

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

**SPECIAL MEETING
Annual Board Retreat**

July 13, 2018

The special meeting of the Board of Trustees of the West Kern Community College District was called to order at 9:00 a.m. by President Dawn Cole. Secretary Emmanuel Campos and trustees Michael Long, Dr. Kathy Orrin and Billy White were present. Superintendent/President Dr. Debra Daniels, retreat facilitator Dr. Cindra Smith and Executive Secretary Sarah Criss were in attendance.

PLEDGE OF ALLEGIANCE

President Cole led the pledge of allegiance.

PUBLIC COMMENT ON OPEN SESSION ITEMS

No comments were heard.

SENIOR LEADERSHIP REVIEWS

Institutional Research and Planning

Oleg Bespalov, Executive Director of Institutional Research and Planning, presented an update on the Strategic Action Plan (SAP) via PowerPoint. He highlighted that the data collected in the planning process showed a 36.7% increase in degrees/certificates awarded and that deficiencies from the previous goals are already being address (i.e. Access Committee work with Degree Works). Mr. Bespalov reviewed the new goals to the SAP and gave a description of their history/necessity.

Student Services

Severo Balason, Jr., Vice President of Student Services, presented a general update from the department via PowerPoint. In specific, Student Services has headed the District's plan for the Guided Pathways initiative. The Guided Pathways enters its first year of the 5 year plan this year and will be observed by the Guided Pathways Oversight Committee. Currently, the committee and staff are working to support AB 705's requirements to help students complete transfer-ready courses. The District is completing Guided Pathways' tasks which is allowing such things as faculty extra hours for writing labs, increase in student tutors, NetTutor and Cranium Café. Recently, the District was notified they will receive \$90,000 for technology support to meet the Guided Pathways plan.

In the area of campus safety and security, Mr. Balason stated the campus is now under 24 hours a day supervision in an effort to protect students/staff and property. With the addition of Kevin Altenhofel as the Director of Security and collaboration with the IT staff, the website and Banner access in the event of an emergency have both been improved with safety measures in mind. This fall inservice there will be an active shooter presentation delivered by WESTEC staff.

Administrative Services

Mr. Brock McMurray, Executive Vice President of Administrative Services, presented a handout with a review of the possible solar project as presented at a previous meeting (copy attached to official minutes). Mr. McMurray said that if the Board wishes to move forward the best time for the project would be summer 2019 to allow for construction in the parking lot. The solar project will include the power estimated to be used by the Student Center project.

Information Services

Andrew Prestage, Executive Director of Information Services, provided a PowerPoint presentation on highlights from the academic year (copy attached to official minutes). The department has worked with California State University, Bakersfield to coordinate a satisfaction survey on the department's efforts on campus and plans to continue such evaluations annually. The department has completed the 10 gigabyte bandwidth circuit update, a Banner update, increased file server back up space to 23 terabytes, and many other projects. The Banner update will transition the District to the next major update – Banner 9. The Banner 9 self-service interface will roll out this fall and the department is working with campus staff to make sure each department is prepared.

Human Resources

Heather Meason, Executive Director of Human Resources, presented a PowerPoint on the annual reflection from the department (copy attached to official minutes). Currently efforts are being made to review internal processes to become more customer friendly and efficient. Staff are also working to update recruiting efforts, including using the website to inform candidates of the highlights to becoming a Taft College employee. Ms. Meason reported that the department is working to become more technology based to work with the interfaces on campus.

Foundation

Sheri Horn-Bunk, Executive Director of the Foundation, presented a PowerPoint showing the Foundation work from the past year (copy attached to official minutes). This year, among other events, the Foundation renamed the library in honor of Opal Smith and Harry Wilson for their bequest to the College. They recently received \$80,000 from Chevron to benefit the TIL program, Childcare Center and STEM outreach efforts. Chevron's gifts this year also assisted in providing three STEM camps in the Chevron Innovation Lab. Partner participation led to the first annual Grad Summit as well as internships for students. Ms. Horn-Bunk shared a story of success for a TIL student who through internships gained valuable jobsite skills that led to immediate fulltime employment post-graduation. On the horizon, a TC Alumni Committee has begun to meet to assist in promoting alumni relations.

Superintendent

Dr. Debra Daniels, Superintendent/President, reported that the highlight from the past academic year was the work completed by management in PALM leadership training with consultant Dr. Idahlynn Karre. The full-day sessions led to the learning of behaviors/styles and leadership

development. Dr. Daniels thanked the Foundations' effort to fund this training, which will lead to strengthened departments with prepared leaders. The management team will take these lessons and self-train in the next academic year.

REVIEW OF BOARD POLICIES, ETHICS AND TRUSTEESHIP

Dr. Cindra Smith had interactive discussion on what being a Board member looks like from each individual Board member. She presented Board Policy #2715 to the Board and reviewed the standards of ethics as adopted by the Board (copy attached to official minutes). Discussion was had in regards to the views of Board members into what they value ethically in their action as a Board.

BOARD REVIEW AND SELF-EVALUATION OF 2017/18 GOALS

Dr. Smith reviewed the notes and ratings from the 2017/18 Board of Trustee meetings in relation to the goals set by the Board. The Board discussed reports and information given over the specified goal topics. Overall the goals reflected a well-rounded effort by the Board as a whole. The discussion focused on the need for some goals to continue and the notation of goals that had been met and are no longer necessary. The Board also discussed areas of interest for future reports from staff.

ESTABLISHMENT OF 2018/19 BOARD GOALS

The Board, as identified in the self-evaluation of the 2017/18 goals, struck goals that were no longer needed. With the direction of Dr. Smith and Dr. Daniels, suggestions for a draft of 2018/19 goals were recorded and will be brought forward in a future meeting for consideration/approval.

PUBLIC COMMENT ON CLOSED SESSION ITEMS

No comments were heard.

CLOSED SESSION

At 2:56 p.m. it was moved by Trustee Long, seconded by Trustee White 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 3:02 p.m., it was moved by Trustee White, seconded by Secretary Campos and unanimously carried, to reconvene in Public Session. President Cole reported there was no action taken during Closed Session.

NEXT MEETING

The next monthly meeting is scheduled for Wednesday, August 8, 2018, at 5:00 p.m.

ADJOURNMENT

At 3:03 p.m., on a motion by Trustee Long, seconded by Trustee Orrin and unanimously carried, the meeting was adjourned.

Respectfully Submitted:

Emmanuel Campos, Secretary