WEST KERN COMMUNITY COLLEGE DISTRICT AGENDA FOR SPECIAL MEETING

September 21, 2019

Cougar Room (Access Through the Library Entrance)

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 hable 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

West Kern Community College District - Special Meeting September 21, 2019 Page 2

- 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 9:05 am

- 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.
- 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.
- Foundation/business collaboration. Har Regular Khhark Community.

to Enhance portion of the

College in

the community

- 9. Oversee the completion of Measure A projects. Make Plan Swiet Contra-
- 10. Monitor campus security and safety.
- From Sor the West Bong 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. 13, Explore signage + Demitisiection of Entrunces

Supported Evidence

- "Final Project Proposal Vocational Center .
- 0 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 0
- . 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. Incruise opportunities Sor Community of Usit the College

- 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 Play (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.

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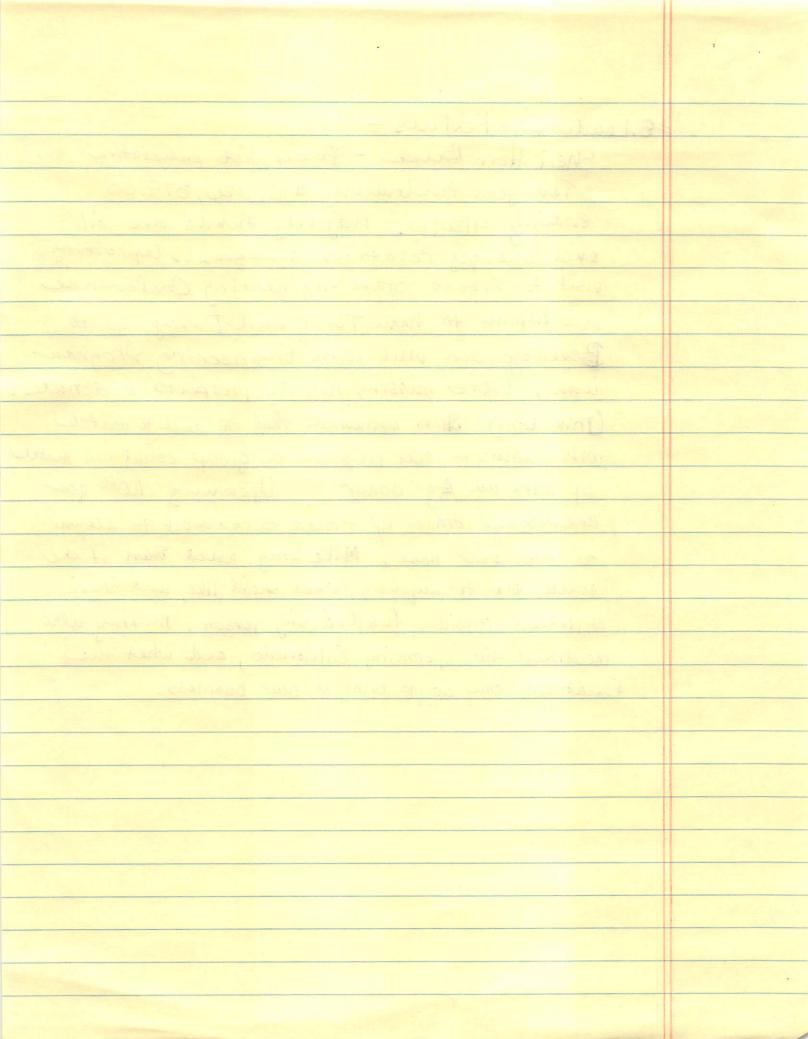
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- 2. Ensure success of the Superintendent/President through ongoing communication and support.
- 3. Foster increased involvement of the student trustee in board development.

