

WEST KERN COMMUNITY COLLEGE DISTRICT  
AGENDA FOR SPECIAL MEETING

September 21, 2019

Cougar Room  
(Access Through the Library Entrance)

Diana's  
Notes

9:00 a.m.

29 Cougar Court  
Taft, California 93268

**A. Accessibility.** In compliance with the Americans with Disabilities Act, if you need special assistance to access the meeting room or to otherwise participate in this meeting, including auxiliary aids or services, please contact Sarah Criss at (661) 763-7711. Notification at least 48 hours prior to the meeting will enable the Governing Board to make reasonable arrangements to ensure accessibility to the meeting.

**B. Obtaining Public Records.** A copy of the Board packet, including documents relating to any open session item are available to members of the public on the District website and also at the District Office. Any writings or documents that are public records and are provided to a majority of the Governing Board regarding an open session item on this agenda will be made available for public inspection in the District Office located at 29 Cougar Ct., Taft, California, during normal business hours. These documents will be made available to the public at the same time that they are made available to a majority of the Board.

**C. Language Assistance.** The District welcomes Spanish and other language speakers to Board meetings. Anyone planning to attend and needing an interpreter should call Sarah Criss at (661) 763-7711 forty-eight (48) hours in advance of the meeting so that arrangements can be made for an interpreter. El Distrito da la bienvenida a las personas de habla hispana a las juntas de la Mesa Directiva. Si planea asistir y necesita interpretacion llame al (661) 763-7711 (48) horas antes de la junta, para poder hacer arreglos de interpretacion.

**D. Addressing the District Board.** The Board encourages public participation and involvement. Community members will therefore have several opportunities to address the Board. However, please respect the Board's time and the need for efficient board meetings. The Board also requests that comments be respectful and professional.

- 1. Agenda Items.** If you wish to address the Board on an agenda item, please do so when that item is called. Presentations will be limited to a maximum of five (5) minutes. Time limitations are at the discretion of the Board President.
- 2. Non-Agenda Items.** Individuals have an opportunity to address the Board during the period set aside for Public Comment on Items of General Interest on topics within the subject matter jurisdiction of the Board **not** listed on the agenda. Presentations will be limited to a maximum of five (5) minutes, with a total of thirty (30) minutes designated for this portion of the agenda.

**E. Questions for the Board.** Individuals with questions on District issues may submit them in writing. The Board will refer such requests to the Superintendent, who will endeavor to respond to your questions after the meeting.

**F. Placing issues on the Board Agenda.** Items from the public pertaining directly to College business may be placed on the Board agenda by submitting the request in writing to the Office of the Superintendent. The proposed agenda item will be reviewed and placed, if appropriate, on the Board's agenda within a reasonable period of time. Please contact the Office of the Superintendent at (661) 763-7711 for further information.

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. PUBLIC COMMENT ON CLOSED SESSION ITEMS

4. ADJOURN TO CLOSED SESSION
  - 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 - 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. Conference with Legal Counsel - Anticipated Litigation  
Significant Exposure to Litigation Pursuant to Paragraph (2) or (3) of Subdivision (d) of Section 54956.9 - 1 Potential Case
  - G. Student Discipline and Other Confidential Student Matters, Education Code Sections 35146, 48900 et. Seq. and 48912(b)
5. RECONVENE IN OPEN SESSION; ANNOUNCE CLOSED SESSION ACTIONS
6. PUBLIC COMMENT ON OPEN SESSION AGENDA ITEMS
7. NEW BUSINESS:
  - A. Request for Approval - Award of Contract to Complete Construction of the Student Center Project at Taft College to Colombo Construction *Billy 1st / Mike 2nd motioned to approve. Carried. 9:05am*
8. SENIOR LEADERSHIP REVIEWS
9. UPDATE OF PARTNERSHIPS WITH TUHS
10. REVIEW OF BOARD POLICIES 2200 AND 2715, ETHICS AND TRUSTEESHIP
11. BOARD REVIEW AND SELF-EVALUATION OF 2018/19 GOALS
12. ESTABLISHMENT OF 2019/20 BOARD GOALS
13. PLANNING SESSION
14. NEXT MEETING DATE  
The next regular meeting is scheduled for Wednesday, October 9, 2019, at 5:00 p.m.
15. CONTINUATION OF CLOSED SESSION (If Necessary)
16. ADJOURNMENT



