



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

April 26, 2011



CALL TO ORDER / OPEN SESSION

President McKean called the meeting of the Board of Trustees to order at 1:07 p.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
Willard Lewallen, President, West Hills College Coalinga
Don Warkentin, President, West Hills College Lemoore
Frances Squire, Executive Director of West Hills Community College Foundation
Susan Whitener, Associate Vice Chancellor of Educational Planning
Pedro Avila, Vice Chancellor of Institutional Effectiveness and Enrollment Management
Carole Goldsmith, Vice Chancellor of Educational Services and Workforce Development
Sylvia Dorsey-Robinson, Vice President of Educational Services, West Hills College Lemoore
Marlon Hall, Vice President of Student Services, West Hills College Coalinga
Jill Stearns, Vice President of Educational Services, West Hills College Coalinga
Jana Cox, Director of Financial Aid
Marcel Hetu, Director of North District Center, Firebaugh, West Hills College Coalinga
Richard Larson, Director of Farm of the Future, West Hills College Coalinga

Public Comments

There were no public comments made at this time.

Introduction of Guests

There were no guests introduced at this time.

REPORTS FROM ORGANIZATIONS / COLLEGES / DISTRICT OFFICE

Academic Senate Report – Ms. Anita Bart, Academic Senate President for West Hills College Coalinga, reported that this is her last Board meeting as Academic Senate President as she will not be able to attend the meeting in May. She commented that it has been an enjoyable six years. Ms. Bart reported that the faculty are forwarding two names for tenure. She also briefly commented on the policies and procedures currently under review.

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

WHCFA Report – Ms. Marty Ennes, WHCFA President, reported that a lot of activity has occurred since the last Board meeting. Brown bag meetings have been held on both campuses. The faculty were happy with the attendance at the STRS and PERS meetings that were arranged by administration. Ms. Ennes reported that she and Ms. Linda Amaya-Guenon recently attended the spring conference in Newport Beach. It was interesting to be there and hear how the budget is impacting everyone. Ms. Ennes reported that 28 pink slips were issued throughout the state and five of those have been rescinded (Butte College), leaving only 23. Discussion took place regarding concurrent enrollment with high school students. Ms. Ennes distributed the routing form for Board Policy 5010 which include comments by the faculty. Brief discussion took place concerning the comments and Dr. Frank Gornick questioned if their recommendations also include online course enrollment. Ms. Ennes responded in the affirmative. She also commented on the proposed Board of Trustees meeting schedule for 2011-2012, stating that the faculty want to have a consistent meeting time throughout the year. Ms. Ennes passed around an article from a recent CCA newsletter which featured Mr. Cliff Harris, biology instructor at West Hills College Lemoore (December 2010 edition). In closing, Ms. Ennes reported that the Faculty Association will have a new president next year.

CSEA Report – In the absence of Mr. John Ieronimo, CSEA President, Mr. Keith Brock reported that CSEA has ratified the Memorandum of Understanding (MOU) with the district to take care of eliminating pink slips for the classified employees.

Student Trustee Report – Mr. Ryan Cardoza, Student Trustee, was not present to report at this time.

West Hills College Coalinga and North District Center, Firebaugh – Dr. Willard Lewallen, President, commented on the Relay for Life event which was held at West

Hills College Coalinga. The event raised \$40,000 this year. Dr. Lewallen expressed his appreciation to all who helped the family of Mr. Paul Hodsdon in his absence. He thanked Ms. Bart for her service on the Academic Senate. Dr. Lewallen reported that West Hills College Coalinga was recognized as the Coalinga Chamber of Commerce Business of the Week for March 7. Commencement this year will feature Ms. Donna Elliott as alumnus of the year. He also reported that he will be taking a recommendation to the Board at their next meeting concerning the approval of an honorary degree for Mr. Jay Mahfood as he is a huge contributor to the community. The guest speaker for the commencement ceremony will be Ms. Sandy McGlothlin.

