

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

REGULAR MEETING

November 9, 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, Lisa Ramirez and Billy White were present. Interim Superintendent/President Brock McMurray 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 Orrin, seconded by Trustee White 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 Appointment/Employment, Government Code Section 54957
- C. Title: Interim Superintendent/President
- D. Public Employee Performance Evaluations, Government Code Section 54957
- E. Public Employee Discipline/Dismissal/Release/Complaint, Government Code Section 54957
- F. Conference with Labor Negotiators (Government Code section 54957.6)
- G. Agency Designated Representative: Superintendent/President
- H. Employee Organizations: TC Faculty Association, CSEA Chapter #543 & Management/Supervisory/Classified Confidential Employees
- I. Conference with Legal Counsel – Potential Litigation, Pursuant to Paragraph (4) of Subdivision (d) of Government Code Section 54956.9
- J. 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 6:01 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.

President Cole called for an amendment to the agenda to add Item 16. TRAINING: Equal Employment Opportunity and Hiring Process. On a motion by Trustee Orrin, seconded by Trustee White and unanimously carried, the agenda was amended to include Item 16 for training.

PLEDGE OF ALLEGIANCE

President Cole led the pledge of allegiance.

PUBLIC COMMENT ON OPEN SESSION ITEMS

There were no public comments.

GENERAL COMMUNICATIONS

There were no general communications.

APPROVAL OF MINUTES

On a motion by Trustee White, seconded by Secretary Long and unanimously carried, the minutes of the Regular meeting held October 12, 2022 were approved.

NEW BUSINESS

Request for Approval – Dell Technologies Quote #3000133248518.2 – Technology Equipment Replacement; \$332,942.52

Mr. McMurray explained that the equipment will be purchased using allocated funding. Replacing the technology equipment is in line with our Technology Master Plan and our Educational Master Plan. On a motion by Secretary Long, seconded by Trustee Orrin and unanimously carried, the request was approved.

Second Reading and Request for Approval – Memorandum of Understanding between Taft College Faculty Association (TCFA/CTA/NEA) and West Kern Community College District – Enrollment Limits

Mr. McMurray said that through the bargaining process it is recommended to adopt contract language for English 1501 that limits the class size due to higher writing/grading needs. On a motion by Trustee White, seconded by Secretary Long and unanimously carried, the request was approved.

CONSENT AGENDA:

A. Request for Approval – Course Revision

Learning Support Division

- STSU 1001 Educational Planning
- STSU 1016 College Survival
- STSU 1017 Becoming a Successful Online Student
- STSU 1018 Career and Major Exploration
- STSU 1019 Career/Life Planning
- STSU 1500 Strategies for College and Life Management
- STSU 1525 Transfer Planning
- STSU 1530 Transitioning from High School to College
- STSU 1550 Funding a Transfer Plan

Social Science Division

- PSYC 1501 Crisis Intervention

B. Request for Approval – New Courses

Science and Math Division

- MATH 1500C Support for Math for a Modern Society
- MATH 1505C Support for Mathematical Concepts for Elementary Teachers
- MATH 1510C Support for College Algebra
- MATH 1520C Support for Finite Mathematics

MATH 1530C	Support for Plane Trigonometry
MATH 1540C	Support for Precalculus
BIOL 1520	The Biology of Food and Cooking
COSC 1545	Programming Concepts and Methods II with Lab
COSC 2000	Computer Architecture and Organization
COSC 2100	Discrete Structures

C. Request for Approval – Distance Education Course Approval

Social Science Division

HIST 2000	Critical Thinking and the Historian’s Craft
HIST 2216	History of Latin America

Business, Arts, and Humanities Division

COMM1510	Introduction to Mass Communications
MGMT 1555	Stress Management

Applied Health/Applied Technology Division

MATH 1500C	Support for Math for a Modern Society
MATH 1505C	Support for Mathematical Concepts for Elementary Teachers
MATH 1510C	Support for College Algebra
MATH 1520C	Support for Finite Mathematics
MATH 1530C	Support for Plane Trigonometry
MATH 1540C	Support for Precalculus
BIOL 1520	The Biology of Food and Cooking

- D. Request for Ratification – Business Associate Agreement/Vendor Disclosure Statement
- E. Request for Approval – Memorandum of Understanding between Community Action Partnership of Kern (CAPK) Head Start and West Kern Community College District Early Car, Education, and Family Studies (ECEFS) Program; 11/9/22 – 6/30/2
- F. Request for Approval – Ferrelli Contract for Service for Custom Orientation Process with Canvas LMS System; Hourly Rate of \$195 per Hour Not to Exceed \$29,250.00
- G. Request for Approval – eLumen Contract Renewal – Year 1 of 3; 1/1/23 – 12/31/24; \$18,000.00
- H. Request for Approval – CDWG Deep Freeze Enterprise 3 Year License – Quote Reference NBDR201; 12/1/22 – 11/30/23; \$9,957.00
- I. Request for Approval – 2022-2023 Synapse Laserfiche LSAP Software Support Renewal; 11/28/22 – 11/27/23; \$4,343.70
- J. Request for Approval – State of California Leveraged Procurement Agreement with Miracle Recreation Equipment Company; Effective Through February 17, 2025
- K. Request for Approval – Taft College Play Structure Repair and Renovation Proposal from Miracle Playsystems, Inc. under CMAS Number 4-22-06-1021; \$56,637.47
- L. Information Item – WKCCD Budget Development Calendar for Fiscal Year 2023-24
- M. Information Item – Annual Financial and Budget Report (CCFS-311A) for the Fiscal Year Ended June 30, 2022
- N. Request for Approval – Agreement with Quicksilver Software, Inc. to Update TC-Stats Software Package; \$1,450.00
- O. Request for Approval – Records Destruction; Approximately \$650.00