## BOARD OF TRUSTEES

2018/19 Goals

(Developed July 2018)

### Strategic Action Plan

1. Expect and monitor completion of the Strategic Action Plan objectives scheduled for the 2018-19 year.
2. Maintain 100% compliance of the Accreditation Standards.
3. Expect continued focus on Guided Pathways, opportunities and strategies for student learning and success.
4. Continue to ensure the Board is knowledgeable about college programs and facilities, including how they meet community and student needs and foster student achievement.
5. Continue to support the expansion of dual and concurrent enrollment opportunities for students.
6. Monitor how current CTE programs are aligned with employment skills in the region. Expect and review plans to expand CTE as needed - including exploration of agricultural industrial needs.
7. Provide leadership and support for the College's Foundation, particularly for Foundation/business collaboration.
8. Conduct an economic impact study of the College on the community.
9. Oversee the completion of Measure A projects.
10. Monitor campus security and safety.
11. Ensure that internal program reviews/audits are in place for efficiency and accuracy.
12. Expect and monitor that evaluation and compliance reports are completed in a timely manner.

*Focus  
or*

*How to better Enhance Community  
Make this Safety Contract  
Plan for the next Board*

*13. Enhance entrances Ash Street, Square 119,  
Trees*

### Supported Evidence

- "Final Project Proposal - Vocational Center
- Active Shooter Training
- Ongoing Reports from Campus Safety & Security Director
- Measure A - Student Center - Progress Reports - Delegation of Authority Resolution
- Conversion of Class to Chemistry Lab
- Online Education Initiative (OEI) Resources and Strategy for Access
- Criminal Justice Texts - Zero Textbook Cost Grant
- Ongoing Outreach - Kern College Night, Cougar days, Campus Tours
- Motivational Speaker - Mark Potter - Mental Health
- Presentation - Distance Education - Resources/Strategies/Inmate Education
- CSUB CAPP Grant - California Academic Partnership Program - to Educate High Schools on needs due to AB 705 and Future Student Success Planning
- Ongoing Academic Senate Reports - ACCJC, Guided Pathways, AB 705, Curriculum Updates, etc.

*Beautification of Entrances  
to enhance position of the  
College in the community.*

*8*

*Increase opportunities for community to visit the college campus*



- CTE Updates - Curriculum, Industry, Inmate Education, Student Retention, Community Industry Partners, Outreach, Work with Feeder Schools/Pathways
- CTE researching possible dual enrollment with Buena Vista H.S.
- Regular TIL, Child Development Center, WESTEC and Dental Hygiene Updates
- Presentation - AB 705 (Guided Pathways, Success, Strategies)
- "Foundation Events - Synagro, Cookout, Hutchison Promise, Christmas, Wine Tours
- ACCJC Midterm Report - Presentation
- Updated Security Access to G Buildings, Gymnasium
- Storage Increase- Increased Class Space
- Program Audit - Child Dev. Center
- WKAEN Updates - Access and CTE
- Clery Reporting Completed
- TIL/KERO/TIL - News Clip
- Reduction in English 1000/1500 Class Size
- Dental Hygiene - Remediation and Further Education Opportunities
- Dental Hygiene tracking Services Rendered in Community (Cost Savings to Citizens)
- Strategic Action Plan (Annually Reviewed)
- TIL Focus on Developing Pathways to Career/Reg Education
- Daniels chair ACCJC team
- Presentation - Fall Athletic academic, Public info, website
- West Kern Petroleum Forum
- ACCJC training and team leaders underway
- Boys/Girls Club of Kern Co. event
- Synagro Naming - Library Tutoring
- Retreat - March 23rd - Planning and Land Acquisition
- Presentation - HR report on demographics and diversity
- Joint Board - Presentations STEMCite, CAPP & CCGI, Dual Enrollment
- College personnel at TUHS events
- Board support of Sheri H.B. Garden Pathway award
- Foundation - Connecting with concrete industry partners
- Presentation - Athletics Title IX



### **Board Fiduciary Role: District Sustainability**

1. Continue to expect long-range financial planning that addresses debt obligations (i.e. OPEB), reserves, and financial needs; provide direction as needed.
2. Expect a system of internal controls to be developed to monitor program compliance.
3. Monitor the impact of the new funding formula from the state.

