BOARD OF TRUSTEES
KERN COMMUNITY COLLEGE DISTRICT

FINAL AGENDA

REGULAR MEETING

OCTOBER 6, 2011

PORTERVILLE COLLEGE
100 EAST COLLEGE AVENUE
PORTERVILLE, CA 93257

10:30 A.M. – PRESIDENT’S CONFERENCE ROOM CLOSED SESSION
1:30 P.M. – CHOIR ROOM, CA-2 REGULAR BOARD MEETING

I. OPEN SESSION

1. Call to order at ______ a.m., President’s Conference Room, Porterville College, 100 East College Avenue, Porterville.

   Board of Trustees
   Mrs. Rose Marie Bans, President
   Mr. John S. Corkins, Vice President
   Mrs. Kay S. Meek, Clerk
   Mr. Dennis L. Beebe

   Mrs. Pauline F. Larwood
   Mr. John A. Rodgers
   Mr. Stuart O. Witt

   District Administration
   Ms. Sandra Serrano, Chancellor
   Mr. Thomas Burke, Chief Financial Officer
   Mr. Frank Ronich, General Counsel
   Mr. Abe Ali, Vice Chancellor, Human Resources

2. Adoption of Agenda – (*Revisions to Agenda)

   Moved __________________ Seconded __________________ Action __________________

   * * * * * * *

Notice:

An individual who requires disability-related accommodations or modifications, including auxiliary aids and services, in order to participate in the Board meeting should contact Kellie Van Westen at (661) 336-5104. (Government Code Section 54954.2)

Any materials required by law to be made available to the public prior to a meeting of the Board of Trustees of the District can be inspected at the following address during normal business hours: Kern Community College District, 2100 Chester Avenue, Bakersfield, CA 93301.
PUBLIC COMMENTS

At this time, the public may address the Board of Trustees on any matter within the subject matter jurisdiction of the Board, including any matters to be considered in closed session. Each speaker will be allowed a maximum of five (5) minutes per topic. Twenty (20) minutes shall be the maximum time allotment for public speakers on any one (1) subject regardless of the number of speakers at any one (1) Board meeting. At the discretion of a majority of the Board, these times may be extended. Each person who addresses the Board must first be recognized by the presiding officer. Comments must be addressed to the Board as a whole and not to individual members or District employees. The Board and staff are not obligated to comment on, or respond to, or address comments by the public.

ADJOURNMENT TO CLOSED SESSION

1. Adjournment to Closed Session at ______ a.m., in the President’s Conference Room, Porterville College, Porterville.
   
   A. Public Employee Discipline/Dismissal/Release/Reassignment—[Government Code Section 54957(b)(1)]
   
   B. Employee Matters—Anticipated Litigation [Government Code Section 54956.9(b)]
   
   C. Employee Matters—Discussion of Negotiations with CCA, Exclusive Representative for Academic Employees [Government Code Section 54957.6]
   
   D. Employee Matters—Discussion of Negotiations with CSEA, Exclusive Representative for Classified Employees [Government Code Section 54957.6]
   
   E. Student Discipline [Education Code Section 72122]
   
   F. Campus Safety and Security—Meet with security or law enforcement personnel [Government Code Section 54954.5]
   
   G. Management Association – Meet and Confer Issues [Government Code Section 54957.6]
   
   H. Business Matters—Anticipated Litigation [Government Code Section 54956.9(b)]

2. Adjournment at ______ p.m.
   (To reconvene in Regular Session at 1:30 p.m., in the Choir Room, CA-2, Porterville College, 100 East College Avenue, Porterville)
I. RETURN TO OPEN SESSION

PRELIMINARY ITEMS

3. Call to order of Open Session at ______ p.m., in the Choir Room, CA-2, Porterville College, 100 East College Avenue, Porterville

Board of Trustees
Mrs. Rose Marie Bans, President
Mr. John S. Corkins, Vice President
Mrs. Kay S. Meek, Clerk
Mr. Dennis L. Beebe

Mrs. Pauline F. Larwood
Mr. John A. Rodgers
Mr. Stuart O. Witt
Mr. Xenos O. Lopez, Student Trustee

