



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

**February 12, 2013**



**CALL TO ORDER / OPEN SESSION**

President McKean called the meeting of the Board of Trustees to order at 10:25 am.

Board members present:

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

Board members absent:

Jeff Levinson  
Brittany Burkhart, 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  
Frances Squire, Executive Director of West Hills Community College Foundation  
Pedro Avila, Vice President of Student Services, 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  
Keith Stearns, Associate Vice Chancellor of Academic and Information Services/Registrar  
Marcel Hetu, Director of North District Center, Firebaugh  
Tom Wixon, Director of Marketing/Public Information Officer  
Anita Wright, Director of Special Grant Programs

**Introduction of Guests**

The following guests were introduced: Mr. Terry Flanagan, CSEA Labor Relations Representative; and Ms. Sandy Dagnino.

**Public Comments**

Mr. Flanagan addressed the Board of Trustees on behalf of Ms. Dagnino. He asked the Board to consider rescinding her pending discharge as listed on the consent agenda and to defer to a draft legal agreement that has been prepared that will hopefully spare Ms. Dagnino from discharge. He stated that he believes the discharge is due to

circumstances. He stated that the District has followed Education Code due process and sees no defects with the steps taken. Mr. Flanagan reported that Ms. Dagnino has been off work on extended illness leave and has been providing the District with notices from her physician regarding her leave. He reported that Ms. Dagnino had shoulder surgery on January 10 and a note was provided from her doctor that stated she would return to work on January 4, 2013. The date on the note was inadvertent and incorrect. Mr. Flanagan stated that the District tried to get in touch with Ms. Dagnino; however, she was recuperating with family in Modesto. She was notified of the Skelly hearing to respond and she failed to show up. Charges were signed and re-served. Ms. Dagnino had moved but had not properly notified the District of her new address. She then found out that she had been served with charges. Ms. Dagnino then provided a note from the treating physician stating that their office was responsible for the incorrect note and she should be off work until January 31. Mr. Flanagan stated there are two issues from the District: job abandonment and a pending investigation. He asked that the Board rescind Ms. Dagnino's termination and defer to the legal agreement that would assure she is ready, willing, and able to participate in the investigation and a meeting with the investigator is scheduled for Friday. Mr. Flanagan again stated that he humbly requests that the Board consider rescinding Ms. Dagnino's termination and defer to agreement.

Ms. Dagnino addressed the Board and asked them if they had any questions of her. No questions were asked 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, Acting Academic Senate President for West Hills College Lemoore, reported that Mr. Kurt Sterling is doing well and hoping to be back after spring break. Mr. Rogers reported that a new vice president for the West Hills College Lemoore Academic Senate has been elected. There are four possible tenure resolutions that are being considered by the Senate. Mr. Rogers also stated that the Senate wants more time for feedback on Administrative Procedure 7211 and will consider its approval on February 21.

WHCFA Report – Mr. Ken Sowden, WHCFA President, was not present to report at this time.

CSEA Report – Mr. Keith Brock, CSEA President, reported that negotiations are proceeding and each time they meet more progress is made. He stated that the hardest part is arranging time to meet. CSEA is happy with the replacement representation (District's legal counsel) and thinks they will come to an agreement soon.

Student Trustee Report – In the absence of Ms. Brittany Burkhart, Student Trustee, Mr. Don Warkentin reported on her behalf. He stated that WHC Lemoore has had a number of new student clubs start up and SGA has taken on a more supportive role in taking care of the clubs. Upcoming student activities include: Club Rush on February

13; Partnering with student services for Eagle Daze on February 22; and possible guest speakers.

West Hills College Lemoore – Mr. Don Warkentin, President, stated that the traffic problems around the campus seem to have subsided. They are preparing for a visit by the Bureau of Registered Nursing (BRN) in late February. The BRN will be spending time on campus and at area hospitals. They will provide an in depth assessment of services.

Ms. Sylvia Dorsey-Robinson commented on the upcoming Eagle Daze event. She stated that staff are working with seniors to get them ready for priority registration and an orientation and freshman plan will be done during this event. They anticipate hosting approximately 600 students. There are 1,800 senior students in the service area. A little more than 1,200 have completed applications and a little more than 600 have taken a placement test. Students will know by the end of the day what classes they need to take.

With regard to athletics, Mr. Warkentin reported that the women's basketball team is doing well. The Lemoore High School boy's basketball team is leading their league and they want to host a playoff game at West Hills College Lemoore later this month. Mr. Warkentin stated that he is looking forward to working with them.

West Hills College Coalinga and North District Center, Firebaugh – Dr. Carole Goldsmith, President, reported that an international student dinner was recently held, as well as student mentor training in the Student Services Program. Dr. Goldsmith reported that West Hills College Coalinga will be working with the Lumina Foundation on a Degree Quality Profile. The profile will show how our students are matched with the skills needed today. Classified Staff Development day was hosted by West Hills College Coalinga on February 8 and was well-attended. With regard to outreach efforts, a mandatory President's Scholars luncheon was recently held at which community service projects and community outreach efforts were discussed.

Mr. Pedro Avila shared information on College Days at West Hills College Coalinga and discussion took place concerning priority registration requirements and the numbers for each high school. Mr. Avila also briefly shared information on the partnership with Univision.