### **Supported Evidence**

- "Quarterly investment reports (D. Ivarie and M. Urner)
- Quarterly financial status reports CCFS-311 (A. Bauer)
- Budget Study Session - September
- Audit/Prop 39 Audit presented
- Tentative Budget Presentation/ Approval - McMurray
- Review of OPEB obligation and actuarial study results
- Budget updates from State (Funding and Legislative/Budget) - McMurray
- Presentation from SPURR - Solar and Energy Savings
- Capitol Outlay Plan (5 Year Plan)
- Benefits plans = Savings/OPEB Reduction
- Dental Hygiene - Programs to Raise Funding
- Child Care - Program and Facility Updates for Compliance
- CCLC Legislative Conference - Info on funding formula
- Student Loan Program - Promise funding secured and Capital Outlay requirement

## **Board Effectiveness**

1. Continue to strengthen trustee knowledge and skills, and the ability of the Board to work as a team.
2. Ensure success of the Superintendent/President through ongoing communication and support.
3. Foster increased involvement of the student trustee in board development.

## **Supported Evidence**

- Board Retreat/Goal Planning
- Joint Board meeting
- Reports on ASO Focus Groups
- Whisper-Lynn Null Introduced
- ASO Reports - Student Events, Activities and Planning
- Midyear Goal Report
- CCLC Legislative Conference (info on Funding Formula)
- State of County with Foundation
- President's Round Table Event
- Student discussion re: recycling efforts
- Supt. Contract

## #8. Leadership Reviews -

Sheri Horn Bunk - Powerpoint presentation.

Ten year fundraising \$10,226,379.00

Ending 9/20/19. Majority funds are oil and energy related. Synagro... Upcoming visit to Fresno State Engineering Conference and hoping to have Terry and Darvy go to Berkeley and visit with Engineering Program lead. We're missing the Ag prospects to donate.

(Mike Long) Sheri explained that we need to match with donors - what program or group could we match up with an Ag donor?? Upcoming 100<sup>th</sup> year anniversary coming up - need to reach out to alumni to grow that base. Mike Long asked Sheri if she could ask for anything, what she'd like, and Sheri explained another fundraising person. Marny also mentioned the upcoming Oildorado, and what the Foundation can do to bring in new business.



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Mr. J. H. Brown - former...

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#2 - Brock McMurray - Powerpoint presentation.

• S-4 Fume Hoods

• Scoreboards

• CDC Renovations - Fencing for safety.

• Gyn Storage and electronic card access.

Board Goal #4 - All

- G Building - locking / security.

- Energy mgmt. System Controller Replacement for computers.

- WESTEC - Roof / Phase 1 - completed.

- Prop 39 - Efficient lights installed.

- Solar - start later in Christmas break -

Steel company delayed.

Board #9 -

Measure A completion. 4-6 weeks til they start.

\*\*\* Need large Columbus sign out at Student Center to make community aware the project has been awarded.

Goal No 1:

District admin. evaluating refinement of GO Bond. - Jeff Small.

Goal 1 + 3: Financial Planning -

- Brock and Amanda have been keeping up to date on Student Funding Formula and keeping district on track.

Brock gave me his "statement" for notes.







## Board Fiduciary Duties:

- 1) New Fiscal Analyst position - Curt
- 2) Standard Operating Procedures in place.
- 3) Year End Procedure in place
- 4) Reconciliation calculator
- 5) Centralized Grants Drive
- 6) Monthly Audits
- 7) Bookstore outreach
- 8) Crusar Cafe - recycling

Goal #3

## Admin Service Goals:

Development of efficient inventory system.