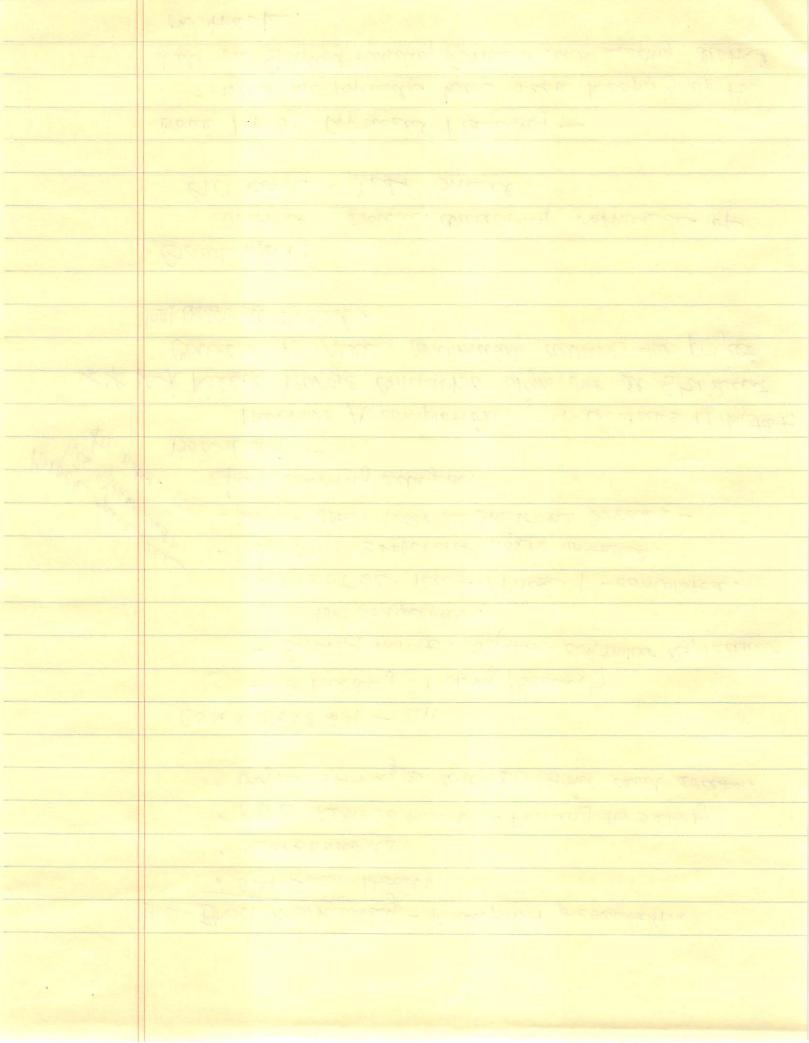
Supported Evidence

- 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

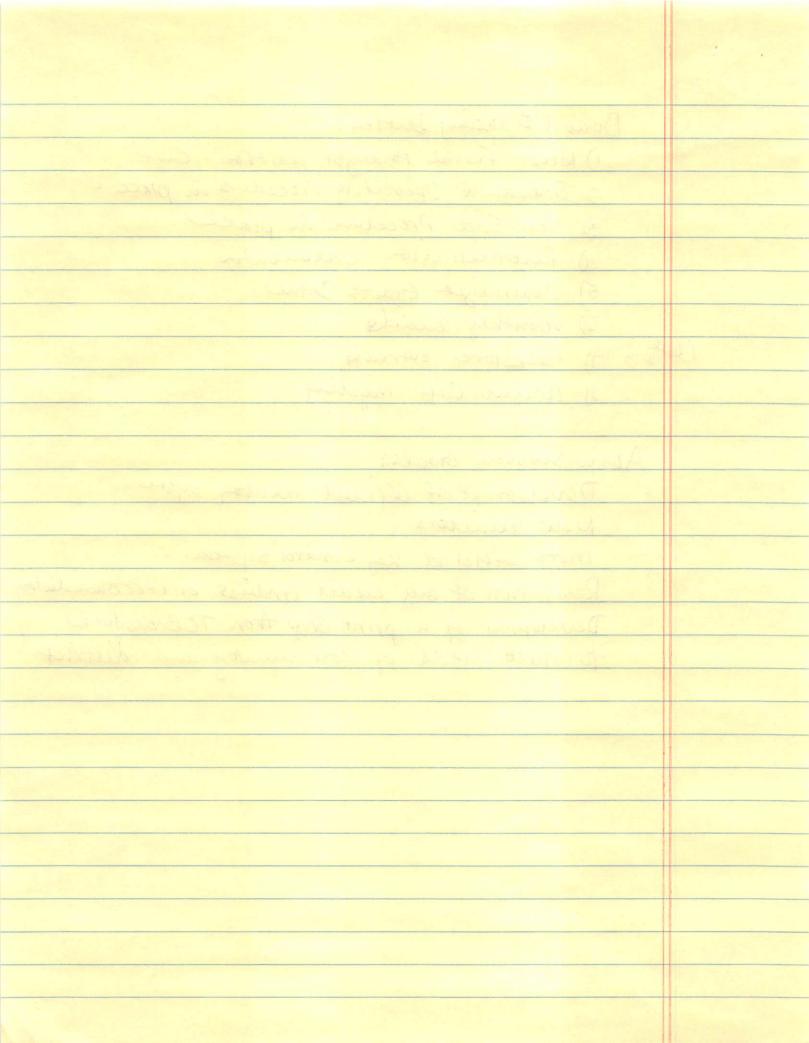
#8. Leadership Reviews -Sheri Horn Buck - Powerpoint presentation. Ten year heatransing \$ 10, 226, 379.00 Ending 9/20/19. Majority funds are oil and everyy related, synagromer upcoming visit to Fresno State Engineering Conference and hoping to have Terry and Davay go to Berkley and visit with Engineering Program lead, were missing the Ag prospects to donate. (mike Long) Shevi explained that we need to match with donors - what program or group could we match up with an Ag donor 27 Upcoming 100th year centiversary coming up -need to reachout to alumni to grove that base. Mike Long asked Shevi if she could ask for anything, what shed like, and Shevi explained another fund raising person. Manny also mentioned the upcoming Oildorado, and what the Foundation can do to bring in new business.



#2-Brock McMurray - Powerpoint presentation. · S-4 Fun Hoods · Scoreboards . " CDC Renovations - Fencing for safety. · Oyne Storage and electroni card access. Board Goal #4 - All - G Building - locking / security. - Energy mogt. Systen Controller Replacement for computers. - WESTEC-Roof / Phase | - comple Wen - Prop 39 - Effectient lights installed. - Solar - start later in Christmas breaks -Brows for no Board #9 -- WESTEC-Roof / Phase | - completed. Measure A completion. 4-le weeks til thystart. * * * Need large Columbo Sign out at Student Centar to make community aware the project has been awarded o Goal Nol: District advice. evaluting refinere of AU Bond. - Jeff Small. Goal 1+3: Finenced Planning -- Brode are America have been keeping up to date on Studius Funding Fornula and Keeping destrut on track.