Dr. Lewallen introduced Mr. Richard Hill, Chairperson of the Citizens' Bond Oversight Committee for SFID #2. Mr. Hill referred to the written report to the Board of Trustees and provided a brief verbal report on the activities of the committee.

Dr. Lewallen introduced Mr. Jose Antonio Ramirez, Chairperson of the Citizens' Bond Oversight Committee for SFID #1. Mr. Ramirez referred to the written report to the Board of Trustees and provided a brief verbal report on the activities of the committee. He thanked the Board for the opportunity to serve as chairperson of the committee.

In his capacity as City Manager for the City of Firebaugh, Mr. Ramirez stated that it has been a pleasure working with the staff at the district and college. The city has been fortunate to get several grants, directly and indirectly, that benefit everyone. He stated that they would not be successful without the close working relationship with the district and college.

Dr. Lewallen reported that the city logo and the West Hills College logo will be placed on the water tower in Firebaugh.

Trustee Ivans questioned the removal of the trees on Cambridge Avenue. Dr. Gornick stated that the plan was to remove the mulberry trees on Cambridge and to replicate the sidewalk project that occurred on Elm Avenue. When bid was prepared, it mistakenly included the oak trees by the monument sign. It was not the district's intent to have the oak trees removed. The project occurred during the spring break within a two-day period of time. Dr. Gornick stated that it was an oversight and he will accept responsibility for it. The reason to remove the mulberry trees was due to the root structure and damage to the curb and gutter. The trees will be replaced and a meandering sidewalk will be added.

Ms. Malinali Flood addressed the Board of Trustees, stating that she works in the financial aid department at the North District Center. She expressed her concerns about the way that layoff notices were handled. She stated that she appreciates the work of the Board which is to make the best decisions when it comes to the college. She knows that tough decisions have to be made and is pleased that CSEA and the district were able to make concessions regarding the layoffs. She stated that she wishes CSEA would

have had an opportunity to discuss possible outcomes. There is a lot of fear, uneasiness, and devaluing of work that is done for the college and the students which has been caused by the pink slips. Ms. Flood stated that an email had previously been sent out regarding the Board's approval to increase salaries. She thinks the timing of the increase is inappropriate. She stated that she tries to look at everything neutrally. Since the layoff notices were issued, employees began looking for work. She stated that she thinks we will lose some really good people who bring a lot of expertise and knowledge to the college. The employees are here for the students and each plays an integral part. They are here to empower and to promote education and it is important to always keep this in mind. Ms. Flood stated that her hope is that the Board will assess the true meaning of why we are here. She is just one voice but there are others who share similar feelings, but they are scared that they will receive repercussions. She stated that we are all here because we truly believe that once we go here we can go anywhere. She asked that the Board keep in mind that we lose great employees when these types of decisions are made. She reiterated that she appreciates the Board and the tough decisions that have to be made.

Mr. Tony Garcia commented that the whole financial aid department received pink slips and Ms. Flood felt that she needed to be a voice for all.

West Hills College Lemoore – Mr. Don Warkentin, President, commented on President McKean's comments concerning changes in courses and being sent to the Board early. He stated that it has been a year ago today that he came to the Board with an idea to have Sarah Palin come to West Hills College Lemoore as a guest speaker. He reported that she will be here on Saturday night for her speaking event on Sunday. The Wellness Center will be done enough to host her visit. The arena looks fabulous and the sound has been tested and is concert quality. Ticket sales are going well and about 1,500 seats have been sold to date. Trustee Ivans questioned if money will be made on the event. Mr. Warkentin responded in the affirmative, stating that we have grossed over \$200,000 in sales to date. Trustee Minnite questioned if the money will be kept in the Foundation account. Mr. Warkentin responded in the affirmative, stating that this event will provide seed money for future speakers, equipment, and facilities needs. Trustee Oxborrow questioned the use of the Wellness Center facility and its purpose. Mr. Warkentin responded that it will be used for many events.

