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

**January 15, 2013**



**CALL TO ORDER / OPEN SESSION**

President McKean called the meeting of the Board of Trustees to order at 1:13 pm.

Board members present:

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

Board members absent:

Brittany Burkhardt, Student Trustee

Administrators present:

Frank Gornick, Chancellor  
Ken Stoppenbrink, Vice Chancellor of Business Services  
Don Warkentin, President, West Hills College Lemoore  
Carole Goldsmith, President, West Hills College Coalinga  
Dave Bolt, Vice President of Educational Services, West Hills College Lemoore  
Sylvia Dorsey-Robinson, Vice President of Student Services, West Hills College Lemoore  
Stephanie Droker, Vice President of Educational Services, West Hills College Coalinga  
Mark Gritton, Associate Dean of Student Services, West Hills College Coalinga  
Marcel Hetu, Director of North District Center, Firebaugh  
Richard Larson, Director of Farm of the Future, West Hills College Coalinga  
Frances Squire, Executive Director of West Hills Community College Foundation

**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. 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, reported that negotiations were held on December 12. The group has made measurable headway and is closer to an agreement. Another session is scheduled for February 15.

CSEA Report – Mr. Keith Brock, CSEA President, reported that he has been elected president for the next two years. The next negotiation session is scheduled for January 29.

Student Trustee Report – Ms. Brittany Burkhart, Student Trustee, was not present to report at this time.

West Hills College Coalinga and North District Center, Firebaugh – Dr. Carole Goldsmith, President, highlighted a few items from the President's Pen: Mr. Daniel Tamayo, Director of International Student services, is now recruiting in Russia; staff are working on filling classes that are not at full capacity for the spring semester; and Mr. Mark Gritton, Associate Dean of Student Services, was recently featured in an article for Kings River Life. Dr. Goldsmith announced that a welcome reception has been planned for January 30 to acknowledge her new position as President of West Hills College Coalinga. In addition, the Welborn Wellness center dedication event will be held on February 14.

Ms. Stephanie Droker reported that Dr. Kathleen Reyna will be visiting this semester. Dr. Reyna is the lead for supplemental instruction for English and math at Reedley College. She explained the program used by Reedley, stating that paid student leaders meet with small groups of students and provide peer tutoring. The faculty leaders that will be piloting the program for West Hills College this semester are Mr. Ken Sowden, Mr. Arkady Hanjiev, and Mr. Scott Wilson (math); and Mr. Scott Sutherland, Ms. Brandy Wilds, and Mr. Rob Skaggs (English).

Dr. Marcel Hetu announced that he would like to commend the North District Center staff, faculty and students on the first day of instruction for their teamwork. He reported that the staff was shorthanded due to illness and there were some issues with the video conferencing system. Everyone worked together and helped out to make things work. Dr. Hetu thanked Dr. Goldsmith and Ms. Droker for their assistance with the video conferencing.

West Hills College Lemoore – Mr. Don Warkentin, President, distributed copies of the women's basketball schedule and information on scholarships and internships. He announced that West Hills College Lemoore will be hosting the Lemoore Chamber of Commerce dinner on Friday, January 18 and the culinary department will be providing the dinner. Mr. Warkentin reported that Riverdale High School has decided to remodel their co labs with the Measure E bond project funds.

Mr. Dave Bolt reported that West Hills College Lemoore is working on Student Learning Outcomes (SLOs) and are focusing on quality and quantity. He reported that the results are very positive and March 15 is the deadline to submit to the Accrediting Commission. All SLO information is on the portal site.

Chancellor's Report – Dr. Frank Gornick, Chancellor, reported that there was a great turn out for the State of the District address on Friday, January 11. He reported that he was in San Francisco last week for accreditation meetings. All colleges will have to meet the standards on SLOs. Dr. Gornick will be traveling to Sacramento tomorrow and will meet with Senator Rubio on energy issues and the Governor's budget.