New auditors

More efficient key control system.

Resolution of any audit findings or recommendations

Development of a print shop from TC Bookstore to meet needs of community and district.

Point of Control Station

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### #3 - Human Resources - Heather del Rosario

#### Achievements + Process Improvements :

Created Standard go-to market advertising plan for open positions - to cast a broader net.

Revised the job announcements template and branding.

Increased focus on establishment of minimum and desired qualification. Has resulted in zero incomplete searches.

Implemented Newton. Current average 53 days to fill a position ~~reduced~~ from beginning to end. Hoping to cut that down. Everything electronic now. Feedback has been positive.

#### QSS - Payroll system

- Full purge of inactive employees.
- Build out of full records for an employee in QSS
- Launch Self Service to update your own personal information, pay stubs, W-2, create a new or modify an existing bank deposit.

#### - Continue QSS Goal:

- \* Complete build out of Position Control feature.
- \* Implement ACA tracking feature
- \* Expand existing interface between Banner and QSS.



4- Human Resources - Human Resource Management

Human Resource Management: The process of identifying, recruiting, selecting, training, and motivating employees to contribute to the organization's success.

Recruitment - The process of identifying and attracting potential candidates for a job.

Selection - The process of choosing the best candidate for a job from a pool of applicants.

Training - The process of providing employees with the skills and knowledge needed to perform their jobs effectively.

Performance Management - The process of setting performance goals, monitoring progress, and providing feedback to employees.

Compensation - The process of determining and providing fair and competitive pay to employees.

Employee Development - The process of providing employees with opportunities for growth and advancement.

Employee Retention - The process of implementing strategies to reduce employee turnover and increase loyalty.

Employee Engagement - The process of creating a work environment that motivates and inspires employees.

Employee Safety - The process of ensuring a safe and healthy work environment for all employees.

Employee Well-being - The process of promoting the physical, mental, and emotional health of employees.

Employee Diversity - The process of creating an inclusive and equitable work environment for all employees.

Employee Turnover - The process of analyzing and reducing the rate at which employees leave the organization.

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\* Full utilization of all Employee Self Service features.

\* Automate leave accurate process.

19/20 Banner Goal:

\* Expand existing interface between QSS + Banner

\* Expectation that Banner is maintained to 100% accuracy.

19/20 - Automated Time Keeping System Goal:

- Implementation of time clock Plus

- System has an existing interface with QSS

- User friendly implementation

- Options for use with PC, android, iPhone, tablet or time clock.

- Allows customization for employee type.

- Easy to use, in depth reporting features

\* This is a bargaining tool with Union.

- Easy to use, in depth reporting feature.

<sup>Development</sup>  
19/20 Prof. Grant Goal:

- Develop prof. development for all employees.



X Full of ...  
X ...

### 19/20 - Summary Goals:

X ...  
X ...

### 19/20 - Summary Goals:

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### 19/20 Prof. ...

- ...



Leslie -

Office of Instruction -

New Certificates -

CSU - GE Breadth

Cert. of Achievement

IGETCI - Certificate.

Distance Ed - Expanded services for students, including counseling, tutoring, student readiness, proctoring.

14 fully online degrees for transfer  
Almost 100 instructors trained on Canvas.

Tutoring - Embedded tutors who tutor in class, not just in Math Lab.

Sound courses in the works to align with  
CVC-OEI (Calif. Virtual Campus / Online Education Initiatives)

After approval we can attract students from anywhere.

New courses in development:

- Business Ag.
- Entrepreneurship
- more to follow

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## New Programs in Planning:

Teacher Prep ADT (Elementary Teacher)

High School and Dual Enrollment:

Fall: Eng. 1500 (39 students / 2 sections)

Pysh 1500 (online w/ facilitator) (16)  
combo with other students

Spring: Eng. 1600 Critical Thinking,  
Literature, Composition

Biology

(Stem City)

STEM - CITE summer camp for kids.