Chancellor's Report – Dr. Frank Gornick, Chancellor, complimented Mr. Warkentin and his staff and Ms. Frances Squire for their work on the Sarah Palin event. Dr. Gornick reported that Dr. Lewallen has been recognized by Rotary International as President of the Year. Dr. Lewallen clarified by stating that the Rotary district has been recognized as leading in new membership. Dr. Gornick recognized Dr. Carole Goldsmith, Ms. Anita Bart, and Ms. Cathy Barabe for their work on the Department of Labor grant for \$18 million, stating that it involves 11 community colleges. He commented that he thinks we have a good chance of getting it. The grant writing team took 75 pages and edited it down to 35 pages. The Gates Foundation assisted with this grant.

Mr. Pedro Avila provided an update on priority registration. He reported that students were organized to register based on priority (number of units, education plan, etc.). Mr. Avila recognized Mr. Keith Stearns for his work on the program for priority registration, stating that it has been a total success. He reported that we are one of maybe two other colleges that grant priority registration to high school students.

In closing, Dr. Gornick thanked Ms. Bart and Ms. Ennes for their years of service as group representatives.

CONSENT AGENDA

Trustee Minnite questioned the payment to AP Architects on page 2 of the warrants. Mr. Ken Stoppenbrink explained that it is for the photovoltaic project for the district. Trustee Minnite question the payment to the Fresno Regional Workforce Investment Board on page 8. Mr. Stoppenbrink stated that it is for WIB educational opportunities (hospital police academy) and is covered by restricted funds. Trustee Minnite questioned the payment to Buckman Mitchell Investments on page 15. Mr. Stoppenbrink responded that this company is our insurance broker for the SWACC JPA. Trustee Minnite question the amount of more than \$2 million to the West Hills Community College District. Mr. Stoppenbrink explained that this is a clearing account for all of the expenses of the colleges.

With regard to item CA-52, a question was asked concerning how the 50% pay works. Dr. Gornick explained that it is straight commission for the employee.

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

- CA-46** Minutes - The minutes of the March 8, 2011 regular meeting were approved as submitted.
- CA-47** Warrants - The warrants were approved as submitted.
- CA-48** Quarterly Financial Status Report, 311Q - The Quarterly Financial Status Report, 311Q for the quarter ending March 31, 2011 was approved as submitted.
- CA-49** Declaration of Surplus Property - The list of property was declared as surplus.
- CA-50** Surplus Property Sale Request - The request to sell surplus property was approved as submitted.

- CA-51** Out of State Travel – The following request for out of state travel was approved as submitted:
- Approximately 50 students to travel to Williams, Arizona (Grand Canyon) and Cedar City, Utah for a geology and language arts week through the TRiO Upward Bound program June 27 – July 1, 2011
- CA-52** Adult/Student Temporary Salary Schedule – The changes to the adult/student temporary salary schedule were approved as submitted.
- CA-53** Personnel Transactions – The list of personnel transactions was approved as submitted.

CHANCELLOR'S OFFICE

- CO-40** Child Development Center Program Review – Dr. Gornick reported that Ms. Kathy Watts is doing a great job at the child development centers. In the absence of Ms. Watts, Dr. Carole Goldsmith provided a summary of the Child Development Center Program Review for the Board of Trustees.
- CO-41** Memorandum of Understanding – President McKean questioned item #12 in the Memorandum of Understanding (MOU). Mr. Stoppenbrink explained that the specific concern brought to the table was that CSEA did not want employees to be written up for work not being done (adverse impact) by those who had been laid off.
- The Memorandum of Understanding (MOU) by and between the West Hills Community College District and California School Employees Association (CSEA) was ratified on a motion by Trustee Minnite, seconded by Trustee Ivans, and carried unanimously.
- CO-42** Board of Trustees Meeting Schedule – President McKean directed Board members to submit any suggested changes to Ms. Donna Isaac. Trustee Henry commented on the request by Ms. Ennes to have consistent meeting times throughout the year and asked if the request can be accommodated. President McKean responded that the meetings held on the college campuses are scheduled for earlier in the day in order to accommodate students or other staff who may wish to attend the meetings and are not necessarily able to attend at the later time. Discussion took place regarding the meeting date in May. Dr. Frank Gornick explained that the meeting date was changed to accommodate a conflict, not the graduation schedule.