District Administration
Ms. Sandra Serrano, Chancellor
Dr. Jane Harmon, Interim Vice Chancellor, Educational Services
Mr. Frank Ronich, General Counsel
Mr. Abe Ali, Vice Chancellor, Human Resources
Mr. Sean James, Vice Chancellor, Operations Management
Ms. Kellie Van Westen, Executive Assistant, Chancellor’s Office

Presidents
Dr. Greg Chamberlain, Bakersfield College
Mrs. Jill Board, Cerro Coso Community College
Dr. Rosa Carlson, Porterville College

4. Pledge to the Flag

5. Report of Actions Taken in Closed Session, if any.

6. Approval of Consent Items

- Business Services Items – Numbers 4 - 6
- Educational Services Items – Numbers 3 – 5
- Human Resources Item – Number 2

Moved_________________Seconded__________________Action_________________

7. Approval of the minutes of the Regular Meeting of September 8, 2011, as submitted.

Moved_________________Seconded__________________Action_________________

8. Approval of the revised Kern Community College District Statement of Legislative Principles, as recommended in the Administrative Services Report. The Board Legislation Committee met on September 28, 2011, and recommended approval of the revisions to the State of Legislative Principles.

Moved_________________Seconded__________________Action_________________
9. Correspondence to the Board of Trustees and/or Communications

II. WORK STUDY SESSION
1. Kern Community College District Health and Welfare Benefits

III. PUBLIC COMMENTS – OPEN SESSION
At this time, the public may address the Board of Trustees on any matter within the subject matter jurisdiction of the Board that is not on the agenda. The public may address the Board of Trustees on each of the agenda items as those items are considered. Each speaker will be allowed a maximum of five (5) minutes per topic. Twenty (20) minutes shall be the maximum time allotment for public speakers on any one (1) subject regardless of the number of speakers at any one (1) Board meeting. At the discretion of a majority of the Board, these times may be extended. Each person who addresses the Board must first be recognized by the presiding officer. Comments must be addressed to the Board as a whole and not to individual members or District employees. The Board and staff are not obligated to comment on, or respond to, or address comments by the public.

IV. BUSINESS SERVICES
The following items are recommended for approval:

1. Authorization for the Chief Financial Officer to transfer from District-Wide Reserves Funding for acquiring and implementing DegreeWorks software, September 30, 2011 through September 29, 2012, and the total cost to the District is $400,000, funded from GU001.

Moved_________________Seconded__________________Action_________________

2. Authorization for the Chief Financial Officer to execute an Amendment to the Software License and Services Agreement between the Kern Community College District and SunGard Higher Education, Inc. that provides the District the right to use the DegreeWorks and Evisions Argos products, that respectively include a web-based academic advisor tool and an enterprising reporting tool that effectively meets reporting needs from simple ad hoc queries to advance dashboards. The term of the Amendment is from date of execution for a period of two (2) years thereafter. The total cost to the District is $81,030, funded from GU001.

Moved_________________Seconded__________________Action_________________

3. Authorization for the Chief Financial Officer to execute a Services Work Order between the Kern Community College District and SunGard Higher Education, Inc. that provides consulting services to assist the District with the implementation of DegreeWorks. The term of the Agreement is September 30, 2011 through September 29, 2012. The total cost to the District is $171,620.

Moved_________________Seconded__________________Action_________________
V. BUSINESS SERVICES -- CONSENT

4. The Business Services items listed below require approval to authorize the Chief Financial Officer to execute agreements to procure construction services above $30,000 or to procure goods and services other than construction services above $50,000, in accordance with Board Policy 3A9A. Only one motion is required to provide action on all.

Construction Items


5. The Business Services items listed below require ratification in accordance with Board Policy 3A9A, which authorizes the Chief Financial Officer to execute agreements for goods and services up to $30,000 for construction services or up to $50,000 for goods and services other than construction services, as recommended in the Business Services Report. Only one motion is required to provide action on all.

