



**MINUTES OF THE REGULAR MEETING OF THE GOVERNING BOARD**

**April 24, 2012**



**CALL TO ORDER / OPEN SESSION**

President McKean called the meeting of the Board of Trustees to order at 1:04 pm.

Board members present:

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

Administrators present:

Frank Gornick, Chancellor  
Ken Stoppenbrink, Vice Chancellor of Business Services  
Carole Goldsmith, Vice Chancellor of Educational Services and Workforce Development  
Pedro Avila, Vice Chancellor of Institutional Effectiveness and Planning  
Willard Lewallen, President, West Hills College Coalinga  
Don Warkentin, President, West Hills College Lemoore  
Frances Squire, Executive Director, West Hills Community College Foundation  
Sylvia Dorsey-Robinson, Vice President of Student Services, West Hills College Lemoore  
Jill Stearns, Vice President of Educational Services, West Hills College Coalinga  
Marlon Hall, Vice President of Student Services, West Hills College Coalinga  
Marcel Hetu, Director of North District Center, Firebaugh

**Introduction of Guests**

There were no guests introduced at this time.

**Public Comments**

There were no public comments made at this time.

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**REPORTS FROM ORGANIZATIONS / COLLEGES / DISTRICT OFFICE**

Academic Senate Report – Mr. Jeff Wanderer, Academic Senate President for West Hills College Coalinga, reported that the Senate has been working on reviewing policies and procedures.

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

WHCFA Report – Mr. Ken Sowden, WHCFA President, stated that the Faculty Association's proposal is in the Board's packet today. It is a specific list of items. They have received the district's proposal and look forward to a spirited round of bargaining. Mr. Sowden reported that several days have been scheduled for negotiations. The articles have to do with changes to Education Code, release time, and issues that have come up which have motivated the need for discussion. Mr. Sowden reported that the faculty are waiting for the outcome of an arbitration on Student Learning Outcomes (SLO) training.

CSEA Report – Mr. John Ieronimo, CSEA President, reported that next month marks CSEA month (May 20-26). Ms. Jan Young is being honored as regional member of the year based on significant contributions by an individual to the CSEA chapter and community. Mr. Ieronimo stated that CSEA will be presenting their initial proposal to the district at the May Board meeting.

Student Trustee Report – Mr. Gerald Butler, Student Trustee, reported that West Hills College Lemoore will be holding student body elections soon. West Hills College Coalinga will have elections in about three weeks. A flea marketing is being planned for May 5 at West Hills College Coalinga. They are also holding cheerleading team tryouts this weekend. Mr. Butler reported that he recently won the volunteer of the year award presented by the Chamber of Commerce. He also participated in the Coalinga Relay for Life event this past weekend and his team (ASB and residence hall students) raised over \$5,000. Mr. Butler stated that it has been an honor to be a part of the Board of Trustees.

West Hills College Coalinga and North District Center, Firebaugh – Dr. Willard Lewallen, President, reported that this particular Relay for Life in Coalinga is one of the most successful fundraising events. He reported that he had a recent visit with Congressman Costa's office and met with a number of individuals representing non-profit corporations that are involved in the San Joaquin River Restoration project. Dr. Lewallen distributed a rendering of the new signage proposed for the corner of Cambridge and Elm in Coalinga. Mr. Eliseo Gamino will be recognized as Educator of the Year by the Association of Mexican American Educators. The North District Center, Firebaugh graduation celebration has been moved to Firebaugh High School.

West Hills College Lemoore – Mr. Don Warkentin, President, introduced Ms. Sylvia Dorsey-Robinson who discussed the progress on performance indicators and helping students succeed. She reported that West Hills College Lemoore has been working really hard to address the initiative set up by Board, Chancellor, and President with

regard to student success. 85% of students who are registered for classes currently have an education plan and this is due to the tremendous amount of work of the staff making this happen. She stated that this is phenomenal. Ms. Dorsey-Robinson also reported that she just received information that 3,378 students have a BOG waiver (Coalinga and Lemoore) and this is unheard of across the state. Of this number, almost all have a FAFSA in place. Ms. Dorsey-Robinson also reported on Summer Opportunity for Academic Readiness (SOAR) Project which works to put interventions in place. Trustee Henry questioned how many students are in the various programs. Ms. Dorsey-Robinson responded that there are 160 in the 5Cs summer program; 30-40 students in B2S; and the SOAR program is being piloted with 60 students this year. This year's project will focus on technology, robotics, and web design.

