

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

REGULAR MEETING

July 8, 2020

The regular meeting of the Board of Trustees of the West Kern Community College District was called to order at 5:00 p.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 and Executive Secretary Sarah Criss were in attendance. To ensure clarity during the meeting held via Zoom online video.

PUBLIC COMMENT ON CLOSED SESSION ITEMS

No comments were heard.

CLOSED SESSION

At 5:01 p.m. it was moved by Trustee Long, seconded by Trustee Orrin 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 OPEN SESSION; ANNOUNCE CLOSED SESSION ACTIONS

At 6:14 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

There were no general communications.

APPROVAL OF MINUTES

On a motion by Trustee Orrin, seconded by Trustee Long and unanimously carried, the minutes of the Regular Meeting held June 10, 2020 were approved.

NEW BUSINESS

Second Presentation and Request for Approval - Taft College Faculty Association ("TCFA/CTA/NEA") 2020-2023 Collective Bargaining Agreement ("CBA")

Dr. Daniels said that the agreement has been reviewed and updated to include MOUs that had since been approved from the previous CBA approval. Other minor corrections were made (copy attached to official minutes). On a motion by Trustee Long, seconded by Trustee White and unanimously carried, the agreement was approved.

Second Presentation and Request for Approval - Taft College Classified School Employees Association ("CSEA"), Chapter #543 2020-2023 Collective Bargaining Agreement ("CBA")

Dr. Daniels said that the agreement has been reviewed and updated to include MOUs that had since been approved from the previous CBA approval. Other minor corrections were made (copy attached to official minutes). On a motion by Trustee Orrin, seconded by Trustee White and unanimously carried, the agreement was approved.

Second Presentation and Request for Approval - Taft College Classified School Employees Association Chapter #543 and West Kern Community College District - STEM and CTE Technician and Bookstore Clerk II Job Description Pay Scale

Dr. Daniels explained that these two positions had gone through the appropriate process. The job description has been written by administration and the salary schedule placement has been approved by the reclassification committee. On a motion by Trustee White, seconded Secretary Campos and unanimously carried, the request was approved.

Second Presentation and Request for Approval - Taft College Classified School Employees Association Chapter #543 and West Kern Community College District - Vacation Accrual Process

Dr. Daniels said the classified vacation accrual rates varied by employee type and the recommended rate agreed upon in bargaining would improve the ease of administration by identifying one rate of accrual (copy attached to official minutes). On a motion by Secretary Campos, seconded by Trustee Orrin and unanimously carried, the agreement was approved.

Collective Bargaining - Public Hearing and Request for Approval (E-H):

President Cole requested a public hearing be opened as mandated for Items E-H to allow for public participation. On a motion by Trustee Long, seconded by Trustee Orrin and unanimously carried, the public hearing opened at 6:22 p.m.

President Cole called for public comment on items E-H. There were none.

On a motion by Trustee White, seconded by Trustee Orrin and unanimously carried, the public hearing was closed at 6:24 p.m.

First Presentation - Taft College Faculty Association CTA/NEA, Reopener for FY 2020/21

On a motion by Trustee Long, seconded by Trustee White and unanimously carried, the item was approved (copy attached to official minutes).

First Presentation - Taft College CSEA Chapter #543, Reopener for FY 2020/21 (No Action)

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

First Presentation - Taft College Faculty Association CTA/NEA Reopener with WKCCD (No Action)

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

First Presentation - Taft College CSEA Chapter #543 Reopener with WKCCD (No Action)

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

Request for Approval - Forefront Power PPA Final Rate/Solar Covered Parking Project

Brock McMurray explained that additional costs were incurred upon review from the California Division of the State Architect to update facilities to current code standards. The agreement allows for the cost to be added to the program and to allow for no out-of-pocket charges towards the District at this time. On a motion by Trustee White, seconded by Trustee Long and unanimously carried, the request was approved (copy attached to official minutes).

Request for Approval - West Kern Community College District 2022-2026 Five Year Capital Outlay Plan

Mr. McMurray explained that this is annually reviewed and updated to remain current. The recommended plan is similar to the approved version from last year with a few minor changes. On a motion by Trustee Long, seconded by Secretary Campos and unanimously carried, the plan was approved (copy attached to official minutes).

Request for Approval – Final Project Proposal (FPP) – Vocational Center

Mr. McMurray told the Board this proposal is a required step in order to have the opportunity to participate in state facility program for facility funding. On a motion by Trustee Orrin, seconded by Trustee White and unanimously carried, the request was approved (copy attached to official minutes).

Request for Approval – 2020-2021 West Kern Community College District Tentative Annual Budget

Mr. McMurray shared specific information on the tentative annual budget via PowerPoint. This year's budget remains uncertain due to ongoing COVID-19 effects. There was discussion on the possible impacts of the pandemic and the need to track funding issues and related expenditures. On a motion by Trustee Long, seconded by Trustee White and unanimously carried, the tentative budget was approved (copy attached to official minutes).