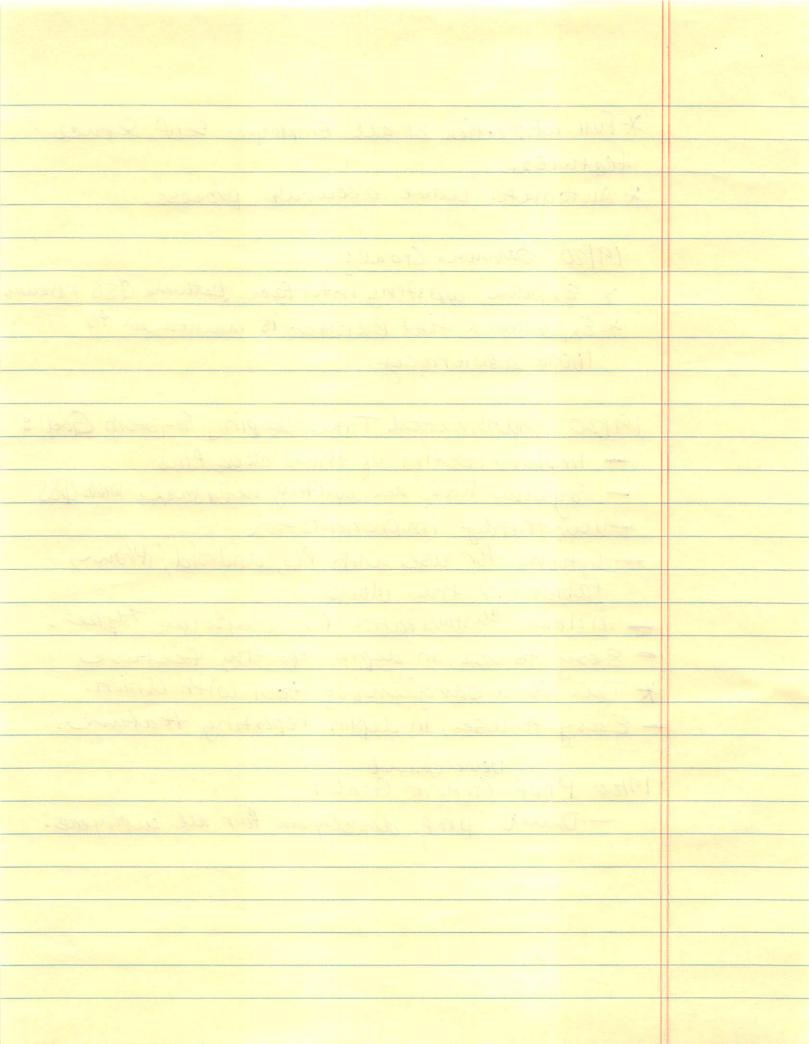
Board Advancy Duttes: 1) New Fiscal Analyst position - Curt 3) Standard Operating Procedens in place. 3) Year End Procedure in place 4) Reconciliation Calculator 5) Centralyed Graits Drive (2) Monthly audits (001 37) Bookstone outreak 8) Consur Cafe - recycling Adrie Survice Goals: Development at efficient inventory syster. New auditors More efficient Key control system. Resolution of any audit findings or recconvulution Development of a print shop from TCBookstone to need needs of community and district.



#3 - Human Resources - Heather del Rosario Achievements & Process Improvents: 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 establishant of muninum and desired gradification. Has resulted in Zevo in complete scarches. Implemented Newton. Clubent overage 53 days to fill a position with from beginning to evel, Hoping to cut that down, Everything eletronic now. Fredback has been positive. QSS-Payroll system-- Full purge of inactive euployeees. - Build out of full records for am employeen ass - Launch Self Sarrice to opdate your own personal intunition, pay stures, W-2, cheate a new or modify an existing bank depost. - Continue QSS Goal; * Complete build out of Position Control Acartu. * Implent ACA tracking frature * Expand wisting interface between Bonner and QSS.

X Full utilization of all Employee Self Souce teatures. * Automate leave accurat process. 19/20 Banun Goal: * Expand wisting interface, between QSS + Banon * Expectation that Banger is maintained to 100% accuracy. 19/20 - Automated Time Keeping System Goal: - Implementation of the clock Plus - System has an erasting interface with QSS -Usiv triender implementation - Options for use with PC, android, iPhon, = Allows customization for employee type. = Easy to use, in depth reporting feature * This is a bargaining tool with Union. - Easy to use, in depth reporting feature. 1920 Prof. Grant Goal: - Dunk, prof. developen for all enployees.

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heslie -Office of Instruction -New Certificates -CSU-GE Breadth Cert. of Achievenent IGETCI - Certificate.

Distinu Ed - Expanded Scruies for students, vidueling consuling, tutoring, student readinese, proctoring.

14 fully online degrees for transter Al nost 100 mitnetors trained on Cawas.

Tutowing - Embedded tutors who tutor in class, not just in math Lab.

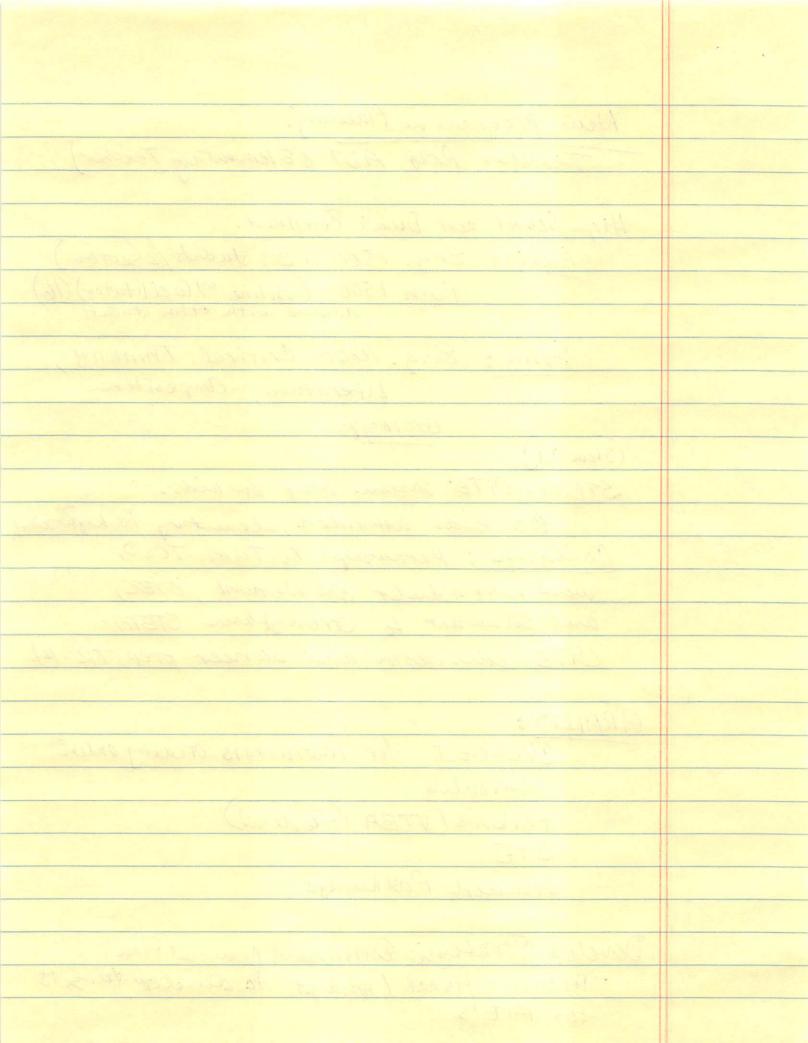
Sund courses in the works to alique with A CVC-DEI (Caly. VIVAuel Compus/ Online Education Initiatives) After approval me can attract Student from anywhere.