Dr. Gornick introduced Ms. Frances Squire who announced the plans for the Welborn Wellness Center dedication event. She is working jointly with the Coalinga Huron Recreation Parks District and the Coalinga Community Foundation. A luncheon will be held in conjunction with the event on February 14. A Save the Date postcard is being mailed which announces this event, along with the Welcome Reception for Dr. Goldsmith on January 30; the dedication of the new West Hills College Coalinga Rodeo Arena and Farm of the Future facilities on April 4; and the college rodeo on April 5 and 6.

Dr. Gornick reported that he and Mr. Chris Addington are going to have a discussion with the landowners west of the 41 freeway. There is close to 1,000 acres in that area and he would like to bring everyone together to have a meeting on what future plans may be.

Dr. Gornick announced that the Board of Trustees will hold their annual retreat on Friday and Saturday, February 1 and 2, at Harris Ranch.

### **CONSENT AGENDA**

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

- CA-35**      Minutes – The minutes of the December 10, 2012 and December 11, 2012 meetings were approved as submitted.
- CA-36**      Warrants – The warrants were approved as submitted.
- CA-37**      Quarterly Financial Status Report, 311Q – The quarterly financial status report, 311Q, for the quarter ending December 31, 2012, was approved as submitted.
- CA-38**      Change in Bid Threshold – The change in the bid threshold from \$81,000 to \$83,400 was approved as submitted.
- CA-39**      Non-Resident Tuition Rates – The non-resident tuition rates for 2013-2014 were approved as submitted.

- CA-40**      Personnel Transactions – The list of personnel transactions was approved as submitted.

### **CHANCELLOR'S OFFICE**

- CO-21**      Resolution – Establishing the Cathy Barabe Student Engagement Award – Dr. Gornick introduced Ms. Cathy Barabe and presented her with a plaque commemorating the resolution language being considered by the Board of Trustees. The resolution acknowledges an award fund in honor of Ms. Barabe that has been established with the West Hills Community College Foundation by her colleagues. One student will be selected annually and provided with \$500 cash.

The resolution in the matter of establishing the Cathy Barabe Student Engagement Award was adopted on a motion by Trustee Oxborrow, seconded by Trustee Minnite, and carried unanimously.

- CO-22**      Resolution – Establishing the Robert “Bob” Clement Athletic Achievement Award – Dr. Gornick introduced Mr. Bob Clement and presented him with a plaque commemorating the resolution language being considered by the Board of Trustees. The resolution acknowledges an award fund in honor of Mr. Clement that has been established with the West Hills Community College Foundation by his colleagues. One student will be selected annually and provided with \$500 cash.

The resolution in the matter of establishing the Robert “Bob” Clement Athletic Achievement Award was adopted on a motion by Trustee Minnite, seconded by Trustee Oxborrow, and carried unanimously.

- CO-23**      Curriculum Action Report, West Hills College Coalinga – The Curriculum Action Report for West Hills College Coalinga was approved on a motion by Trustee Oxborrow, seconded by Trustee Minnite, and carried unanimously.

- CO-24**      Curriculum Action Report, West Hills College Lemoore – The Curriculum Action Report for West Hills College Lemoore was approved on a motion by Trustee Cantu, seconded by Trustee Oxborrow, and carried unanimously.

### **FISCAL SERVICES**

- FS-30**      Fiscal Services Report – Mr. Stoppenbrink provided the fiscal services report. He reported that the district is 50% through the fiscal year. General fund 11 revenues are at 45.4% and general fund 11 expenditures are at 50.1%. General fund 12 revenues are at 30.9% and general fund 12 expenditures are at 29%.

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-31**      Change Order – Trustee Minnite questioned the cost of the temporary fence. Mr. Addington stated the cost is \$20 per foot. Trustee Minnite stated that he thinks this amount is costly.

Change order no. 1 for the North District Center, Firebaugh demolition project was approved on a motion by Trustee Minnite, seconded by Trustee Levinson, and carried unanimously.

