

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

REGULAR MEETING

December 13, 2017

The regular meeting of the Board of Trustees of the West Kern Community College District was called to order at 5:06 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 5:07 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 6:08 p.m., it was moved by Secretary Cole, seconded by Trustee Campos and unanimously carried, to reconvene in Public Session. President White reported the action that was taken during Closed Session.

On the item Public Employee Discipline/Dismissal/Release, the Board took action by the following vote to approve the dismissal of Employee ID No. A00201058, upon failure to file a timely appeal.

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

No: None
Abstain: None
Absent: None

On the item Public Employee Discipline/Dismissal/Release, the Board took action by the following vote to approve/accept the resignation agreement of Employee ID No. A00201538.

Yes: Emmanuel Campos, Dawn Cole, Billy White, Michael Long and Dr. Kathy Orrin
No: None
Abstain: None
Absent: None

PLEDGE OF ALLEGIANCE

President White led the pledge of allegiance.

PUBLIC COMMENT ON OPEN SESSION ITEMS

No comments were heard.

GENERAL COMMUNICATIONS

Student Trustee Kayla Meyer introduced the 2017/18 ASB officers.

APPROVAL OF MINUTES

On a motion by Trustee Campos, seconded by Secretary Cole and unanimously carried, the minutes of the Regular Meeting held November 8, 2017 and the Special Meeting held November 8, 2017 were approved.

NEW BUSINESS

Annual Organization Meeting (Items A-B)

Organization of Board of Trustees - Election of President and Secretary

President White nominated Secretary Cole for the President position for 2018. Secretary Cole accepted and seconded the nomination. Secretary Cole was elected President for 2018 unanimously. She thanked the Board and staff for support and added that this opportunity is one she looks forward to and is thankful to report that family health will now allow her to dedicate the time to the role.

Trustee Orrin nominated Trustee Long for the position of Secretary. The nomination was accepted and seconded by Trustee Long.

President White nominated Trustee Campos for the position of Secretary. The nomination was accepted and seconded by Trustee Campos.

Trustee Campos was selected as Secretary with votes from himself, President White and Secretary Cole. Trustees Long and Orrin voted for Trustee Long.

Setting of a Regular Monthly Meeting as Required by Law

On a motion by Trustee Campos, seconded by Secretary Cole and unanimously carried, the 2018 monthly meeting dates were approved (copy attached to official minutes).

Request for Approval - Resolution 2017/18-05 in Recognition of Angelo Cutrona Being Named the Northern California Men's Soccer Coach of the Year

President White read the Resolution in honor of Angelo Cutrona. Mr. Cutrona thanked his coaching staff and players for the dedication over the years. He recognized many efforts that led to the team success and stated he is happy to share his passion at Taft College. Trustee Campos spoke his appreciated for the class shown at the state championship and congratulated the team and Coach Cutrona for well-deserved recognition.

On a motion by Trustee Campos, seconded by Secretary Cole and unanimously carried, the resolution honoring Angelo Cutrona was approved (copy attached to official minutes).

Request for Approval - Proposed Compensation Increase of 1.56% COLA to the 2017-18 Superintendent/President Salary, Retroactive to 7/1/17

On a motion by Trustee Long, seconded by Secretary Cole and unanimously carried, the proposed COLA compensation increase was approved (copy attached to official minutes).

Request for Approval - MOU Regarding the Effects of December 31, 2017 Layoff of Dental Hygiene Special Projects Positions

On a motion by Secretary Cole, seconded by Trustee Orrin and unanimously carried, the agreement was approved (copy attached to official minutes).

Second Reading and Request for Approval - Tentative Agreement Between California School Employees Association (CSEA) #543 and West Kern Community College District (WKCCD) - Winter Holiday Closure

On a motion by Trustee Orrin, seconded by Trustee Campos and unanimously carried, the agreement was approved (copy attached to official minutes).

Request for Approval - Award Vitality Construction, Inc. the Lighting Retrofit Phase 3 Project, \$89,692.35

On a motion by Secretary Cole, seconded by Trustee Orrin and unanimously carried, the bid was awarded to Vitality Construction, Inc. (copy attached to official minutes).

Request for Approval - Notice of Completion - Upgraded Electrical Service Project

On a motion by Secretary Cole, seconded by Trustee Campos and unanimously carried, the notice of completion was approved (copy attached to official minutes).

Request for Approval - Subcontractor Substitution - From Visible Graphics, Inc. to Vomar Products, Inc., No Additional Cost

On a motion by Trustee Orrin, seconded by Secretary Cole and unanimously carried, the subcontractor substitution was approved (copy attached to official minutes).

