



MINUTES OF THE REGULAR MEETING OF THE GOVERNING BOARD

March 11, 2014



1. Call to Order / Open Session

President McKean called the meeting of the Board of Trustees to order at 10:01 am.

Board members present:

Mark McKean, President
Nina Oxborrow, Vice President
Jack Minnite, Clerk
Jeff Levinson
Edna Ivans
Jack Minnite
Len Falter
Eric Andrade, Student Trustee

Administrators present:

Frank Gornick, Chancellor
Ken Stoppenbrink, Deputy Chancellor
Stu Van Horn, Vice Chancellor of Educational Services and Workforce Development
Don Warkentin, President, West Hills College Lemoore
Carole Goldsmith, President, West Hills College Coalinga
Becky Cazares, Director of Human Resources
Sylvia Dorsey-Robinson, Vice Pres. of Student Services, West Hills College Lemoore
Sandy McGlothlin, Vice President of Student Services, West Hills College Coalinga
Dave Bolt, Vice President of Educational Services, West Hills College Lemoore
Stephanie Droker, Vice Pres. of Educational Services, West Hills College Coalinga
Michelle Kozlowski, Assoc. Vice Chancellor of Ed. Services and Info. Technology
Keith Stearns, Assoc. Vice Chancellor of Academic and Info. Services/Registrar
Frances Squire, Executive Director of West Hills Community College Foundation
Marcel Hetu, Director of North District Center, Firebaugh
Anita Wright, Interim Director of Grants
David Castillo, Interim Director of Farm of the Future, West Hills College Coalinga

A. Introduction of Guests – There were no guests introduced at this time.

B. Public Comments – There were no public comments made at this time.

2. Reports from Organizations / Colleges / District Office

- A. Academic Senate Report** – Mr. Jeff Wanderer, Academic Senate President for West Hills College Coalinga, was not present to report at this time.

Mr. Joel Rogers, Academic Senate President for West Hills College Lemoore, was not present to report at this time.

- B. WHCFA Report** – In the absence of Mr. Ken Sowden, WHCFA President, Mr. Matt Magnuson, WHCFA Vice President, West Hills College Coalinga, commented on faculty job descriptions going through CTA for review. He expressed concern that it would slow down the approval process but wants to further review the matter.

- C. CSEA Report** – Mr. Keith Brock, CSEA President, reported that new officer names will be submitted to the Human Resources office Becky soon. Some officers have stepped down due to time constraints with their schedule.

- D. Student Trustee Report** – Mr. Eric Andrade, Student Trustee, reported on various activities at the college campuses including a book signing, American Cancer Society fundraiser, Black History Month activities, Valentine's Day events, speakers for Disabilities month, and many student club events.

- E. West Hills College Coalinga and North District Center, Firebaugh** – Dr. Carole Goldsmith, President, reported that she had the opportunity to attend the Tulare World Expo in February. She briefly discussed the higher education bond; a recruiting visit to Israel by Ms. Stephanie Droker, the accreditation midterm report, the rodeo booster dinner. Dr. Goldsmith reported that staff are continuing their work with high schools. She commented on the DQP (Degree Qualifications Profile) project, stating that the faculty involved in the project are almost finished with the first cycle of work and will move into the second cycle. Dr. Goldsmith announced the upcoming "Metric Century" cycling fundraiser and a Battle of the Bands event.

- F. West Hills College Lemoore** – Mr. Don Warkentin, President, commented on the recent issue of the Eagle Eye newspaper. He also reported on Black History Month events, specifically the Gospel and Gumbo night at which Dr. Deborah Blue was the keynote speaker. Mr. Warkentin reported on the recent Achieving the Dream Conference in Orlando, Florida where over 1,700 people were in attendance. The initial training for Achieving the Dream begins in June. West Hills College Lemoore has been assigned two coaches, one of which will be a data coach. Mr. Warkentin thanked Trustee Ivans for the invitation to speak at the Avenal Rotary Club next week. He stated that the Citizens' Bond Oversight Committee for Measures E and L will meet later in the week.

