

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

**SPECIAL MEETING
Board Retreat**

March 1, 2023

The special meeting of the Board of Trustees of the West Kern Community College District was called to order at 8:30 a.m. by President Billy White. Secretary Kathy Orrin and trustees Dawn Cole, Mike Eveland and Jeremy Gregory were also in attendance. Interim Superintendent/President Brock McMurray and Executive Secretary Sarah Criss were in attendance.

PLEDGE OF ALLEGIANCE

President White led the pledge of allegiance.

PUBLIC COMMENT ON OPEN SESSION ITEMS

There were no public comments.

SENIOR LEADERSHIP REPORTS

Foundation And Institutional Advancement

Dr. Sheri Horn-Bunk, Executive Director of the Foundation, highlighted the achievements of the Legacy Campaign that was run during the Centennial year. The Foundation was successful in raising \$1 million dollars. Dr. Horn-Bunk recognized the major contributors that aided in exceeding the goal. The goal of 2023 is to host 101 alumni videos on the alumni network TC Multiply. From these videos, the Alumni committee will select an alumni ambassador who will be utilized in alumni outreach and networking. Dr. Horn-Bunk reported the annual fundraising as of June 30, 2022 was \$1,133,407.47. The Foundation hosted events such as the Cougar Cookout, Blast from the Past Hall of Fame mixer, and several Centennial events/meetings featuring Dante Scarnecchia. The Foundation and the District co-hosted the Centennial Gala.

Marketing and Community Relations

Susan Groveman, Executive Director of Marketing and Community Relations, reviewed the many activities held during the Centennial Celebration. She recognized the collaboration between the District with the Foundation, staff, students, volunteers, and community that it took to host each event. Ms. Groveman updated the Board on the website redesign project which is moving towards integration and content management training. The new website will feature campus photo/video, diversity, offerings, and up to date information for students and community. While the website is being built for desktop and mobile applications, the focus is on functionality in the mobile application to reach students and staff who are utilizing mobile devices more commonly than the desktop version. Ms. Groveman also shared marketing strategies being used to strengthen outreach to potential students. Marketing has increased in radio, digital, and televised realms and are updated to meet the current enrollment phase of the College. To assist in athletic recruiting, marketing has been increased related to the sports offered at the College.

Information Technology and Institutional Effectiveness

Dr. Xiaohong Li, Vice President of Information Technology and Institutional Effectiveness, updated the Board on the action that reaffirmed accreditation for seven years. The midterm report is due in Fall 2025. Dr. Li reviewed the status of the Strategic Action Plan update, which is beginning the review/approval process. The District is transitioning from an annual program review to a three-year comprehensive review. Feedback on the comprehensive review is being gathered as the Institutional Research (IR) staff meet one-on-one with program leads to complete the process. The new multiyear review forms and process is focused on data analysis to grade programs and resource usage. The IR staff continuously work with staff in many other areas to provide data for timely reporting as needed. Information Technology staff have completed and planned many technology upgrades around campus and continue to do so. This includes equipment, data storage, software updates, and networking improvements. Dr. Li said that staff are also assisting in projects such as the online education initiative (CVC-OEI), website redesign, and eTranscript. A community e-waste event was hosted in January. She also informed the Board of actions taken to improve cybersecurity as well as the current concerns being addressed.

Human Resources

Heather del Rosario, Vice President of Human Resources, shared Work Study Program updates from the past year. In an effort to fill vacancies and to meet students needs, the HR staff supported departments in recruiting by hosting job fairs, increasing and modernizing student on-campus marketing, and by utilizing the new UKG staff system to collect and share recruiting information to appropriate departments and candidates. Ms. del Rosario is also implementing UKG in many other HR areas to improve efficiency and recruitment. A salary study for administration and confidential positions was completed and action is being recommended that sustains fiscal responsibility while keeping employment opportunities aligned with the current market. In Campus Safety & Security, work has been completed to meet needs as identified by the outsourced safety review of the campus. The audit noted several deficiencies that have been addressed or are in the process of review at this time. Title IX training was held for those in a serving role for complaints/reviews. The Campus Safety Committee has developed a regularly held campus walk to inspect the campus visually for any concerns to be proactively addressed.