Request for Approval - Change Order #1 - Upgraded Electrical Service, Credit of \$30,841.74

On a motion by Trustee Campos, seconded by Trustee Orrin and unanimously carried, the change order was approved (copy attached to official minutes).

First Reading - Board Policies Update (No Action)

#5520 - Student Discipline

#7250 - Educational Administrators

#7310 - Nepotism

The Board reviewed the Board Policy updates.

CONSENT AGENDA:

- A. Request for Approval - Revised 2017-18 & 2018-19 Academic Calendars
- B. Request for Approval - 2019-20 Academic Calendar
- C. Request for Approval - Discontinuance of Courses

Liberal Arts Division

COMM 1510 Mass Communication and the Individual

SPAN 1502 Spanish for Healthcare Professionals

Science & Math Division

BIOL 1501 Fundamentals of Biology Lab

Social Science Division

GEOG 1520 Cultural Geography

SOC 1558 The Role of the Tutor

POSC 2005 Contemporary Political Topics

PSYC 2038 Gender Studies

REC 1516 Outdoor Recreation

- D. Request for Approval – Resolution 2017/18-06 Authoring Kern County Auditor-Controller to Release Excess Impounded Local Tax Revenue
- E. Request for Approval – Rental Fee Schedule for WKCCD
- F. Request for Approval – Adjustments to the 2017-18 Adopted WKCCD Budget
- G. Request for Approval – Integrated Plan: Basic Skills Initiative, Student Equity, and Student Success and Support Program
- H. Request for Approval – Guided Pathways Self-Assessment Tool for Possible Participation in the Guided Pathways Program
- I. Request for Approval – Agreement with GL Consulting Services, LLC for IBM Cognos Training and Support, Training to be held January 8-12, 2018, Total Expenses Not to Exceed \$30,400.00
- J. Request for Ratification – Statement for Work (320 Reporting Consulting) with Strata Information Group, Not to Exceed \$14,300.00 Which Includes Labor and Travel Expenses
- K. Request for Ratification – Amendment to Kern County Children’s Dental Health Network Agreement, 7/1/17 – 6/30/18, Not to Exceed \$428,940.00 (\$12,868.00 Increase from Original Agreement)
- L. Request for Approval – Consultant Contract with Julie McNeil to Serve as the Interim Associate Vice President of Human Resources, 1/1/18 – 3/31/18, \$9,500.00 per Month Plus Housing Expense
- M. Request for Approval – Consultant Agreement with Jana Peters, 12/20/17 – 2/28/18, \$31.41 per Hour
- N. Request for Approval – eLumen Annual License Renewal, 1/1/18 – 12/31/18, \$12,050.00
- O. Request for Ratification – Synapse Laserfiche Software Support Renewal LSAP 2017-18, 11/29/17 – 11/28/18, \$3,183.70
- P. Request for Approval – Pacific West Sound, Inc. to Provide Sound System and Music for the 2017-18 Taft College Graduation Ceremony, 5/18/18, \$3,100.00
- Q. Request for Approval – Facilities Use Agreement with Taft Union High School for the 2017-18 Graduation Practice and Ceremony, 5/18/18, \$50.00 per Hour for Maintenance Labor (Estimated 7.5 Hours)
- R. Ratification of the October 2017 Vendor Check & Purchase Order Registers

S. Routine Personnel Items:

- Request for Conference Attendance and Spring 2018 Proposed Field Trip Expenses as of December 7, 2017

On a motion by Trustee Long, 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 Campos, 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 2017/18
2. Expenditure Accounts (Account Level 1) FY 2017/18
3. Expenditure Detail of \$10,000.00 or Greater, November 2017
4. Student Organization and Special Accounts, November 2017
5. Funds Deposited in County Treasury, November 2017

Trustee Reports

Secretary Cole recently attended the Taft parade and the TC Promise luncheon. The luncheon gave her a chance to talk with students and hear feedback from their perspective. She also thanked the Foundation for another wonderful Christmas dinner and the continued support of the College in general.

President White went to the championship soccer game. He congratulated the team on their successful year and commended them for their representation of the College. He also attended the TC Promise luncheon and enjoyed seeing videos from the TC Promise program at the Foundation Christmas dinner. President White also attended the Hall of Fame and thanked staff involved for the event and effort to recognize such valuable assets.

Academic Senate

Geoffrey Dyer, President of the Academic Senate (AS), reported that the AS recently discussed the AS process for new faculty position requests and continued to review the AS Constitution and Bylaws. The AS heard a presentation from Dr. Daniels on the possible general obligation bond.

Mr. Dyer reported that the AS passed a motion recommending the AS Dual Enrollment subcommittee create a charter with appropriate representation to address the WKCCD Board goal of exploring the expansion of dual and concurrent enrollment opportunities. Trustee Long and Secretary Cole thanked the AS for their consideration of this goal.

