



MINUTES OF THE REGULAR MEETING OF THE GOVERNING BOARD

July 23, 2013



CALL TO ORDER / OPEN SESSION

President McKean called the meeting of the Board of Trustees to order at 3:13 pm.

Board members present:

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

Administrators present:

Frank Gornick, Chancellor
Ken Stoppenbrink, Vice Chancellor of Business Services
Stuart Van Horn, Vice Chancellor of Educational Services and Workforce Development
Don Warkentin, President, West Hills College Lemoore
Carole Goldsmith, President, West Hills College Coalinga
Frances Squire, Executive Director of West Hills Community College Foundation
Becky Cazares, Director of Human Resources
Stephanie Droker, Vice President of Educational Services, West Hills College Coalinga
Dave Bolt, Vice President of Educational Services, West Hills College Lemoore
Sandy McGlothlin, Interim Vice President of Student Services, West Hills College Coalinga
Tom Wixon, Director of Marketing
Marcel Hetu, Director of North District Center, Firebaugh
Anita Wright, Director of Special Grant Programs
James Preston, Dean of Educational Services, West Hills College Lemoore

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 – 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.

WHCFA Report – In the absence of Mr. Ken Sowden, WHCFA President, Mr. Matt Magnuson reported that the tentative collective bargaining agreement for CTA will be discussed with the faculty on flex day with approval to follow. They hope to have a ratified contract before instruction begins on August 19.

CSEA Report – Mr. Keith Brock, CSEA President, reported that a meeting of the appeals committee will be held on July 24 to wrap up any remaining issues with the reclassification study.

West Hills College Coalinga and North District Center, Firebaugh – Dr. Carole Goldsmith, President, reported that West Hills College Coalinga has put in a lot of planning and hard work this summer and they want to make sure that the fall semester is one of the best. Staff recently met with representatives from the California Career Ladders Project. They are funding a new foster youth program with West Hills and new students will be attending the campus. Dr. Goldsmith reported that she has also talked with the Coalinga Chamber of Commerce to involve more students in the community and more community in the college. The annual CoalingaFest event will be held at West Hills College Coalinga due to street construction within the city. Students will be involved in helping with the CoalingaFest event.

Dr. Goldsmith reported that in addition to recruiting students at the high school level, it was also desired to reach into the middle school. She presented a video on the recently concluded Paramount Farms education program and presented recognition certificates to Mr. Clint Cowden, Mr. Alex Villalobos, Ms. Stephanie Droker, Mr. Chris Chaney, Ms. Veronica Rosales, and Mr. Zachary Soto for their work with the program.

Trustee Minnite questioned planning for the farm and Dr. Goldsmith reported that staff are planning for row crops. They have been moving forward with action and will reconvene staff for future discussion concerning planning.

West Hills College Lemoore – Mr. Don Warkentin, President, reported that summer camps at West Hills College Lemoore have concluded and summer school will soon be wrapping up. He commented on the recent addition of class sections and explained that students on the wait lists have been moved into those classes.

Trustee Minnite questioned the addition of classes at the North District Center. Dr. Goldsmith reported that three classes were added at the North District Center and two classes were added at West Hills College Coalinga.

Chancellor's Report – Dr. Frank Gornick, Chancellor, introduced Dr. Stuart Van Horn, new Vice Chancellor of Educational Services and Workforce Development, stating that he came to us from the Los Rios Community College District where he served at Folsom Lake College. Dr. Van Horn has a great deal of experience in workforce development, educational services, and CTE (Career Technical Education). Dr. Van Horn thanked Dr. Gornick and the Board of Trustees, stating that he is excited about the job and thinks it is a good fit. He is looking forward to working with everyone and is really excited about the potential development of programs to meet the needs of business and industry.

Dr. Gornick reported that he recently attended several meetings and met with various representatives and agencies to discuss two matters: Medi-Cal Administrative Activities (MAA) and Pest Control Advisor (PCA). He reported that we are trying to get resolution on the matter with regard to MAA funds. Dr. Gornick reported that for the most part our colleges are clean with regard to other issues with agencies in the state. With regard to PCA, there are training opportunities available.

