



## 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

January 18, 2011



#### **CALL TO ORDER / OPEN SESSION**

Vice President Henry called the meeting of the Board of Trustees to order at 1:12 p.m.

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  
Pedro Avila, Vice Chancellor of Institutional Effectiveness and Enrollment Management  
Carole Goldsmith, Vice Chancellor of Educational Services and Workforce Development  
Willard Lewallen, President, West Hills College Coalinga  
Don Warkentin, President, West Hills College Lemoore  
Jill Stearns, Vice President of Educational Services, West Hills College Coalinga  
Dave Bolt, Vice President of Educational Services, West Hills College Lemoore  
Jana Cox, Director of Financial Aid  
Sylvia Dorsey-Robinson, Vice President of Student Services, West Hills College Lemoore  
Susan Whitener, Associate Vice Chancellor of Educational Planning  
Richard Larson, Director of Farm of the Future, 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.

---

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

Academic Senate Report – Mr. Kurt Sterling, Academic Senate President for West Hills College Lemoore, reported that a successful flex day was held last Thursday with the faculty. SB 1440 was discussed and Mr. Sterling explained that it now has been implemented and assigned an Education Code number.

Ms. Anita Bart, Academic Senate President for West Hills College Coalinga, was not present to report at this time.

WHCFA Report – Ms. Marty Ennes, WHCFA President, reported that the faculty are feeling the pinch of the beginning of the semester. She discussed the evaluation training that has occurred with faculty with regard to timelines, what needs to happen, etc. They are planning on more training sessions and discussions about observations as many of the faculty have never been taught how to evaluate or are new and have never been evaluated. Ms. Ennes reported that elections for the executive board will occur later this semester and this will be her last semester as President.

CSEA Report – Mr. John Ieronimo, CSEA President, was not present to report at this time.

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, passed around a copy of the West Hills College Coalinga accreditation self study and explained that it will be ready for mailing tomorrow. He commented on the recent challenge at the Coalinga campus with no heat and explained that repairs are being made to the boiler system. He expressed his appreciation to the staff for continuing to work and provide service during this time. Dr. Lewallen commented on the CIMIS weather station monument that has been completed. He shared some photos with the Board and briefly explained how to see the data on the CIMIS website. Dr. Lewallen distributed information on the DeVry University and West Hills Community College Partnership and briefly explained the progress.

West Hills College Lemoore – Mr. Don Warkentin, President, distributed a final copy of the accreditation self study report for West Hills College Lemoore. He reported that there were a lot of students in classes today and only one class has been cancelled due to low enrollment. There were also long lines in the administration building and many students being helped. A Duty Day event was held on the Lemoore campus last Friday for the entire district. Mr. Warkentin reported that the grand opening of the Multi Use Sports Complex will be held in April and the Sarah Palin event will be held on May 1. Tickets will be on sale this Friday and 20 table sponsorships have already been sold. There will be 2,700 total seats available for the event. Mr. Warkentin stated that all

questions about fees and costs are to be directed to the West Hills Community College Foundation.

President McKean arrived at the meeting at this time.

Chancellor's Report – Dr. Frank Gornick, Chancellor, commented on the DeVry University partnership and their speedy response to inquiries from potential students. He commented on the West Hills Community College Foundation audit report and some of the changes that will occur in their processes. Dr. Gornick provided a synopsis of his State of the District presentation given at Duty Day on January 14. He briefly discussed the reorganization plans for the colleges.

### **CONSENT AGENDA**

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

- CA-31      Minutes – The minutes of the November 16, 2010 and November 30, 2010 Board of Trustees meetings were approved as submitted.
- CA-32      Warrants – The warrants were approved as submitted.
- CA-33      Surplus Property – The list of property was declared as surplus.
- CA-34      Quarterly Financial Status Report, 311Q – The Quarterly Financial Status Report, 311Q for the quarter ending December 31 2011 was approved as submitted.
- CA-35      Non-Resident Tuition Rates – The non-resident tuition rates for 2011-2012 were approved as submitted.
- CA-36      Change in Bid Threshold – The change in the bid threshold from \$78,500 to \$78,900 was approved as submitted.
- CA-37      Personnel Transactions – The list of personnel transactions was approved as submitted.

### **CHANCELLOR'S OFFICE**

- CO-21      Citizens' Bond Oversight Committee – On a motion by Trustee Levinson, seconded by Trustee Ivans, and carried unanimously, the following individual was appointed to the Citizens' Bond Oversight Committee for SFID #3 (Lemoore Area):

- Maureen Azevedo

**CO-22**      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 Minnite, seconded by Trustee Henry, and carried unanimously.

**CO-23**      Board Policy and Administrative Procedure – Board Policy and Administrative Procedure 6450, Wireless or Cellular Telephone Use, were presented for a first reading at this time. Approval of the policy will be requested at a later date.

### **FISCAL SERVICES**

**FS-22**      Fiscal Services Report – Mr. Ken Stoppenbrink, Vice Chancellor of Business Services, provided the fiscal services report. He reported that we are 50% through the fiscal year. General fund revenues are at 56.6% and general fund expenditures are at 41.9%.

