



WEST HILLS COMMUNITY COLLEGE DISTRICT

Board of Trustees
9900 Cody Street
Coalinga, CA 93210
(559) 934-2100

MINUTES OF THE REGULAR MEETING OF THE GOVERNING BOARD

February 15, 2011



CALL TO ORDER / OPEN SESSION

President McKean called the meeting of the Board of Trustees to order at 3:24 p.m.

Board members present:

Mark McKean, President
Bill Henry, Vice President
Nina Oxborrow, Clerk
Jeff Levinson
Edna Ivans
Jack Minnite
Steve Cantu

Board members absent:

Ryan Cardoza, Student Trustee

Administrators present:

Frank Gornick, Chancellor
Ken Stoppenbrink, Vice Chancellor of Business Services
Pedro Avila, Vice Chancellor of Institutional Effectiveness and Enrollment Management
Carole Goldsmith, Vice Chancellor of Educational Services and Workforce Development
Willard Lewallen, President, West Hills College Coalinga
Don Warkentin, President, West Hills College Lemoore
Jill Stearns, Vice President of Educational Services, West Hills College Coalinga
Jana Cox, Director of Financial Aid
Sylvia Dorsey-Robinson, Vice President of Student Services, West Hills College Lemoore
Susan Whitener, Associate Vice Chancellor of Educational Planning
Richard Larson, Director of Farm of the Future, West Hills College Coalinga
Marcel Hetu, Director of North District Center, Firebaugh
Frances Squire, Executive Director, West Hills Community College Foundation
Cathy Barabe, Director of Grants
David Reynolds, Associate Dean of Student Services

Introduction of Guests

There were no guests introduced at this time.

Public Comments

There were no public comments made at this time.

REPORTS FROM ORGANIZATIONS / COLLEGES / DISTRICT OFFICE

Academic Senate Report – In the absence of Ms. Anita Bart, Academic Senate President for West Hills College Coalinga, Mr. Cal Tincher, Academic Senate Vice President, reported that the Coalinga Senate has had a reading of the most recent round of policies and procedures. He also commented on a recent meeting regarding SB 1440 at Bakersfield College. Mr. Tincher reported that elections for Coalinga Senate officers will be held later in the semester.

Mr. Kurt Sterling, Academic Senate President for West Hills College Lemoore, reported that the Lemoore Senate is working on six tenure resolutions that will come forward this spring. They have also been working with transfer model curriculum to fast track degrees. The math faculty have been pretty proactive in the development of the transfer model curriculum for degree for transfer. The Lemoore Senate's March meeting date has been moved to accommodate the visiting accreditation team. The Lemoore Senate is also going through the first reading on a number of policies and procedures. Mr. Sterling reported that with regard to Board Policy and Administrative Procedure 4020, the faculty are not in favor of changing the Rule of 5 to the Rule of 7. He reported that the Academic Freedom policy is an ongoing discussion and new language has been proposed by legal counsel.

WHCFA Report – Ms. Marty Ennes, WHCFA President, read the following comments:

“Ken Sowden, Angela Tos, and Tiffani McGee just returned from the Winter CCA Conference where the proposed \$900 some million cut to community colleges was a central topic. While this is a huge amount, it is less than the \$1 billion plus the colleges collectively hold in reserve.

“Obviously no one knows for sure just how much money we're going to have to cut from the budget, and we probably won't know until sometime this summer. We understand that the board must take measures to ensure our financial solvency and that one of those measures may be issuing layoff notices.

“Rather than shooting darts into the unknown, why not adhere to the hiring and spending freeze which we're supposedly working under? No new positions, no promotions, no salary increases other than annual steps in any unit. If reorganization is necessary, let it be one that entails streamlining rather than increasing and is budget negative rather than neutral or adding to expenses. Once we know what cuts need to be made, we'll at least be starting the process knowing what is essential and what we can live without.

“For the 2009-10 fiscal year, community colleges made significant cuts to their schedules and programs. We increased our course capacities and implemented furloughs. And we collectively increased our reserves to over \$1 billion. These steps directly impacted students and programs.

