

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

**REGULAR MEETING**

**September 8, 2021**

The regular meeting of the Board of Trustees of the West Kern Community College District was called to order at 5:00 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 5:01 p.m. it was moved by Secretary Campos, 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 Long, seconded by Secretary Campos 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

There were no general communications.

### **PRESENTATION - Citizen's Oversight Committee Financial Report**

Citizen's Oversight Committee chair Roger Miller presented the final financial report of the Measure A bonds. With the completion of the Student Center project, the Measure A monies are spent. Mr. Miller thanked the Board for their support and commended staff and AP Architects for the transparency over the duration of the many Measure A projects.

### **PRESENTATION - Sabbatical Report**

Dr. Michelle Oja reported the outcome of her sabbatical leave. Dr. Oja's sabbatical objective was to develop portions of an online textbook for the College's behavioral statistics course as well as coordinated course materials on Canvas. The project links the College with state and national Open Educational Resources (OER) communities in an effort to use open licensing to share materials in the academic field. By using OER for projects like this statistics course the College is supporting educational achievement by providing low/no cost materials to students and may possibly participate in future grant funding with the development of Zero Textbook Cost materials.

## APPROVAL OF MINUTES

On a motion by Trustee Long, seconded by Trustee Orrin and unanimously carried, the minutes of the Regular Meeting held August 11, 2021 were approved.

## NEW BUSINESS

### **Request for Approval - 2021/22 West Kern Community College District Budget**

The budget study session was held prior to the start of the regular Board meeting. On a motion by Trustee Long, seconded by Trustee White and unanimously carried, the request was approved (copy attached to official minutes).

### **Second Reading and Request for Approval - Board Policy Revision**

- BP #2200     Board Duties and Responsibilities**
- BP #2220     Committees of the Board**
- BP #2435     Evaluation of the CEO**
- BP #2745     Board Self-Evaluation**

Dr. Daniels reported that the revisions are as suggested by the Community College League of California Policy and Procedure service. Revisions focus on the addition of diversity, equality and inclusion language. On a motion by Trustee Long, seconded by Trustee White and unanimously carried, the request was approved (copy attached to official minutes).

**First Reading - Board Policy Revisions (No Action)**

<b>BP #2345</b>	<b>Public Participation at Board Meetings</b>
<b>BP #3225</b>	<b>Institutional Effectiveness</b>
<b>BP #3420</b>	<b>Equal Employment Opportunity</b>
<b>BP #6340</b>	<b>Bids and Contracts</b>

Dr. Daniels reported that the revisions are as suggested by the Community College League of California Policy and Procedure service.

**CONSENT AGENDA:**

- A. Request for Ratification - Agreement University Enterprises, Inc. (California State University of Sacramento) to act as Fiscal Agent for ECE Grant; 1/20/21 - 1/31/24
- B. Request for Approval - Agreement with the Chancellor's Office Tax Offset Program (COTOP); 10/1/21 - 12/31/22
- C. Information Item - Use of Proposition 55 Education Protection Account (EPA) Funds for FY 2021/2022
- D. Request for Ratification - Agreement with Lozano Smith, LLP for Legal Services; Effective 8/1/21
- E. Request for Approval - Agreement with Foundation for California Community Colleges (FCCC) to Provide Microsoft Campus Agreement with Computerland of Silicon Valley; 9/16/21 - 9/15/22; \$36,560.50
- F. Request for Ratification - Annual Renewal of IBM SPSS Statistics Base Concurrent User Subscription and Support Quote No. 19070810; 9/1/21 - 8/31/22; \$13,145.20
- G. Request for Approval - Renewal Agreement (123142080-1) with Dai Source for IBM Cognos; 11/1/21 - 10/31/22; \$9,980.26
- H. Request for Ratification - Contract for Professional Services with Chris Ruiz for Sports Information/Webmaster Services for the Taft College Athletics Programs/Website; 8/1/21 - 5/31/22; Not to Exceed \$5,000.00
- I. Ratification of the August 2021 Vendor Check & Purchase Order Registers

On a motion by Trustee Long, seconded by Trustee Campos and unanimously carried, Consent Agenda Items A - I were approved as presented (materials related to the items are attached to official minutes).

**PUBLIC COMMENTS ON ITEMS OF GENERAL INTEREST**

There were no comments.

## **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 2021/22
2. Expenditure Accounts (Account Level 1) FY 2021/22
3. Expenditure Detail of \$10,000.00 or Greater, August 2021
4. Student Organization and Special Accounts, August 2021
5. Funds Deposited in County Treasury, August 2021
6. Employee Travel Report – August 2021

### **Trustee Reports**

Trustee Orrin enjoyed the Student Center ribbon cutting and noted that the space is a great addition for students and the Associated Student Organization.

Trustee White commended staff for the commitment to successfully see the campus modernization through the Measure A bonds.

President Cole appreciated being able to watch senior leader reports from the Welcome Back breakfast. She also thanked Dr. Jessica Grimes for her years of service at the College and wished her success in her future endeavor.

### **Academic Senate**

Dr. Eveland, Academic Senate President, reported that the Senate and the Senate-of -the-Whole are active. She said there are many discussions and actions underway among Senate and Senate committees.

### **Student Services**

Dr. Damon Bell, Interim Vice President of Student Services, told the Board that staff are working to identify and contact students who began applications to enroll but hadn't finished or submitted. Staff are working to assist those students in enrolling in late start courses or for the spring term. The department also received 673 fraudulent application attempts and 222 attempted fake financial aid applications. No money was disbursed and the fraudulent applications have been identified.

### **Administrative Services**

Mr. McMurray, Executive Vice President of Fiscal Services, said that the 2020-21 fiscal year close process is concluding and that staff will now roll out the adopted 2021-22 budget. The department is also working with campus staff and faculty to complete various COVID-19 related purchases.

### **Marketing and Community Relations**

Susan Groveman, Director of Marketing and Community Relations, provided an advertisement update on both the outreach effort and Centennial Celebration marketing. The bids for the website design project are in review. Ms. Groveman also shared the progress on preparation for the Centennial Celebration.

### **Transition to Independent Living**

Aaron Markovits, Director of TIL, shared details of a virtual art show that TIL will host during the Oildorado celebration.

### **Foundation**

Dr. Sheri Horn-Bunk, Executive Director of Institutional Advancement and Foundation, is working to plan a luncheon in honor of longterm District trustees and volunteers Carolyn Hosking and Larry Buttke. She said that the Foundation is also well into preparation for the Cougar Cookout.

### **NEXT MEETING**

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

### **ADJOURNMENT**

At 6:43 p.m., on a motion by Trustee Long, seconded by Trustee Orrin and unanimously carried, the meeting was adjourned.

Respectfully Submitted:

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Dawn Cole, President