**FS-32**      Notice of Completion –The notice of completion for the North District Center, Firebaugh demolition project was approved on a motion by Trustee Minnite, seconded by Trustee Levinson, and carried unanimously.

**FS-33**      Auditor's Reports – Mr. Stoppenbrink introduced Bill Williams of Vavrinek, Trine, Day & Co., LLP.

Mr. Williams reported that there are no major changes in the audit. Discussion took place regarding the reports.

The following auditor's reports were approved on a motion by Trustee Minnite, seconded by Trustee Ivans, and carried unanimously:

- WHCCD Financial Audit
- Proposition 39 Bond Audit

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

Trustee Cantu welcomed everyone back to the new semester and expressed his thanks for all their hard work. He congratulated Ms. Barabe and Mr. Clement and encouraged everyone to keep up the good work.

Trustee Minnite welcomed everyone back to the new semester and wished everyone a happy new year. He expressed his congratulations and best wishes to Dr. Goldsmith on her new position. He also congratulated Ms. Barabe and Mr. Clement for their hard work and all the great things they have done. He thanked Dr. Gornick for all that he does for the District.

Trustee Ivans welcomed everyone back to the new semester and congratulated Dr. Goldsmith on her new position as President of West Hills College Coalinga. She also congratulated Ms. Barabe and Mr. Clement on all they have done for the colleges.

Trustee Henry thanked everyone for their efforts. He also thanked his fellow Board members and for all that they do. He wished everyone a good year.

Trustee Oxborrow welcomed everyone back to the new semester and thanked them for their hard work. She congratulated Dr. Goldsmith on her new position as President of West Hills College Coalinga and wished everyone a good year.

Trustee Levinson echoed the remarks of his fellow trustees and congratulated Ms. Barabe and Mr. Clement for all they have done.

President McKean congratulated Ms. Barabe and Mr. Clement. He thanked them for all they have contributed to the District and for always thinking of the students first.

President McKean announced that the Board of Trustees will hold their annual retreat on February 1 & 2, 2013. The next regular meeting of the Board of Trustees is scheduled for February 12, 2013.

#### **CLOSED SESSION**

The meeting was adjourned to closed session at 2:45 pm.

- Discussion of Land Acquisition/Disposition (as per Government code Section 54956.8). Property: Lemoore, California, Firebaugh, California
- Conference with Labor Negotiator (as per Government Code section 54957.6. Agency negotiator: Chancellor; Vice Chancellor of Business Services. Employee organization: CTA; CSEA
- Public Employee Discipline/Dismissal/Release (as per Government Code section 54957)

#### **ADJOURNMENT**

There being no further business before the Board of Trustees, the meeting was adjourned at 3:25 pm.

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Nina Oxborrow  
Clerk of the Board of Trustees

## Personnel Transactions

### 1. New Hires

Name	Title & Location	Schedule	Salary Placement	Funding	Effective Date	Additional Information
Macias, Lauro	Custodian West Hills College Lemoore	19 hrs/wk 12 mo/yr	Range 35 Step A	District	1/7/13	Replacement for Michael Moreno

### 2. Temporary Hires

Name	Title & Location	Schedule	Salary Placement	Funding	Effective Date	Additional Information
Rico, Norma	Home Instruction Teacher San Joaquin Child Dev Center	40 hrs/wk	Range 40 Step A	Grant	1/16/13 – 6/30/13	
Rodriguez Gutierrez, Cecilia	Home Instruction Teacher San Joaquin Child Dev Center	40 hrs/wk	Range 40 Step A	Grant	1/16/13 – 6/30/13	

### 3. Resignations / Retirements / Releases During Probation / Terminations

Name	Title & Location	Effective Date
Amaya, Rudolfo	After School Program Site Coordinator West Hills College Lemoore	10/31/12
Montgomery, Bobbi	Accounting Services Technician I District Office	12/19/12