“Now not even two years later, we’re looking at more cuts. If we freeze salaries, layoff employees, and implement furloughs again, what will we do for the next year or the year after that? How will we continue to serve our students and our communities? As Scott Lay keeps reminding us, California community colleges lost more than 100,000 students last year.

“Would it not be more prudent to examine every line of the budget and all of the personnel transaction decisions that have been made over the last few years in order to determine where cuts can be made that would have the least impact on students? We must work smarter, and blanket reductions are not always smarter.

“If layoff notices must be issued, why not send them to every district employee from the chancellor on down? If the taxes are approved in June, the notices will not have to be acted upon. But in the mean time, everyone will be treated equally.

“If the taxes aren’t approved, we can meet and confer on the impact of the layoffs and negotiate any other steps that must be taken.

“The faculty association has proven its willingness to work with the district during times of financial turmoil. Just two years ago, we were sharing and discussing ideas of how to trim the budget, and we would appreciate the opportunity to do so again.”

CSEA Report – In the absence of Mr. John Ieronimo, CSEA President, Mr. Keith Brock, CSEA Vice President, reported that a recent reelection of officers was held and the following officers are in place: President, John Ieronimo; Vice President, Keith Brock; Vice President, Coalinga, Juan Rubio; Vice President, Lemoore, position is unfilled at this time; Treasurer, Jan Young; CPRO, Scott Young; and Secretary, position is unfilled at this time. Negotiations are ongoing and the membership is concerned about continuing negotiations in good faith because of recent administrative reorganizations and not implementing the reclassification study. He stated that the CSEA membership feels they are not getting the same attention as others.

Student Trustee Report – Mr. Ryan Cardoza, Student Trustee, was not present to report at this time. Mr. Don Warkentin stated that Mr. Cardoza now has a full time job. West Hills College Lemoore is working on getting the SGA Vice President to attend the Board meetings and provide reports.

West Hills College Coalinga and North District Center, Firebaugh – Dr. Willard Lewallen, President, reported on the partnership with DeVry University. He introduced Mr. Joseph Coppola, Dean for the Fresno Metro Campus of DeVry. Mr. Coppola introduced Ms. Shelly DuBois, Group Vice President for California. Ms.

DuBois greeted the Board and stated that it is her first visit to the campus and she is pleased to see the project come to fruition. She stated that she is looking forward to enhancing the partnership. Dr. Frank Gornick thanked Mr. Coppola on behalf of the district for coming to the west side of the valley. He stated that degree completion is a goal for us and we need partners like DeVry to make it a reality. Dr. Lewallen commented that the partnership is remarkable and classes start February 28.

Dr. Lewallen reported that the ag science facility groundbreaking event is scheduled for March 8 at 9:00 a.m. A postcard will be mailed out soon announcing the event. Dr. Lewallen reported that good progress is being made on the centers that are being established in the smaller communities. He distributed renderings of the facility in San Joaquin and commented that he wants to emphasize the community on the signage. A meeting has been held with the Mendota school board and they are very receptive to a learning center in their community.

Dr. Lewallen reported that the accreditation site visit will be held during the week of March 7. Planning is underway in preparation for the visit and the schedule will be distributed once it is finalized. Dr. Lewallen passed around letters recently received from middle school students inquiring about West Hills College. He also reported that one of the Chinese educators that was here last year returned for a visit during the winter break.

West Hills College Lemoore – Mr. Don Warkentin, President, introduced Mr. Les Brown, Chairperson for the Citizens' Bond Oversight Committee. Mr. Brown greeted the Board and reported that the committee has been meeting since December 2009 and have taken their work quite seriously. The committee is dedicated and interested in the project and assured the Board that the bond money is being spent judiciously. Mr. Brown reported that the committee members consist of himself, Lynda Lahodny, Salli Day, Maureen Azevedo, Tom Hernandez, James Brooks, Donna Elliott, and Linda Balcazar. The committee held their annual organizational meeting in January 2011 and will meet again in May and September of this year. They receive project updates on a regular basis, review the budget, and approve the minutes of previous meetings. Mr. Brown stated that there will be 25 capital projects funded by the bond and there is a long way to go. The committee commits to an audit each year and recently received the annual audit. It has been approved by the committee. He asked that the Board rest assured that the district's interests are at heart. Mr. Brown stated that Mr. Warkentin and his staff are wonderful to work with. President McKean thanked Mr. Brown for serving on the committee and for his enthusiasm.