New courses in development: -Busnuess Ag. - Entreprenewship - more to follow

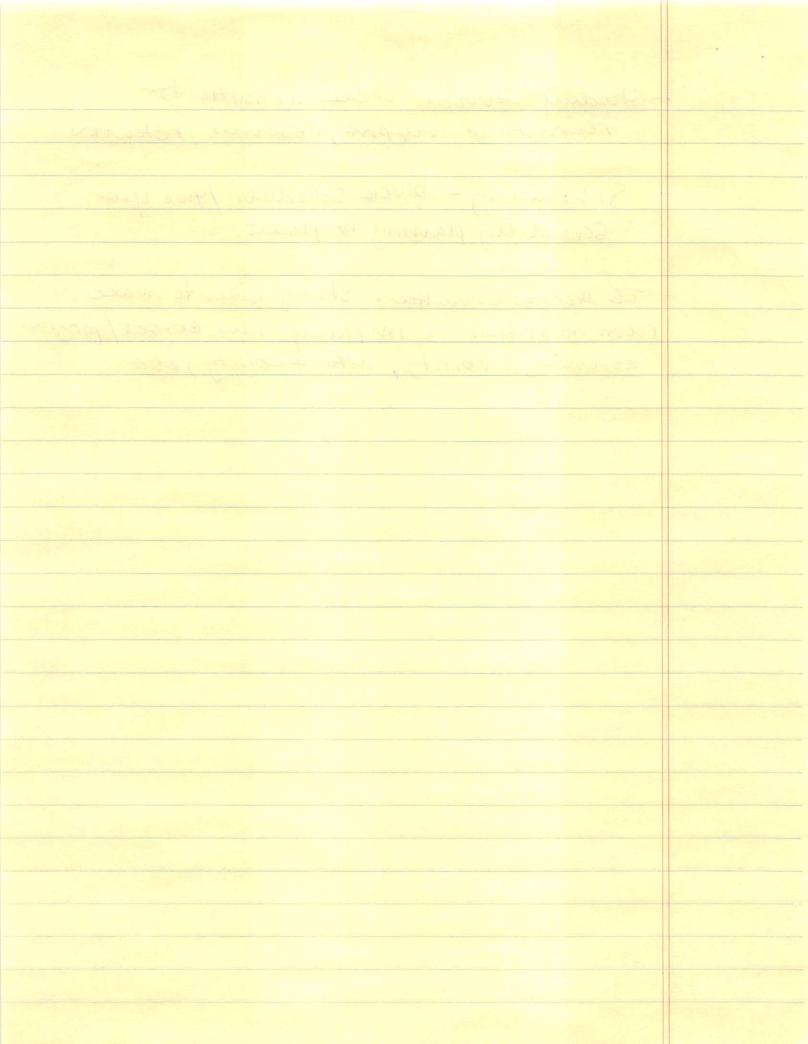
SUN NOTA

New Program in Planing, Teacher Prep ADT (Elementary Teacher) High School and Dual Enrollment: Fall: Eng. 1500 (39 students /2 section) Pysh 1500 (on line W facilitator) (16) combo with other student Spring: Eng. 1400 Critical Thinking, Literature, Composition Biology (Shem City) STEM - CITE summer camp for kids. 83 Kids attended, eleventary to hege they Coalition : Patnership TC, TUHS, TCSD, West Kern A dult Ed Network, CTEC, and Chanker to Anenestin STEM-CITE education and career prep, TK-14. GRANTS : CVC-OEI for instructors creating onlin curiculu. Perkins/VTEA (Federal) CTE Guided Pathways - Admin & fissal / may to develop targets for FTE'S.