Dr. Gornick reported that the Board of Governors will hold a meeting on September 9 and 10 and it will be hosted at West Hills College Lemoore. We are making plans for their visit. They will be staying at the Tachi Palace Hotel. We will host a reception for them on Sunday evening, September 8 and will have the opportunity to provide a presentation on the student success initiative. The colleges will each have the opportunity to talk to the Board of Governors about what we have found in terms of educational planning, working with high schools, closing the gap, and priority registration.

Dr. Gornick reported that the Board and administration have had a number of conversations and discussions about a paperless agenda system. He stated that he his office is recommending that the District move forward with implementing the BoardDocs system. Brief discussion took place concerning implementation and the devices that will be used by Board members during Board meetings.

CONSENT AGENDA

Trustee Minnite questioned the warrant with regard to the cost of soccer balls, stating that they are costly. He also questioned the return on investment and the length of the agreement with regard to the Workforce office permanently moving out of the downtown office and onto the West Hills College Coalinga campus. Dr. Gold Smith stated that the move helps with funding and staffing matters. The term of contract matches the term of the grant.

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

- CA-1** Minutes – The minutes of the June 25, 2013 Board meeting were approved as submitted.

- CA-2** Warrants – The warrants were approved as submitted.

- CA-3** Quarterly Financial Status Report, 311Q – The Quarterly Financial Status Report, 311Q for the quarter ending June 30, 2013 was approved as submitted.
- CA-4** District Appropriations Limit (Gann Limit) for 2013-2014 – The District Appropriations Limit (Gann Limit) for 2013-2014 was approved as submitted.
- CA-5** Award of Informal Bid – The informal bid for the West Hills College Coalinga Workforce Development project was awarded to Durham Construction Company of Clovis for a total bid amount of \$68,300.
- CA-6** Adult Temporary Salary Schedule – The changes to the adult temporary salary schedule were approved as submitted.
- CA-7** Personnel Transactions – The list of personnel transactions was approved as submitted.

CHANCELLOR'S OFFICE

- CO-1** Resolution – Trustee Absence at Board Meeting – Dr. Gornick explained that an excused absence is allowed for in Education Code with the adoption of a resolution by the Board of Trustees.
- The resolution in the matter of trustee absence at Board meeting was approved on a motion by Trustee Ivans, seconded by Trustee Minnite, and carried unanimously.
- CO-2** Resolution – Child Care Services, State Preschool Contract – The resolution in the matter of child care services, State Preschool Contract CSPP-3088-10-6200-00-3 was adopted on a motion by Trustee Minnite, seconded by Trustee Cantu, and carried unanimously.
- CO-3** Resolution – Child Care Services, PreKindergarten and Family Literacy Contract – The resolution in the matter of child care services, PreKindergarten and Family Literacy Contract CPKS-3015-10-6213-00-3 was adopted on a motion by Trustee Cantu, seconded by Trustee Minnite, and carried unanimously.
- CO-4** Curriculum Committee Action Report – West Hills College Coalinga – Trustee Minnite questioned the new course proposals and the majority being centered around athletics or inter collegiate sports. Dr. Goldsmith explained that the action is in response to the state Chancellor's Office directive with regard to repeatability. We have now implemented families of classes. The administration worked with the faculty and we are fully in line with what the state has asked us to do. This action is a revision of

existing courses to come into compliance. The courses are considered new because they involve new TOP Codes.

Mr. Dave Bolt explained that the courses existed before as physical education courses, but have been changed to athletics so that classes can be repeated.

The Curriculum Committee Action Report for West Hills College Coalinga was approved on a motion by Trustee Cantu, seconded by Trustee Minnite, and carried unanimously.

CO-5 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 Ivans, and carried unanimously.

CO-6 Board Policies and Administrative Procedures – The following new and revised Board Policies and Administrative Procedures were reviewed. Approval will be requested at a later date.