Construction Items

a) Authorization for the Chief Financial Officer to execute an Amendment to the Technical Currency Agreement between the Kern Community College District and SunGard Higher Education, Inc. that provides for technical support and product upgrades for the Banner software and to add the DegreeWorks and Evisions Argos products to the list of supported software covered by the agreement. The term of the Amendment is September 30, 2011 through January 31, 2019 with the option to terminate on September 30, 2014 and September 30, 2017. The total cost to the District is $8,620, funded from GU001.

b) Approval of Change Order Number Two to the contract with Don Kinzel Construction, Inc. for the Planetarium American with Disabilities Act (ADA) Accessible Parking and Path of Travel Project at Bakersfield College, as recommended in the Business Services Report. This change order increases the contract amount by $9,526, funded from SRID, which is 10.390% of the original contract amount.

c) Authorization for the Chief Financial Officer to execute a Work Authorization for the Architectural/Engineering services for the Bakersfield College Levan Center Change of Occupancy Classification Project to SC Architect, Inc., in an amount not to exceed $5,000, funded from GU001, as recommended in the Business Services Report.

d) Authorization for the Chief Financial Officer to execute a Notice of Completion for Don Kinzel Construction, Inc. for the Bakersfield College Planetarium American with Disabilities Act Accessible Parking and Path of Travel Project, as recommended in the Business Services Report.
e) Authorization for the Chief Financial Officer to execute a Notice of Completion for McMurtrey Lince, Inc. for the Bakersfield College Storm Damage Repairs 2010 Project, as recommended in the Business Services Report.

f) Authorization for the Chief Financial Officer to execute a Work Authorization for the Architectural Construction Administrative Services necessary for project approval and closeout with the Department of State Architect (DSA) for the Delano Center Fire Alarm System Controls Modifications to AP Architects, Inc., in an amount not to exceed $5,000, funded from SRID, as recommended in the Business Services Report.

g) Authorization for the Chief Financial Officer to execute a Work Authorization for the Architectural/Engineering services for the Occupational Lab Reroof Project at Cerro Coso Community College to SC Architect, Inc., in an amount not to exceed $27,897.38, funded from SRID and Cerro Coso Capital Outlay, as recommended in the Business Services Report.

h) Authorization for the Chief Financial Officer to execute a Work Authorization for the Architectural/Engineering services for the Gym Boilers Replacement Project at Cerro Coso Community College to BFGC-IBI Group Architecture, in an amount not to exceed $14,900, funded from SRID and GU001, as recommended in the Business Services Report.

i) Authorization for the Chief Financial Officer to execute a Notice of Completion for Colombo Construction, Inc. for the Cerro Coso Community College Science Building Modernization Project, as recommended in the Business Services Report.


k) Authorization for the Chief Financial Officer to execute a Notice of Completion for Serban’s Background Music, Inc. for the Porterville College Wellness Furniture, Fixtures and Equipment Project, as recommended in the Business Services Report.

**Items Other than Construction**

l) Amendment to a Lease Agreement between the Kern Community College District and Ben Ennis, that increases the number of optional term extensions from two (2) to three (3), and decreases the number of years of each option extension period from five (5) to three (3) years each, of the Agreement under which the District leases a parcel of land located near Porterville College, known as “Morton Hill, used for a secondary wide-area network connection between the campus and the District office, July 1, 2011 through June 30, 2014, and the total cost to the District is $7,706.10 per Year, funded from GU001, with 2% annual increases.

m) Fifth Amendment to the Exclusive Leasing Listing Agreement between the Kern Community College District and CB Richard Ellis, Brokerage and Management, that extends the term of agreement for the assistance from CB Richard Ellis in the development and negotiation of a lease of approximately .88 acres of vacant District land located on 22nd, between ‘M’ and ‘L’ Streets, November 20, 2011 through May 20, 2012, and there is no cost to the District.
n) Train-the-Trainer Agreement between the Kern Community College Clean Energy Center and Airstreams Renewables, Inc., acting as an agent on behalf of Tractel Ltd., that provides the District’s Clean Energy Center’s trainer with training for Wind Energy Safe Access and Rescue, August 25, 2011 through August 24, 2012, and the total cost to the District is $2,250 per person (only one person to train at this time), funded from the Department of Labor High Growth Emerging Industries Grant.

o) Training Software Licensing Agreement between the Kern Community College District Clean Energy Center and Airstreams Renewables, Inc., that provides the District’s Clean Energy Center the software license to utilize the Wind Turbine Virtual Tour Training Aid to instruct the Wind Tech students on the internal components of a utility scale wind turbine, September 2, 2011 through August 31, 2012, and the total cost to the District is $1,500, funded from the Department of Labor High Growth Emerging Industries Grant.