Student Services

Dr. Damon Bell, Vice President of Student Services, presented activities held by the Diversity, Inclusion, Equity, Accessibility and Anti-Racism (DEIAA) committee. With a developed calendar, the DEIAA is hosting events like Hispanic Awareness, Black History month, and the first Male Summit for high school seniors. Dr. Bell detailed future events and projects that the committee is preparing for in collaboration with the Associate Student Organization. In other Student Service areas, staff are working with Taft Union High School under the California Academic Partnership Program (CAPP) and work to update the Student Equity Plan is underway. Recently, a technician was hired in the revitalized Veteran's Resource Center after establishing its new location. Outreach efforts continue to increase with the addition of Open House, Cal Fresh week, and a new grant to connect with foster youth. High School Counselor Luncheons and Cougar Days continue to be successful in reaching potential students.

Office of Instruction

Dr. Leslie Minor, Vice President of Instruction, shared new courses and programs adopted in the last year and shared upcoming degrees in progress for approval. She gave an update on the application for a

Baccalaureate in Dental Hygiene. In the last year, dual enrollment courses continued with the addition of TC faculty on the TUHS campus and the expansion of History and Spanish. The District is exploring adding dual enrollment courses at coastal sites. Dr. Minor said that Career Technical Education (CTE) activities have included an Advisory Dinner to network with industry partners, a visit to the Kern High CTEC program, and many outreach events. STEM activities at an afterschool grades K-3 program went well and planning to expand to other sites is beginning. The District was awarded a Mathematics, Engineering, Science Achievement (MESA) grant and is currently in the process of hiring a director to manage the grant. Grant work has expanded a lot over the last year and varies from collaboration with other educational systems to industry support. Curriculum work to strengthen and add to online course offerings continues, including work to be a recognized CVC-OEI course host. The Learning Center continues to review services and to adapt to the current academic needs of students to aid them in course success.

Administrative Services

Dr. Todd Hampton, Vice President of Administrative Services, stated that many program review noted projects and deferred maintenance projects were completed or are in progress. He shared images of the progress as well as details as to how the updates better serve students. Dr. Hampton also shared ground improvements that have been made that have improved the visibility of the campus by the community. He also reviewed fiduciary tasks that addressed budgetary planning and internal control monitoring. The District continues to monitor the Student Centered Funding Formula (SCFF) and the impact on District funding as the formula continuously updates. The Administrative Services staff were able to collaborate with the Cougar Resource Center and EOPS department to support the food pantry and improve course material distribution to students in the EOPS program.

REVIEW OF BOARD POLICIES 2200 AND 2715, ETHICS AND TRUSTEESHIP

Mr. McMurray shared Board Policies 2200 and 2715 with the Board and led a discussion to review the policies. The Board discussion led to affirmation of the policies.

BOARD REVIEW OF 2021/22 GOALS

Mr. McMurray distributed the 2021/22 goals along with notes documenting related Board action/education in alignment with the goals. There was discussion on the goals in general and to the District focus to align action each academic year to meet the goals as set by the Board. Mr. McMurray asked that as the Board review goal action during the self-evaluation process that they note any interest in future goals.

BOARD SELF-EVALUATION TIMELINE

Mr. McMurray shared a blank self-evaluation and told the Board that the tool will be emailed to them and is hosted by SurveyMonkey. The individual responses will be combined to a single document and reviewed by the Board prior to setting the 2022/23 goals.

ADJOURN TO CLOSED TO SESSION

No closed session was held.

NEXT MEETING

The next monthly meeting is scheduled for Wednesday, March 8, 2023.

ADJOURNMENT

At 11:23 a.m., on a motion by Trustee Cole, seconded by Trustee Gregory and unanimously carried, the meeting was adjourned.

Respectfully Submitted:

Dr. Kathy Orrin, Secretary