- Board Policy 2010, Board Membership (REVISED)
- Board Policy 2200, Board Duties and Responsibilities (NEW)
- Board Policy and Administrative Procedure 2725, Board Member Compensation (REVISED)
- Board Policy and Administrative Procedure 2735, Board Member Travel (NEW)
- Board Policy 3519, Children on District Facilities (NEW)

FISCAL SERVICES

FS-1 Fiscal Services Report – Mr. Ken Stoppenbrink provided the fiscal services report. He reported that the district is 100% through the fiscal year. General fund 11 revenues are at 96.7% and general fund 11 expenditures are at 83.1%. General fund 12 revenues are at 47.6% and general fund 12 expenditures are at 45.8%.

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

FS-2 Five Year Capital Outlay Plan – Dr. Gornick reported that the state Chancellor's Office uses capital outlay plans to determine what the need is in the state and if there is a need for a capital bond. The projects in the plan have been moved forward to the Chancellor's Office.

Ms. Celina Garcia, district architect, reported that working drawings are being developed for the West Hills College Lemoore Student Center. They want to have plans at the Department of the State Architect (DSA) for approval in September. DSA will take three to four months for review and the bidding will begin in spring 2014. Project construction would then be scheduled to begin during the middle of the year and the project will take about a year to complete. Completion is anticipated in 2015. Trustee Levinson questioned the project budget and Ms. Garcia responded that it is about \$12 million. Mr. Stoppenbrink stated that the district has set aside \$12.6 million for the project.

Trustee Minnite questioned the plans for the North District Center. Ms. Garcia reported that they have met with the contractor for site improvements. Two more buildings need to be demolished and this will begin in a couple of weeks. The contractor has been informed of the date for the first day of classes and will have measures (barricades) in place for safety.

The Five Year Capital Outlay Plan for the West Hills Community College District was approved on a motion by Trustee Minnite, seconded by Trustee Levinson, and carried unanimously.

PERSONNEL SERVICES

Mr. Stoppenbrink recognized Ms. Becky Cazares for her promotion to the position of Director of Human Resources and for the work she has done.

PS-1 Resolution – Election of Voluntary Reduction – Ms. Cazares explained that the resolution affects the after school program staff and these individuals will be placed on a 63 month list because they are taking the reduction on a voluntary basis.

The resolution in the matter of election of voluntary reduction of classified employees was adopted on a motion by Trustee Minnite, seconded by Trustee Ivans, and carried unanimously.

PS-2 West Hills College Faculty Association/CTA/NEA Collective Bargaining Agreement, 2013-2016 – Ms. Cazares reported that the faculty are expected to ratify the Collective Bargaining Agreement on flex day or duty day. Brief discussion took place for purposes of clarification regarding article 10.11.12, Key Employee Exception to Restoration. Brief discussion took place regarding the seniority list. Ms. Cazares stated that the seniority list will be updated before the agreement is printed.

Pending ratification by the West Hills College Faculty Association/CTA/NEA, the Collective Bargaining Agreement, 2013-2016 was approved on a motion by Trustee Ivans, seconded by Trustee Minnite, and carried unanimously.

BOARD REPORTS / COMMENTS / REQUESTS AND ANNOUNCEMENTS

Trustee Cantu stated that he is anticipating the start of the school year. He commented that it is good to have a contract with the faculty and stated that it should make up for all the years they had to sacrifice. Trustee Cantu welcomed Dr. Van Horn to the District.

Trustee Minnite welcomed Dr. Van Horn to the District and thanked everyone for their contributions to the colleges. He stated that he can't say enough about what we have accomplished collectively and having contracts in place are a great relief for both sides. Trustee Minnite thanked everyone for their work on the Board agenda packets and the man hours spent to develop them.

Trustee Ivans welcome Dr. Van Horn. She stated that she enjoyed the youth program presentations last month and this month. She stated that she is looking forward to the new paperless agenda system. Trustee Ivans commented on the financial reports, stating that they make her feel good about what we are doing. She expressed her congratulations to everyone for their work.