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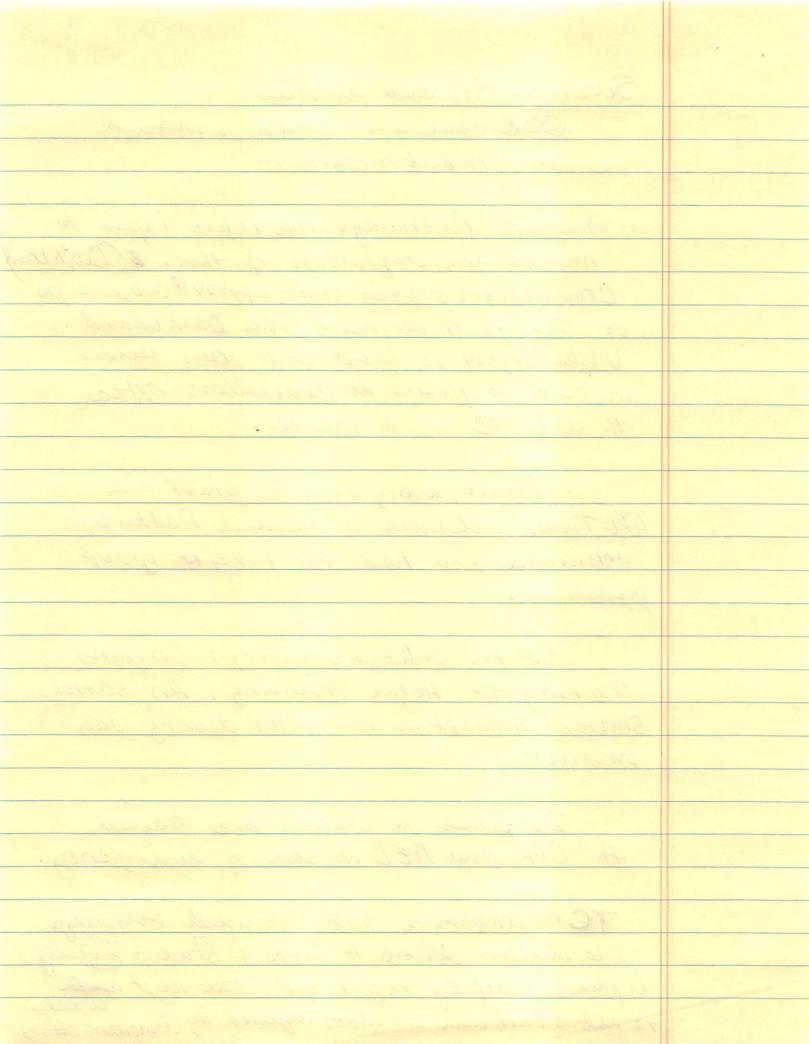


- Studiust Services create a ctruitis for recountnust, support, resources, resention Scheduling - block schedule / two year Scheduling planning in process. -TC Access Connittee - Study issues to make recommudations on impact of new corses / program assessing ability, attordability, etc.



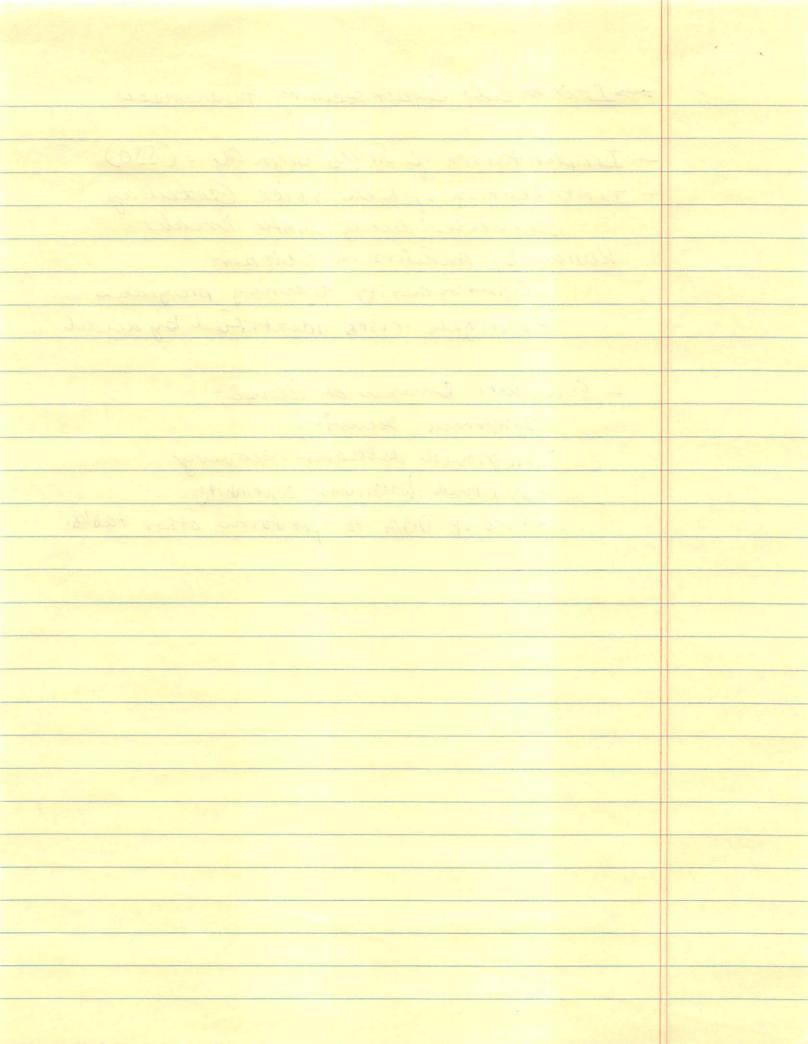
Severo - Student Services Olde Goal #4 - Board is interned on Studit Programs -- Guided Pathways has taken I year to makent and completion of this. (Dashboad Chancellor's office spent approv. \$ 300,000.00 on TC to implement this Dashboard. Vichi Jacobi is Lead and whas been muised to present at Chancellors office to use TC as a model. Severo, along with TC staff and Wet TUHS attended a Guided Pathways conference and had the largest group prensence. Campus Safety + Security : On going training for Active Training, An active shooter simulation will occur during Jan msennce. He people on ampus are trained for CPR and AED in case of emergency.