3. Consent Agenda

President McKean questioned the warrant for Alternative Systems. Mr. Ken Stoppenbrink explained that it is the company of our consultant, Mr. Jack Ramsey. The warrant for Eddy Street Agency was questioned and Mr. Stoppenbrink explained that it is the company of Mr. Tom Wixon who has been contracted as the Director of Marketing. Trustee Falter questioned the warrant for IdentiSys. Mr. Stoppenbrink explained that it is for the point of sale system we have purchased. He further explained that the list of warrants on the consent agenda are for amounts over \$5,000 and he is happy to answer any specific questions the Board may have prior to or during the Board meetings.

The following consent agenda items were approved on a motion by Trustee Minnite, seconded by Trustee Cantu, and carried on the following votes: Ayes: 7 (McKean, Oxborrow, Minnite, Levinson, Ivans, Cantu, Falter); Noes: 0; Absent: 0; Abstain: 0

- A. Minutes** – The minutes of the February 11, 2014 regular meeting were approved as submitted.
- B. Warrants** – The warrants were approved as submitted.
- C. Declaration of Surplus Property** – The submitted list of property was approved.
- D. Out of State Travel** – The following requests for out of state travel were approved as submitted:
 - Rodeo team to travel to Las Vegas, Nevada April 25-26, 2014 to participate at the UNLV College Rodeo
 - Rodeo team to travel to Casper, Wyoming June 5-21, 2014 to participate at the College National Finals Rodeo
- E. Adult/Student Temporary Salary Schedule** – The revisions to the adult/student temporary salary schedule were approved as submitted.
- F. Personnel Transactions** – The list of personnel transactions was approved as submitted.

4. Chancellor's Office

- A. Chancellor's Report** – Dr. Frank Gornick, Chancellor, commented on the recent meeting in Avenal with the Reef-Sunset Unified School District. He reported that representative from AP Architects were also present and met with the superintendent and the high school principal. They had a good visit, walked the campus, and viewed the facilities. Dr. Gornick stated that some good progress was made. We will soon have the first draft of a modernization plan for the facilities. Trustee Minnite questioned the offering of classes. Dr. Gornick

responded that we are already doing this. It will take 6-8 months to refurbish the existing facilities.

With regard to the student center project in Lemoore, Ms. Celina Garcia of AP Architects reported that it has been submitted to DSA (Department of the State Architect). DSA has asked for some clarification. AP Architects is working on structural and access matters. Dr. Gornick stated that the District is looking at the possibility of a lease/leaseback option. Ms. Garcia reported that five contractors have already expressed their interest and an April award is anticipated for selection of the contractor. An RFP for kitchen services has also been sent out. A kitchen vendor is needed to get on board to manage this service. A vendor tour will take place tomorrow.

B. Board Policy 4020, Program, Curriculum, and Course Development – On a motion by Trustee Levinson, seconded by Trustee Oxborrow, and carried unanimously, Board Policy 4020, Program, Curriculum, and Course Development was approved on the following votes: Ayes: 7 (McKean, Oxborrow, Minnite, Levinson, Ivans, Cantu, Falter); Noes: 0; Absent: 0; Abstain: 0

C. Board Policy and Administrative Procedure 4050, Articulation – This policy and procedure were presented for a first reading at this time. Dr. Gornick commented that staff have been working to streamline the articulation process.

5. Educational Services

A. Vice Chancellor's Report – Dr. Stu Van Horn, Vice Chancellor of Educational Services and Workforce Development, reported that the Essential Elements series is 16 days away from launching. He reported that he is pleased with the positive responses received and donors and sponsors continue to be actively pursued.

With regard to the Baccalaureate Task Force, the project is moving forward to address the gap in degrees. This topic is generating a lot of interest and discussion in Sacramento. Great work is being done by the colleges. They are discussing areas of focus, defining the purpose, and holding open forums. There is a lot of data and local research. Dr. Van Horn stated that he will have a pretty good idea of what each college wants to pursue by the end of the month.

Dr. Van Horn stated that an updated will be received in April on the student success scorecard based on new data released by the state. He will provide this information to the Board in April or May. The Educational Services and Workforce Development section of the website has been updated. A lot of exciting things are happening in the grants area and with partnerships with other.

Dr. Van Horn briefly commented on receiving approval of the colleges as Hispanic Serving Institutions (HSIs); a regional collaboration conference hosted by the Child Development Center; information technology activities; the debut of

Reg365; progress at the WIT (Westside Institute of Technology); and the results of the Apple technology survey were shared.

