

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

REGULAR MEETING

December 9, 2020

The regular meeting of the Board of Trustees of the West Kern Community College District was called to order at 5:09 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. In order to comply with social distancing rules due to COVID-19, the meeting was held via Zoom to allow for public participation.

PUBLIC COMMENT ON CLOSED SESSION ITEMS

No comments were heard.

CLOSED SESSION

At 5:10 p.m. it was moved by Trustee White, seconded by Secretary Campos 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 6:00 p.m., it was moved by Trustee Orrin, seconded by Trustee White 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 White and unanimously carried, the minutes of the Regular Meeting held November 11, 2020 were approved.

NEW BUSINESS

Annual Organizational Meeting (Items A-B):

Administration of Oath of Office to Trustees Dr. Kathy Orrin and Billy White

President Cole administered the Oath of Office to Trustees Dr. Kathy Orrin and Billy White.

Organization of Board of Trustees

Trustee White nominated Trustee Cole to serve as President. Trustee Long seconded the nomination. Cole accepted. With no further nominations the nominations closed on a motion by Trustee White, seconded by Trustee Orrin and unanimously carried. On a motion by Trustee White, seconded by Trustee Long and unanimously approved, Cole was appointed as President.

Trustee White nominated Trustee Campos to serve as Secretary. Trustee Long seconded the nomination. Campos accepted. With no further nominations the nominations closed on a motion by Trustee Orrin, seconded by Trustee White and unanimously carried. On a motion by Trustee Orrin, seconded by Trustee Long and unanimously approved, Campos was appointed as Secretary.

Setting of a Regular Monthly Meeting as Required by Law

Dr. Daniels told the Board the dates are all the second Wednesday of the month. On a motion by Secretary Campos, seconded by Trustee Long and unanimously carried, the dates were approved.

Request for Approval - West Kern Community College District Annual Financial Audit Report, June 30, 2020 (Presentation)

Brock McMurray, Executive Vice President of Administrative Services, introduced CDWL Partner Ben Leavitt. Mr. Leavitt presented the District audit and told the Board the District received an "unmodified" rating. This rating is the highest an auditor can give. He commended the staff for -working ahead of deadlines during the pandemic and noted that the District had no findings. On a motion by Trustee Long, seconded by Secretary Campos and unanimously carried, the audit was approved (copy attached to official minutes).

Request for Approval - Proposition 39 Measure A General Obligation Bonds Audit Report for the Year Ended June 30, 2020 (Presentation)

Mr. Leavitt provided a history of the requirement to audit bond expenditures and accounts. He reported that the Measure A bond audit received an “unmodified” rating and met all compliance components. On a motion by Secretary Campos, seconded by Trustee White and unanimously carried, the audit was approved (copy attached to official minutes).

Second Reading and Request for Approval – CSEA Chapter #543 MOU – Transition to Independent Living (TIL) Furlough Effects

Dr. Daniels explained that the recommended furlough effects had gone through the bargaining process. The need to furlough is due to lower enrollment in the TIL program which results in less funding. The lower enrollment is a result of the pandemic.. On a motion by Trustee Long, seconded by Trustee White and unanimously carried, the MOU was approved (copy attached to official minutes).

Request for Approval – Proposed Furlough of Management Employees Within the Transition to Independent Living (TIL) Program

Dr. Daniels told the Board that the TIL management employees are not represented by CSEA but that this furlough extends the same benefit effects to TIL management employees during the furlough period. On a motion by Trustee Long, seconded by Secretary Campos and unanimously carried, the furlough was approved.

First Reading – Memorandum of Understanding between CSEA Chapter #543 and West Kern Community College District – Four-Day Workweek Policy (No Action)

Dr. Daniels said that the MOU would extend the current fall work schedule into the spring semester (copy attached to official minutes).

Request for Approval – Resolution No. 2020/21-07 – West Kern Community College District Retirement Board of Authority (RBOA) Position Appointment

The resolution contains language to clean up representative titles on the RBOA. Dr. Daniels explained that this resolution will appropriately represent the management and confidential employee groups. On a motion by Trustee Orrin, seconded by Trustee White and unanimously carried, the resolution was approved (copy attached to official minutes).

