

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

REGULAR MEETING

July 14, 2021

The regular meeting of the Board of Trustees of the West Kern Community College District was called to order at 5:02 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.

PUBLIC COMMENT ON CLOSED SESSION ITEMS

No comments were heard.

CLOSED SESSION

At 5:03 p.m. it was moved by Trustee Orrin, 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 Secretary Campos, seconded by Trustee Long and unanimously carried, to reconvene in Public Session. President Cole reported that no action was taken.

PLEDGE OF ALLEGIANCE

President Cole led the pledge of allegiance.

PUBLIC COMMENT ON OPEN SESSION ITEMS

No comments were heard.

GENERAL COMMUNICATIONS

Dr. Daniels introduced Student Trustee Desirae Salas.

APPROVAL OF MINUTES

On a motion by Trustee White, seconded by Trustee Orrin and unanimously carried, the minutes of the Regular Meeting held June 9, 2021 and the Special Meeting held June 3, 2021 were approved.

NEW BUSINESS

Collective Bargaining - Public Hearing and Request for Approval (A-D):

President Cole requested a public hearing be opened as mandated for Items A-D to allow for public participation. On a motion by Trustee Long, seconded by Trustee Orrin and unanimously carried, the public hearing opened at 6:11 p.m.

President Cole called for public comment on items A-D. There were none.

On a motion by Trustee Long, seconded by Secretary Campos and unanimously carried, the public hearing was closed at 6:13 p.m.

Second Presentation and Request for Approval - Taft College Faculty Association CTA/NEA, Reopener for FY 2021/22

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

Second Presentation and Request for Approval - Taft College CSEA Chapter #543, Reopener for FY 2021/22

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

Second Presentation and Request for Approval - Taft College Faculty Association CTA/NEA Reopener with WKCCD for FY 2021/22

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

Second Presentation and Request for Approval - Taft College CSEA Chapter #543 Reopener with WKCCD for FY 2021/22

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

Request for Approval – Resolution 2021/22-01 – Declaring a State of Emergency and Delegating Authority to the Superintendent/President to Close District Centers, Campus, and Offices, and to Otherwise Respond to the Novel Coronavirus (COVID-19)

Dr. Daniels explained that the resolution language is the same used previously. This resolution would extend the authority due to the continued COVID-19 response. Trustee Long inquired as the status of required vaccination for students. Dr. Daniels stated that only students who live in district facilities will be required to vaccinate. On a motion by Trustee Long, seconded by Secretary Campos and unanimously carried, the request was approved (copy attached to official minutes).

Request for Ratification – Interim Administrative Employment Agreement with Dr. Damon Bell

Dr. Daniels said that Dr. Bell’s assistance will help to smoothly transition during the recruitment for a permanent Vice President of Student Services. On a motion by Trustee White, seconded by Secretary Campos and unanimously carried, the agreement was approved (copy attached to official minutes).

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

Brock McMurray, Executive Vice President of Administrative Services, explained that this is the annual action required to participate in the potential funding from the state for facility improvement. On a motion by Secretary Campos, seconded by Trustee Long and unanimously carried, the request was approved (copy attached to official minutes).

Request for Approval – WKCCD 2023-2027 Five Year Capital Outlay Plan

Mr. McMurray told the Board this is similar to the FPP. This plan is a long term plan for District facility projects that will allow the District to participate in potential state funding. On a motion by Trustee Long, seconded by Trustee White and unanimously carried, the request was approved (copy attached to official minutes).

First Presentation – Tentative Agreement Between Taft College Faculty Association (TCFA/CTA/NEA) and West Kern Community College District – Dual Enrollment Pilot Program High School Instruction

Dr. Daniels said that this agreement allows for College faculty to instruct on the Taft Union High School campus if a need arises for a dual enrollment course.

CONSENT AGENDA:

- A. Request for Approval – Declaration of Surplus Personal Property and Authorization for Sale
- B. Request for Ratification – Strong Workforce Program and Regional Allocation Round 5 Agreement; 7/1/21 – 6/30/22; Allocation of \$413,541.00

