

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

REGULAR MEETING

September 14, 2016

The regular meeting of the Board of Trustees of the West Kern Community College District was called to order at 5:03 p.m. by President Billy White. Secretary Kal Vaughn and Trustees Emmanuel Campos and Dawn Cole were also present. Trustee Michael Long was absent. Superintendent/President Dr. Debra Daniels and Executive Secretary Sarah Criss were also in attendance.

PUBLIC COMMENT ON CLOSED SESSION ITEMS

No comments were heard.

CLOSED SESSION

At 5:04 p.m. it was moved by Trustee Campos, seconded by Trustee Vaughn 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
- 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 5:51 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 Student Trustee Martha “Luz” Lopez. Ms. Lopez introduced herself. She is a freshmen Liberal Arts/Communication major and is a member of the TC Women’s Soccer team.

SPECIAL PRESENTATION

On behalf of Vice President of Student Services Primavera Arvizu and himself, Vice President of Instruction Mark Williams presented an overview of current fall enrollment data through a PowerPoint presentation (copy attached to official minutes). Unduplicated headcount enrollment comparisons show that figures are up 5%. WESTEC, who is contracted for 350 fulltime equivalent students (FTES), is currently 47 FTES above 2015 fall figures. Possible reasons the enrollment figures have risen are, but are not limited to: 29 additional sections, improved high school outreach, and improved publicity efforts. Student Services have also added enrollment assistance by hosting three Cougar Days for students who are new to the District.

President White asked whether the figures are available of the number students attending Taft College that reside in Bakersfield. Mr. Williams did not have the figures at this time but believes a possible draw to the College is the variety of online courses available to students. Student Trustee Lopez said that students have mentioned the College’s counseling staff and the availability of free tutoring as draws to the campus.

APPROVAL OF MINUTES

On a motion by Trustee Cole, seconded by Trustee Campos and unanimously carried, the minutes of the Regular Meeting held August 10, 2016 and the Special Meeting (Retreat) held August 26, 2016 were approved.

NEW BUSINESS

Public Hearing and Request for Approval - 2016/17 WKCCD Budget

President White noted that the traditional budget study session was held immediately preceding the regular meeting at which a PowerPoint presentation of the proposed budget was made by Executive Vice President of Administrative Services Brock McMurray (copy attached to the official minutes). President White commended staff for the diligent work involved in developing the budget. Board members also praised staff for the effort to manage cash flow during the 2016/17 without the use of a TRAN agreement.

NEW BUSINESS (continued):

At 6:14 p.m. President White called the Public Hearing to order. Hearing no comments, it was closed at 6:15 p.m. On a motion by Trustee Vaughn, seconded by Trustee Campos and unanimously carried, the 2016/17 WKCCD Budget was approved.

First Presentation - Tentative Agreement with the Taft College Faculty Association for a Compensation Increase of 1.59% to the 2016/17 Faculty Salary Schedule, Effective July 1, 2016 (No Action)

Dr. Debra Daniels explained that the Faculty bargaining agreement includes language that refers to the Frey report as the measurement tool for TC Faculty salary schedule as compared to other California community college districts. The Frey Report indicates that the College is currently 1.59% below the identified benchmark. Through discussion during the bargaining process, the Faculty bargaining unit and the administration are recommending a 1.59% compensation increase to faculty salary schedules.

First Presentation - Tentative Agreement with the Classified School Employees Association (CSEA) Chapter #543 for a Compensation Increase of 1.59% to the 2016/17 Classified Salary Schedule, Effective July 1, 2016 (No Action)

Similarly, the District administration has also bargained with the CSEA bargaining unit to for a 1.59% compensation increase to the 2016/17 salary schedule.

First Presentation - Compensation Increase of 1.59% to the 2016/17 Management Salary Schedule, Effective July 1, 2016 (No Action)

Dr. Daniels reported that the administration is also recommending a 1.59% compensation increase to the management class.

Change Order #1 to Include Alternates 1 & 4 to the Student Center Project, \$300,000.00

Kevin Cobb, Principle Architect of AP Architects, presented Change Order #1 for the Student Center Project to include alternates 1 and 4. After research of cost and benefits, the decision was made to request the additions. Alternate 1 included site work while alternate 4 included finishing elements to the project. On a motion by Trustee Cole, seconded by Trustee Campos and unanimously carried, the change order to include alternates 1 and 4 to the Student Center Project at a cost of \$300,000.00 was approved (copy is attached to official minutes).

