

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

REGULAR MEETING

January 13, 2021

The regular meeting of the Board of Trustees of the West Kern Community College District was called to order at 5:01 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 5:02 p.m. it was moved by Trustee White, 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 6:00 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.

PLEDGE OF ALLEGIANCE

President Cole led the pledge of allegiance.

PUBLIC COMMENT ON OPEN SESSION ITEMS

No comments were heard.

GENERAL COMMUNICATIONS

Sarah Criss read a thank you letter aloud to the Board from Professor Diane Jones in regards to the support of the College during the pandemic.

APPROVAL OF MINUTES

On a motion by Secretary Campos, seconded by Trustee Orrin and unanimously carried, the minutes of the Regular Meeting held December 9, 2020, Special Meeting held December 9, 2020 and the Special Meeting held December 21, 2020 were approved. Trustee Long abstained from Special Meeting December 21, 2020 due to his absence.

NEW BUSINESS

Request for Approval - Resolution No. 2020/21-08 - Authoring the Kern County Auditor-Controller to Release Excess Impounded Local Tax-Revenue

Brock McMurray, Executive Vice President of Administrative Services, said that this resolution will authorize the County to release unnecessary tax impounds. On a motion by Trustee White, seconded by Trustee Long and unanimously carried, the resolution was passed (copy attached to official minutes).

First Reading - Board Policy Review - #1200 - District Mission (No Action)

Dr. Daniels said that the Board Policy was reviewed and found to still be in good standing.

CONSENT AGENDA:

- A. Request for Approval - Program Revision
Allied Health/ Applied Technologies Division
Dental Hygiene - Associate in Science

- B. Request for Approval - New Courses
Social Science Division
ETHN 2110 Introduction to Race and Ethnicity
HIST 2280 Survey of American Ethnic History
ADMJ 1510 Ethical Reasoning and Practice for Public Service

- C. Request for Approval - Course Revisions
Math & Science Division
ASTR 1511 Introduction to Astronomy

Social Science Division
HIST 2216 History of Latin America

Liberal Arts Division

BUSN 1059 Electronic Machine Calculations

Allied Health/ Applied Technologies Division

CTRP 1080 Court & Deposition Procedures
CTRP 1210 Proofreading for the Court Reporting
DNTL 2020 Local Anesthesia and Nitrous Oxide
DNTL 2024 Clinical Practice I
DNTL 2242 Ethics, Law & Practice Management

D. Request for Approval – Distance Education Course Approval

ART 1610 Three-Dimensional Design
ART 1631 Figure Drawing
ART 2010 Introduction to Printmaking
ASTR 1511 Introduction to Astronomy
CTRP 1075 Legal Terminology
CTRP 1080 Court and Deposition Procedures
KINE 1500 Introduction to Kinesiology
PHED 1649 Introduction to Athletic Training
BSAD 2220 Introduction to Financial Accounting
BUSN 1050 Business Mathematics
BUSN 1059 Electronic Machine Calculations
CTRP 1070 Legal Terminology I
ENER 1503 Environmental Awareness & Regulatory Compliance
ENER 1510 Introduction to Energy
PHED 1523 Beginning Weightlifting and Physical Fitness
PHED 1623 Intermediate Weightlifting and Physical Fitness
PHED 1723 Advanced Weightlifting and Physical Fitness
PHED 1823 Elite Weightlifting and Physical Fitness
CTRP 1210 Proofreading
CTRP 1015 Computer-Aided Transcription
CTRP 1250 Certified Shorthand Reporter Preparation
DNTL 2024 Clinical Practice I
DNTL 2025 Patient Management and Geriatrics
DNTL 2026 Nutrition in Dentistry
DNTL 2240 Periodontics II
DNTL 2241 Practice and Financial Management
DNTL 2243 Clinical Practice III
DNTL 2244 Community Oral Health II
DNTL 2245 Ethics and Jurisprudence
EFEC 1001 Introduction to Curriculum
HLED 1531 Emergency Medical Technician 1-A A Refresher Course
HLED 1535 Emergency Medical Technician
CTRP 1010 Beginning Machine Shorthand Theory and Lab 1
CTRP 1090 Punctuation and Grammar

- E. Request for Approval – Proposed Fee for School Year 2021-22 for TIL Students
- F. Request for Approval – CommonLook Suite Software Annual Subscription; Effective Upon Purchase; \$18,615.68
- G. Request for Ratification – eLumen Annual License Renewal, Quote #3372418; 1/1/21 - 12/31/21; \$14,185.00
- H. Request for Ratification – ABTECH Technologies Quotation #ABTQ10121 Virtual Environment Refresh Project; \$12,500.00
- I. Request for Approval – Institution Participation Agreement with Proctorio and ConexED; 1/1/21 – 6/30/21; Proctorio \$8,246.00 and ConexED \$7,854.00
- J. Request for Approval – Agreement with Quicksilver Software, Inc. to Update TC-Stats Software Package; Not to Exceed \$6,800.00
- K. Request for Approval – Agreement with Oleg Bespalov – Professional Editing Services for Accreditation Report; 1/13/21 – 5/31/21; \$150.00 per Hour Not to Exceed 20 Hours
- L. Request for Ratification – Institution Participation Agreement with Instructure/Canvas for Student Phone Support; 1/1/21 – 6/30/21; \$972.30
- M. Request for Ratification – Institution Participation Agreement with Instructure/Canvas for Faculty Phone Support; 1/1/21 – 6/30/21; \$79.20
- N. Request for Approval – Arvin Union School District Piggyback Bid No. 2018-19-001; Expires 11/12/21
- O. Ratification of the December 2020 Vendor Check & Purchase Order Registers

On a motion by Trustee White, seconded by Trustee Long and unanimously carried, Consent Agenda Items A – O 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 Long and seconded by Trustee White, Employment Items A-C were approved 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, December 2020
4. Student Organization and Special Accounts, December 2020
5. Funds Deposited in County Treasury, December 2020
6. Employee Travel Report – December 2020

Trustee

Trustee White commended the Foundation for the virtual wine event held in replacement of the Christmas party. He also thanked Dr. Daniels for the virtual Winter Extravaganza.

