

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

**REGULAR MEETING**

**July 13, 2022**

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 Michael Long and trustees 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 Trustee White, seconded by Secretary Long 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)
  - a. Agency Designated Representative: Superintendent/President
  - b. Employee Organizations: TC Faculty Association, CSEA Chapter #543 & Management/Supervisory/Classified Confidential Employees
- E. Conference with Labor Negotiators (Government Code Section 54957.6)  
Agency Designated Representative: Board President  
Unrepresented Employee: Superintendent/President
- F. Conference with Legal Counsel – Potential Litigation, Pursuant to Paragraph (4) of Subdivision (d) of Government Code Section 54956.9
- G. 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 that no action was taken.

**PLEDGE OF ALLEGIANCE**

President Cole led the pledge of allegiance.

**PUBLIC COMMENT ON OPEN SESSION ITEMS**

There were no public comments.

**GENERAL COMMUNICATIONS**

President Cole shared a letter of resignation written by Trustee Carlos Chavira. Trustee Chavira thanked the Board and the District for his experience as a trustee and he looks forward to a continued relationship with the District as a community member.

**APPROVAL OF MINUTES**

On a motion by Trustee White, seconded by Secretary Long and unanimously carried, the minutes of the Regular Meeting held June 8, 2022 were approved. It was noted that the minutes of the Special Meeting on June 23, 2022 need to be amended and will be brought to the next Regular meeting.

**NEW BUSINESS**

**Collective Bargaining – Public Hearing and Request for Approval**

President Cole reported as mandated law, the District and bargaining units must annually request to reopen bargaining items in order to continue to negotiate throughout the academic year. It is also required that a public hearing be held. On a motion by Secretary Long, seconded by Trustee Orrin and unanimously carried, the hearing was called to order at 6:08 p.m. No comments were made on Items 9.A-D. On a motion by Secretary Long, carried by Trustee White and unanimously carried, the hearing was closed at 6:09 p.m.

**Second Reading and Request for Approval – Taft College Faculty Association CTA/NEA, Reopener for FY 2022/23**

On a motion by Secretary Long, seconded by Trustee White and unanimously carried, the request was approved.

**Second Reading and Request for Approval – Taft College CSEA Chapter #543, Reopener for FY 2022/23**

On a motion by Secretary Long, seconded by Trustee White and unanimously carried, the request was approved.

**Second Reading and Request for Approval – WKCCD Reopener Proposal with the Taft College Faculty Association CTA/NEA for FY 2022/23**

On a motion by Secretary Long, seconded by Trustee Orrin and unanimously carried, the request was approved.

**Second Reading a Request for Approval – WKCCD Reopener Proposal with the Taft College CSEA Chapter #543 for FY 2022/23**

On a motion by Secretary Long, seconded by Trustee Orrin and unanimously carried, the request was approved.

**Request for Approval – New Program**

**Allied Health/Applied Technology Division**

**Dental Hygiene Administration: Bachelor of Science Degree**

Dr. Leslie Minor, Vice President of Instruction, told the Board that this would be the College's first 4-year degree. It would allow students who desire to take their education into fields such as research, public health, and marketing. By approving this program the District may apply for the bachelor status with the Chancellor's Office. On a motion by Trustee White, seconded by Secretary Long and unanimously carried, the request was approved (copy attached to official minutes).

**Second Reading and Request for Approval – Memorandum of Understanding between CSEA Chapter #543 and West Kern Community College District – Safety Shoe Requirement**

Dr. Daniels shared that this item had been bargained and was in agreement to require closed toed shoes in the Child Development Center as a safety precaution. She thanked Human Resources for their help in solidifying the language. On a motion by Secretary Long, seconded by Trustee Orrin and unanimously carried, the request was approved (copy attached to official minutes).

**First Reading – Board Policy Review (No Action)**

BP #3500	Campus Safety
BP #3530	Weapons on Campus
BP #3540	Sexual and Other Assaults on Campus
BP #3560	Alcoholic Beverages

Dr. Daniels said that these policies were reviewed and found to be in compliance with current law and practice (copy attached to official minutes).

**First Reading – Board Policy Revision (No Action)**

Dr. Daniels shared that minor changes to policies brought them up to date with current law and local practices (copy attached to official minutes).

**Information Item – Annual List of Board Policy and Administrative Procedure Action for 2021 - 22**

Dr. Daniels said that the listed items had been reviewed, revised or implemented during the 2021-22 academic year.

**Request for Ratification – American General Media – 12 Month Monthly Plan; 7/1/22 – 6/30/23; \$108,000.00**

Susan Groveman, Executive Director of Community Relations and Marketing, told the Board that this digital marketing service will distribute information to the eleven zip codes that are currently enrolled in the College. On a motion by Trustee Orrin, seconded by Secretary Long and unanimously carried, the request was approved (copy attached to official minutes).