Subcontractor Substitution Request - Earthwork Scope of Work for the Student Center Project from Union Construction to Barraza & Sons, Inc.

Mr. Cobb explained that by public code contractors can request to be removed from a project if a need occurs. This request will not add additional cost to the project. On a motion by Trustee Cole, seconded by Trustee Campos and unanimously carried, the substitution

NEW BUSINESS (continued):

request to award the earthwork scope of work to Barraza & Sons, Inc. was approved (copy is attached to official minutes).

Subcontractor Substitution Request – Concrete and CMU Scope of Work for the Student Center Project from Union Construction to 12 Towers Engineering and Construction

Mr. Cobb reviewed this request was due to lack of qualified workers to complete the project. On a motion by Trustee Vaughn, seconded by Trustee Campos and unanimously carried, the concrete and CMU scope of work was awarded to 12 Towers Engineering and Construction (copy is attached to official minutes).

Subcontractor Substitution Request – Steel Scope of Work for the Student Center Project from GBS Company to 12 Towers Engineering and Construction

In connection with the previous item, Mr. Cobb stated this request is from the awarded contractor to be released from the project. On a motion by Trustee Campos, seconded by Trustee Vaughn and unanimously carried, the steel scope of work was awarded to 12 Towers Engineering and Construction (copy is attached to official minutes).

Change Order #1 for the Site Utilities Project, an Increase of \$25,275.97 from Project Contingency Funds

Mr. Cobb reported the Change Order #1 is the result of a repaired water leak that was discovered on District property after asphalt had been removed. The cost was covered by project contingency funds. On a motion by Trustee Cole, seconded by Trustee Campos and unanimously carried, the change order for the Site Utilities Project was approved (copy is attached to official minutes).

Second Reading and Request for Approval- Updated Board Policy #5500 – Standards of Student Conduct

Board Policy #5500 has been updated as recommended by the legal counsel of the Community College League of California Board Policy and Procedure Service. The policy was modified to add sexual assault and sexual exploitation to the list of student conduct that may result in discipline. On a motion by Trustee Vaughn, seconded by Trustee Cole and unanimously carried, Board Policy #5500 was approved (copy attached to the official minutes).

CONSENT AGENDA:

- A. Request for Ratification – Grant Sub-Agreement with Rancho Santiago Community College District (RSCCD) to Support CTE Program Development through the CTE

CONSENT (continued):

- Data Unlocked Initiative, 7/19/16 - 10/31/17, Revenue of \$50,000.00 in the CTE Data Unlock Budget (New)
- B. Information Item – Use of Proposition 30 Education Protection Account (EPA) Funds for FY 2016/17, \$3,274,334.00
 - C. Request for Approval – West Kern Adult Education Network (WKAEN) Furniture Purchase from Sierra School Supply Equipment Company through the Arvin Union School District Piggyback Bid, \$47,908.46
 - D. Request for Approval – Agreement with the University of the Pacific to Provide Access to Interim Therapeutic Restoration (ITR) Online Training Materials, 9/16/16 – 9/16/17, \$150.00
 - E. Request for Approval – Facility Use Agreement with Taft Union High School for the Use of the TUHS Pool for the Taft College STEM Event “Lincoln Junior High Cardboard Regatta”, 10/6/16, Fees to be Waived
 - F. Request for Ratification – Facility Use Agreement with Taft Union High School for the Use of TUHS Soccer Fields for the Fall 2016 Classes and Intercollegiate Schedule, 8/1/16 – 12/16/16, \$5,000.00, as well as Possible Costs for Maintenance, Non-Routine Services, or Damage Incurred Due to Use
 - G. Request for Ratification - Facility Use Agreement with the Fort Preservation Society to be Utilized as a Classroom for the West Kern Adult Education Network (WKAEN), 8/1/16 – 7/31/18, \$1,200.00 per Month for a total of \$28,000.00
 - H. Request for Approval – Agreement with Schools Legal Services (SLS) for Legal Services, One-Year Term, \$228.00 per Hour
 - I. Request for Ratification – Agreement with SARS Software Products, Inc. for Annual Renewal of Support License 2016-17, 8/20/16 – 8/19/17, \$3,800.00
 - J. Request for Ratification – Agreement with Firefly Computers for the Smart Clients for Virtualized Computing and Server Plan, Quote #625914 - 110 Thin Clients and Monitors and Quote #625724 – 1 Server Array System, \$54,941.25
 - K. Request for Approval – Agreement with Insight Systems Exchange for Proposal PRP-44741-K4Q2 3 Party Warranty Support for Cisco 4507R, 9/14/16 – 9/13/18, \$2,700.00
 - L. Request for Approval – Agreement with Guest Speaker Lu Chi Fa (Gordon) to Speak and Sign his Autobiography *Double Luck: Memoirs of a Chinese Orphan*, 10/10/16, \$600.00