The proposed Board of Trustees meeting schedule was presented for a first reading at this time. Approval will be requested at a later date.

CO-43 Appointments to Citizens’ Bond Oversight Committee, SFID #2 (Coalinga Area) – The following individuals were appointed to the Citizens’ Bond Oversight Committee, SFID #2 (Coalinga Area) on a motion by Trustee Minnite, seconded by Trustee Oxborrow, and carried unanimously:

- Gerald Butler
- Roger Campbell

CO-44 Board Policy 5010, Admission and Concurrent Enrollment – President McKean commented on the routing form distributed earlier by Ms. Ennes. Trustee Henry questioned if the policy needs to be tabled so that the suggested changes can be reviewed. Dr. Gornick explained that the faculty have had the policy for review since January and we are well beyond the sixty day review cycle. Additionally, he stated that he does not necessarily want to restrict online enrollment.

Board Policy 5010, Admission and Concurrent Enrollment, was approved on a motion by Trustee Levinson, seconded by Trustee Ivans, and carried unanimously.

CO-45 Board Policy 4106, Nursing Programs – Board Policy 4106, Nursing Programs, was approved on a motion by Trustee Ivans, seconded by Trustee Minnite, and carried unanimously.

CO-46 Board Policy 3050, Institutional Code of Ethics – Board Policy 3050, Institutional Code of Ethics, was approved on a motion by Trustee Henry, seconded by Trustee Cantu, and carried unanimously.

CO-47 Board Policy 6225, Resource Allocation – Board Policy 6225, Resource Allocation, was approved on a motion by Trustee Levinson, seconded by Trustee Ivans, and carried unanimously.

Trustee Minnite commented on the policy review cycle and stated that he would like to see it reviewed every year. Dr. Gornick responded that the allocation is reviewed every year, but the process will be reviewed every three years.

CO-48 Board Policy 5700, Intercollegiate Athletics – Board Policy 5700, Intercollegiate Athletics, was approved on a motion by Trustee Ivans, seconded by Trustee Henry, and carried unanimously.

CO-49 Board Policy 6819, Fire Safety and Prevention Plan – Board Policy 6819, Fire Safety and Prevention Plan, was presented for a first reading at this time. Approval of the policy will be requested at a later date.

CO-50 Board Policy 7343, Injury and Illness Prevention – Board Policy 7343, Injury and Illness Prevention, was presented for a first reading at this time. Approval of the policy will be requested at a later date.

FISCAL SERVICES

FS-40 Fiscal Services Report – Mr. Ken Stoppenbrink, Vice Chancellor of Business Services, provided the fiscal services report. He reported that we are 75% through the fiscal year. General fund revenues are at 64.1% and general fund expenditures are at 64.9%.

Mr. Stoppenbrink also provided a quarterly summary of the enterprise fund revenues and expenses for the cafeteria, farm, child development centers, residence halls, and international student program.

PERSONNEL SERVICES

PS-12 Job Description – Dr. Lewallen reported that the revised job description is prompted by Mr. Ron Danner’s retirement. The job description will now include the responsibility for student activities including ASB and other clubs. He explained that this is the logical position to be the advisor and it will be someone who is on campus all of the time. Dr. Gornick stated that he wants to Dr. Lewallen to provide a demonstration of the residence hall application process for the Board of Trustees at their June meeting.

The following revised classified management job description was approved on a motion by Trustee Cantu, seconded by Trustee Minnite, and carried unanimously:

- Director of Residential Living and Student Activities

BOARD REPORTS / COMMENTS / REQUESTS AND ANNOUNCEMENTS

Trustee Cantu stated that he had no comments at this time.

Trustee Minnite expressed his thanks to Ms. Bart and Ms. Ennes for their reports and stated that it has been a pleasure working with them. He also expressed his thanks to Dr. Goldsmith for her contributions and thanked everyone for coming to Firebaugh for

the meeting. Trustee Minnite expressed his appreciation to Ms. Isaac for the work she does for the district and the Board of Trustees.