Mr. Warkentin reported that an athletic program review was held last week. West Hills College Lemoore received four recommendations including hiring new personnel (trainer, counselor, and athletic secretary), and incorporating the eligibility process in the athletic handbook. He stated that it was a good visit. Mr. Warkentin reported that the women's basketball/instructor position is moving forward. Student Trustee Gerald Butler questioned the basketball season and Mr. Warkentin provided some dates.

Chancellor's Report – Dr. Frank Gornick, Chancellor, recognized Mr. Keith Stearns for recently receiving the California Community Colleges 2012 CISOA (Chief Information Systems Officers Association) Campus Technology Excellence Award. He also reported that our new graphic standards (redesigned logo and branding) have won an award in the 2012 CCPRO Awards Competition in the "Before and After" category. He thanked Mr. Pedro Avila and Ms. Felicia Torrez for their work on this project.

Dr. Gornick discussed his recent attendance at the AACCC (American Association of Community Colleges) Conference and shared a report with the Board titled "Reclaiming the American Dream". He summarized some of the Recommendations for Reimagining the Community College and stated that the report will make you feel good about what we are doing.

### **CONSENT AGENDA**

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

- CA-43**      Minutes – The minutes of the February 29, 2012 Board Hearing and March 6, 2012 regular meeting were approved as submitted.
- CA-44**      Warrants – The warrants were approved as submitted.
- CA-45**      Credit Card Limit Increase – The request for an increase on the district's credit card limit was approved as submitted.
- CA-46**      Declaration of Surplus Property – The list of bucking horses was declared as surplus.

**CA-47**      Personnel Transactions – The list of personnel transactions was approved as submitted.

**CHANCELLOR'S OFFICE**

**CO-40**      Proposed Board of Trustees Meeting Schedule – At this time the proposed Board of Trustees meeting schedule for 2012-2013 was reviewed by the Board.

**CO-41**      CCCT Election Ballot – The ballot for the California Community College Trustee (CCCT) Board was approved on a motion by Trustee Minnite, seconded by Trustee Ivans, and carried unanimously.

**CO-42**      Honorary Degree – The awarding of an honorary degree by West Hills College Coalinga to Ms. Phyllis Roberts was approved on a motion by Trustee Minnite, seconded by Trustee Ivans, and carried unanimously.

**CO-43**      Resolution – Song-Brown Contractual Grant Agreements – The resolution in the matter of Song-Brown Contractual Grant Agreements for fiscal years 2012-2013 and 2013-2014 was adopted on a motion by Trustee Minnite, seconded by Trustee Levinson, and carried unanimously.

**CO-44**      Appointment to RDA Oversight Boards – Discussion took place and it was agreed to add the City of Huron to the list of Redevelopment Agency Oversight Boards.

On a motion by Trustee Minnite, seconded by Trustee Levinson, and carried unanimously, Mr. Ken Stoppenbrink was appointed as the district's representative to serve on the Redevelopment Agency Oversight Boards for the following cities:

- City of Coalinga
- City of Lemoore
- City of Firebaugh
- City of Avenal
- City of Mendota
- City of San Joaquin
- City of Huron

**CO-45**      Resolution – By-Trustee Area Elections – The resolution in the matter of moving to by-trustee area elections was adopted on a motion by Trustee Minnite, seconded by Trustee Oxborrow, and carried unanimously.

**FISCAL SERVICES**

**FS-41**      Fiscal Services Report – Mr. Stoppenbrink provided the fiscal services report. He reported that the district is 75% through the fiscal year.

General fund revenues are at 66.9% and general fund expenditures are at 69.4%.

- FS-42**      TRANs Resolution – The resolution in the matter of the district's participation in the 2012-2013 Piper Jaffray California Cash Reserve Program (Tax and Revenue Anticipation Notes – TRANs) was adopted on a motion by Trustee Minnite, seconded by Trustee Cantu, 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.

Mr. Stoppenbrink explained that the project names for items FS-43 and FS-44 were incorrectly listed on the original change orders. They have been revised to reflect the correct names.

- FS-43**      Change Order No. 1 – Mr. Stoppenbrink explained that Change Order No. 1 was due to the cash flow issue by the state of California and keeping the contractor engaged so the project wasn't shut down. Mr. Chris Addington, district architect, summarized the items in the change order.

Change order no. 1 for the West Hills College Coalinga ag science facility project was approved on a motion by Trustee Cantu, seconded by Trustee Ivans, and carried unanimously.

- FS-44**      Change Order A – Mr. Addington discussed the changes and Trustee Minnite questioned where the money is coming from. Mr. Addington responded that it is part of the appropriations. The dorm remodel phase 2 paid for Ivans Hall.