CONSENT (continued):

- M. Request for Ratification – Agreement with the Yosemite Community College District, Child Development Training Consortium (YCCD/CDTC) to Continue to Name Becky Roth as the Coordinator for Taft College in the CDTC 2016/17, 9/1/16 – 6/30/17, CDTC to Cover Compensation Not to Exceed \$7,500.00
- N. Ratification of the August 2016 Vendor Check & Purchase Order Registers
- O. Routine Personnel Items:
 - 1. Request for Conference Attendance and Expenses as of September 7, 2016 and Fall 2016 Proposed Field Trips

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

Trustee Reports

President White attended the community reception for Dr. Daniels on August 25th and enjoyed the event. He stated the community was receptive and enthusiastic in welcoming Dr. Daniels. Mr. White also attended the Foundation leadership summit and the Associated Student 9/11 memorial ceremony. Both events were successful and well attended. A special note, Mr. White mentioned the student presence for the 9/11 ceremony was impressive.

REPORTS (continued):

Trustee Vaughn shared President White's sentiments regarding to the reception and leadership summit. He shared that the finances of WESTEC were presented at the latest WESTEC board meeting. The figures are strong.

Trustee Cole shared condolences of the passing of Taft College supporter Harry Wilson.

Academic Senate

Academic Senate President Geoffrey Dyer reported that the Senate as a whole met on August 18th and September 7th. The Academic Senate Council met on August 31st. Topics that the Senate are currently discussing include: goals for the 2016/17 year; compliance with the Brown Act; newly revised annual program review process; open educational resources; the flexible calendar coordinator; the process for ranking new faculty positions; and changes in basic skills.

Mr. Dyer stated the STEM Pathways Grant is currently proposing a new external education laboratory in the form of a treatment tank farm. The project would serve the Energy Technology and Industrial Health & Safety Programs, among others. The grant is also proposing a new electromyography (EMG) and electroencephalography (EEG) laboratory, which would be a state of the art weight-lifting and cardio lab to serve the Kinesiology, Physiology, Anatomy and Psychology disciplines.

Academic Senate is also developing suggestions to help Student Learning Outcomes (SLOs) assessments to lead to actionable data. The Senate has ranked six new faculty position requests in the subsequent order: Engineering, Health/Kinesiology, English, Sociology, Librarian, and Art History.

Associate Students

Student Trustee Martha "Luz" Lopez reported the Associated Student membership is active in planning for fall events. For the week of October 10-14, student activities will be in support of Breast Cancer Awareness. Activities will include a fashioned t-shirt contest, balloon popping contest, pie eating contest, and a guys' "Pretty in Pink" event. On October 31st students will be encouraged to dress in Halloween costumes. A fall calendar is currently being developed to be submitted for approval by administration.

Faculty Association

Diane Jones, Faculty Association President, welcomed Luz Lopez to her role as Student Trustee. Ms. Jones also stated the faculty are pleased with the strong enrollment figures this fall.

REPORTS (continued):

Transition to Independent Living

TIL Interim Director Carey Carpenter reported the TIL students are working in jobs in the community. Staff are working to develop and improve employment opportunities for the students. TIL staff are also researching means to raise funds and create program advancements to recruit and continue to develop the program further.

Phi Theta Kappa (PTK)

PTK advisor Dr. Sharyn Eveland stated that the 2016/17 membership is eagerly planning the year ahead. There are currently 12 members and they are highly motivated, already having met six times since the school year began. It promises to be a successful year.