- P. Request for Ratification – Agreement between Chabot-Las Positas Community College District on behalf of its California Early Childhood Mentor Program and Taft College; 7/1/22 – 6/30/23
- Q. Ratification of the October 2022 Vendor Check & Purchase Order Registers

On a motion by Secretary Long, seconded by Trustee Ramirez and unanimously carried, Consent Agenda Items A – Q 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 Trustee Orrin and seconded by Secretary Long, 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, Michael Long, Lisa Ramirez, 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 2022/23
2. Expenditure Accounts (Account Level 1) FY 2022/23
3. Expenditure Detail of \$10,000.00 or Greater, October 2022
4. Student Organization and Special Accounts, October 2022
5. Funds Deposited in County Treasury, October 2022
6. Employee Travel Report – October 2022

Trustee Reports

Trustee Orrin attended the TIL Halloween event and commended students and staff for the opportunity to invite the community on campus.

President Cole recently toured Kern High School District's Career Technical Education Center. She said that there are many programs in the KHSD CTE department and that there are several opportunities to connect with our courses in collaboration. President Cole also commended trustees and interested candidates for running for trustee vacancies in the election. Service as a trustee shows a great interest in Taft College and the community and she noted that it is appreciated that there are those willing to serve.

Academic Senate

Dr. Sharyn Eveland, President of the Academic Senate, discussed committee work connected with legislative actions as it pertains to instructional and curriculum issues. Dr. Eveland provided a brief update to items that were discussed at the Fall Plenary that have an impact on courses and local practices. Action included support to retain library and support services as an accreditation standard and a plan to increase library staffing in accordance with Title 5.

Associated Student Organization

Chelsie Kim, Student Trustee, said that ASO held a Breast Cancer Awareness week with many events. Funds were raised for the Pink Fund, that will assist affected cancer patients/families with financial needs. She said that the ASO is also active in College outreach efforts and collaborated with TIL for Halloween festivities. Ms. Kim provided details of a Multicultural club event, "I Stand with Immigrants," where students built a world map noting home locations represented by the student body and shared stories.

Faculty Association

Ruby Payne, President of the Taft College Faculty Association, stated that work to support students during the last weeks of instruction is a priority. Faculty are also preparing for January inservice. Dr. Eveland thanked the Foundation for the opportunity to attend a Wounded Warrior dinner event with other employees.

Student Services

Dr. Damon Bell, Vice President of Student Services, informed the Board that an estimated 50 baskets will be distributed to students for Thanksgiving. He also said that a grant with Kern Transit will provide free bus fair for students with an identification card for the Spring semester.

Marketing and Community Relations

Susan Groveman, Executive Director of Marketing and Community Relations, reported that copywrite work for the web design is ongoing and that preparations are being made in collaboration with ASO to participate in the Christmas Parade. The centennial history book has been sent for printing.

Instruction

Dr. Leslie Minor, Vice President of Instruction, informed the Board that there is discussion to possibly link court reporting from Kern High School District to our WESTEC based program. She shared that the District was granted a \$20,000 grant for Zero Textbook Costs work. Dr. Minor also reviewed the details of the Mathematics, Engineering, Science Achievement grant awarded to the College for \$280,000 over the next five years. She said that student support service requests are high as staff assist students.

Administrative Services

Dr. Todd Hampton, Vice President of Administrative Services, said the annual 311 report to the Chancellor's Office has been submitted and preparation for the audit is underway. The WESTEC roofing project has a final job walk in the process to secure a contractor.

Information Technology and Institutional Effectiveness

Dr. Xiaohong Li, Vice President of Information Technology and Institutional Effectiveness, said that ACCJC Vice President Gohar Momjian completed the accreditation process with an onsite visit. She said that staff are working on the technology equipment upgrades.

Foundation

Dr. Sheri Horn-Bunk, Executive Director of the Foundation, is working with Bank of America on a potential healthcare-related grant. Foundation staff are preparing for the Blast for the Past event on Hall of Fame weekend. There will be over 50 alumni attending.

SUPERINTENDENT REPORT

Mr. McMurray presented events from the past month which included a weeklong undocumented student ally awareness campaign, a Kern High School District Career Technical Education tour, ASO Breast Cancer Awareness week, and Halloween events. The KHSD tour was focused on the Dental Hygiene program but also connected potential students to the campus. Mr. McMurray highlighted Human Resources staff Tiffany Rowden for completing a professional development program earning an HR certificate. He also recognized the District Employees of the Month Kenzie Stearman and Lisa Brettschneider.

CONTINUATION OF CLOSED SESSION

There was not a continuation of closed session.

NEXT MEETING

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

TRAINING – Equal Employment Opportunity and Hiring Process

Heather del Rosario, Vice President of Human Resources, provided training to trustees in the hiring practices used to ensure EEO mandates are followed.

ADJOURNMENT

At 7:52 p.m., on a motion by Trustee Orrin, seconded by Trustee White and unanimously carried, the meeting was adjourned.

Respectfully Submitted:

Dawn Cole, President