Mr. Warkentin reported that West Hills College Lemoore has been in constant communication with the accreditation team. Dr. Rosa Carlson is the team chair and formal team introductions will occur on Monday afternoon, March 7. All team members have gone through training and have received the college's self study.

Mr. Warkentin reported that he will be attending the Environmental Impact Study (EIS) meeting for the Lemoore Naval Air Station (LNAS) tomorrow. The meeting will be an opportunity to hear about the new F-35 and the reasons it should be housed at LNAS. It will replace many of the aging squadrons.

Chancellor's Report – Dr. Frank Gornick, Chancellor, provided a brief follow up on a couple of the items discussed at the recent Board retreat. He reported that the draft Board policy on athletics has been reviewed by the Chancellor's Executive Cabinet and will be sent to the various governance groups for their review. Some of the requested information has been received concerning the parcel tax item. The cost to implement the survey is around \$9,000 - \$10,000. Survey questions have been received from two sources. They will be sent to the Board at a later date and can be addressed at a future meeting. A classified staff development day was held on Friday, February 11 at West Hills College Coalinga. It was well attended.

CONSENT AGENDA

President McKean stated that it has been requested that item CA-41 be voted on separately. The following consent agenda items were approved on a motion by Trustee Oxborrow, seconded by Trustee Ivans, and carried unanimously:

- CA-38** Minutes – The minutes of the January 18, 2011 regular meeting and January 28 & 29, 2011 Board Retreat were approved as submitted.

- CA-39** Warrants – The warrants were approved as submitted.

- CA-40** Adult/Student Temporary Salary Schedule – The revisions to the adult/student temporary salary schedule were approved as submitted.

Discussion took place regarding the list of personnel transactions. Trustee Minnite questioned why we are hiring during a hiring freeze. Dr. Gornick explained that grant funded positions are filled as they do not tie up general fund dollars. The position being filled by Don Branker is a one year temporary position and is funded through the West Hills Community College Foundation. The temporary hire is a child development center position and is necessary to maintain the employee levels mandated by the state. It is also grant funded. With regard to the changes in assignment, Dr. Gornick deferred to Mr. Ken Stoppenbrink. Mr. Stoppenbrink explained that Brian Boomer's position is grant funded through the WIB (Workforce Investment Board). Ms. Ennes approached the podium and stated that the faculty are concerned about the way the hiring freeze is administered. She stated that it is imperative that we look at where we spend every single dollar. Dr. Gornick commented on the full time faculty obligation. He stated that we want to have 110 faculty, but the state only pays us for an obligation that meets our credit hours. If we are operating in a situation where we have 90 faculty and the tax extension doesn't pass, we are facing a reduction of 10%. Discussion took place

regarding filling positions based on need and how it affects students. Dr. Gornick stated that the web administrator position is a good example. He further explained that although it was originally planned, we are not replacing the Director of Marketing or the Director of Human Resources this year. Everyone is pitching in to make this work. The budget target the state has given us in terms of the reductions is not a target that we can solve with just furloughs. Mr. Scott Lay recently came up with a new LAO (Legislative Analyst Office) analysis regarding athletics. These are brand new scenarios. There have been significant discussions at the colleges and there will be more. Ms. Ennes stated that the faculty understands this but the money that is spent today may mean cuts tomorrow. Dr. Gornick stated that the recommendations for the Board to consider regarding reorganization are minimal and are already accounted for in the administrative area. Ms. Ennes stated that the faculty would like to see the numbers.

CA-41 Personnel Transactions – The list of personnel transactions was approved as submitted on a motion by Trustee Ivans, seconded by Trustee Cantu, and carried unanimously.

CHANCELLOR'S OFFICE

CO-24 Organizational Changes, Reassignments, Administrative Job Descriptions, and Corresponding Salary Schedule – Trustee Minnite asked for clarification on this item and questioned why the tabled items were not brought back. President McKean explained that the items that were tabled at the Board Retreat will not be brought back to the Board unless requested. He further explained that the current item under consideration is different than what was originally proposed.