83 kids attended, elementary to high school.

Coalition: Partnership TC, TUHS, TCS D,

West Kern Adult Ed Network, CTEC,  
and Chamber to strengthen STEM-

CITE education and career prep, TK-14.

## GRANTS:

CVC-OEI for instructors creating online  
curriculum.

Perkins / VTEA (Federal)

CTE

Guided Pathways

Develop Strategic Enrollment Management Plan.

- Admin & fiscal / budget to develop targets  
for FTE'S.



How to prepare a letter

1. Address (Sender and Receiver)

2. Date and Day

3. Salutation (Dear Sir/Madam)

4. Body (Main content of the letter)

5. Closing (Yours faithfully)

6. Signature

7. Enclosure

(Date)

8. Reference (If any)

9. Distribution (To whom)

10. Remarks (If any)

11. Copy to be retained (If any)

12. Copy to be destroyed (If any)

13. Copy to be kept (If any)

14. Remarks

15. Distribution (If any)

16. Remarks

17. Distribution (If any)

18. Remarks

19. Distribution (If any)

20. Remarks (If any)

21. Distribution (If any)

22. Remarks

- Student Services create activities for recruitment, support, resources, retention
- Scheduling - block schedule / two year Scheduling planning in process.
- TC Access Committee - Study issues to make recommendations on impact of new courses / program assessing ability, affordability, etc.



Standard deviation - measure of spread for

normal distribution, common notation

Standard deviation - block estimator / true value

Standard deviation planning in practice

Standard deviation - block estimator / true value

Standard deviation - block estimator / true value

Standard deviation - block estimator / true value

## Severo - Student Services

~~Old~~ Goal #4 - Board is informed on Student Programs -

- Guided Pathways has taken 1 year to implement and completion of this. (Dashboard) Chancellors office spent approx. \$300,000.00 on TC to implement this Dashboard. Vicki Jacobi is lead and has been invited to present at Chancellors office to use TC as a model.

Severo, along with TC staff and WTTUHS attended a Guided Pathways conference and had the largest group presence.

Campus Safety & Security: Ongoing training for Active Training. An active shooter simulation will occur during Jan miservice.

26 people on campus are trained for CPR and AED in case of emergency.

TC in compliance with Guided Pathways. 1.6 million dollars to Support Student Equity. Upcoming Safety report going out next ~~week~~ week to all staff and students required by Chancellors office.



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Andy -

Tech Master Plan - 5 year 2019-2024  
Funding for Classroom Equipment

\$38,010 -

- \$10,000 Upgrade to digital AV in S3

- \$10,000 - Up " " S4

10,000 - S6

10,000 - S7

New 5 year Copier Lease Program

Reduced printing costs campus wide

Improved Bookstore Printshop Services

Lower campus costs

Banner ERB - migration to version 9

- Major Upgrade

- months of planning and training

- Affecting all staff; smooth transition

Workstation / Banner / PII Security

- Security Cameras

- ID badges updated

- Clean up of user accounts

- Workstation time outs / security improvements.

- Banner also shuts down after an hour and a half





## ⇒ Increased Cybersecurity Awareness

- Implementation of Single Sign On - (SSO)
- Installation of New Voice Gateway
  - Scheduled during winter break
  - Review by Auditors in October
    - Cybersecurity training program
    - Mitigate risks identified by audit.
- Evaluate Banner on Cloud:
  - Improved Security
  - Improved disaster recovery
  - Improved business continuity.
  - Free up DBA to perform other tasks.



→ The world is a very big place

→ The world is a very big place (100)

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- Xiahong - Institutional Research

Accreditation Self-Evaluation

Timeline created to stay on track.

New website ~~for~~ created for Annual Program Review.

Have begun to build an internal IR census data database for reporting purposes and data recovery.

Data snapshot at census date.

Proactively conduct integrated research and data analysis to support the institutional efforts at TC.

- CAPP Grant Project

- Academic Development

- Student Success Committee project

Impact Study - Academic Service Program

- Support funding?

