

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

REGULAR MEETING

March 11, 2020

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 Dawn Cole. Trustees Michael Long Dr. Kathy Orrin and Billy White were present. Secretary Emmanuel Campos was absent. 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 5:04 p.m. it was moved by Trustee White, 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/Complaint, 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 – Potential Litigation, Pursuant to Paragraph (4) of
Subdivision (d) of Government Code Section 54956.9
- 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 5:50 p.m., it was moved by Trustee White, seconded by Trustee Long and unanimously carried, to reconvene in Public Session. President Cole reported there was no action taken in Closed Session.

PLEDGE OF ALLEGIANCE

President Cole led the pledge of allegiance.

PUBLIC COMMENT ON OPEN SESSION ITEMS

No comments were heard.

GENERAL COMMUNICATIONS

Aaron Markovits, Director of Transition to Independent Living, shared his experience attending the Zero Project Conference in Vienna, Austria (copy attached to official minutes). He, John Dodson and Sheri Horn-Bunk attended the conference on a grant. They presented a session on the TIL comprehensive educational program to prepare students for living, citizenship and career readiness.

APPROVAL OF MINUTES

On a motion by Trustee Long, seconded by Trustee White and unanimously carried, the minutes of the Regular Meeting held February 12, 2020 were approved.

NEW BUSINESS

Request for Approval - Resolution 2019/20-15 - In Memoriam of Dr. David Cothrun

President Cole read the resolution honoring Dr. David Cothrun for his 21 years of service as the West Kern Community College District's Superintendent/President. On a motion by Trustee White, seconded by Trustee Orrin and unanimously carried, the resolution was approved (copy attached to official minutes).

Request for Approval - Dedication of Center for Independent Living (CIL) Lobby in Memoriam of Dr. David Cothrun

Dr. Daniels stated that the College would like to dedicate the CIL lobby in Dr. Cothrun's memory. The Transition to Independent Living program began with the support of Dr. Cothrun as the Superintendent/President. Under his tenure, the TIL program was able to pioneer educational practices for the developmentally disabled. On a motion by Trustee White, seconded by Trustee Long and unanimously carried, the dedication was approved (copy attached to official minutes).

Request for Approval - Solar Project - Proposal for Construction Materials Testing and Inspection Services from BSK Associates; Estimate \$25,751

Richard Treece, Director of Maintenance and Operations, explained the proposal would allow the District to have BSK Associates conduct necessary construction materials testing to meet the quality standards. On a motion by Trustee Long, seconded by Trustee Orrin and unanimously carried, the request was approved (copy attached to official minutes).

Second Reading and Request for Approval - Board Policy Review

BP #2015 - Student Member(s)

BP #2305 - Annual Organizational Meeting

BP #2310 - Regular Meetings of the Board

BP #2320 - Special and Emergency Meetings

BP #2350 - Speakers

BP #2355 - Decorum

BP #2360 - Minutes

BP #2365 - Recording

BP #6620 - Naming of District Facilities and Properties

Dr. Daniels said that these Board Policies have been reviewed and have no material changes. On a motion by Trustee White, seconded by Trustee Orrin and unanimously carried, the request was approved (copy attached to official minutes).

First Reading – Board Policy Review

BP #3100 – Organizational Structure

BP #3200 – Accreditation

BP #3280 – Grants

BP #3600 – Auxiliary Organizations

BP #3710 – Intellectual Property and Copyright

BP #3720 – Computer and Network Use

BP #7135 – Substitute and Temporary Employees Paid Sick Leave

CONSENT AGENDA:

A. Request for Approval – Distance Learning

Social Science Division

HIST 2202 Western Civilization to 1600

PSYC 2033 Personal and Social Adjustment

Liberal Arts Division

SPCH 1511 Public Speaking

B. Request for Approval – Course Revisions

Math and Science Division

DNTL 1054 Clinical Practice

DNTL 1510 Oral Biology

DNTL 1511 Oral Radiology

DNTL 1513 Dental Health Education/Seminar

DNTL 1514 Introduction to Clinic

DNTL 2020 Local Anesthesia and Nitrous Oxide

DNTL 2021 General and Oral Pathology

DNTL 2024 Clinical Practice I

DNTL 2026 Nutrition in Dentistry

DNTL 2130 Periodontics I

DNTL 2131 Pharmacology

DNTL 2132 Dental Materials

DNTL 2135 Community Oral Health I

DNTL 2243 Clinical Practice III

DNTL 2244 Community Oral Health II

ESCI 1520 Introduction to Earth Science Lecture and Laboratory

PSCI 1520 Introduction to Physical Science Lecture and Laboratory

PHED 1649 Beginning Athletic Training

PHED 2146 Techniques in Athletic Taping II

Learning Support Division

DS 1503 Introduction to Medication Support

English Division

ENGL 1500 Composition and Reading

ENGL 1600 Critical Thinking, Literature and Composition

Social Science Division

HIST 2202 Western Civilization to 1600

PSYC 2033 Personal and Social Adjustment

C. Request for Approval – Program Revision

Learning Support Division

Disability Services – Associate in Science

D. Request for Approval – Proposed Fee Increase for TIL Students; Fall 2020

E. Request for Approval – 2020-2021 Residence Hall/Dormitory and Meal Plan Fees

F. Request for Approval – Notice of Release of Grant or Categorically Funded or Temporary Faculty

G. Request for Approval – 2019/20 Request for Authorization to Transfer Unrestricted General Funds to the Futuris Public Entity Investment Trust Program for Post-Employment Benefits

H. Request for Approval – Degree Works Upgrade to 5.0.3 for Student Services; \$81,390.00

I. Request for Approval – Agreement with Total Compensation Systems, Inc. for Actuarial Services; 5/1/20 – 1/31/21; \$10,410.00

J. Request for Approval – Barber & Gonzalez Consulting Group Services Contract for 1-Day Refresher Interest Based Bargaining Training (IBB) on January 14, 2020; \$2,840.35

K. Request for Approval – Declaration of Surplus Personal Property and Authorization for Sale

L. Ratification of the February 2020 Vendor Check & Purchase Order Registers

On a motion by Trustee Long, seconded by Trustee White and unanimously carried, Consent Agenda Items A – L were approved as presented (materials related to the items are attached to official minutes).

PUBLIC COMMENTS ON ITEMS OF GENERAL INTEREST

No comments were heard.

EMPLOYMENT

On a motion by Trustee White and seconded by Trustee Orrin, amended Employment Items A – C were approved by the following vote (Employment Items A – C (*Appendix I & II*) are attached to official minutes):

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

No: None

Abstain: None

Absent: Emmanuel Campos

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 2019/20
2. Expenditure Accounts (Account Level 1) FY 2019/20
3. Expenditure Detail of \$10,000.00 or Greater, February 2020
4. Student Organization and Special Accounts, February 2020
5. Funds Deposited in County Treasury, February 2020
6. Employee Travel Report – February 2020

Trustee Reports

Trustee Orrin reported that she was told by an attendee at a job fair that the Taft College staff and presentation was phenomenal.

Associated Student Organization

Whisper Lynn Null told the Board of future events including Wind Wolves Spring Festival, a movie night, RPG club fundraiser and a census outreach event.

Faculty Association

Ruby Payne, President of the Faculty Association, thanked maintenance staff for the installment of antibacterial hand gel dispensers in preventative effort from recent illness concerns.

Human Resources

Heather del Rosario, Vice President of Human Resources, said timeclock implementation continues and is going well. She added that several staff members will be attending an Academic Senate conference with a focus on recruiting and retaining diverse employees.

Fiscal Services

Amanda Bauer, Executive Director of Fiscal Services, thanked Human Resources for leading the timeclock transition. Ms. Bauer said that staff are preparing and beginning training for the 2020-21 budget.

Facilities

Richard Treece, Director of Facilities, Maintenance and Transportation, told the Board that phase three of the Solar Project will begin on Monday. The project is going well.

Child Development Center

Meghan Hall-Silveira, Director of the Child Development Center, thanked maintenance for connecting a sidewalk to provide a continuous walk path. She also reported that a children's library in the lobby of the CDC is coming along and that a grant partner is now working on identifying playground equipment and supplies for a future improvement project. Ms. Hall-Silveira also said that curriculum for bilingual evidence based curriculum had been purchased with grant funds. The CDC is in contact with Taft Union High School to possibly host high school students in a program that allows for career exploration.

Foundation

Sheri Horn-Bunk, Executive Director of Foundation, reported on recent alumni outreach visits and told the Board that the 2020 Faculty Innovation Grant applications have been shared. Ms. Horn-Bunk thanked Aaron Markovits and John Dodson for the experience at the Zero Project Conference.