p) Agreement for Services between the Kern Community College District and San Joaquin Community Hospital that allows the District’s Workplace Learning Resource Center to provide fifty (50) Interpreter Certification Assessments to employees and medical staff at San Joaquin Community Hospital to determine which employees and medical staff have the necessary Spanish language skills and medical terminology for Spanish-speaking patients, July 1, 2011 through June 30, 2012, and the total amount payable to the District is $6,650, to the Workplace Learning Center Match fund.

q) Application for the Use of Facilities at Stockdale High School between the Kern Community College District, on behalf of Bakersfield College, and the Kern High School District, that allows Bakersfield College to rent a classroom at the facility in order to operate bookstore activities, August 22, 2011 through September 8, 2011, and the total cost to the District is $247, funded from GU001.

r) System Protection Plan Renewal Contract between the Kern Community College District, on behalf of Bakersfield College, and Spitz Incorporated, for the Planetarium Model SciDome 3000 instrument, including telephone support, software updates, parts repair or replacement, and on-site services, October 1, 2011 through September 30, 2012, and the total cost to the District is $7,417, (on-site service calls are charged at $895 per day plus transportation expenses), funded from GU001.

s) Memorandum of Agreement between the Kern Community College District, on behalf of Bakersfield College, and Hospital Council of Northern and Central California that provides a contract education course of 88 hours of didactic and simulation instruction and follow-up during the 287.5 hours of preceptorship of the Transition to Practice Program for 17 new graduate Registered Nurses who have been unable to find employment in local hospitals, July 26, 2011 through July 31, 2012, and the total amount payable to the District is an amount not to exceed $45,000, to the Bakersfield College Contract Education fund.

t) Authorization for the Chief Financial Officer to declare the items listed from Bakersfield College, Fire Technology Department, identified in the Business Services Report, no longer required for school purposes as surplus property, per Education Code Section 81450, and to dispose of said property through public auction, private sale, or donation, per Education Code Section 81452.
u) Authorization for the Chief Financial Officer to declare the items listed from Bakersfield College, Information Technology Department, identified in the Business Services Report, no longer required for school purposes as surplus property, per Education Code Section 81450, and to dispose of said property through public auction, private sale, or donation, per Education Code Section 81452.

v) Authorization for the Chief Financial Officer to declare the items listed from Bakersfield College, Library, identified in the Business Services Report, no longer required for school purposes as surplus property, per Education Code Section 81450, and to dispose of said property through public auction, private sale, or donation, per Education Code Section 81452.

w) Agreement between the Kern Community College District, on behalf of Bakersfield College, and Huntington T. Block Insurance Agency, Inc. that serves as a disclosure notice to the agency to provide $250,000 insurance coverage to the Wylie and May Louise Jones Gallery at Bakersfield College, for art collection(s) on temporary loan for display in the Grace Van Dyke Bird Library, September 7, 2011 through September 7, 2012, and the total cost to the District is $800, funded from GU001.

x) Amendment to Agreement between the Kern Community College District, on behalf of Bakersfield College, Cerro Coso Community College, and Porterville College, and the Crestwood Psychiatric Health Facility that provides for an extension of the term of the original Agreement Allied Health Education Program Agreement pending negotiations with the facility regarding Crestwood’s request to use their own form of agreement, July 1, 2011 through June 30, 2012, and there is no cost to the District.

y) Allied Health Education Program Agreement between the Kern Community College District, on behalf of Bakersfield College, Cerro Coso Community College, and Porterville College, and the Anne Sippi Clinic Riverside Ranch facility, that allows students the use of clinical facilities suitable for the educational needs of the Allied Health Programs and gives students the opportunity to practice, study, and learn in a clinical facility, August 1, 2011 through July 31, 2016, and there is no cost to the District.

z) Allied Health Education Program Agreement between the Kern Community College District, on behalf of Bakersfield College, Cerro Coso Community College, and Porterville College, and the Tulare County Office of Education Child Care Educational Program facility, that allows students the use of clinical facilities suitable for the educational needs of the Allied Health Programs and gives students the opportunity to practice, study, and learn in a clinical facility, August 1, 2011 through July 31, 2016, and there is no cost to the District.