Trustee Minnite commented on how important it is for our infrastructure to support the services we provide and brief discussion took place concerning how it is addressed. Trustee Minnite stated that the presentation on the Baccalaureate Degree Task Force was good, but feels more participation is needed. He stated that the curriculum is going to be very challenging to develop and questioned when it will be a finished product for students. Dr. Van Horn responded that it will be at least 12-18 months after we receive approval from the Accrediting Commission. Dr. Gornick commented that the other piece of the process involves the State Chancellor's Office. Legislation has been submitted for the State Chancellor's Office to drive the process. We are at least 24 months away from the process but are laying the groundwork now. It will probably be sometime in 2017 before the community college baccalaureate degree is a reality.

B. Child Development Center Resolutions – The following resolutions in the matter of the District's child development centers were adopted on a motion by Trustee Ivans, seconded by Trustee Oxborrow, and carried on the following votes: Ayes: 7 (McKean, Oxborrow, Minnite, Levinson, Ivans, Cantu, Falter); Noes: 0; Absent: 0; Abstain: 0

C. Curriculum Committee Action Report – West Hills College Coalinga – The Curriculum Committee Action Report for West Hills College Coalinga was approved on a motion by Trustee Oxborrow, seconded by Trustee Levinson, and carried on the following votes: Ayes: 7 (McKean, Oxborrow, Minnite, Levinson, Ivans, Cantu, Falter); Noes: 0; Absent: 0; Abstain: 0

D. Curriculum Committee Action Report – West Hills College Lemoore – The Curriculum Committee Action Report for West Hills College Lemoore was approved on a motion by Trustee Minnite, seconded by Trustee Cantu, and carried on the following votes: Ayes: 7 (McKean, Oxborrow, Minnite, Levinson, Ivans, Cantu, Falter); Noes: 0; Absent: 0; Abstain: 0

6. Fiscal Services

A. Fiscal Services Report – Mr. Ken Stoppenbrink, Deputy Chancellor, provided the fiscal services report. He reported that the district is 66% through the fiscal year. General fund 11 revenues are at 58.6% and general fund 11 expenditures are at 61.1%. General fund 12 revenues are at 45.1% and general fund 12 expenditures are at 46.1%.

Trustee Oxborrow questioned the expenses at the North District Center, Firebaugh. Mr. Stoppenbrink explained the manual postings which occasionally cause a larger percentage of expenses to be reflected, though things even out by the end of the fiscal year and the numbers will be fine. Mr. Stoppenbrink reported that deferrals are coming in.

B. Change Order – North District Center, Firebaugh Site Improvements Phase 2 Project – Change order no. 1 for the North District Center, Firebaugh Site Improvements Phase 2 project was approved on a motion by Trustee Ivans, seconded by Trustee Minnite, and carried on the following votes: Ayes: 7 (McKean, Oxborrow, Minnite, Levinson, Ivans, Cantu, Falter); Noes: 0; Absent: 0; Abstain: 0

C. Contract Award – Video Surveillance – Mr. Stoppenbrink stated that the video surveillance projects is for West Hills College Coalinga and the District Office. Trustee Falter questioned if it is all on one platform. His question was answered in the affirmative and discussion took place regarding equipment. It was stated that the equipment is all relocatable. The Maintenance and Operations department at West Hills College Coalinga will be the command station. Trustee Cantu questioned if the video surveillance system is tied into the alarm system. Mr. Stoppenbrink responded that it is not. It is a robust system and is necessary to provide adequate surveillance. The funds for the project will come out of the capital outlay budget. The video recordings will be housed on central servers. It is a Cisco system and AMS.net is the partner company. We have dealt with them on an ongoing basis.

The contract award for the video surveillance project was awarded to AMS.net on a motion by Trustee Minnite, seconded by Trustee Cantu, and carried on the following votes: Ayes: 7 (McKean, Oxborrow, Minnite, Levinson, Ivans, Cantu, Falter); Noes: 0; Absent: 0; Abstain: 0

D. Memorandum of Understanding with Hanover Pacific, LLC – Mr. Stoppenbrink reported that the Memorandum of Understanding (MOU) is for the purpose of bringing in consulting services for a public private partnership for student housing. Dr. Gornick discussed adding the District Office to the MOU. Mr. Stoppenbrink reported that the MOU has been reviewed by legal counsel.