CONSENT AGENDA:

- A. Request for Approval – 2020-21 Contract Education Agreement between WESTEC and WKCCD; 7/1/20 – 6/30/21; 300-400 FTEs
- B. Request for Approval – Agreement with Gilbert “Gil” Garcia – Grant Writing for Transition to Independent Living Program; 6/1/20 – 7/31/20; \$12,000.00
- C. Request for Approval – ITSavvy LLC – CommVault Software Support Renewal, Quote #3372418; 9/1/20 – 8/31/21
- D. Request for Approval – Continuation of Subscription to Turnitin Feedback Studio; 8/1/20 – 7/31/21; \$9,491.90
- E. Request for Approval – GT Software NewCOBOL Maintenance Renewal, Quote #00013787; 9/1/20 – 8/31/21
- F. Ratification of the June 2020 Vendor Check & Purchase Order Registers

On a motion by Trustee Orrin, seconded by Trustee White and unanimously carried, Consent Agenda Items A – F 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

Dr. Daniels requested to amend the Academic employment piece to correct Kristy Richards pay scale placement information. On a motion by Trustee Long and seconded by Secretary Campos,

Employment Items A-C were approved as amended by the following vote (Employment Items *(Appendix I and II)* are attached to official minutes):

Yes: Dawn Cole, Emmanuel Campos, Michael Long, Billy White 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 2019/20
2. Expenditure Accounts (Account Level 1) FY 2019/20
3. Expenditure Detail of \$10,000.00 or Greater, June 2020
4. Student Organization and Special Accounts, June 2020
5. Funds Deposited in County Treasury, June 2020
6. Employee Travel Report - June 2020

Trustee Reports

Trustee Orrin thanked College staff that attended the Taft Chamber's virtual Sit n' Sip. She noted it is nice to have the two entities support each other in the community. She also shared that as an event host she has worked within the ever-changing pandemic mandates and that it made her appreciate the many adaptations the College has made and continues to make to serve students smoothly.

Secretary Campos also thanked the administration and staff for their ability to serve students and remain flexible in an effort to protect student success.

Trustee Long noted he is disappointed in the postponement of the community Oildorado event and looks forward to the event in fall 2021.

Academic Senate

There was no report.

Administrative Services

Brock McMurray, Executive Vice President of Administrative Services, reported on the status of the Student Center. The project has many areas progressing including interior framing, electrical and roofing. The solar project is working on the transfer of power and other final steps to complete the

project. Mr. McMurray shared that the asphalt parking lot project has been delayed but will begin in one month.

Instruction

Dr. Leslie Minor, Vice President of Instruction, stated that work is ongoing in the effort to publish the list that will announce which courses will be in-person or online in fall. Distance Education continues to work with students and to train staff in online education. She shared that the Taft MCCF correctional facility will remain open and inmate population will be able to continue education. Dr. Minor told the Board that the sign ups for the online STEM youth campus is ongoing. In response to the sudden closure of campus' due to COVID-19 the College is working to prepare labs for students to have the ability to complete necessary spring hours. Dental Hygiene has begun seeing patients with COVID-19 screening processes being utilized.

Student Services

Severo Balason, Vice President of Student Services, said that an estimated 360 students were found to be in need of funds from the emergency fund source due to COVID-19. Staff will continue to identify students in need as funds are made available.

Marketing and Community Relations

Susan Groveman, Director of Marketing and Community Relations, is preparing for a virtual graduation ceremony. She will coordinate efforts with Student Services.

Foundation

Sheri Horn-Bunk, Executive Director of the Foundation, announced that the Hutchison Engineering program had a successful year with many students transferring to prestigious universities. The process to screen 10 applicants for the fall semester is underway. Ms. Horn-Bunk also said that the Foundation Board and Dr. Daniels with special funding were able to fund a variety of innovation requests from College staff and faculty.

TIL

Aaron Markovits, Director of Transition to Independent Living, thanked administration for the work to reopen campus. He also thanked Dr. Daniels and President Cole for their participation in the virtual end of year ceremonies. Staff are making preparations for fall semester under COVID-19 restrictions. Mr. Markovits is also working with grant writer Gil Garcia to prepare a federal grant application.

Institutional Research and Information Ser

Xiaohong Li, Executive Director of Institutional Research, recently worked with Dr. Minor to survey students in connection with educational experience during the COVID-19 pandemic. She noted that the College faired well in the survey especially against national numbers and said that staff have diligently served students well during the transition to online. The IR department has begun preparations for the 2020-21 annual program review.

Information Technology Services is preparing classrooms for hybrid instruction. Staff will also begin training staff to use the hybrid equipment. The ITS staff continue to field numerous service requests as the College continues to utilize online education.

REPORT OF THE SUPERINTENDENT/PRESIDENT

Dr. Daniels told the Board that the first phase of returning employees to working from campus began this week. Administration is utilizing a screening process each day to protect employees as they come to work. While employees are returning to campus, the campus remains closed to the public. The necessary public interaction that must occur happens under the same screening process used for employees. All persons on campus must wear masks and practice social distancing. In fall classes will remain online except for lab-based classes. Preparation is being made to offer the lab-based courses safely.

Dr. Daniels noted Distance Education is now working with Taft Union High School staff to assist TUHS in offering distance education to their students.

NEXT MEETING

The next monthly meeting is scheduled for Wednesday, August 12, 2020.

RECONVENE IN CLOSED SESSION

At 7:12 p.m., it was moved by Trustee Long, seconded by Trustee Orrin and unanimously carried, to reconvene in Closed Session.

RECONVENE IN OPEN SESSION; ANNOUNCE CLOSED SESSION ACTIONS

At 8:04 p.m., it was moved by Trustee White, seconded by Trustee Orrin and unanimously carried, to reconvene in Public Session. President Cole reported there was no action taken in Closed Session.

ADJOURNMENT

At 8:05 p.m., on a motion by Trustee White, seconded by Trustee Orrin and unanimously carried, the meeting was adjourned.

Respectfully Submitted:

Emmanuel Campos, Secretary