aa) Contract between the Kern Community College District, on behalf of Bakersfield College, Cerro Coso Community College, and Porterville College, and Economic Modeling LLC that provides the District with access to Analyst, a web-site database, that includes Educational Analyst, Economic Forecaster, Economic Impact, GIS, and Career Pathways modules providing labor market data used in planning for all career technical education programs, September 24, 2011 through June 30, 2012, and the total cost to the District is $22,022, funded from the Carl D. Perkins Career and Technical Education Improvement Act of 2006.
bb) Allied Health Education Program Agreement between the Kern Community College District, on behalf of Bakersfield College, Cerro Coso Community College, and Porterville College, and the Rehabilitation Center of Bakersfield facility, that allows students the use of clinical facilities suitable for the educational needs of the Allied Health Programs and gives students the opportunity to practice, study, and learn in a clinical facility, August 1, 2011 through June 30, 2014, and there is no cost to the District.

c) Service Contract between the Kern Community College District, on behalf of Cerro Coso Community College, and US Coachways, Inc./U.S. Bus Charter & Limo that provides roundtrip transportation services for 49 students and two supervisors to attend an educational trip to the Griffith Park Observatory in Los Angeles, California, September 30, 2011, and the total cost to the District is $1,121.72, funded from Student Development.

dd) Rental Agreement Renewal between the Kern Community College District, on behalf of Cerro Coso Community College, and the 53rd District Agricultural Association that provides the college the rental of an exhibit space at the Desert Empire Fair to promote the pursuit of higher education for young adults, as well as promote the learning opportunities available at the college, October 20, 2011 through October 23, 2011, and the total cost to the District is $245, funded from GU001.

ee) Maintenance Agreement Renewal between the Kern Community College District, on behalf of Cerro Coso Community College, and Scalable Software that manufactures WinINSTALL, that the District uses to deploy software applications and system patches remotely and automatically, October 1, 2011 through September 30, 2012, and the total cost to the District is $1,400, funded from GU001.

ff) Service Agreement between the Kern Community College District, on behalf of Cerro Coso Community College, Indian Wells Valley Campus, and Waste Management, Inc., that provides waste/trash disposal services five (5) times per week and recycling service every other week for the campus, on a month to month basis commencing September 6, 2011, and the total cost to the District is $868.62 per month, funded from GU001.

gg) Contract Renewal between the Kern Community College District, on behalf of Cerro Coso Community College, and Faronics Technologies, Inc. that allows the college to install a software program that protects data in lab computers; disabling students from making unwanted changes, August 14, 2011 through August 13, 2012, and the total cost to the District is $585, funded from GU001.

hh) Grant Sub-Agreement between the Kern Community College District, on behalf of Porterville College, and Rancho Santiago Community College District (RSCCD), under which the college receives subgrant funds from RSCCD’s Entrepreneurship Career Pathways Project Grant #10-172-055, in an effort to implement the Faculty Entrepreneurship Project, July 25, 2011 through June 15, 2012, and the total amount payable to the District is $15,000, to a new internal grant fund to be established.

ii) Agreement for Services between the Kern Community College District, on behalf of Porterville College, and GE Mobile Water, Inc. that provides for deionized water tank exchange service and maintenance/repair work to the system equipment for the college’s Science Department, August 22, 2011 through August 21, 2013, and the total cost to the District is $400, funded from GU001.
6. Ratification of the following District Order Reports, as listed and recommended in the Business Services Report:

   General Fund: Numbers: A-3: 13 - 16
   General Fund: Numbers: 3202362 - 3204319
   Student Financial Aid Direct Deposit: Numbers: 3206878 - 3209196
   Student Financial Aid: Numbers: 3203858 - 3204175
   Measure G Building Fund: Numbers: 3202358 – 3204177
   Maintenance Assessment District Fund: Number: 3202778

VI. EDUCATIONAL SERVICES

1. First Reading: Presentation of the Kern Community College District Strategic Plan. This document is a revision of the Strategic Plan adopted by the Board of Trustees on September 7, 2006. The Strategic Plan was vetted through the participatory governance process and was presented to the Board of Trustees at the April 14, 2011 meeting. Further work continued with the Strategic Planning Work Group (SPWG) resulting in the Plan. The Strategic Plan will be presented to the Board of Trustees for approval on November 10, 2011.

