taft's Oversight Board to the Taft Successor Agency (Previously Referred to as the Redevelopment Agency)
- E. Request for Approval - Agreement with the Foundation for California Community Colleges (FCCC) to Provide Microsoft Campus Agreement With Computerland Silicon Valley, 9/16/16 - 9/16/17, \$28,465.00
- F. Request for Approval - Employees Training Resource (ETR) Annual Renewable Contract, Effective Upon Approval through 6/30/17, Eligible Student Fees Reimbursed by ETR in an Amount Not to Exceed \$40,000.00
- G. Request for Approval - Agreement with AMS.NET for Technical Support Coverage Quote #Q-00010605, CISCO Network Hardware, Terms Vary by Equipment - Total \$19,092.90
- H. Request for Approval - Agreement with AMS.NET for Quote #Q-00005476 to Provide 20 Hours of Technical Network Support, \$3,400.00

CONSENT AGENDA (cont.):

- I. Request for Ratification – Annual Renewal of IBM SPSS Statistics Base Concurrent User Subscription and Support (Quote #17248503), 8/2/16 – 8/31/17, \$10,690.40
- J. Request for Approval – Renewal Agreement (Quote #120055185-1) with DAI Source for IBM Cognos (Report Writer) License, 9/1/16 – 10/31/17, \$8,187.11
- K. Request for Approval – 2016-19 Scrip-Safe Maintenance & Support Agreement (Diploma Software), Three Year Term, \$750.00
- L. Request for Ratification – Facilities Use Agreement with the West Side Recreation and Park District for the Natatorium to be Utilized for Taft College’s Summer STEM Camp, July 28, 2016, \$125.00
- M. Request for Approval – 2016/17 Agreement with Golden State Modified Community Correctional Facility (MCCF) to Provide High School Equivalency Testing Services, 8/15/16 – 6/30/17, \$125.00 for Individual Test per Applicant, \$25.00 per Single, and \$15.00 Retests, Plus \$0.54 per Mile to and from the Facility
- N. Request for Approval – 2016/17 Agreement with Taft Correctional Institution (MTC) to Provide High School Equivalency Testing Services, 8/15/16 – 6/30/17, \$140.00 per Applicant for Full Battery (four exams), \$35.00 per Single, and \$15.00 Retests
- O. Request for Approval – 2016/17 Agreement with Taft Modified Community Correctional Facility (MCCF) to Provide High School Equivalency Testing Services, 8/15/16 – 6/30/17, \$125 per Applicant for Full Battery (five exams), \$25.00 per Single, \$15.00 Retests
- P. Request for Approval – Agreement with CAKE Corporation for purchase of Point-of-Sale System for Cafeteria and a 24-month term of Service Access and Support, Purchase Total of \$2,760.88 and Monthly Service Fee of \$49.00, Service Begins Upon Purchase
- Q. Request for Ratification – Individual Contractor Agreement with Lucille E. Holt for Consultation with West Kern Adult Education Network Regarding Grant Reporting, Administration and Budgets, 8/1/16 – 6/30/17, \$75.00 per Hour (Not to Exceed \$18,000.00)
- R. Request for Approval – Agreement with GeoGebra for Dynamic and Static Licensing Materials, 8/15/16 – 8/14/17, \$417.60
- S. Ratification of the July 2016 Vendor Check & Purchase Order Registers

CONSENT AGENDA (cont.):

T. Routine Personnel Items:

1. Request for Conference Attendance and Expenses as of August 3, 2016

On a motion by Trustee Campos, seconded by Trustee Cole and unanimously carried, Consent Agenda Items A – T were approved as presented (materials related to items A – T 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 2016/17
2. Expenditure Accounts (Account Level 1) FY 2016/17
3. Expenditure Detail of \$10,000.00 or Greater, July 2016
4. Student Organization and Special Accounts, July 2016
5. Funds Deposited in County Treasury, July 2016
6. Investments Held at Deutsche Bank Trust Company and
7. The Bank of New York Mellon 7/1/15 – 6/30/16

Trustee Reports

Trustee Long noted his interest in pursuing future inquiry into the issue of CCW permit holders on the college campus in connection with SB 707.

Academic Senate

No report was presented.

Instruction

Mark Williams, Vice President of Instruction, presented the Board with a handout outlining activities currently underway in his area (copy attached to the official minutes). Mr. Williams reviewed the Veteran's Center Office and Student Resource Center

REPORTS (cont.):

improvements, recognizing efforts led by Tina Mendoza and Dr. Jennifer Altenhofel. He then discussed the English and Math Jumpstart sessions. Student registration numbers were higher than the actual participation rate but the program did assist those who participated in increasing their test scores. Mr. Williams also recognized the efforts of faculty members who put on the great STEM displays on Cougar Day for incoming TC students.