Trustee Orrin thanked the College for the participation in the community reverse Christmas parade. Their STEM-CiTE presence was a highlight in the community event. She also thanked the Foundation for the virtual wine event adding that she learned a lot and was pleased to still have the ability to celebrate in some way during the pandemic.

President Cole also thanked Dr. Daniels for the virtual Winter Extravaganza event as well as for her contribution by matching the raised funds in an effort to assist students going to college. President Cole also attended the virtual Foundation event with Dante Scarnecchia as the speaker.

Academic Senate

Dr. Sharyn Eveland, Academic Senate President, reported that the Senate will meet this week. Committees have begun to meet.

Administrative Services

Brock McMurray, Executive Vice President of Administrative Services, gave a brief review of the Governor's January budget release that included deferrals as expected, a COLA and even a small growth rate. These projected figures are expected to change before the May revise. Mr. McMurray will attend a virtual meeting next week to discuss the budget in more detail with state officials. He also gave an update on the Student Center which has a lot of activity and will be energized next week. The Cougar Dorm HVAC project is half complete and is progressing.

Student Services

Severo Balason, Vice President of Student Services, said Spring registration is ongoing with television advertisements and the continuation outreach efforts. The Extended Opportunity Programs and Services (EOPS) department will hold a virtual student orientation and host a drive-thru supply pick up next week.

Instruction

Dr. Leslie Minor, Vice President of Instruction, stated that inservice is underway with many meetings and trainings happening among College faculty and staff. Classes begin next week and a push for student registration is still taking place. A call bank of students is reaching out to students from fall who have not yet registered for spring courses. The Access committee is still reviewing and assessing steps that can be taken to address concerns voiced in the student retention survey from Fall 2020.

Human Resources

Heather del Rosario, Vice President of Human Resources, said that the department is in final stages of implementing an onboarding system. She is also working to offer Corner Stone, a learning system from the Chancellor's Office that offers professional development options.

Institutional Research/Information Technology Services

Xiaohong Li, Executive Director of Institutional Research (IR) and Interim Executive Director of Information Technology Services (ITS), told the Board that the Annual Program Review process has begun, and the reports are due at the end of January. The IR department is assisting to review the Accreditation Institutional Self-Evaluation Report (ISER).

IT staff is working to prepare for Spring courses. They have received and are working to install an upgraded data center. A project for classroom audiovisual upgrades is currently accepting proposals.

Marketing and Community Relations

Susan Groveman, Director of Marketing and Community Relations, shared progress in advertisement campaigns. She is assisting in a revamp student orientation project with Student Services. Ms. Groveman is also preparing for the centennial celebration.

Foundation

Sheri Horn-Bunk, Director of the Foundation, told the Board that work has not slowed during the pandemic but that the ways things done are everchanging. Year end letters were sent out to attempt contact with potential donors and several have stepped forward. The Bob Hampton legacy scholarship has broken the \$50,000 fundraising mark. The Foundation also continues to offer Taft Talks and is pleased with the most recent message delivered by alum Dante Scarnecchia.

Career Technology Education

Dr. Jessica Grimes, Dean of Instruction and Career Technical Education, said recent orientations with Taft Union High School students went well. Staff will debrief on the event to ensure that future events are even more successful. The CTE staff will be working an outreach drive-thru event next week with TUHS.

Faculty Association

Ruby Payne, Faculty Association President, reported that faculty are attending a variety of inservice meetings and preparing for the Spring semester.

Associated Student Organization

Melanie Medina, Student Trustee, is working with an ASO subcommittee to reach out to Spanish speaking students. The subcommittee is working to better communicate College resources to the Spanish speaking population.

REPORT OF THE SUPERINTENDENT/PRESIDENT

Dr. Daniels told the Board that she has entered into a Memorandum of Understanding (MOU) with the faculty to extend the 4-day work week into the Spring semester as allowed under the emergency COVID-19 authorization agreement. This updated MOU additionally outlines the return for non-teaching faculty with supervisory responsibilities to work a minimum of 24 hours per week on campus with additional hours off campus. The MOU sunsets May 21, 2021.

Dr. Daniels said that the Winter Extravaganza virtual event raised \$1,465 and with her donation a total of \$3,000 was raised for the Promise program. She thanked staff for their donations, participation, and continued support of the annual tradition.

College inservice is underway. Dr. Daniels hosted an Ask an Administrator virtual event with 106 attendees. Administrators addressed questions and concerns voiced by employees through an anonymous online survey option.

Dr. Daniels reported that the Accreditation process is ongoing. Currently editing the ISER report is being completed inhouse. Once inhouse editing finishes the document will be edited by a third-party and then submitted prior to deadline.

Dr. Daniels acknowledged that enrollment is down at the College as it is down across the state. Outreach efforts to enroll students are ongoing across many departments. The efforts have decreased the deficit.

NEXT MEETING

The next monthly meeting is scheduled for Wednesday, February 10, 2021.

ADJOURNMENT

At 6:40 p.m., on a motion by Trustee White, seconded by Secretary Campos and unanimously carried, the meeting was adjourned.

Respectfully Submitted:

Emmanuel Campos, Secretary