The Memorandum of Understanding with Hanover Pacific, LLC was approved on a motion by Trustee Minnite, seconded by Trustee Levinson, and carried on the following votes: Ayes: 7 (McKean, Oxborrow, Minnite, Levinson, Ivans, Cantu, Falter); Noes: 0; Absent: 0; Abstain: 0

E. Lease Purchase Award – Mr. Stoppenbrink explained that the lease purchase award is to obtain iPads for faculty, counselors, and librarians. Training will occur during the first part of April. A meeting will be held next week to discuss how to distribute iPads to students in the future. Trustee Falter questioned plans for the current deployment. It was stated that iPads will be distributed to full time faculty only at this time. Some key administrators may also be identified if necessary.

The Lease Purchase Award for iPads was approved on a motion by Trustee Minnite, seconded by Trustee Cantu, and carried on the following votes: Ayes: 7

(McKean, Oxborrow, Minnite, Levinson, Ivans, Cantu, Falter); Noes: 0; Absent: 0; Abstain: 0

7. Personnel Services

- A. Request for Leave of Absence** – Ms. Becky Cazares explained that an employee is requesting a leave of absence as per Article 16, Section 16.2 of the California School Employees Association collective bargaining agreement. Dr. Gornick stated it is his recommendation that the Board of Trustees deny the request as the individual is taking another job.

The request for a leave of absence was denied on a motion by Trustee Cantu, seconded by Trustee Falter, and carried on the following votes: Ayes: 7 (McKean, Oxborrow, Minnite, Levinson, Ivans, Cantu, Falter); Noes: 0; Absent: 0; Abstain: 0

8. Board Reports / Comments / Requests / Announcements

A. Board Reports

Trustee Cantu stated that he found Dr. Van Horn's report to be informative and exciting.

Trustee Minnite thanked Dr. Van Horn for his report. He stated that he enjoyed the meeting. Trustee Minnite thanked Mr. Eric Andrade for participating in the meeting as the student representative and thanked everyone for their work.

Trustee Ivans welcomed Mr. Andrade and stated that she enjoyed all of the reports. She commented on the event at West Hills College Lemoore at which Jane Porter, author, was present. Trustee Ivans explained that Ms. Porter's mother is Ms. Elizabeth Lyles, the first female trustee for the West Hills Community College District. Trustee Ivans stated that she enjoyed the rodeo dinner and the Gospel and Gumbo event and is looking forward to the Essential Elements series.

Trustee Falter stated that he enjoyed hearing the reports given at the meeting. He is interested in the upcoming Essential Elements Series and complimented Dr. Van Horn on his leadership with the Apple iPad initiative.

Trustee Oxborrow stated that good reports have been heard and we have a lot on our plate. Everyone is working tremendously hard. She welcomed Mr. Andrade and stated that it is valuable to have a student trustee. Trustee Oxborrow expressed her thanks for everyone's work.

Trustee Levinson welcomed Mr. Andrade.

President McKean welcomed Mr. Andrade.

B. Announcement of Next Board Meeting – President McKean announced that the next regular meeting of the Board of Trustees is scheduled for April 22, 2014.

9. Closed Session

The meeting was adjourned to closed session at 11:35 am.

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

B. Potential Litigation (as per Government Code Section 54956.9). Number of potential cases: 2

C. Conference with Labor Negotiator (as per Government Code section 54957.6). Agency negotiators: Chancellor; Deputy Chancellor. Employee organizations: CSEA; CTA

D. Conference with Labor Negotiator (as per Government Code section 54957.6). Agency negotiators: Chancellor, Deputy Chancellor. Employee

10. Reconvene to Open Session

The meeting was reconvened to open session at 12:03 pm.

President McKean announced that during closed session the Board of Trustees took action to adopt a resolution in the matter of non-renewal of an administrative contract. The resolution was adopted on a motion by Trustee Levinson, seconded by Trustee Oxborrow, and carried on the following votes: Ayes: 7 (McKean, Oxborrow, Minnite, Levinson, Ivans, Cantu, Falter); Noes: 0; Absent: 0; Abstain: 0

11. Adjournment

There being no further business before the Board of Trustees, the meeting was adjourned at 12:04 pm.

Jack Minnite
Clerk of the Board of Trustees