Facilities

Supervisor of Maintenance and Operations Mike Capela provided a facilities update on the construction of the Student Center. On Monday, August 15, the fencing to partition the worksite will be erected. Contractor Cal Averland will begin by locating their office on Wildcat Way and then conduct a 2-3 week abatement process of the facilities to be demolished. Also underway on the campus is the Proposition 39 retrofitting project to update the lighting on campus to energy efficient LED lights.

Transition to Independent Living

TIL Interim Director Carey Carpenter addressed the Board on current TIL events. The 2016-17 students have arrived: 26 freshmen and 26 sophomores. Currently, the students are beginning community safety training and familiarization with the campus and staff. The sophomore students have begun working at local community jobs, while the freshmen students are undergoing skill assessment for future job placement.

TC Foundation

Foundation Director Sheri Horn-Bunk provided a flyer for an upcoming West Kern Petroleum Leadership Workshop featuring guest speaker Dr. Francis Flynn (copy attached to the official minutes). The Board is invited to attend the event, which is expected to attract more than 80 attendees. Ms. Horn-Bunk also encouraged the Board to attend the 7th annual Cougar Cookout on October 13, 2016. The event will be held in the College quad and is sponsored by Foundation partners. The Foundation is also working with Dignity Health - Grossman Burn Center to bring safety training to staff and students.

Student Services

Primavera Arvizu, Interim Vice President of Student Services, addressed the Board on current advancements in recruitment. The digital campaign is in full motion and Taft College Cougar Days are assisting new students in the registration process. In three recent Cougar Days, 250 students have been served by the one-stop shop of the registration process. The website redesign is set for a soft-launch on campus and to initiate training among staff on its use. The full website will launch in October. Ms. Arvizu updated the Board on the status of the remaining Wildcat Dorms, which have

REPORTS (cont.):

undergone maintenance over the summer. Athletics has added four new coaches this school year and fall athletes have already begun their practices. In the area of safety and security, Ms. Arvizu explained staff are planning to hold a mock lock down drill for the fall in-service week.

Human Resources

Dr. Robert Meteau, Associate Vice President of Human Resources, stated that the recruitment of the Vice President of Student Services position is set to close on September 6. The Human Resource staff is also working on in-service events such as the Equal Employment Opportunity (EEO) training and the Welcome Back Breakfast. Recently, an exit survey was implemented with employees who were terminating with the District. Dr. Meteau also stated that the open enrollment for health benefits is underway for employees. He welcomed Dr. Daniels to the District and congratulated President White on his accomplishment of 15 years of service to the Board.

Faculty Association

Diane Jones, Faculty Association President, thanked President White and Secretary Vaughn for their work in the Presidential Search. Ms. Jones also thanked Mr. McMurray for his service as Interim Superintendent/President. She then extended her welcome to both Dr. Daniels and Primavera Arvizu. Ms. Jones stated that the faculty are thankful for the work completed by staff over the summer and they are ready to begin another successful year.

REPORT OF THE SUPERINTENDENT

Dr. Debra Daniels stated that she is happy to have begun her work at the District. She has met people on campus and in the community. Dr. Daniels is appreciative of the reception thus far and looks forward to the in-service week ahead as staff and faculty return to campus.

TIL

Dr. Daniels toured the Center for Independent Living building and is impressed by the work being done there. She is very impressed with the organization of the program and its focus on student success.

Community

Dr. Daniels and Foundation Director Sheri Horn-Bunk recently met with Foundation members Fred and Barbara Holmes. She was pleased to have met such supporters of the College and its students. Dr. Daniels has visited Rotary and Kiwanis. She has met with Taft Union High School District Superintendent Blanca Cavazos and is encouraged about

REPORT OF THE SUPERINTENDENT (cont.):

the future relationship between the districts. On August 25th there will be a formal community reception and Dr. Daniels is excited to make more community connections.

EMPLOYMENT

On a motion by Trustee Campos and seconded by Trustee Long, 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, Billy White, Michael Long, Dawn Cole and Kal Vaughn
No: None
Abstain: None
Absent: None

NEXT MEETING

The next meeting will be a special meeting for the Board Retreat on Friday, August 26, 2016 at 8:30 a.m. The next monthly meeting is scheduled for Wednesday, September 14, 2016, at 5:00 p.m.

ADJOURNMENT

At 6:47 p.m., on a motion by Trustee Vaughn, seconded by Trustee Cole and unanimously carried, the meeting was adjourned.

Respectfully Submitted:

Kal Vaughn, Secretary