Trustee Minnite questioned the changes in assignment and if the current positions will be removed from the books. Dr. Gornick explained that all of the positions have been reassessed. Mr. Warkentin explained that Mr. Marlon Hall will be reassigned to Coalinga to serve as the Vice President of Student Services. His position in Lemoore, Associate Dean of Educational Services, will not be backfilled and Mr. Jose Lopez will take those responsibilities in addition to his own. Dr. Gornick stated that he has the same interest in information that everyone in the room has. The College Presidents met and discussed these changes and are in agreement. He stated that he doesn't think either campus will miss a beat. Everyone is doing more with less.

Trustee Ivans made a motion to approve the organizational changes, reassignments, new administrative job descriptions, and revised administrative/management/confidential salary schedule.

Trustee Minnite commented that timing has a lot to do with this matter. He commented on rushing through it this month instead of waiting until after we know more about the budget. Mr. Warkentin commented on bringing Mr. James Preston on board now as it is important that we have the experience as soon as we can get it. Trustee Henry questioned if it is preferred that Mr. Preston be in place before layoffs are considered. Mr. Warkentin responded that he prefers to discuss this matter in closed session.

Trustee Oxborrow questioned the additional duties that Jose Lopez will be taking, his compensation remaining the same, and the reason why. Dr. Gornick responded that the position title is the key. Trustee Oxborrow questioned if Mr. Lopez will have more duties. Dr. Gornick responded in the affirmative. Trustee Oxborrow stated that many people are going to be doing more so why don't we just leave things the way they are and not give anyone an increase. Dr. Gornick explained that Mr. Preston is moving from a 10 month contract to a 12 month contract.

Trustee Cantu commented that in comparison to what was presented at the Board retreat, he thinks the information provided for this meeting is a fantastic explanation of the rationale and costs. He commended Dr. Gornick, Mr. Stoppenbrink, and the College Presidents for their work.

Trustee Levinson seconded the motion made by Trustee Ivans.

The organizational changes, reassignments, administrative job descriptions, and corresponding salary schedule were approved on the following vote: Ayes – 5; Noes – 2 (Trustees Minnite and Oxborrow).

CO-25 Citizens' Bond Oversight Committee – On a motion by Trustee Ivans, seconded by Trustee Levinson, and carried unanimously, the following individual was appointed to the Citizens' Bond Oversight Committee for SFID #2 (Coalinga Area):

- Thomas Toby

CO-26 Curriculum Committee Action Report, West Hills College Lemoore – The Curriculum Committee Action Report for West Hills College Coalinga was approved on a motion by Trustee Ivans, seconded by Trustee Minnite, and carried unanimously.

CO-27 Board Policy and Administrative Procedure 6450, Wireless or Cellular Telephone Use – Trustee Cantu asked for clarification on the policy and procedure. Mr. Stoppenbrink commented on the recent legislation

regarding IRS requirements which prompted implementation of the policy and procedure. The previous requirements were onerous. This policy and procedure take care of the expenses related to cell phones.

Board Policy 6450, Wireless or Cellular Telephone Use, was approved on a motion by Trustee Oxborrow, seconded by Trustee Minnite, and carried unanimously.

Trustee Minnite commented on the lack of comments from the various groups listed on the routing forms. Dr. Gornick explained that some of the policies and procedures are only provided to the groups for information and a courtesy review. When this occurs, it is not necessary for them to review the items or provide comments, although sometimes the groups do decide to provide comments. He assured the Board that the policies and procedures are always sent out to the groups. Trustee Minnite questioned if this information could somehow be included on the routing forms. Dr. Gornick agreed and stated that an indication will be made on the routing forms to this effect.

CO-28 Board Policy and Administrative Procedure 4110, Honorary Degrees – Trustee Cantu questioned how many honorary degrees have been awarded in the last ten years. Dr. Gornick stated he thought that it may have been around three. Dr. Lewallen stated that an honorary degree is typically for someone who was unable to complete their degree for various reasons but has made contributions to the college.

Board Policy and Administrative Procedure 4110, Honorary Degrees, were presented for a first reading at this time. Approval of the policy will be requested at a later date.