TE in compliance with Onucleel Patherap. 1.6 million domais to Support Studiet Equity, Upaoning Safety report going out next week week

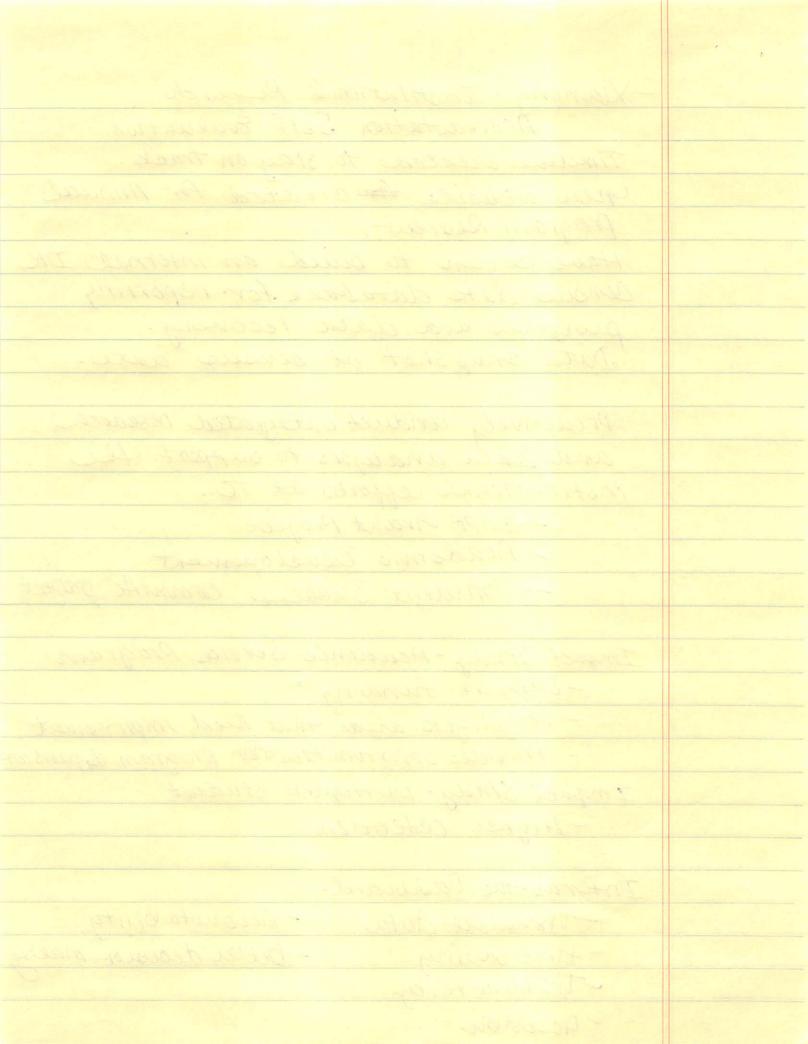


Hndy -Tech Master Plan - 5 year 2019 - 2024 Funding for Classroom Equipment \$38,010 --*10,000 Upgrade to digital AV in S3 - #10,000 - Up " " " S4 10,000 -10,000 -56 57 nu 5 year Copier Lease Program. Reduced printing costs ampus wide Improve Bookstore Printshop Services Loner canpus costs Banner ERB - migration to version ? - major Upyrade - months of planning and training - Affecting all staff; smooth transition wongstation Banmer / PIT Security - Security anneras - ID budges updated - Clean up of user accounts - Wwithstation true outs / security improvedents. - Banner also shuts down after an horn and a half

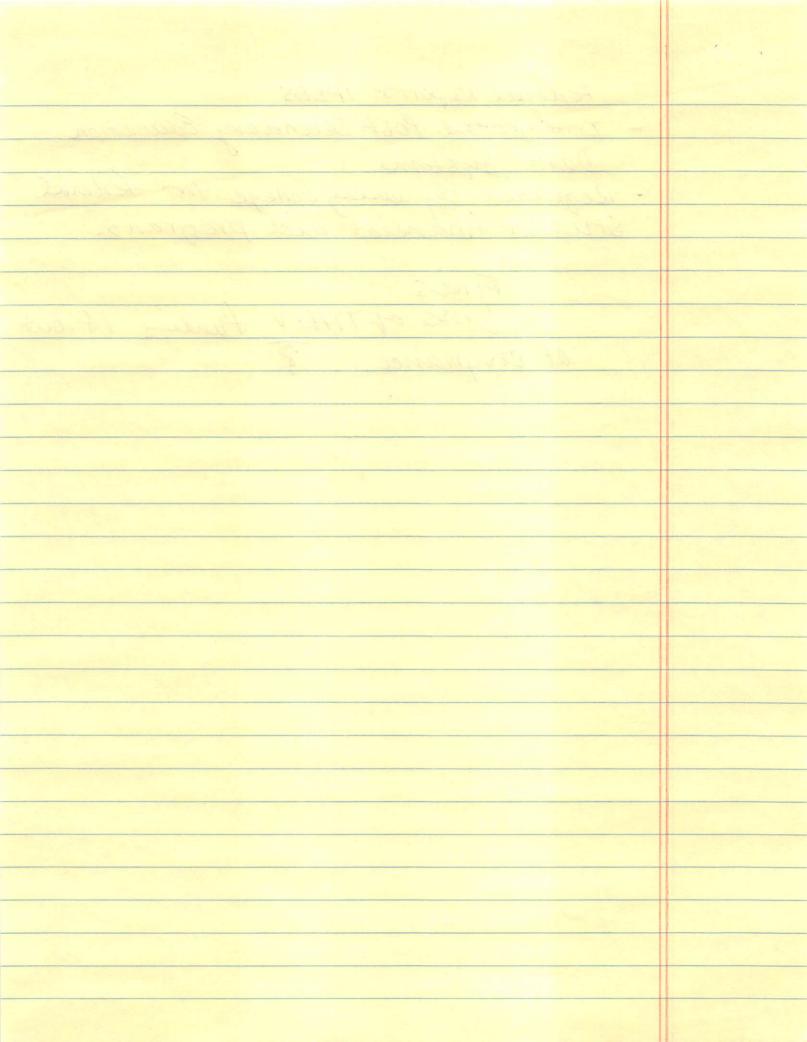
== Increased Cypersecurity Awareness - Implentation of Single Sign On - (550) - Installation of New Voice Gateway Schederleddenny winter break Review by Anailors in October - Cypersecurity training program - mitigate risks identified by audit. - Evaluate Banner on Cloud: -Improved Security - Improved disasty recovery - Impound pusiness continuity. - Free up DBA to perform other tasks.