Trustee Minnite questioned why the North District Center is so much more into their expenses than the other locations. Mr. Stoppenbrink explained that it is due to salary expenses for faculty that have been hired for the classes that were not originally in the budget.

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.

Mr. Stoppenbrink shared information from a recent budget meeting he attended in Sacramento. The worst case scenario for the West Hills Community College District would be a \$4.5 million negative impact on the budget.

Mr. Stoppenbrink reported that we have closed escrow on the Cardella property in Firebaugh, which is the property on which the child development center sits.

**FS-23**      2009-2010 Audit Report – Mr. Stoppenbrink introduced Mr. Bill Williams, auditor. Mr. Williams explained that the audit report is not yet final due to some reporting requirements by the federal government. He explained the impact of financial aid dollars on the threshold and the reason that it they have to be excluded. Another audit team visited the district last week and a few more revisions will need to be made, specifically in the area of federal compliance, before the report can be finalized. The audit report format is the same as last year and Mr. Williams explained that

there were no adjustments to the Annual Financial and Budget Report. He expressed his thanks to the business office and all of the programs that provide information for the audit report.

Mr. Stoppenbrink requested that Mr. Williams attend a future Board of Trustees meeting at which the final audit report will be presented for approval.

The 2009-2010 preliminary draft audit report was approved on a motion by Trustee Minnite, seconded by Trustee Levinson, and carried unanimously.

**FS-24**      Change Order – Change order number one for the West Hills College Lemoore Building 200 roof repair project in the amount of \$10,000 was approved on a motion by Trustee Ivans, seconded by Trustee Henry, and carried unanimously.

**FS-25**      Notice of Completion – The notice of completion for the West Hills College Lemoore Building 200 roof repair project was approved on a motion by Trustee Cantu, seconded by Trustee Henry, and carried unanimously.

Discussion took place regarding the numerous subcontractor substitutions and who takes the responsibility for the subcontractor's work that has been completed to date. Mr. Stoppenbrink explained that it is the responsibility of the general contractor. Dr. Gornick reiterated that the general contractor assumes the liability.

**FS-26**      Subcontractor Substitution – Glass and Storefront/Curtain Wall Project – On a motion by Trustee Ivans, seconded by Trustee Cantu, and carried unanimously, Horizon Contract Glazing was approved as the substitute contractor for the glass and storefront/curtain wall project for the West Hills College Lemoore Multi Use Sports Complex. The original subcontractor, Golden State Glass, Inc., is no longer able to perform the work on this project as they are going out of business.

**FS-27**      Subcontractor Substitution – Concrete Project – On a motion by Trustee Henry, seconded by Trustee Minnite, and carried unanimously, Cade Construction was approved as the substitute contractor for the concrete project for the West Hills College Lemoore Multi Use Sports Complex. The original subcontractor, Pacific Concrete Specialists, Inc., is no longer able to perform the work on this project as they have become insolvent or bankrupt.

- 
- FS-28**      Subcontractor Substitution – Metal Stud Drywall Project – On a motion by Trustee Henry, seconded by Trustee Minnite, and carried unanimously, Karsyn Construction was approved as the substitute contractor for the metal stud drywall project for the West Hills College Lemoore Multi Use Sports Complex. The original subcontractor, 3-D Construction, Inc., is no longer able to perform the work on this project as they are going out of business.
- FS-29**      Subcontractor Substitution – Wood Floor Project – On a motion by Trustee Minnite, seconded by Trustee Cantu, and carried unanimously, McWil Sport Surfaces was approved as the substitute contractor for the wood floor project for the West Hills College Lemoore Multi Use Sports Complex. The original subcontractor, Geary Hardwood Floors, has asked to be removed as the listed subcontractor per the Subletting and Subcontracting Fair Practices Act C-4107.
- FS-30**      Contract Award – On a motion by Trustee Cantu, seconded by Trustee Minnite, and carried unanimously, the contract for the West Hills College Lemoore Multi Use Sports Complex furniture project was awarded to Allsteel Inc. c/o CSI Fullmer in the amount of \$93,810.00. This purchase will be made through The Cooperative Purchasing Network (TCPN) No. 09-24. This is a national governmental purchasing cooperative.
- FS-31**      Contract Award – On a motion by Trustee Cantu, seconded by Trustee Minnite, and carried unanimously, the contract for the distance education equipment was awarded to CDW-Government LLC in the amount of \$83,838.24. This purchase will be made through the National Joint Powers Alliance Contract #111309-CDW and will be used to upgrade the psychiatric technician classrooms AH7 and AH8 at West Hills College Coalinga and Room 238 at West Hills College Lemoore. The district intends to purchase additional and/or replacement distance education equipment throughout the year under this same cooperative purchasing agreement. Grant funds will be used to make this purchase.
- FS-32**      Contract Award – On a motion by Trustee Levinson, seconded by Trustee Cantu, and carried unanimously, the contract for the West Hills College Coalinga fiber and wireless access project was awarded to AMS.NET in the amount of \$101,381.07. This purchase will be made through the State of California Multiple Award Schedule (CMAS) No. 3-09-70-0291Q. An additional \$9,560 will be purchased using the Merced County Fast Open Contract Utilization Services (FOCUS) No. 2009121. SFID 2 funds will be used for this purchase.