- C. Request for Approval - Resolution No. 2021/22-02 and Agreement with California Department of Education to Provide Services Under the Migrant Child Care Program, Contract #CMIG-1005; 7/1/21 - 6/30/22; Allocation of \$781,197.00
- D. Request for Approval - Resolution No. 2021/22-03 and Agreement with California Department of Education to Provide Services Under the Migrant Specialized Services, Contract #CMSS-1005; 7/1/21 - 6/30/22; Allocation of \$110,580.00
- E. Request for Approval - Resolution No. 2021/22-04 and Agreement with California Department of Education to Provide Services Under the General Child Care and Development Programs, Contract #CCTR-1057; 7/1/21 - 6/30/22; Allocation of \$3,535,022.00
- F. Request for Approval - Off Campus Rentals for TIL Program
- G. Request for Approval - WESTEC Cabling Project; \$69,155.00
- H. Request for Approval - WKCCD 2021-2022 Accident Insurance Renewal for Students/Intercollegiate Athletes; 8/1/21 - 7/31/22; \$53,052.00
- I. Request for Approval - CCCApply Process Review Project; \$25,000.00
- J. Request for Ratification - Purchase of Taft College Centennial Logo Banners; \$26,945.49
- K. Request for Approval - AMS.Net Annual Support Coverage Quote #Q-00053192, Cisco Network Hardware; \$16,952.27
- L. Request for Ratification - Master Service Order Form Master Licensing Agreement with UKG, Inc.; 36 Months; \$10,000.00 Implementation Fee and \$7.00 per Employee Monthly Subscription
- M. Request for Approval - Cisco Umbrella Insights Annual License Renewal; 7/26/21 - 7/25/22; \$4,212.00
- N. Request for Ratification - ChildPilot Agreement; Effective 6/2/21; \$180.00 per Month and \$200.00 Activation/Training Fee
- O. Request for Approval - SSD Alarm Burglar Alarm Monitoring Agreement for Taft College Bookstore; 6/28/21 - 6/28/26; \$99.00 Installation Fee and \$59.95 per Month
- P. Ratification of the June 2021 Vendor Check & Purchase Order Registers

President Cole noted that Item 10.E needed to be amended to reflect the correct contract with the California Department of Education. On a motion by Trustee Long, seconded by Trustee Orrin and unanimously carried, the Consent Agenda was amended. The amended version will

be included with the official minutes. On a motion by Secretary Campos, seconded by Trustee Orrin and unanimously carried, Consent Agenda Items A – Y as amended were approved as presented (materials related to the items are attached to official minutes).

PUBLIC COMMENTS ON ITEMS OF GENERAL INTEREST

Dr. Daniels introduced Dr. Damon Bell, Interim Vice President of Student Services.

EMPLOYMENT

On a motion by Trustee White and seconded by Trustee Long, 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, June 2021
4. Student Organization and Special Accounts, June 2021
5. Funds Deposited in County Treasury, June 2021
6. Employee Travel Report – June 2021

Trustee Reports

Trustee Orrin reported that she spoke with an alumni who commended faculty for holding content quality as a high standard in courses. The alumni said that while taking courses at the College as well as other institutions that Taft College stood out with this characteristic.

Associated Student Organization

Desirae Salas, Student Trustee, shared a similar praise for faculty delivering valuable instruction. Ms. Salas shared upcoming ASO activities that include Welcome Week to support students and Club rush to increase engagement. The ASO is also working with staff to complete last fiscal year's budget reporting as well as building the budget for the current academic year.

Administrative Services

Mr. McMurray, Executive Vice President of Fiscal Services, told the Board that the Bookstore has moved and is operating in the new Student Center. The Student Center is in the final phase and should be completed soon.

Marketing and Community Relations

Susan Groveman, Director of Marketing and Community Relations, shared a sample of the Centennial banner that will be displayed on campus and in the community. Work with the committee for the celebration continues. The call for web design consultant work is nearing the final step. She also shared that work to promote the upcoming Cougar Day is underway.

Foundation

Sheri Horn-Bunk, Executive Director of the Foundation, reported that events are returning this fall and planning is ongoing for the Cougar Cookout. Three honor flight recipients have been sponsored so far and feedback shows support for the return of the annual event.

Institutional Research/Information Services

Xiaohong Li, Vice President of Information and Institutional Effectiveness, said that the ITS staff continue to assist the Bookstore with the transition to the new building. The Institutional Research staff is assisting in the completion of the accreditation self-report that is in final editing.

Career Technology Education

Dr. Jessica Grimes, Dean of Instruction and Career Technical Education, told the Board that the campaign with channel 23 news is going well. Filming is now complete.

Campus Safety and Security

Kevin Altenhofel, Director of Campus Safety and Security, informed the Board that the department is actively moving on recommendations from the third-party assessment of the campus. He added that work to set up safety measures in the Student Center is also beginning.

REPORT OF THE SUPERINTENDENT/PRESIDENT

Dr. Daniels shared that the Student Center is nearing completion and will host the annual Convocation breakfast for staff during the inservice. There will also be a guest speaker at the annual meeting. Work continues on the Centennial celebration to include campus and community in marking the anniversary. She added that while event preparation is again underway that staff continue to make enrollment recruitment the priority.

Dr. Daniels also informed the Board that the ACCJC Institutional Self-Evaluation Report will be mailed out after final edits are completed this week.

NEXT MEETING

The next monthly meeting is scheduled for Wednesday, August 11, 2021.

ADJOURNMENT

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

Respectfully Submitted:

Emmanuel Campos, Secretary