



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

March 8, 2011



CALL TO ORDER / OPEN SESSION

President McKean called the meeting of the Board of Trustees to order at 10:01 a.m. and led the Board members and audience in the flag salute.

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
Jana Cox, Director of Financial Aid
Frances Squire, Executive Director, West Hills Community College Foundation
Anita Wright, Interim Director of Special Grant Programs
Cathy Barabe, Director of Grants
Kathy Watts, Director of Child Development Centers

Public Comments

Ms. Marty Ennes addressed the Board of Trustees and read the following comments:

"Here we are, one year ago to the day when you took action to reduce the Psych Tech faculty contracts and to not renew the temporary faculty contracts. Once again, we are talking about letting people go. What I said to you then, has not changed: 'As seems to be the case for everyone, much of our energy over the last few weeks has been spent on the budget. There isn't a

person amongst us who does not understand the seriousness of the financial crisis we are in, but we must not lose sight of our mission as we attempt to stay in the black.'

"Dr. Barbara Beno had just been at our Board Retreat, and she reminded us that 'everything goes back to educational excellence' that 'priorities should be based on how to enhance (or improve) student learning.' Those words are just as important today as they were then. Every decision we make needs to be able to be mapped back to student learning.

"In the months between, we have all made sacrifices. Every one of us took furloughs. We have cut the course schedule, we've increased class sizes, taught overload, worked under spending and supposed hiring freezes. Together we have amassed a reserve of 11-12%.

"And yet over the last 12 months, 46 new positions and 39 replacement positions have been filled. Of those, 35 were for our child development centers and the after school readiness program. Of the 50 other positions, only 8 have been faculty positions, and 7 of those are temporary.

"And that doesn't include the new administrative positions and the reorganization you have approved. Just last month you voted to create new administrative positions. While Dr. Gornick is quick to point out that those changes only cost the district some \$18,000, it's important to remember that this wasn't a one-time expense. It's an annual cost. What could we do with \$18,000 a year? Buy books for the libraries? New laptops for faculty? Save a classified position?

"Today, you have more personnel transactions to consider. All of this while you're considering layoffs and non-renewals.

"Last year you voted to reduce the Psych Tech faculty contracts and also looked at our temporary faculty. Once again you have to make hard decisions. Today you are again looking at some of our temporary faculty, but you're also looking at possible layoff notices going to four of our full time permanent counselors.

"Linda Amaya-Guenon has been an employee of this district since 1989. She started out as a classified employee and moved into certificated when she became a counselor in 2000. Vernoica Grijalva has been an employee of the district since 1983. In 2007, she moved to certificated when she, too, became a counselor. Both of them are part of our EOPS/Care program. Lataria Hall was hired as a DSPS counselor in 2006, and Maria Gonzalez was hired as a DSPS counselor in 2008. All four of them serve some of our most disadvantaged students. In the 22 years Linda has worked for WHCCD, this will be the second pink slip she's received. Together, these four have seen 1,716 students in one-on-one appointments since August 1. Without them, could we have achieved our goal of putting an education plan in every student's hand?

"While you have the right not to renew the temporary contracts, we hope you will do so because the temporary faculty are essential to our mission. Many of the names should be familiar to you. Tammy Larson is our CalWORKs instructor; Tiffani McGee is the Team Teach counselor as well

as an instructor; Rupinder Rai is the Middle College counselor; Aaron Cagle is the newest Psych Tech instructor; and Evin Yadegar is a theater instructor. You approved Evin's contract in November and Aaron's in January.

"All of these instructors exemplify dedication to educational excellence. They are committed to the students they serve and to this institution.

"Our students need these individuals, and so do we. Without them, the question will again become, once you go here, will you be able to go anywhere?"

Ms. Nancy Vogel, Labor Relations Representative, addressed the Board. She stated that CSEA recognizes this is a difficult time for West Hills and other community colleges throughout the state. They also understand the Board may take action to lay off 38 individuals and the employees have been notified that this may occur. CSEA has been bargaining and knows there is a need to reorganize some of the departments. They have agreed with the district that furloughs may be necessary and there will probably be an agreement for furloughs and/or step increases. Their concern is that the individuals will receive layoff notices because of reorganizations. Ms. Vogel explained that CSEA understands the district's position and must take these necessary steps. CSEA is always willing to sit down and negotiate and currently has three negotiation dates on the calendar for this month. She reported that CSEA has been provided with a spreadsheet that outlines three scenarios – worst, better, and best. She commented that CSEA would like to see the reserves spread out equally across each of the scenarios. Ms. Vogel stated that it will take the efforts of all to make things work.