Trustee Ivans commented that the district has an amazing child development program. She thanked everyone for their reports and thanked Ms. Bart and Ms. Ennes for their service as group representatives, stating that they will be missed. Trustee Ivans stated that the college response concerning the recent death of Mr. Paul Hodsdon was remarkable. She thanked Dr. Gornick for his vision of getting these things done while we can, stating that things will get better – just not immediately.

Trustee Henry echoed the comments made by his fellow Board members and stated that he appreciates everyone's efforts. He expressed his thanks to Ms. Ennes and Ms. Bart.

Trustee Oxborrow thanked the North District Center staff for hosting the meeting in Firebaugh. She also thanked Ms. Ennes and Ms. Bart and everyone who provided presentation at the meeting.

Trustee Levinson echoed the comments made by his fellow Board members and commented that he will definitely miss Ms. Ennes. He stated that we need to be proud of what we have accomplished in Firebaugh.

President McKean expressed his condolences to the family of Coach Hodsdon, stating that he had a great impact on students. He thanked the North District Center for hosting the meeting and thanked Ms. Ennes and Ms. Bart for their service. President McKean expressed his appreciation to all who serve on the Citizens' Bond Oversight Committees.

President McKean announced that the next meeting of the Board of Trustees is scheduled for May 17, 2011.

CLOSED SESSION

The meeting was adjourned to closed session at 2:55 p.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.

ADJOURNMENT

There being no further business before the Board of Trustees, the meeting was adjourned at 3:26 p.m.

Nina Oxborrow
Clerk of the Board of Trustees

/di

Personnel Transactions

1. New Hires

Name	Title & Location	Schedule	Salary Placement	Funding	Effective Date	Additional Information
Andrade, Joanna	Accounting Services Technician I Classified District Office	40 hrs/wk 12 mo/yr	Range 49 Step A	District (55%) Grant (45%)	4/1/11	Replacement for Suzanne Rockwell
Posada, Carlos	Web Administrator Classified Management District Office	40 hrs/wk 12 mo/yr	Range 31 Step 3	District	2/14/11	Replacement for Tanner Naeher
Rudolph, Bruce	Custodian/Groundskeeper Classified District Office	19 hrs/wk 12 mo/yr	Range 37 Step A	District	3/28/11	Replacement for Manuel Aguilar

2. Temporary Hires

Name	Title & Location	Schedule	Salary Placement	Funding	Effective Date	Additional Information
Twist, Jennifer	Senior Employment Readiness Spec. One Stop	40 hrs/wk	Range 57 Step A	Grant	4/27/11 – 6/30/11	

3. Leave of Absence

Name	Title & Location	Effective Date	Additional Information
Marvel, Natalie	Advising Specialist West Hills College Coalinga	4/11/11 – 7/5/11	FMLA Request

4. Resignations / Retirements / Releases During Probation / Terminations

Name	Title & Location	Effective Date
Bryant, America	Financial Aid Coordinator West Hills College Lemoore	4/29/11
Campa, Lorena	Child Development Center Assistant West Hills College Lemoore	3/11/11
D'Artenay, Pamela	Program Assistant Workforce Development	3/31/11
Danner, Ron	Director of Residential Living West Hills College Coalinga	6/29/11
Hernandez, Verna	Director of Health Careers West Hills College Coalinga	7/15/11
Holsonbake, Troy	AOJ Faculty West Hills College	5/27/11
Kerns, Valarie	Student Services Assistant West Hills College Lemoore	5/13/11
Piggue, Amber	Security Guard West Hills College Lemoore	3/19/11

4. Resignations / Retirements / Releases During Probation / Terminations (continued...)

Name	Title & Location	Effective Date
Williams, Sharon	Tutor Coordinator West Hills College Lemoore	4/13/11
Yang, Tong	Student Services Assistant San Joaquin WIT	3/17/11