**CONSENT AGENDA:**

- A. Request for Approval – Program Revision  
Social Science Division  
History – Associate Degree for Transfer  
Sociology – Associate Degree for Transfer
- B. Request for Approval – Program Inactivation  
Social Science Division  
Criminal Justice Administration: Corrections – Associate in Science
- C. Request for Approval – New Courses  
Allied Health/Applied Technology Division
  - UDGE 3005 Research Methodology
  - UDGE 3010 Critical Thinking for Health Professionals
  - DNTL 3015 Multicultural Awareness within Healthcare
  - DNTL 3020 Modifying Oral Health Behavior
  - DNTL 3025 Current Topics in Oral Health
  - DNTL 4030 Foundation of Interpersonal Health Care Practice
  - UDGE 4035 Education, Psychology, and Adult Learning
  - DNTL 4040 Health Education Methods and Programs
  - DNTL 4045 Public Health Education and Programs
  - DNTL 4050 Public Health Education and Administration
  - DNTL 3075 Dental Health Careers & Research
  - DNTL 4075 Capstone Course: Teaching in Dental Hygiene Programs
  - UDGE 4080 Capstone Course: Healthcare Management

Business Arts & Humanities Division

COMM 1530 Interpersonal Communication

D. Request for Approval – Distance Education Course Approval

Social Science Division

PSYC 2050 Introduction to Biological Psychology

Business, Arts, and Humanities Division

MGMT 1530 Conflict Resolution

MGMT 1535 Decision Making and Problem Solving

MGMT 1545 Customer Service

Allied Health/Applied Technology Division

UDGE 3005 Research Methodology

UDGE 3010 Critical Thinking for Health Professionals

DNTL 3015 Multicultural Oral Health Behavior

DNTL 3020 Modifying Oral Health Behavior

DNTL 3025 Current Topics in Oral Health

DNTL 4030 Foundation of Interpersonal Health Care Practice

UDGE 4035 Education, Psychology, and Adult Learning

DNLT 4040 Health Education Methods and Programs

DNTL 4045 Public Health Education and Programs

DNTL 4050 Healthcare Management and Administration

DNTL 3075 Dental Health Careers & Research

DNTL 4075 Capstone Course: Teaching in Dental Hygiene Programs

DNTL 4080 Capstone Course: Healthcare Management

E. Request for Approval – 2021-22 Multiple Method Allocation Certification Form

F. Request for Ratification – Master Agreement Between West Kern Community College District and the Taft College Foundation; Effective 7/1/21

G. Request for Approval – 2024-2028 Five Year Capital Outlay Plan (5YCOP)

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

I. Request for Ratification – Agreement with Pepsi Beverages Company; 5/1/22 – 4/30/27

J. Request for Approval – SOPHOS Central Intercept License Renewal; 8/30/22 – 8/29/23; \$7,238.00

K. Request for Approval – Cisco Umbrella Insights Annual License Renewal; 8/12/22 – 8/11/23; \$4,212.00

L. Request for Approval – Turnitin (Plagiarism Detection) Renewal; 8/1/22 – 7/31/23; \$8,678.40

M. Request for Approval – 2022-23 Contract Education Agreement between WESTEC and WKCCD; 7/1/22 – 6/30/23

N. Request for Approval – 2022-23 Accident Insurance Renewal for Students/Intercollegiate Athletes; 8/1/22 – 7/31/23; \$55,881.00

O. Request for Ratification – 2022-23 Renewal of Statewide Association of Community Colleges (SWACC) Proforma for Property and Liability Insurance Coverage; 7/1/22 – 6/30/23; \$134,172.00

P. Ratification of the June 2022 Vendor Check & Purchase Order Registers

On a motion by Secretary Long, seconded by Trustee White and unanimously carried, Consent Agenda Items A – P were approved (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 Secretary Long and seconded by Trustee White, the amended Employment Items below were approved by the following vote (Employment Items A - C are attached to official minutes):

- A. Academic Employment
- B. Classified Employment
- C. Separations

Yes: Dawn Cole, Billy White, Dr. Kathy Orrin, Michael Long

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, June 2022
4. Student Organization and Special Accounts, June 2022
5. Funds Deposited in County Treasury, June 2022
6. Employee Travel Report – June 2022

### **Trustee Reports**

Trustee Orrin praised TIL staff and parents/families for wonderful end of year events. As the events returned the in person the focus on positive personal attributes of students and staff was much appreciated.

President Cole gave condolences to the family and friends of former Board Trustee Carolyn Hosking. She noted that her service to the District and the community had a notable impact and she will be missed. She also adds that condolences go out to the family and colleagues of retired Dental Hygiene instructor Sandra Jennings.

### **Academic Senate**

Dr. Sharyn Eveland, President of the Academic Senate, reported that AS is on summer break. She thanked Dr. Daniels for her work and contribution to academic and accreditation efforts as well as dealing with pandemic conditions. Academic Secretary Amar Abbott also thanked Dr. Daniels for her leadership and her participation in AS meetings and necessary business.

### **Administrative Services**

Brock McMurray, Executive Vice President of Administrative Services, shared that a consultant is working with fiscal services staff to train them in the use of District systems as they transition new employees and train current employees further in an effort to cross train in local procedure. He also thanked Dr. Daniels for her years of service.