- Highlights areas that need improvement

- Provides opportunities for program expansion

Impact Study - participants student

- Higher retention

Interactive Dashboard

- Visualize data

- Accountability

- Time saving

- Better decision making

- Transparency

- Accession





## Federal Reports- IPEDS

- Integrated Post Secondary Education Data System
- Required by every college for federal student financial aid programs.

## Fines

Loss of Title V funding if out of compliance. ?



1952

1. The first step is to determine the scope of the project.

2. The second step is to identify the resources available.

3. The third step is to develop a detailed plan.

4. The fourth step is to execute the plan.

5. The fifth step is to evaluate the results.

6. The sixth step is to report the findings.

Susan - Executive Director Marketing

handout





power point  
presentation

Calif. Action

Leslie and Severo - CAPP

Meeting with Math and Eng  
faculty at high school. Survey was  
completed at high school and reviewed by  
our ~~com~~ counselors and theirs to determine  
course of action.

Fall: Back to school night

Both faculty meetings being held  
HS & TC

We will have a presence when HS.  
freshman enroll next door.

CAPP to enhance student preparedness.  
If we succeed with our goal, we will get  
additional funding.



Self - Journal

1st year and 2nd year - 1998

Meeting with Mr. Smith and Mr. Brown  
at the High School. Sunday  
at 10:00 AM. The meeting  
was held in the school  
cafeteria.

1st. Date of meeting  
2nd. Date of meeting  
3rd. Date of meeting

4th. Date of meeting  
5th. Date of meeting

6th. Date of meeting  
7th. Date of meeting  
8th. Date of meeting

\* Possible community meeting mid October <sup>(10th)</sup>  
on a Thursday when there are less students  
on campus or a Friday morning to go over  
The Economic Value of Taft College. (or November)

# ~~10~~ Review of Board Policies 2200 and 2715,

# 11 → Ethics and Trusteeship -

Board overall feels well informed and can reach out to President when necessary and President ~~can~~ can direct them to the proper person for the best answer.

Regarding Susan Groveman, President wants her to send out messages and communications out to the public. Susan will (intentionally) coordinate with Foundations ~~to relay the same message.~~

\* Sarah - what does Q2, Q4, etc. mean? It would be good to know what they are.

# 8 - Re-write to say something like "Community On Site" visits. Dr. Daniels will work on this.





#9 oversee bond. ~~and~~ ~~to~~

#10 - Kevin Altenhofel has been a good presence on campus. Kevin has participated in campus clubs presenting information.

Board Fiduciary Role:

DH had an outside source ensure grading is in compliance. Every year the outside source recommends something different to check.

In childcare, the outside auditor requested a few items be corrected, and everything has been corrected.

New auditor in Finance and many things being updated in a positive way.

Dawn asked if we've updated our process in selecting DH students eligible to be admitted into the program.

Dr. Daniels said a counselor (maybe Darcy) reviews minimum qualifications and put on a list. Dr. Daniels will follow-up to confirm.





## ▲ Board Effectiveness:

#3 Student Trustees - important to include the student trustee in more interaction.

ASO voted in the Student Trustee.

Continue with ongoing monitoring of objectives. Dr. Daniels will send out the edits

Strategic  
Action  
Plan

Continue to think of signs to promote TC and make the entrances or roads to college more enhanced. Signage on 119 perhaps where the circle was made at 43. Perhaps trees along Ash? Mike Long will talk with someone (arborist) regarding moving the trees that have to be cut down or removed for the solar panels.

Regarding soccer field, Westside Soccer moved their activities elsewhere. Taft Union and TC have agreed to maintain the field and ~~to~~ contribute to the up keep.





All of the board wants to attend  
Cougar Cookout. Everyone wants  
two tickets except Mike.

Upcoming session out of town with  
Dr. Daniels. Billy will be driving himself,  
Manny and Kathy. Mike is not sure and  
neither is Dawn due to work obligations.  
Deb will be staying with Norm.

Billy motioned first, Dawn motioned second.  
All in agreement to adjourn.



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