CO-29 District Vision, Mission, and Goals – Trustee Cantu questioned why the vision and mission statements were condensed. Dr. Gornick responded that it is the Board’s responsibility to review the vision, mission, and goals of the district. The Chancellor’s Executive Cabinet recommended the proposed changes and they were also reviewed by the Leadership Retreat Group. The district’s vision and mission statements are more broad and the college’s statements are more specific. Dr. Lewallen commented on the previous statements containing bulleted items that were more of a strategy than a mission. In addition, he stated that if the vision or mission statements are too lengthy, they are difficult to remember.

The revised district vision, mission, and goals were approved on a motion by Trustee Ivans, seconded by Trustee Henry, and carried unanimously.

- CO-30** 2011-2015 Strategic Plan – The 2011-2015 Strategic Plan was approved on a motion by Trustee Minnite, seconded by Trustee Cantu, and carried unanimously.

FISCAL SERVICES

- FS-34** Fiscal Services Report – Mr. Ken Stoppenbrink, Vice Chancellor of Business Services, provided the fiscal services report. He reported that we are 58.4% through the fiscal year. General fund revenues are at 57.1% and general fund expenditures are at 53.1%.

Mr. Stoppenbrink also discussed the potential \$4.5 million budget reduction. He explained that one half of one percent is used as a standard when calculating the impact to the district. He explained the savings which would be gained by not giving step increases; implementing furloughs; issuing layoffs; and transferring funds from the district's reserves. Mr. Stoppenbrink stated that if the election item extending tax increases is successful, we would instead be looking at a \$2.5 million problem. Mr. Stoppenbrink reported that we have always budgeted the worst case scenario. This information is not an action item or a budget proposal, he just needs the Board to be aware of the issues.

Mr. Stoppenbrink commented on the percentage breakdown of the various employee groups. Trustee Henry stated that he would like to see the numbers in writing and Trustee Levinson concurred with him. Mr. Stoppenbrink stated that he will provide that information.

Trustee Minnite commented on furloughs and layoffs and questioned if we would still need to negotiate. Mr. Stoppenbrink responded in the affirmative, barring the declaration of a fiscal emergency. Trustee Henry questioned the terminology of "emergency" and if we have a definite legal opinion. Dr. Gornick explained that the Collective Bargaining Agreements (CBAs) address the designation of an emergency and there is a distinction between the two contracts (classified and faculty). He stated that he will provide this information for the Board.

Discussion took place concerning the status of the budget and when the reduction amounts will be known. Dr. Gornick explained that it will be sometime after the June election and we cannot avoid sending layoff notices. He stated that the budget ramifications will be known before the June 28 Board meeting. Trustee Henry commented on the idea of layoffs and stated that we are mandated by statute to provide the notices. If we don't and the budget is cut, we would be greatly affected.

Further discussion took place regarding the potential budget reductions and Trustee Levinson stated that the Board needs to meet their fiduciary responsibility. The state is in a mess and we need to be prepared to take care of business. Mr. Stoppenbrink stated that the Board will need to take action in March to deal with what may be the worst case scenario. Trustee Levinson requested that Mr. Stoppenbrink prepare worst case, middle of the road, and least case scenarios. Trustee Henry questioned when it will be known if the tax extension item will be on the ballot in June. Dr. Gornick stated that he will need to ask.

FS-35 2009-2010 Audit Report – Mr. Bill Williams provided a brief summary of the final audit report. Mr. Stoppenbrink explained that the Board previously approved the preliminary draft. Mr. Williams explained that the two previously mentioned findings have gone away. President McKean questioned the bookstore operation and how the accounting was done since it is run by Follett. It was explained that the balance shown is only for the part of the year when the district was still involved. Mr. Stoppenbrink commented on the lump sum check that was issued at the beginning of the transaction. The only thing we receive now is commissions which show up under operating revenue.

The 2009-2010 final audit report was approved on a motion by Trustee Minnite, seconded by Trustee Levinson, and carried unanimously.

FS-36 TRANS Resolution – The resolution in the matter of the district’s participation in the 2011-2012 Piper Jaffray California Cash Reserve Program (Tax and Revenue Anticipation Notes – TRANs) was adopted on a motion by Trustee Oxborrow, seconded by Trustee Henry, and carried unanimously. The resolution will allow, but does not obligate, the District to utilize the TRANs program. It is a means of interim cash flow financing only.