CONSENT AGENDA:

- A. Request for Approval – 2022-23 Academic Calendar
- B. Request for Approval – Agreement with Biocept, Inc.; One Year Agreement
- C. Request for Ratification – Facility Use Agreement with West Side Recreation and Park District; 11/16/20 – 12/15/20

- D. Request for Ratification – Student Right-to-Know Reporting Subscription Agreement #20-REC-78; 7/1/20 – 6/30/23; Annual Cost of \$5,900.00
- E. Request for Ratification – 2020-21 MTS Maintenance Contract Renewal Quote #20201116i-B; 11/28/20 – 11/27/21; \$1,044.75
- F. Request for Ratification – Contract for Professional Services with Dina Kaplan, The Path, for Meditation and Mindfulness Instruction Services for the Taft College Associated Student Organization on 12/1/20; \$500.00
- G. Ratification of the November 2020 Vendor Check & Purchase Order Registers

On a motion by Trustee Long, seconded by Trustee White and unanimously carried, Consent Agenda Items A – G 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 Secretary Campos, Employment Items A-D were approved as amended by the following vote (Employment Items (*Appendix I and II*) are attached to official minutes):

- Yes: Dawn Cole, Emmanuel Campos, Billy White, Michael Long 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 2020/21
2. Expenditure Accounts (Account Level 1) FY 2020/21
3. Expenditure Detail of \$10,000.00 or Greater, November 2020
4. Student Organization and Special Accounts, November 2020
5. Funds Deposited in County Treasury, November 2020
6. Employee Travel Report – November 2020

Trustee

Trustee White reported that the Thanksgiving lunch was appreciated and a nice way to continue a tradition in light of the pandemic. He thanked Dr. Daniels and the cafeteria.

Administrative Services

Brock McMurray, Executive Vice President of Administrative Services, said the Student Center project continues to make great progress. Work with PG&E and many installations are underway. The kitchen equipment is being placed and installed. He noted that the contractor has continued progress despite COVID-19 related issues.

Instruction

Dr. Leslie Minor, Vice President of Instruction, stated that registration is underway for spring semester. While enrollment remains down there are efforts to retain students from fall into the spring semester, including a survey that will be assessed to see how the College can adapt services to aid students facing difficulty while taking courses during the pandemic. Dr. Minor reported that a grant was also secured to assist in diversity, equity and inclusion professional development.

Student Services

Severo Balason, Vice President of Student Services, said that postcards are set to mail to the district community members to encourage spring enrollment.

Foundation

Sheri Horn-Bunk, Director of the Foundation, provided an update on the Bob Hampton legacy scholarship drive.

Institutional Research/Information Technology Services

Xiaohong Li, Executive Director of Institutional Research (IR) and Interim Executive Director of Information Technology Services (ITS), said that IR efforts to update indicator data on the Strategic Action Plan (SAP) are being made in advance of beginning to review and revise the SAP. The indicators need to align with state collected data. Li said that ITS staff have worked to purchase necessary hardware to increase data storage and is implementing a Banner upgrade.

Marketing and Community Relations

Susan Groveman, Director of Marketing and Community Relations, said that in addition to the postcard mass mailing the College's web presence is consistently being updated to share the enrollment campaign. The College will also have advertisement on television. Groveman continues to work with the ASO to develop videos for use in the Bookstore. Work is also being done to assist in a virtual telethon for TIL and a digital marketing campaign for Career Technology Education and Energy courses.

Career Technology Education

Dr. Jessica Grimes, Dean of Instruction and Career Technical Education, said that the College STEM trailer is in the community reverse Christmas parade. She also shared the marketing project to promote the College STEM program.

TIL

Aaron Markovits, Director of Transition to Independent Living, told the Board that staff are working with students to complete finals in the online format. Staff are also in the planning stages of a virtual telethon fundraiser.

Associated Student Organization

Melanie Medina, Student Trustee, shared holiday campus events with the Board. She also provided an explanation of the videos for use in the Bookstore that is being developed by the students. Medina thanked the Board, administration, faculty and staff for the support to students during the online transition due to the pandemic. Students report that the educational experience has not been the same as being in the classroom but that with the support from the College they are trying to stay the course in their academic career.

REPORT OF THE SUPERINTENDENT/PRESIDENT

Dr. Daniels told the Board that she toured facilities and dorms with Richard Treece, Director of Facilities and Planning. She was able to observe the updates to the dorms and the progress in organizing the District's storage areas.

The College enrollment is down, as has been the trend during the pandemic. Staff are working to encourage retention and engagement of potential students. Outreach efforts are ongoing.

Dr. Daniels reported that the Fall Activity Challenge is wrapping up. The 60-day challenge was successful in encouraging physical and mental health in employees while pandemic environment continues to upset typical active lifestyles. Staff have reported activities and shared photos while going on runs/walks, exercising at home or a variety of other activities. In other efforts to connect with employees in the social distancing environment, Dr. Daniels has worked with staff to provide activities for both the annual Thanksgiving and Winter Extravaganza events. Both events have been adapted to virtual or social distanced standards.

NEXT MEETING

The next monthly meeting is scheduled for Wednesday, January 13, 2021.

ADJOURNMENT

At 6:59 p.m., on a motion by Secretary Campos, seconded by Trustee Long and unanimously carried, the meeting was adjourned.

Respectfully Submitted:

Emmanuel Campos, Secretary