### **Marketing**

Susan Groveman, Executive Director of Marketing and Community Relations, provided an update on the birthday barbecue bash, the movie night event, the 100 year history commemorative book, and the update of the website. Staff are currently assisting in writing copy and reviewing more elements of the new web design.

### **Student Services**

Dr. Damon Bell, Vice President of Student Services, reported that he is a Kiwanis Taft member and announced the orientation for athletes who return to campus August 1<sup>st</sup>. He also shared that dorms are full and with the support of TIL and administration that students will be housed in District facilities. Dr. Bell noted that future expansion of the dorms may serve students because foster youth and athletes are now encouraged to reside in the dorms. Dr. Bell also thanked Dr. Daniels for her service and mentorship.

Cecilia Alvarado, Dean of Student Services, added that Cougar Day will be held August 9<sup>th</sup> to provide a one-stop-shop registration event and that work has begun to start an educational plan campaign. Ms. Alvarado also said she is looking into adding the use of student ambassadors at outreach events.

### **Foundation**

Dr. Sheri Horn Bunk, Executive Director of Foundation and Advancement, announced the Cougar Cookout will be held October 6<sup>th</sup> and will honor Dr. Loretta Lipscomb-Garcia, Wanda Barrett and Carolyn Hosking. Dr. Horn-Bunk also told the Board that California Resource Corporation has sponsored the 100 year birthday barbecue bash. The Foundation continues to work to meet the goal of \$1 million raised during the centennial year. She thanked Dr. Daniels for her support of the Foundation during her tenure.

### **Transition to Independent Living**

Aaron Markovits, Director of TIL, told the Board that families, students and staff were extremely excited to return to end of year events in person. He noted that work in summer focuses on planning and professional development in preparation for the fall. Mr. Markovits thanked the Information Technology staff for their work to improve the internet connection in the TIL dorms. He also thanked Dr. Daniels for her service to the District.

### **Institutional Research and Information Technology Services**

Dr. Xiaohong Li, Vice President of Information and Institutional Research, is working with Institutional Research staff on multiple end of year data requests and reporting. The Information Technology Services staff are preparing for fall courses and services to students. She thanked the Foundation for the mini-grant that allowed her to hold a team-building activity for the department and commended Dr. Daniels for her leadership.

### **Human Resources**

Heather del Rosario, Vice President of Human Resources, said that she and staff are working to revitalize the work study program to better serve students in all departments. She is also working to transition from Paycor to UKG as an employment system. She thanked Dr. Daniels for her support as an administrator.

### **Instruction**

Dr. Leslie Minor, Vice President of Instruction, told the Board that employee Lori Sundgren now joins the management team and welcomed new Director of Distance Education Jonathan Farmer. Dr. Minor reported that grant work to increase a connection in education, community and industry has begun in an effort to participate in the CERF grant. She also noted the K-16 collaborative grant has been awarded to encourage seamless pathways. Our chosen pathway will be focused in the health field. Dr. Minor thanked Dr. Daniels for her service and encouragement.

Armin Rashvand, Dean of Instruction and Career Technology Education, provided an update from the STEM camps being held for elementary, junior high and high school students. He also said that Perkins funds for \$116,000 has been awarded for CTE efforts. He thanked Dr. Daniels for her support as an administrator.

### **SUPERINTENDENT REPORT**

Dr. Daniels shared a PowerPoint with highlights from the TIL end of year events as well as the event to begin work for the CERF grant to benefit educational institutions, constituents, and industry. She shared with the Board that Assemblyman Vince Fong had announced \$1 million had been secured towards a Vocational Center. Dr. Daniels thanked

the Board, District and community members for working to get many projects done and for their support. With the effort as a team many things were accomplished. The Board thanked Dr. Daniels and commended her for the work during the accreditation, pandemic and the multitude of projects in curriculum, facilities and events.

**RECONVENE IN CLOSED SESSION**

At 7:13 p.m., it was moved by Trustee White seconded by Trustee Orrin and unanimously carried, to reconvene in closed session.

**RECONVENE IN OPEN SESSION; ANNOUNCE CLOSED SESSION ACTIONS**

At 7:56 p.m., it was moved by Trustee White seconded by Secretary Long and unanimously carried, to reconvene in Public Session. President Cole reported that in closed session under the item listed as Public Employee Discipline/Dismissal/Release, the Board took action to accept the notice of resignation/retirement submitted by employee No. A00284648, with an effective date of December 31, 2022.

The action was taken by the following vote:

Yes: Dawn Cole, Billy White, Michael Long, Dr. Kathy Orrin

No: None

Abstain: None

Absent: None

**NEXT MEETING**

The next monthly meeting is scheduled for Wednesday, September 14, 2022.

**ADJOURNMENT**

At 7:57 p.m., on a motion by Trustee Orrin, seconded by Secretary Long and unanimously carried, the meeting was adjourned.

Respectfully Submitted:

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Michael Long, Secretary