Facilities

Mr. McMurray reported that the Student Center Project is currently in the abatement process of demolition. There will be more visible work completed soon, once abatement is completed. The PG&E conversion project as well as the Proposition 39 Site Lighting projects are progressing well.

TC Foundation

Foundation Director Sheri Horn-Bunk thanked the Board members who were able to attend the Leadership Summit on September 9th featuring Dr. Francis Flynn. The event was a success and Dr. Flynn has already requested to return to work with the group again. Ms. Horn-Bunk invited the Board to attend the October 13th 7th Annual Cougar Cookout to be held in the College Quad. There will be 150 veterans served who will be hosted by sponsors and individuals who have made donations on their behalf. The Nightlife Band will be playing and there will be an alumni village for draft beer tasting.

Ms. Horn-Bunk shared details on the service for Harry Wilson. The Foundation will be providing live "Painted Lady" butterflies for release at his service.

Instruction

Mark Williams, Vice President of Instruction, reported that staff from both Instruction and Student Services were well represented at the Kern County College Night at the Bakersfield Convention Center on September 9th. The Taft College presence was evident and area colleges communicated appreciation of the enthusiasm and effort made by the College staff. The event served many area students and demonstrated athletics, STEM, and many other facets of the Cougar community. The STEM trailer and the Cougar mascot made a strong visual impression on the event.

REPORTS (continued):

Human Resources

Dr. Robert Meteau, Associate Vice President of Human Resources, welcomed Luz Lopez as Student Trustee to the Board. He reported that HR staff have begun plans to hold a flu shot clinic on campus on October 11th and FRISK management training on September 15th. Dr. Meteau attended the Foundation Leadership Summit with Dr. Flynn. He enjoyed the experience and added that it was a great interactive workshop. Dr. Meteau also visited the Kern County College Night and noted the positive presence of TC in the event.

REPORT OF THE SUPERINTENDENT

Dr. Debra Daniels echoed the welcome of Luz Lopez to the Student Trustee role. The remainder of the report was delivered with the assistance of a PowerPoint presentation (copy attached to official minutes).

Reception

Dr. Daniels thanked the Board, the Foundation, and College staff for the warm community reception. She was pleased to meet many members of the community.

Leadership Summit

Dr. Daniels thanked Foundation Director Sheri Horn-Bunk for the motivating Leadership Summit with Dr. Francis Flynn. The event encouraged attendees to think about things differently, "outside of the box." She was also pleased to continue to network with community and Foundation partners.

9/11 Memorial Ceremony

On September 12th the Associated Student organization presented a ceremony in memory of the September 11, 2001 events. Dr. Daniels praised student leaders Nancy Reynaga and Luz Lopez for their efforts in coordination of the ceremony.

Kern County College Night

Dr. Daniels reported that a strong visible presence was made by College staff at the annual Kern County College Night. There were thousands of students in attendance and the work of the staff made a positive impression.

Ground Breaking Event

Dr. Daniels asked the Board to save the date for October 12th for the tentative groundbreaking ceremony for the Student Center Project, which will be held at 10 a.m. in the TC quad.

REPORT OF THE SUPERINTENDENT (continued):

Additional Updates

Dr. Daniels expressed condolences for the loss of Mr. Harry Wilson, who she had the pleasure of meeting recently.

The division chairs each met with Dr. Daniels. She appreciated the time and effort spent to aid her in becoming familiar with each division. Dr. Daniels has also met with the leadership of WESTEC and toured the Taft College Bookstore. She met with Dr. Blanca Cavazos, Superintendent of Taft Union High School District, in an effort to continue building opportunities for students.

Dr. Daniels was inducted into the Rotary Club of Taft. She looks forward to the relationships she will make while serving the community.

Lastly, Dr. Daniels provided Board members with the draft of their 2016/17 Board Goals for their review and suggestions for any modifications.

EMPLOYMENT

On a motion by Trustee Vaughn and seconded by Trustee Cole, 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, Billy White, Dawn Cole and Kal Vaughn

No: None

Abstain: None

Absent: Michael Long

NEXT MEETING

The next monthly meeting is scheduled for Wednesday, October 12, 2016, at 5:00 p.m.

ADJOURNMENT

At 6:51 p.m., on a motion by Trustee Vaughn, seconded by Trustee Cole and unanimously carried, the meeting was adjourned.

Respectfully Submitted:

Kal Vaughn, Secretary