Mr. John Ieronimo, CSEA President, encouraged the Board to consider these comments and make a good decision.

President McKean announced that the Board of Trustees will adjourn to closed session to discuss the following topics:

- Public Employee Discipline/Dismissal/Release (as per Government Code Section 54957)
- 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

CLOSED SESSION

The meeting was adjourned to closed session at 10:14 a.m.

- Public Employee Discipline/Dismissal/Release (as per Government Code Section 54957)

- 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 11:25 a.m.

President McKean announced that the Board took action in closed session to authorize the Chancellor or his designee to issue layoff notices pursuant to the adoption of a resolution reducing specific services that affect the employment of certain administrative employees:

- One (1) full time administrative position, Associate Dean of Student Services
- Two (2) full time administrative positions, Director of Athletics/Health & Physical Education
- One (1) full time administrative position, Director of Financial Aid
- One (1) full time administrative position, Director of Health Careers
- One (1) full time administrative position, Director of Nursing
- One (1) full time administrative position, Interim Director of Special Grant Programs

The vote was:

Ayes: 7
Noes: 0

The Board took action in closed session to authorize the Chancellor or his designee to issue layoff notices pursuant to the adoption of a resolution reducing specific services that affect the employment of certain management and/or confidential employees:

- One (1) full time management position, Coordinator of Special Grants
- One (1) full time management position, Distance Learning Operations Manager

The vote was:

Ayes: 7
Noes: 0

The Board took action in closed session to authorize the Chancellor or his designee to issue layoff notices pursuant to the adoption of a resolution reducing specific services that affect the employment of certain classified employees:

- Fifteen (15), forty (40) hours per week, twelve (12) months per year Advising Specialists
- One (1), nineteen (19) hours per week, twelve (12) months per year Duplicating Services Assistant
- One (1), forty (40) hours per week, twelve (12) months per year Educational Technology Specialist
- Two (2), forty (40) hours per week, twelve (12) months per year Financial Aid Assistant I
- One (1), nineteen (19) hours per week, twelve (12) months per year Financial Aid Assistant I
- Three (3), forty (40) hours per week, twelve (12) months per year Financial Aid Assistant II
- Two (2), forty (40) hours per week, twelve (12) months per year Financial Aid Coordinators
- One (1), forty (40) hours per week, twelve (12) months per year High Technology Access Specialist
- One (1), forty (40) hours per week, twelve (12) months per year Library Specialist
- One (1), nineteen (19) hours per week, twelve (12) months per year Library Specialist
- One (1), sixteen (16) hours per week, twelve (12) months per year Library Specialist
- One (1), forty (40) hours per week, twelve (12) months per year Library Technician
- One (1), forty (40) hours per week, twelve (12) months per year Marketing Assistant
- One (1), forty (40) hours per week, twelve (12) months per year PC & Lan System Specialist III
- Four (4), forty (40) hours per week, twelve (12) months per year Secretaries
- One (1), nineteen (19) hours per week, twelve (12) months per year Secretary
- One (1), nineteen (19) hours per week, twelve (12) months per year Workstudy Coordinator

The vote was:

Ayes: 7
Noes: 0

Introduction of Guests

Ms. Frances Squire, Executive Director of West Hills Community College Foundation, introduced the following guests: Beth Gomez, Linda Woods, Jowel Laguerre, Teresa Ward, Judy Kasabian, and Robert Miller (accreditation team members); and Brittany Burkhart, WHC Lemoore SGA President.

REPORTS FROM ORGANIZATIONS / COLLEGES / DISTRICT OFFICE

Academic Senate Report – Ms. Anita Bart, Academic Senate President for West Hills College Coalinga, stated that she is reporting today for both West Hills College Coalinga and West Hills College Lemoore. She asked that the Board review the comments made by the faculty on the policy and procedure routing forms. Ms. Bart reported that nominations are occurring for Academic Senate officers for the next two years. Two faculty are up for tenure this year. The Senates are working on the next set of policies and procedures and are getting ready for the second nine weeks of the semester.