2. Information Item: Presentation of accreditation report updates for Bakersfield College, Cerro Coso Community College, and Porterville College. In an effort to affirm that the cycle for the Accrediting Commission for Community and Junior Colleges (ACCJC), Western Association of Schools and Colleges team visit/peer review every six years is an iterative process for the Kern Community College District Colleges, regular updates will be presented to the Board of Trustees (October 2011, January 2012, April 2012). The final draft of each self evaluation document prepared by the Colleges will be due to the District Office April 30, 2012, with approval requested at the July Board meeting. This will be followed by a WASC accreditation team visit in October 2012.

VII. EDUCATIONAL SERVICES – CONSENT

Consent Items: The Educational Services items listed below require approval by law and/or approval by State Law, State Regulations, or approval in accordance with the Board Policy Manual of the Kern Community College District. Only one motion is required to provide action on all.

3. Approval of the 2010-12 revisions to the Cerro Coso Community College catalog, as recommended in the Educational Services Report. The changes were required to comply with Title 5 regarding repeatability. Title 5 regulations require the local governing Board to approve new courses prior to them being offered.

4. Approval for Cerro Coso Community College to deliver the following Community Education classes: Developing Games to Teach Grammar, Furniture Restoration; How to Safely Use Facebook & Twitter; Small Business Basics, Getting Started; Small Business Basics, Marketing; and Small Business Basics, Accounting. The District will generate an approximate net income of $1,911.
5. Authorization for the Bakersfield College Students in Free Enterprise (SIFE) team, approximately 12 students, to travel to Fort Worth, Texas, October 27-October 30, 2011, to attend the Collegiate Entrepreneurs Organization (CEO) National Conference. Professor Gayle Richardson will accompany the students. Faculty member expenses will be funded by California State University Fresno Lyles Center and the SIFE Foundation account. Student expenses will be funded by the College SIFE Foundation, a variety of fundraising activities, and Coleman Scholarships.

VIII. HUMAN RESOURCES

1. First Reading: Presentation of proposed revisions to the Kern Community College District Board Policy Manual, Section 10C6, Teaching Assignments for Management Employees, and 10C7, Outside Activities, as shown in the Human Resources Services Report. The proposed revisions were vetted through the Chancellor’s Cabinet and District Consultation Council. The proposed revisions will be presented to the Board of Trustees for approval at the meeting of November 10, 2011.

IX. HUMAN RESOURCES – CONSENT

Consent Items: The Human Resources items listed below require approval by law and/or approval by State Law, State Regulations, or approval in accordance with the Board Policy Manual of the Kern Community College District. Only one motion is required to provide action on all.

2. Ratification of employee transactions for academic, classified, and management staff, as recommended in the Human Resources Report.

X. REPORTS

1. Faculty Reports

2. Classified Staff Reports

3. Management Association Reports

4. College Reports

5. Chancellor’s Report
6. Board of Trustees, Reports, and Inquiries

   • Committee/Ad-Hoc Committee Reports
      Legislation Committee
      Finance and Audit Committee
      Evaluation/Accreditation Committee
   • Report of Foundation Activities by Trustee Liaisons

   CLOSED SESSION

1. Adjournment to Closed Session at ______ p.m.

   A. Public Employee Discipline/Dismissal/Release/Reassignment—[Government Code Section 54957(b)(1)]

   B. Employee Matters—Anticipated Litigation [Government Code Section 54956.9(b)]

   C. Employee Matters—Discussion of Negotiations with CCA, Exclusive Representative for Academic Employees [Government Code Section 54957.6]

   D. Employee Matters—Discussion of Negotiations with CSEA, Exclusive Representative for Classified Employees [Government Code Section 54957.6]

   E. Student Discipline [Education Code Section 72122]

   F. Campus Safety and Security—Meet with security or law enforcement personnel [Government Code Section 54954.5]

   G. Management Association – Meet and Confer Issues [Government Code Section 54957.6]

   H. Business Matters—Anticipated Litigation [Government Code Section 54956.9(b)]

   ADJOURNMENT

1. Adjournment at ______ p.m.