Change order A for the West Hills College Coalinga ag science facility project was approved on a motion by Trustee Henry, seconded by Trustee Minnite, and carried unanimously.

- FS-45**      Contract Award – On a motion by Trustee Cantu, seconded by Trustee Levinson, and carried unanimously, the contract for the West Hills College Coalinga Cambridge Streetscape project for base bid and alternates 1 and 2 was awarded to American Paving Co. for a total bid of \$591,300.

- FS-46**      Contingency Fee Engagement Letter – Mr. Stoppenbrink explained that he attended a workshop at the ACCCA conference and a presentation was made by Keygent Advisors. This company was able to save Santa Monica Community College District about \$600,000 in health insurance costs. Mr. Stoppenbrink commented on the significant differences in plans and stated that we will share 50% of the savings with Keygent. Dr. Gornick questioned if we are under any time restraints. Mr. Stoppenbrink responded that we are not and that it is in our best interest to move forward.

Trustee Ivans made a motion to approve the contingency fee engagement letter. The motion died for lack of a second.

Mr. Stoppenbrink stated there is no risk to the district except for staff time. President McKean stated that he reads it differently and that there are other risks. Brief discussion took place.

Trustee Levinson suggested that the item be tabled to allow time for further review. Trustee Cantu made a motion to table the item. The motion was seconded by Trustee Minnite, and carried unanimously.

**FS-47**      Resolution – Issuance and Sale of Bonds – Mr. Stoppenbrink explained that that adoption of the resolution on the issuance and sale of bonds will save almost \$200,000 for the taxpayers. This particular resolution relates to the Measure G bonds.

The resolution providing for the issuance and sale of 2012 general obligation refunding bonds of the district in the aggregate principal amount of not to exceed \$4,000,000 to refund the district's general obligation bonds 1998 election, series A and approving related documents and actions was adopted on a motion by Trustee Levinson, seconded by Trustee Ivans, and carried unanimously.

**FS-48**      Resolution – Issuance and Sale of SFID No. 1 Bonds – The resolution providing for the issuance and sale of general obligation bonds of School Facilities Improvement District No. 1 (Northern Area) in the aggregate principal amount of not to exceed \$7,960,323.30 was adopted on a motion by Trustee Ivans, seconded by Trustee Minnite, and carried unanimously.

Trustee Cantu commented on cashing in on all SFIDs and questioned what we are going to do with the money. Discussion took place and Trustee Henry stated that in the long run we will save money by issuing the bonds now as there is a cost savings. Trustee Levinson agreed. Dr. Lewallen commented that there is currently no match for a new facility.

**FS-49**      Resolution – Issuance and Sale of SFID No. 2 Bonds – The resolution providing for the issuance and sale of general obligation bonds of School Facilities Improvement District No. 2 (Coalinga Area) in the aggregate principal amount of not to exceed \$8,601,184.65 was adopted on a motion by Trustee Levinson, seconded by Trustee Cantu, and carried unanimously.

## **PERSONNEL SERVICES**

**PS-10**      Initial Proposal to CSEA – The district's initial proposal to CSEA was presented at this time. Mr. Stoppenbrink explained that public comments will be requested at the May Board meeting.

- PS-11**      Initial Proposal to CTA – The district's initial proposal to CTA was presented at this time.
- PS-12**      Initial Proposal from CTA – At this time the district acknowledges receipt of the initial proposal from the West Hills College Faculty Association CTA/NEA.
- PS-13**      Resolution – Reduction and/or Elimination of Classified Services – Trustee Ivans and Trustee Levinson expressed their regret at having to initiate layoffs at a time when money is being spent on facilities. It was reiterated that bond money cannot be used for salaries, only for facilities.
- The resolution in the matter of reduction and/or elimination of classified services, June 30, 2012 was adopted on a motion by Trustee Minnite, seconded by Trustee Levinson, and carried unanimously.
- PS-14**      Resolution – Reduction and/or Elimination of Management and/or Confidential Services – The resolution in the matter of reduction and/or elimination of administrative and/or confidential services was adopted on a motion by Trustee Cantu, seconded by Trustee Minnite, and carried unanimously.

#### **BOARD REPORTS / COMMENTS / REQUESTS AND ANNOUNCEMENTS**

Trustee Cantu expressed his congratulations to those who are moving on. He also congratulated Ms. Rosemary Burciaga on her upcoming retirement.