WHCFA Report – Ms. Marty Ennes, WHCFA President, asked for clarification on the faculty layoffs as she did not hear any faculty positions announced. Dr. Frank Gornick explained that the faculty have hearing rights and fall under a different set of rules. Ms. Ennes reported that the faculty have been holding meetings on budgets and have been working on policies and procedures. She commented on the early time of the Board meeting, stating that many faculty wanted to be here but couldn't because of the time of day which conflicts with their classes.

CSEA Report – Mr. John Ieronimo, CSEA President, stated that he is disappointed in the decision of the Board concerning layoffs, but it was expected. He reported that CSEA will hold a meeting on March 15 to discuss the possibility of furloughs and step freezes. They will also hold negotiations on March 16, 22 and 23 to discuss the layoffs.

President McKean explained that the actions of the Board of Trustees concerning the layoffs are to account for a worst case scenario. He stated that hopefully it will not have to happen as drastically, but at the end of the day the Board has to be fiscally responsible. He stated that there is active dialogue taking place concerning several options that will have the least impact on students.

Student Trustee Report – Mr. Ryan Cardoza, Student Trustee, apologized for missing some of the Board meetings due to his work schedule. He reported on past, current and upcoming events. Mr. Cardoza stated that there was very little transition material in place when he became president and he is working on materials that will be helpful to future student leaders. Mr. Cardoza discussed the work of the Inter Club Council (ICC) to guide the future of college clubs and stated that he thinks it is successful. They are leaving good documentation for the future. Mr. Cardoza briefly commented on recent and ongoing events including Eagle Days; Gospel and Gumbo; West Hills College Coalinga Falcons baseball and softball; and the West Hills College Lemoore men's golf team. An ASB meeting will be held in Coalinga tomorrow, as well as an SGA meeting in Lemoore. There are special schedules in place this week due to the accreditation team visit. The nursing program is coordinating a team for the Relay for Life event and CAMP is having a blood drive on March 31. The next student town hall meeting is scheduled for March 18. Mr. Cardoza expressed his thanks to the Student Success

Committee in Lemoore for updating the town hall matrix. He stated that it was a lot of work, but greatly appreciated. The PGC is in the process of approving the student equity plan and student transfer plan. Heritage Day is planned for April 27 and a community job fair will be held on April 28. Lemoore SGA elections are scheduled to occur April 26 and 27. Ms. Brittany Burkhart is fundraising for Team in Training, Leukemia and Lymphoma Society. A dinner and silent auction is planned for April 1 and tickets will be sold. In closing, Mr. Cardoza stated that they are trying to keep the portal up to date with all student events.

West Hills College Coalinga and North District Center, Firebaugh – Dr. Willard Lewallen, President, commented on the groundbreaking event earlier in the day for the ag science facility. He distributed information on the new facility and commented on the mobile welding trailer. Dr. Lewallen commented on the recent event at the Save Mart Center at which past track teams and athletes from the valley were honored. The West Hills College Coalinga track team from the 1970's was recognized, along with Coach Dick Womack. Dr. Lewallen passed around a profile on each of the accreditation team members. He reported that this Wednesday the college will host some international guests coming from the San Francisco consulate. They are interested in sending students to our agriculture program for short term training. In addition, they want us to send someone to Hanoi to discuss agri business. This exchange will hopefully result in some students coming our way. Part of the appeal is our residence halls. Trustee Minnite questioned how this connection came about. Dr. Lewallen responded that it started about a month ago when we were invited to San Francisco for a meeting. Word gets out about our international program and summer offerings.

West Hills College Lemoore – Mr. Don Warkentin, President, welcomed the visiting accreditation team and passed around the team profile. The team arrived on Sunday and a formal reception was held. Mr. Warkentin expressed his thanks to the team for taking the opportunity to visit West Hills College Lemoore. Mr. Warkentin reported that work is progressing on the Multi Use Sports Complex, Golden Eagle Arena, and it will be ready for the Sarah Palin event on May 1. He reported that staff have been strategizing on high school participation rates and an event was recently held on campus for high school students.

Chancellor's Report – Dr. Frank Gornick, Chancellor, welcomed the accreditation team members and reported that he has had the opportunity to meet with the Chair of Chairs. With regard to the Board's action earlier in the meeting, Dr. Gornick expressed his thanks to Ms. Marty Ennes, Mr. John Ieronimo, and their teams. He stated that it is a difficult time and he appreciates their willingness to meet often to resolve the issues. He furtherstated that he thinks the district will get through this situation with a minimal amount of discomfort.