Associated Student Body

Kayla Meyer, Student Trustee, reported on many ASB fall activities including a trip to Universal Studios, a Halloween costume contest, student performance of Antigone in the quad during lunch, and a successful resource drive. Ms. Meyer also reported she had attended the Kern Energy Festival with the STEM club. She noted that the club is extremely active and showed a lot of enthusiasm in the event and overall educational focus.

Administrative Services

Brock McMurray, Executive Vice President of Administrative Services, had Jose Vargas of AP Architects provide a Student Center project update. Mr. Vargas reported that there has been a delay in construction due to an issue with the bolt pattern in the slab. College staff, AP Architects and the contractors are working to determine an updated schedule for completion.

Foundation

Sheri Horn-Bunk, TC Foundation Director, said thank you to the Board for attending and supporting the Christmas dinner as well as the library dedication to Opal Smith and Harry Wilson.

Dental Hygiene

Vickie Kimbrough, Director of Dental Hygiene, reported that is has been a busy semester but with teamwork the program has been actively working on making updates and improvements to the program. Students collected and donated food to the community during Thanksgiving. Both classes also participated in the Taft Christmas parade. Currently, Ms. Kimbrough is working with Mike Mayfield and Darcy Bogle to update the admission process into the program.

Business Services

Amanda Bauer, Director of Fiscal Services, stated that the audit was successful. She thanked the staff for efforts to assist in the process throughout the year.

Human Resources

Julie McNeil, Interim Associate Vice President of Human Resources (HR), reported that the department is in the process of transitioning and recruiting for open HR positions.

Instruction

Mark Williams, Vice President of Instruction, thanked all who attended the library renaming and to the Foundation for their work on the event. He reported that enrollment is going well and figures are strong for the spring semester.

Student Services

Severo Balason, Jr., Vice President of Student Services, echoed that enrollment is strong.

Information Services

Andrew Prestage, Director of Information Services, said that he is currently working with Instructional Research and Planning to develop technology goals for an updated master plan.

Taft College Faculty Association

Diane Jones, President of the Faculty Association, attended the Bookstore event and purchased the Christmas CD made by staff and faculty. She also commended those involved with the library renaming event. Ms. Jones spoke in support of the resolution for Coach Cutrona and stated that he and his staff are very responsive to student needs on and off the field.

Institutional Research & Planning

Oleg Bespalov, Executive Director of Institutional Research & Planning, told the Board that a lot of progress on the Strategic Action Plan has been made. The campus departments and groups are in the process of developing meaningful goals towards the plan.

Student Success

Primavera Arvizu, Dean of Student Success, thanked the Board for supporting the plans on the agenda tonight. She stated many staff hours have been spent on the plans and the individuals involved look forward to implementing the plans to promote continued support of students.

Admissions and Records

John Henry Whatley, Director of Admissions and Records, thanked the Board and College for the support. He is a new Taft resident and is looking forward to working in his new role.

REPORT OF THE SUPERINTENDENT

Hall of Fame

Dr. Daniels thanked the Board for their attendance at the Hall of Fame event. Many were honored as a part of College history. She also thanked the committee for the work that happens to bring the Hall of Fame to life.

Taft Parade

Dr. Daniels attended the parade. She appreciated the work and enthusiasm from the Dental Hygiene students that entered the parade.

TC Promise Luncheon

Dr. Daniels reported that 20 of the 24 TC Promise students were treated to a lunch and some mentor time with faculty and Board members. It was a chance to get to know the students in the program and to celebrate their success in the classroom.

Other Events and Happenings

Dr. Daniels told the Board it has been a busy month with the Foundation Dinner, the library renaming, and many student events on campus. She reminded the Board that the employee Winter Extravaganza will be held this Friday.

NEXT MEETING

The next monthly meeting is scheduled for Wednesday, January 10, 2018, at 5:00 p.m.

CONTINUATION OF CLOSED SESSION

On a motion by Secretary Cole, seconded by Trustee Campos and unanimously carried, the Board reconvened into closed session at 7:19 p.m.

RECONVENE IN PUBLIC SESSION; ANNOUNCE CLOSED SESSION ACTIONS

At 8:12 p.m., it was moved by Trustee Campos, seconded by Trustee Long and unanimously carried, to reconvene in Public Session. President White reported that no action was taken during Closed Session.

ADJOURNMENT

At 8:13 p.m., on a motion by Trustee Campos, seconded by Secretary Cole and unanimously carried, the meeting was adjourned.

Respectfully Submitted:

Dawn Cole, Secretary