- FS-33**      Contract Award – On a motion by Trustee Minnite, seconded by Trustee Henry, and carried unanimously, the contract for the West Hills College Coalinga Wellness Center furniture project was awarded to Haworth, Inc. in the amount of \$70,845.10. This purchase will be made through the U.S. Communities Government Purchasing Alliance No. N051017

### **PERSONNEL SERVICES**

- PS-6**      Job Description Language – On a motion by Trustee Minnite, seconded by Trustee Ivans, and carried unanimously, the Board approved the following language to be added to all administrative, classified management, and confidential employee job descriptions:

*“Assist faculty and others, where appropriate, in the development of Student Learning Outcomes (SLOs) and the determination of their effectiveness in helping students achieve their desired learning outcomes. In addition, provide leadership for the development of SLOs within their program areas of responsibility.”*

- PS-7**      Job Description – Trustee Minnite questioned who is currently assuming the duties of the Director of Human Resources. Mr. Stoppenbrink explained that he is. Trustee Minnite questioned why these new job descriptions are needed. Mr. Stoppenbrink responded that the current human resources staff have taken the responsibilities of a third staff member who left the district a year ago. Trustee Minnite stated that he is not against it, but commented on the hiring freeze that was imposed. Mr. Stoppenbrink explained that the funding is available because of the vacant position. The job description has been run through the job description matrix through the consultant that was used for the classification study. He stated that another position will not be added to the human resources department. Trustee Oxborrow questioned the responsibilities in the job description and Mr. Stoppenbrink responded that the staff are currently doing the work.

The following new confidential employee job description was approved on a motion by Trustee Ivans, seconded by Trustee Henry, and carried on the following vote: Ayes – 6; Noes – 1 (Trustee Minnite)

- Human Resources Analyst

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

Trustee Cantu stated that the year is off to another wonderful start and the budget can't get any worse. He wished everyone a happy new year.

Trustee Minnite welcomed everyone back to a new year and expressed his hope that everyone had an exciting holiday. He stated that he is optimistic that things will be great in 2011.

Trustee Ivans wished everyone a happy new year. She thanked everyone for their reports and stated that she enjoyed the Duty Day presentations last week. She reported that Mr. Scott Lay is a wonderful speaker.

Trustee Henry congratulated the colleges for their efforts on the accreditation self study reports. He expressed his thanks to everyone and wished all a happy new year.

Trustee Oxborrow welcomed everyone back to a new semester and stated that she is looking forward to another fun filled year. She thanked everyone for the cards and flowers sent in honor of her mother who recently passed away. She also thanked everyone for the reports that were given.

Trustee Levinson commented on the change of date for the upcoming Board of Trustees retreat.

President McKean reported that he attended the rededication event for the West Hills College Coalinga Wellness Center and it is a really neat facility. He stated that everyone involved did an outstanding job and he thanked everyone for their input and work on the project.

President McKean announced that the next meeting of the Board of Trustees will be their annual retreat which has been rescheduled for January 28 and 29, 2011.

### **CLOSED SESSION**

The meeting was adjourned to closed session at 3:06 p.m.

- Public Employee Discipline/Dismissal/Release (as per Government Code Section 54957)
- Discussion of Land Acquisition/Disposition of Property (as per Government Code Section 54956.8). Property: Firebaugh, California; Lemoore, California

### **ADJOURNMENT**

There being no further business before the Board of Trustees, the meeting was adjourned at 3:28 p.m.

---

Nina Oxborrow  
Clerk of the Board of Trustees

## Personnel Transactions

### 1. New Hires

Name	Title & Location	Schedule	Salary Placement	Funding	Effective Date	Additional Information
Chaney, Christopher	Interim Welding Instructor West Hills College Coalinga	88-day contract	Range I Step 6	Grant	1/13/11	New position
Morales, Ma Guadalupe	Child Development Center Assistant West Hills College Coalinga	19 hrs/wk 9 mo/yr	Range 23 Step A	Grant	1/10/11	Replacement for Gabriela Bravo
Ovalle, Maria	Child Development Center Assistant Avenal Child Development Center	19 hrs/wk 9 mo/yr	Range 23 Step A	Grant	1/10/11	Replacement for Rosalinda Sosa
Zhao, Jiaxin	Physics/Engineering Instructor West Hills College Lemoore	199 Day Contract	Range V Step 10	District	1/18/11	New position

### 2. Leave of Absence

Name	Title & Location	Effective Date	Additional Information
Soto, Maricruz	Child Development Center Teacher San Joaquin Child Development Center	12/16/10 – 3/16/11	FMLA Request

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

Name	Title & Location	Effective Date
Denberg, Rose	Financial Aid Assistant II West Hills College Lemoore	1/31/11
Jones, Joy	Career Center Office Assistant West Hills College Lemoore	1/14/11
Macayan, Jovanne	Child Development Center Assistant West Hills College Lemoore	12/17/10