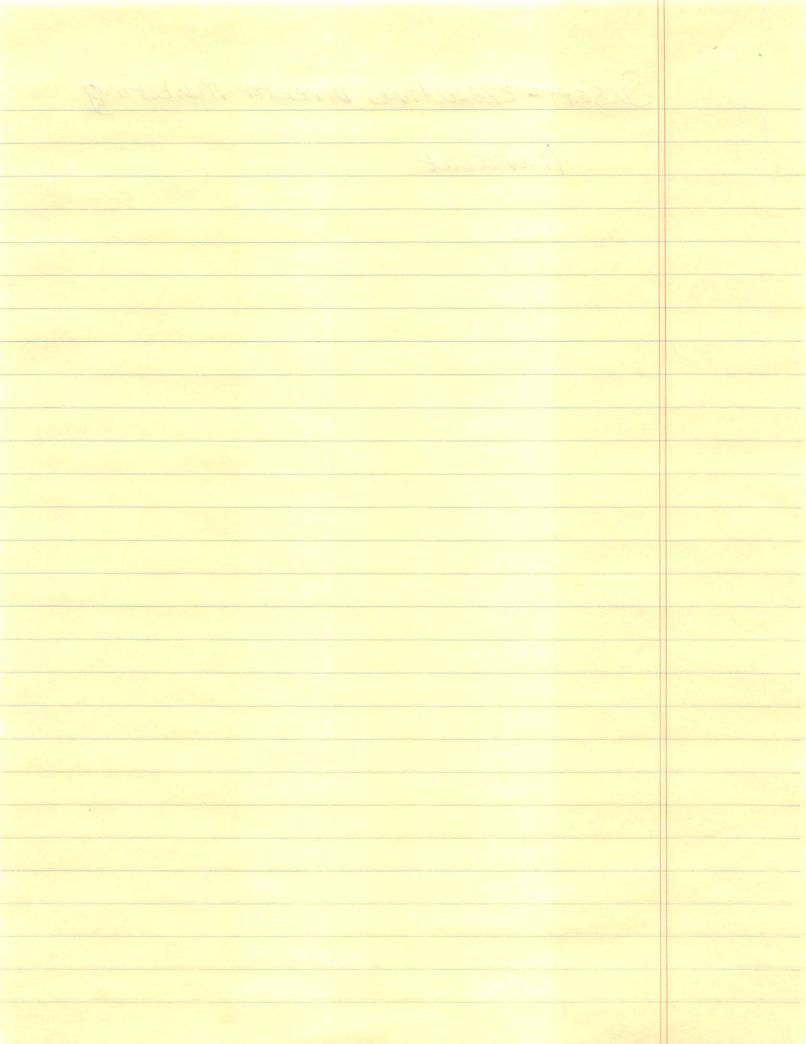
- Xiahong - Institutional Research Accreditation Self. Evaluation Timeline created to stay on track. you website for created for Annual program Review. Have begin to build an internal IR Census date database for reporting purposes and data recovery. Data snapshot at aeusus date. Proactively conduct integrated research and date analysis to support the institutional efforts at TC. - CAPP Grant Project - Academic Developement - Audent Success Committe project Impact Study - Academie Service Program - Support Funding? - Highlights areas that reed improvement - Provides opportunities for program expansion Impact Study - participants student - Higher retention Interactive Vachboard - Accountability - VIsualize data - Better decision making - time saving Transparency -Accestor



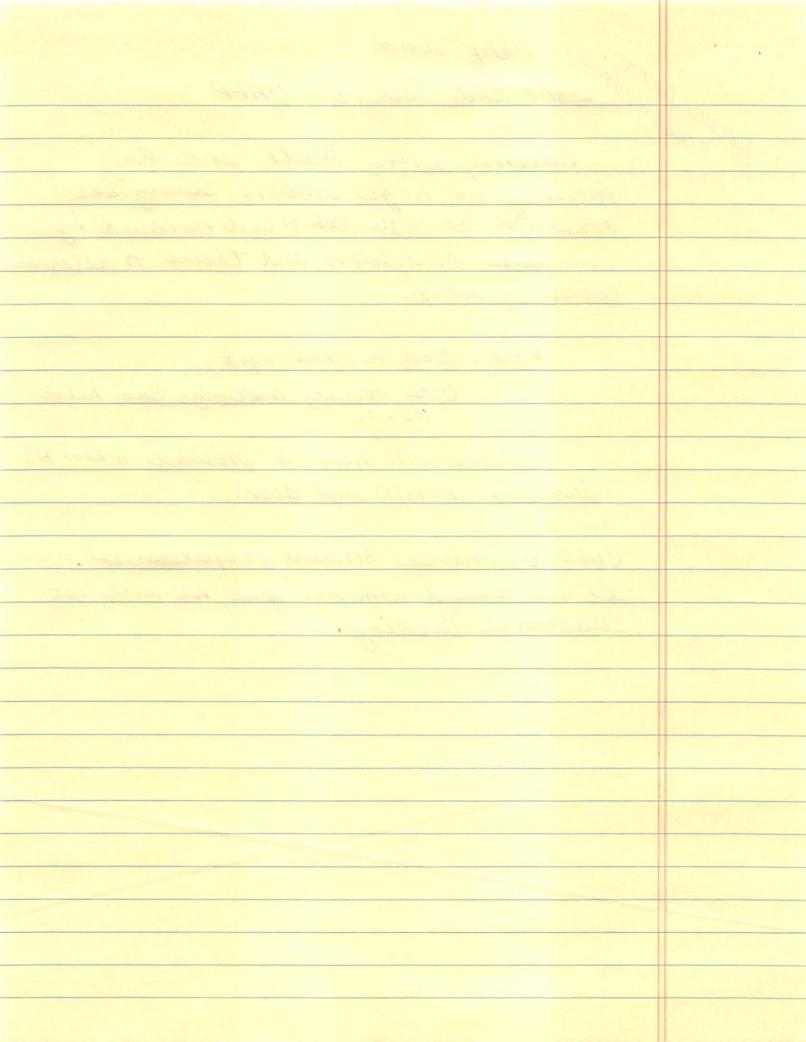
Federal Reports - IPEDS - Integrated Post Secondary Education Data System - Required by every college for Sedual Student financial aid prograns. Fines dess of Titler funding it out of compliance. ?