Dr. Gornick reported on recent meetings with Riverdale High School and Avenal High School to work on plans for facilities. He discussed the Westside Institute of

Technology (WIT) and the outstanding job they have done with assisting high schools with their adult school needs. More and more high school students are participating in the WIT program. Dr. Gornick acknowledged Ms. Frances Squire for her work on an article in the Community College Journal in which West Hills College is featured for its efforts with fundraising. The Sarah Palin event is specifically mentioned.

CONSENT AGENDA

The following consent agenda items were approved on a motion by Trustee Cantu, seconded by Trustee Levinson, and carried unanimously:

- CA-42** Minutes - The minutes of the February 15, 2011 regular meeting were approved as submitted.
- CA-43** Warrants - The warrants were approved as submitted.
- CA-44** Out of State Travel - The following requests for out of state travel were approved as submitted:
- Approximately 4 students to attend the Minorities in Agriculture Natural Resources and Related Studies (MANRRS) Annual Career Fair and Training Conference in Kansas City, Missouri March 31 - April 2, 2011
 - Approximately 18 students to enter and compete at the College Rodeo Regional Finals in Las Vegas, Nevada April 29 - May 1, 2011
 - Approximately 2 students to enter and compete at the College National Finals Rodeo in Casper, Wyoming June 11-19, 2011
- CA-45** Personnel Transactions - The list of personnel transactions was approved as submitted.

CHANCELLOR'S OFFICE

- CO-31** Ballot - CCCT Board - The ballot for the California Community College Trustee (CCCT) Board was approved on a motion by Trustee Ivans, seconded by Trustee Cantu, and carried unanimously.
- CO-32** Board Policy 4110, Honorary Degrees - Board Policy 4110, Honorary Degrees, was approved on a motion by Trustee Levinson, seconded by Trustee Oxborrow, and carried unanimously.
- CO-33** Board Policy and Administrative Procedure 5010, Admission and Concurrent Enrollment - Board Policy and Administrative Procedure 5010, Admission and Concurrent Enrollment were presented for a first

reading at this time. Approval of the policy will be requested at a later date.

CO-34 Administrative Procedure 5011, Admission and Concurrent Enrollment of High School and Other Young Students – Administrative Procedure 5011, Admission and Concurrent Enrollment of High School and Other Young Students was presented to the Board of Trustees for a courtesy review.

CO-35 Board Policy 4106, Nursing Programs – Board Policy 4106, Nursing Programs, was presented for a first reading at this time. Approval of the policy will be requested at a later date.

CO-36 Board Policy 4030, Academic Freedom – Trustee Minnite expressed his appreciation for the comments provided by the faculty on the routing forms. He stated that he is impressed with the work that has been done.

Board Policy 4030, Academic Freedom, was presented for a first reading at this time. Approval of the policy will be requested at a later date.

CO-37 Board Policy and Administrative Procedure 3050, Institutional Code of Ethics – Board Policy and Administrative Procedure 3050, Institutional Code of Ethics, was presented for a first reading at this time. Approval of the policy will be requested at a later date.

CO-38 Board Policy and Administrative Procedure 6225, Resource Allocation – Trustee Minnite commented on items 2 and 3 and base allocation being based on prior year expenditures. Mr. Stoppenbrink responded that the base will change every year. When new allocations come in they are allocated. There is no bearing whatsoever on the number of students attending the University of California (UC) or California State University (CSU) systems.

Board Policy and Administrative Procedure 6225, Resource Allocation, were presented for a first reading at this time. Approval of the policy will be requested at a later date.

CO-39 Board Policy 5700, Intercollegiate Athletics – Board Policy 5700, Intercollegiate Athletics, was presented for a first reading at this time. Approval of the policy will be requested at a later date.

FISCAL SERVICES

FS-37 Fiscal Services Report – Mr. Ken Stoppenbrink, Vice Chancellor of Business Services, provided the fiscal services report. He reported that we

are 66% through the fiscal year. General fund revenues are at 65.2% and general fund expenditures are at 59.9%.

Trustee Minnite questioned the revenue that is expected from the state between now and the end of the year. Mr. Stoppenbrink responded by discussing deferrals. He stated that we will be watching our cash flow.