Trustee Minnite expressed his thanks to everyone for coming to Firebaugh and for their commitment to the community and the San Joaquin River. He congratulated Ms. Burciaga on her retirement, stating that she has provided great service to the college and the community. He also congratulated Mr. Stearns, Dr. Lewallen, Ms. Jill Stearns, Mr. Avila, and Ms. Torrez for their accomplishments and honors. Trustee Minnite stated that we have a good environment in the West Hills Community College District and commented that we are doing something right when others want to hire our people.

Trustee Ivans stated that Ms. Burciaga will be missed. She stated that she enjoyed the anniversary gala and congratulated all who have been recently honored. She thanked everyone for their hard work.

Dr. Gornick reported that Dr. Marlon Hall is a finalist at Lassen Community College District.

Trustee Henry stated that he concurs with the remarks made by his fellow Board members. He expressed his thanks to everyone.

Trustee Oxborrow stated that she loves to come to Firebaugh and it is amazing to see all the progress. She expressed her thanks to Dr. Marcel Hetu and his staff and congratulated everyone on their accomplishments.

Trustee Levinson stated that it is nice to be in Firebaugh. He commented that he stays on the Board because of the talented staff and he likes to be around successful people. He stated that it is a pleasure and an honor to be here.

President McKean stated that it is always nice to come to Firebaugh and he is always impressed with the amount of student activity. He is proud of the impact that has been made on the community. The North District Center has grown in the last several years and he thanked the employees for the part they have played in making it a success.

President McKean announced that the next regular meeting of the Board of Trustees is scheduled for May 15, 2012.

### **CLOSED SESSION**

The meeting was adjourned to closed session at 2:24 pm.

- Discussion of Land Acquisition/Disposition of Property (as per Government Code Section 54956.8). Property: Firebaugh, California; Lemoore, California
- 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: CTA; CSEA

### **ADJOURNMENT**

There being no further business before the Board of Trustees, the meeting was adjourned at 2:50 pm.

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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
Gonzalez, Pearl	Learning Skills Program Assistant Classified West Hills College Lemoore	19 hrs/wk 12 mo/yr	Range 32 Step A	Grant	4/16/12	Replacement for Cherise Griggs
Lopez, Gabriel	Custodian/Groundskeeper Classified West Hills College Lemoore	19 hrs/wk 12 mo/yr	Range 37 Step A	District	4/16/12	Replacement for Fabian Balcazar
Tapia, Marlene	Child Development Center Assistant Classified West Hills College Lemoore	19 hrs/wk 11 mo/yr	Range 23 Step A	Grant	5/1/12	Replacement for Rosa Montoya
Zuniga, Jennifer	Senior Secretary Classified District Office	40 hrs/wk 12 mo/yr	Range 40 Step C	Grant	5/1/12	New position

### 2. Temporary Hires

Name	Title & Location	Schedule	Salary Placement	Funding	Effective Date	Additional Information
Robles, Connie	Child Development Center Teacher West Hills College Lemoore	40 hrs/wk	Range 40 Step A	Grant	4/25/12 – 6/30/12	

### 3. Changes in Assignment

Name	Current Assignment	Change	Effective Date	Additional Information
Blankenship, Corie	Child Development Center Assistant West Hills College Coalinga Range 23, Step B	Child Dev. Center Associate Teacher West Hills College Coalinga Range 30, Step A	3/6/12 – 6/30/12	
Branker, Don	Interim Special Events Coordinator West Hills Community College District Range 5, Step 10	Special Events Coordinator West Hills Community College District Range 5, Step 11	3/12/12	
Crider, Kyle	Senior Secretary West Hills College Lemoore Range 40, Step D	Research Analyst District Office Range 66, Step A	4/16/12	
Lopez, Cristina	After School Prog. Site Coordinator West Hills College Lemoore 19 hrs/wk, 11 mo/yr Range 40, Step C	After School Prog. Asst. Coordinator West Hills College Lemoore 40 hrs/wk, 12 mo/yr Range 42, Step C	5/1/12	
Pimentel, Robert	Director of Special Grant Programs West Hills Community College District Range 41, Step 3	Interim Director of C6 Project West Hills Community College District Range 42, Step 3	3/1/12	

**4. Resignations / Retirements / Releases During Probation / Terminations**

<b>Name</b>	<b>Title &amp; Location</b>	<b>Effective Date</b>
Burciaga, Rosemary	Office Manager North District Center, Firebaugh	6/29/12
Pelletier, Vanessa	Child Development Center Teacher San Joaquin Child Development Center	3/20/12
Wainwright, Dawn	Child Development Center Associate Teacher West Hills College Lemoore	3/13/12