BOARD REPORTS / COMMENTS / REQUESTS AND ANNOUNCEMENTS

Trustee Cantu commented on the budget situation being like a bad dream.

Trustee Minnite thanked everyone for their continued support of the district. He stated that it is good to see what everyone has done and the sacrifices that have been made. He thanked everyone for focusing on Student Learning Outcomes (SLOs). He stated that he thinks the Accrediting Commission holds our feet to the fire in many situations and we have become a better institution because of it. He thanked everyone for their participation.

Trustee Ivans thanked Mr. Michael Urner and Mr. David Ivarie for the good financial report during the Financing Corporation meeting.

Trustee Henry stated that it is overwhelming to think about the negativity of the budget.

Trustee Oxborrow expressed her thanks to everyone. She stated that the discussions are sometimes difficult, but the Board is looking at what is best for the institution as a whole and the decisions that need to be made for the future. She thanked everyone for their dedication and hard work.

Trustee Levinson echoed the comments made by his fellow Board members.

President McKean commented that the meeting took on a different tone than it has in the past. This is a difficult time and the Board has done a tremendous job in the past. It is the Board's responsibility to make sure we are fiscally sound. They need to make some tough decisions and the reality is that it is probably going to have to happen. Budget reductions are not a pleasant experience and they are taken seriously. The Board has a fiscal responsibility and commitment to the students of the district and he thinks that everyone has that as a top priority. In closing, President McKean expressed that the Board has little control over what is dealt and they are doing the best they can.

CLOSED SESSION

The meeting was adjourned to closed session at 5:10 p.m.

- Public Employee Discipline/Dismissal/Release (as per Government Code Section 54957)
- Discussion of Land Acquisition/Disposition of Property (as per Government Code Section 54956.8). Property: Firebaugh, California; Lemoore, California
- Conference with Labor Negotiator (as per Government Code Section 54957.6). Agency negotiator: Chancellor; Vice Chancellor of Business Services. Employee organization: CSEA; CTA. Unrepresented employees: Administrative; Management; Confidential.

RECONVENE TO OPEN SESSION

The meeting was reconvened to open session at 5:54 p.m.

President McKean announced that during closed session, on a motion by Trustee Ivans, seconded by Trustee Minnite, and carried unanimously, the Board of Trustees adopted Resolution CS-1 in the matter of issuing a notice of unprofessional conduct to Rhea Rehark-Griffith.

ADJOURNMENT

There being no further business before the Board of Trustees, the meeting was adjourned at 5:55 p.m.

Nina Oxborrow
Clerk of the Board of Trustees

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Personnel Transactions

1. New Hires

Name	Title & Location	Schedule	Salary Placement	Funding	Effective Date	Additional Information
Chaney, Christopher	Interim Welding Instructor West Hills College Coalinga	88-day contract	Range I Step 6	Grant	1/13/11	New position
Morales, Ma Guadalupe	Child Development Center Assistant West Hills College Coalinga	19 hrs/wk 9 mo/yr	Range 23 Step A	Grant	1/10/11	Replacement for Gabriela Bravo
Ovalle, Maria	Child Development Center Assistant Avenal Child Development Center	19 hrs/wk 9 mo/yr	Range 23 Step A	Grant	1/10/11	Replacement for Rosalinda Sosa
Zhao, Jiaxin	Physics/Engineering Instructor West Hills College Lemoore	199 Day Contract	Range V Step 10	District	1/18/11	New position

2. Leave of Absence

Name	Title & Location	Effective Date	Additional Information
Soto, Maricruz	Child Development Center Teacher San Joaquin Child Development Center	12/16/10 – 3/16/11	FMLA Request

3. Resignations / Retirements / Releases During Probation / Terminations

Name	Title & Location	Effective Date
Denberg, Rose	Financial Aid Assistant II West Hills College Lemoore	1/31/11
Jones, Joy	Career Center Office Assistant West Hills College Lemoore	1/14/11
Macayan, Jovanne	Child Development Center Assistant West Hills College Lemoore	12/17/10