Susan - Executive Director Marketing handout



pour point is Caly. Action pour pour leslie and Severo - CAPP Meeting with Math and Eng faculty at high school. Survey was conpleted at high school and reviewed by our come counsdors and theirs to determin course of action. Fall : Back to School night Both faculty meetings being held HS & TC We will have a presence when HS. frashnam enroll mext door. CAPP to enhance student prepactioness. If we succeed with our goal, we mile get additional funding.



* Possible community neeting mid October 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)

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 the 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 (intartions) coordinate with Foundations to relay the same message.

* Savah - 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.

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#9 oversee bond. accord to

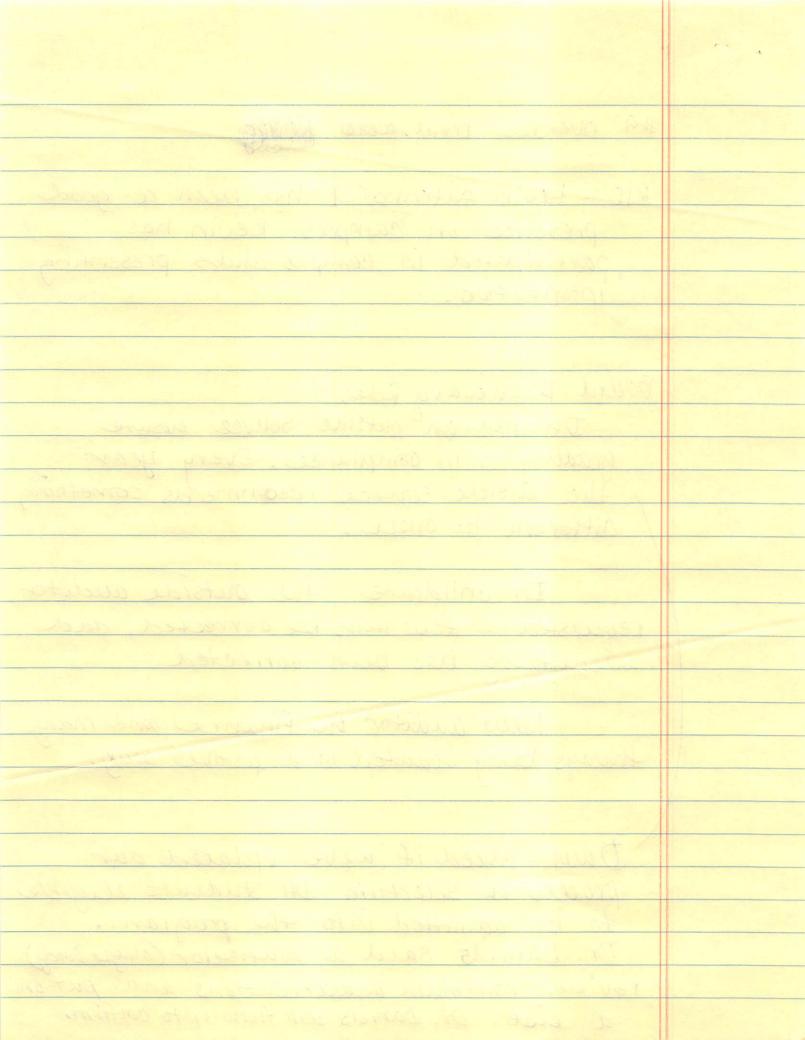
\$10 - Kevin Altenhofel has been a good presence on campus. Kevin has participated in campus clubs presenting information.

Board Fidnciary Role: DH had an outside source ensure grading is in compliance. Every year the outside source recommends something alfferent to check.

In childcare, the outside auditor requested a few items be corrected, and evenything 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 (mayhe Dancy) reviews minimum qualifications and put on a list. Dr. Daniels will Allow-up to confirm.



Board Effectiveness: # 3 Student Trustee - important to include the student trustee in

more interaction.

ASO votes in the Student Trustee.

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



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Continue to think of signs to promote TC and make the entrances or roads to allege more enhanced. Signage on 119 perhaps where the circle was made at 43. Perhaps thes along Ash ? Mike Long will talk with someone (avborist) 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.

Car bick 10

All of the board wants to atten Covgar Cookout. Everyone wants two tickets except Mike.

apcoming session out of town with Dr. Daniels. Billy will be driving himself Manny and Kathy. Mike is not Sure and neethin is Dawn due to work obligations. Deb will be staying with Norm.

Billy motioned first, Dawn motioned second All in agreement to adjorine