Mr. Stoppenbrink discussed information with regard to the bond sale for SFID 3. He pointed out that the insurance which was purchased saves the taxpayers \$820,000.

FS-38 Contract Award – On a motion by Trustee Minnite, seconded by Trustee Cantu, and carried unanimously, the contract for the West Hills College Lemoore Parking Lot Video Surveillance Cameras project was awarded to AMS.net for a total contract amount of \$93,278.28.

FS-39 Change Order No. 1 – Change order no. 1 in the amount of (\$25,540.00) for the West Hills College Lemoore Multi Use Sports Complex project was approved on a motion by Trustee Minnite, seconded by Trustee Cantu, and carried unanimously.

BOARD REPORTS / COMMENTS / REQUESTS AND ANNOUNCEMENTS

Trustee Cantu commented on the financial challenges of California and the West Hills Community College District having to deal with the outcomes. He stated that it is a difficult time and he feels for everyone who is being affected.

Trustee Minnite thanked everyone for their work. He stated that the Board has a responsibility to the district and they take much pride in representing it. The daunting task is to educate students and make this budget situation work. It is unfortunate that we are the net recipients of the state's inefficiency to take care of its own budget.

Trustee Ivans thanked everyone for the reports given. She reported that the Farm of the Future event was very nice. Trustee Ivans stated that California needs community colleges and she thanked the administration for their work on the budget. She also thanked everyone for their work on the policies and procedures.

Trustee Henry echoed the remarks made by his fellow Board members and stated that it is a sad time that these actions have to be implemented. He stated that it is heartening to see the cooperation by all of the interested parties. Trustee Henry expressed his thanks to everyone.

Trustee Oxborrow stated that she enjoyed the groundbreaking event as it is about the future. She stated that the district will get through this budget situation as everyone is

working hard. She expressed her appreciation for what everyone does and stated that we do things well.

Trustee Levinson echoed the comments made by his fellow Board members. He stated that the affected individuals are not strangers. The Board takes this job seriously and will solve the problem. Trustee Levinson stated that he has no faith in the state government, but has faith in the district. He stated that we will all work together to bring the problem to a solution we can live with.

President McKean commented on holding a groundbreaking ceremony to open a new facility, and then having to lay off people. The facility is nothing without people. He stated that he is truly excited about the new facility and it is a bright spot for West Hills College Coalinga. Trustee McKean thanked everyone for attending the meeting and expressed his appreciation for everyone's cooperation.

President McKean announced that the next meeting of the Board of Trustees is scheduled for April 26, 2011.

ADJOURNMENT

There being no further business before the Board of Trustees, the meeting was adjourned at 12: 20 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
Arredondo, Hector	Program Eligibility Assistant/Intake Recruitment West Hills College Coalinga	40 hrs/wk 12 mo/yr	Range 46 Step A	Grant	3/1/11	New position
Cruz, Raul	Business Account Specialist West Hills College Coalinga	40 hrs/wk 12 mo/yr	Range 57 Step A	Grant	3/1/11	New position
Echeveste, Daisy	Child Development Center Assistant West Hills College Lemoore	19 hrs/wk 12 mo/yr	Range 23 Step A	Grant	3/1/11	Replacement for Amparo Gallardo

2. Temporary Hires

Name	Title & Location	Schedule	Salary Placement	Funding	Effective Date	Additional Information
Alejo, Alejandra	Child Development Center Assistant West Hills College Coalinga	40 hrs/wk	Range 23 Step A	Grant	3/9/11 – 6/30/11	
Martinez, Abel	Security Guard West Hills College Lemoore	19 hrs/wk	Range 32 Step A	District	3/9/11 – 6/30/11	
Plata, Marlo	Security Guard West Hills College Lemoore	19 hrs/wk	Range 32 Step A	District	3/9/11 – 6/30/11	

3. Leave of Absence

Name	Title & Location	Effective Date	Additional Information
Ayala, Iliana	Child Development Center Teacher West Hills College Lemoore	2/28/11 – 4/4/11	FMLA Request

4. Resignations / Retirements / Releases During Probation / Terminations

Name	Title & Location	Effective Date
Maldonado de Vega, Rosa	Child Development Center Assistant West Hills College Coalinga	2/25/11
Reynaga, Victoria	Child Development Center Assistant San Joaquin Child Development Center	11/30/10
Wilson, Penny	Accounting Services Technician I District Office	2/22/11