Trustee Henry commented on the bad news about the accreditation status for City College of San Francisco. He complimented the staff for the good work done at West Hills, stating that we are well run due to the efforts of staff.

Trustee Oxborrow echoed the comments made and stated that she always enjoys hearing the reports. She stated that she is glad that the Paramount camp was successful. Trustee Oxborrow expressed her thanks to everyone for taking on new positions and commented that it is good to see people awarded for their time and effort and what they contribute.

Trustee Levinson echoed the comments made and welcomed Dr. Van Horn to the District.

President McKean welcomed all of the new hires. He stated that it is nice to see the report on Paramount Farms as it is a win-win situation for all involved. He expressed his thanks to the staff for all their work.

President McKean announced that the next meeting of the Board of Trustees is scheduled for August 27, 2013.

CLOSED SESSION

The meeting was adjourned to closed session at 4:45 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

RECONVENE TO OPEN SESSION

The meeting was reconvened to open session at 5:31 pm.

President McKean reported that during closed session the Board of Trustees took action to accept the charges in the matter of the termination of a confidential classified employee. The charges were accepted on a motion by Trustee Levinson, seconded by Trustee Minnite, and carried on the following roll call vote:

Trustee Cantu – Aye
Trustee Minnite – Aye
Trustee Ivans – Aye
Trustee Henry – Aye
Trustee Oxborrow – Aye
Trustee Levinson – Aye
President McKean – Aye

ADJOURNMENT

There being no further business before the Board of Trustees, the meeting was adjourned at 5:32 pm.

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
Cowden, Joy	Coordinator of Special Grants Classified Management West Hills Community College District	30 hrs/wk 12 mo/yr	Range 21 Step 8	Grant	8/1/13	Call back from layoff list; Replacement for David Castillo (partial duties)
Gonzalez, Pearl	Learning Skills Program Assistant Classified West Hills College Lemoore	40 hrs/wk 12 mo/yr	Range 38 Step A	District	7/15/13	Call back from layoff list
Hernandez, Rozanne	Interim Coordinator of Special Grants Classified Management West Hills Community College District	40 hrs/wk 12 mo/yr	Range 21 Step 6	Grant	7/1/13	Call back from layoff list to fill an interim position
Lopez, Sandra	Child Development Center Assistant Classified West Hills College Coalinga CDC	19 hrs/wk, 10.5 mo/yr	Range 25 Step A	Grant	7/11/13	Replacement for Danielle Smith
MacFarlane, Samantha	Administrative Assistant Confidential West Hills College Lemoore	40 hrs/wk 12mo/yr	Range 26 Step 1	District	8/1/13	Replacement for Glenda Oliver
Soto, Zach	Business Account Specialist Classified West Hills College Coalinga	40 hrs/wk, 12 mo/yr	Range 57 Step E	Grant	7/1/13	Call back from layoff list; new position

2. Temporary Hires

Name	Title & Location	Schedule	Salary Placement	Funding	Effective Date	Additional Information
Uribe, Robin	Accounting Services Technician Classified West Hills Community College District	40 hrs/wk	Range 47 Step A	District	7/24/13	

3. Changes in Assignment

Name	Current Assignment	Change	Effective Date	Additional Information
Darnell, Jackie (Jay)	Skilled Maintenance Worker Classified West Hills College Coalinga Range 46, Step E	Food Service Manager/Cook Classified Management West Hills College Coalinga Range 18, Step 4	7/1/13	Replacement for Kwaun Felton
Rose, Debbie	Office Assistant 1 Classified West Hills College Lemoore CDC 19 hrs/wk, 11 mo/yr Range 29, Step E	Senior Secretary Classified West Hills College Lemoore 40 hrs/wk, 12 mo/yr Range 44, Step A	7/29/13	Replacement for Lori Stafforini

4. Resignations / Retirements / Releases During Probation / Terminations

Name	Title & Location	Effective Date
Toledo, Angelica	Child Development Center Associate Teacher Classified West Hills College Coalinga Child Dev Center	7/26/13