Transition to Independent Living

Aaron Markovits, Director of TIL, explained the transition process that students and staff are working on with current sophomores as they prepare to head home after graduation. He added that staff are also recruiting for the 2020-21 classes. Shelly Mitchell, Public Information intern, shared the most recent TIL Times with the Board.

Instruction

Dr. Leslie Minor, Vice President of Instruction, told the Board that midterms are going well and the late-start classes have begun. She also reported on the status of vacancies. Dr. Minor recently completed a site visit on an accreditation team. She learned how a similarly sized school is interpreted by a site team and also how the current accreditation standards are analyzed. She will be attending a conference on employee diversification.

Institutional Research

Xiaohong Li, Executive Director of Institutional Research, said that the annual accreditation report is being reviewed by the Strategic Planning Committee and the Governance Council prior to being submitted. She also provided a status update of the data dashboard that is coming to the IR website.

Marketing and Community Relations

Susan Groveman, Executive Director of Marketing and Community Relations, noted the logo used in the TIL Zero Project Conference PowerPoint. The brand-compliant logo will be used this year as a

celebration of the program's 25th anniversary. Ms. Groveman detailed a marketing campaign for summer/fall registration that will commence two weeks prior to the first registration dates.

Information Technology Services

Andrew Prestage, Executive Director of Information Technology Services, provided an update on vacancies in the department. He told the Board that a phishing campaign was again used to educate staff on the digital security threat. A real phishing scam was sent to many employees but employees were alert and informed the ITS staff without any issues.

Student Services

Severo Balason, Vice President of Student Services, told the Board that wifi for student access will be a project in the upcoming weeks. He also told the Board that he had received a four-ticket package to Dodger stadium to use at the annual Al Baldock golf tournament.

Campus Safety & Security

Kevin Altenhofel, Director of Campus Safety & Security, provided an update on cameras that needed replaced at the Cougar dorms. He also noted that campus emergency response guides are currently being designed to replace outdated versions. A refresher training for late duty administrators was held today and there will be another training held next week. Staff have also updated emergency contact lists in classrooms.

REPORT OF THE SUPERINTENDENT/PRESIDENT

Community Events

Dr. Daniels said that a team from Taft College attended the CSU Bakersfield Hall of Fame event in honor of Taft Union High School Superintendent Dr. Blanca Cavazos. Dr. Cavazos was inducted to the Hall of Fame and is an educational partner of the College. There were also staff present at the Taft District Chamber of Commerce 2020 Installation Ceremony. Foundation Intern and College student Sierra Pilgrim was honored at the event. Today Dr. Daniels, several Board members, and Foundation staff and members attended the Kern Economic Development Corporation (KEDC) Economic Summit. Dr. Daniels recently attended the 2020 CEO Symposium conference where topics like artificial intelligence, marketing as well as funding formula metrics were discussed.

As a part of a Promise basket prize, Taft College Dental Hygiene and several other staff recently toured and had dinner at the Kern County Fire substation in Taft. She shared details of the tour and shared that the firefighters showed interest in supporting the Promise program in the future.

College Events

Dr. Daniels shared the history of the Dental Hygiene candlelight ceremony tradition, which is held upon the start of a class' clinical education. She recently attended the annual event and noted it is always great to see the students celebrating their educational progress.

Board of Trustees Goals – Update

Dr. Daniels distributed a current list of items discussed during the current year's Board meetings in an effort to meet each goal set by the Board at their annual retreat. She reviewed the list with the Board

and discussed how the goals are used to development future topics and meeting items so that progress is made in each area of interest.

Coronavirus

Dr. Daniels assured the Board that the College staff continue to monitor current information on the coronavirus issue. Staff have installed hand sanitizer dispensers in classrooms, distributed Lysol wipes, and have encouraged those who have fever to stay home. Staff also have used guidelines to clean areas of the College routinely as a preventative effort.

NEXT MEETING

The next monthly meeting is scheduled for Wednesday, April 15, 2020, at 5:00 p.m.

ADJOURNMENT

At 7:04 p.m., on a motion by Trustee Orrin, seconded by Trustee White and unanimously carried, the meeting was adjourned.

Respectfully Submitted:

Dawn Cole, President