In closing, Dr. Goldsmith announced that the Welborn Wellness Center event will be held on February 14; the dedication event for the rodeo arena and Farm of the Future facilities will be held on April 4; and a Relay for Life event will be held on April 20 and 21.

Chancellor's Report – Dr. Frank Gornick, Chancellor, gave a brief summary of the recent Board Retreat and showed the Board and audience a video on Massive Open Online Courses (MOOCs). He stated that we can learn a lot from what is being done. He reported that he will continue to provide updates on new approaches to learning. Dr. Gornick thanked the human resources staff for planning and organizing the recent classified staff development day. He also commented on the ongoing Closing the Gap

project and the CEPF grant. Ms. Elaine Cash, Consultant, and Dr. Barbara Hioco, CVHEC Executive Director, are working on these efforts and attend meetings and discuss student success initiatives on our behalf. Dr. Gornick also announced the upcoming Trustee and CEO conference that will be held in April.

### **CONSENT AGENDA**

President McKean announced that item CA-43 would be considered following closed session.

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

- CA-41**      Minutes – The minutes of the January 15, 2013 Board meeting were approved as submitted.
- CA-42**      Warrants – The warrants were approved as submitted.
- CA-43**      Personnel Transactions – The list of personnel transactions was approved as submitted.

Trustee Oxborrow questioned hazardous waste removal at the old farm facility. Mr. Stoppenbrink explained that the hazardous waste has been taken care of and the District is no longer involved with this property.

### **CHANCELLOR'S OFFICE**

- CO-25**      Request to Serve Alcoholic Beverages – The request to serve alcoholic beverages at a West Hills Community College Foundation sponsored event was approved on a motion by Trustee Minnite, seconded by Trustee Oxborrow, and carried unanimously.
- CO-26**      Revised Bylaws – The revised bylaws for the following Citizens' Bond Oversight Committees were approved on a motion by Trustee Minnite, seconded by Trustee Oxborrow, and carried unanimously:
- School Facilities Improvement District No. 1 (Northern Area)
  - School Facilities Improvement District No. 2 (Coalinga Area)
  - School Facilities Improvement District No. 3 (Lemoore Area)
- CO-27**      Resolution – Certifying Election – The resolution certifying to the Board of Supervisors of Fresno and Kings Counties all proceedings in the November 6, 2012 General Obligation Bond Election was adopted on a motion by Trustee Minnite, seconded by Trustee Cantu, and carried unanimously.

**CO-28**      Resolution – Intention to Reimburse Expenditures – The resolution declaring intention to reimburse expenditures from the proceeds of obligations to be issued by the West Hills Community College District was adopted on a motion by Trustee Minnite, seconded by Trustee Oxborrow, and carried unanimously.

**CO-29**      Administrative Procedure – Administrative Procedure 7211, Faculty Service Areas, Minimum Qualifications, and Equivalencies, was reviewed by the Board of Trustees.

### **FISCAL SERVICES**

**FS-34**      Fiscal Services Report – The executive summary of the audit report was distributed by Mr. Stoppenbrink who stated that the information is for review purposes only.

Trustee Cantu left the meeting at this time.

Mr. Stoppenbrink commented on the SWACC report. He stated that the fund is very healthy and robust. The fund has a \$1,000,000 deductible and our District's deductible is \$5,000. Mr. Stoppenbrink stated that it was a good decision to move from the former JPA into SWACC. We are seeing a savings in premiums each year because of the move.

Trustee Cantu returned to the meeting at this time.

President McKean questioned the long term debt analysis in the executive summary of the audit report. Mr. Stoppenbrink responded that it is the cumulative principal debt at the time the audit was done.

Trustee Minnite left the meeting at this time.

Mr. Stoppenbrink provided the fiscal services report. He reported that the district is 58.4% through the fiscal year. General fund 11 revenues are at 46.1% and general fund 11 expenditures are at 56.1%. General fund 12 revenues are at 20.7% and general fund 12 expenditures are at 22%. All other fund revenues (includes cafeteria, child development centers, farm, residence halls, capital projects, ASB, financial aid, clubs, and West Hills Community College Foundation) are at 39.6% and other fund expenses are at 33.3%.

Trustee Minnite returned to the meeting at this time.

Mr. Stoppenbrink reported on the upcoming P1 status, stating that we will know our actual confirmed dollar amount on February 15 as the information should be posted at that time. He stated that he expects to see nothing less than \$1.3 million back in our budget.

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

Trustee Cantu had no comments at this time.

Trustee Minnite stated that he enjoyed the recent Board Retreat and appreciates good news from the Financing Corporation meeting.

Trustee Ivans stated that she is sorry to have missed the second day of the Board retreat. She commented that she enjoyed the recent classified staff development day and questioned West Hills College participation in the upcoming farm show. Dr. Gornick responded that we have a booth and exhibitor passes.

Trustee Henry stated that he appreciates the good news on the financial activity in the Financing Corporation and commented that Mr. Mike Urner and Mr. Dave Ivarie are also working with the Foundation investments. Mr. Henry stated that it is nice to hear that the state will be providing budget news soon.

Trustee Oxborrow stated that she enjoyed the Board Retreat and also enjoys having the leadership participation from the colleges. She thanked everyone for their hard work.

President McKean stated that he also enjoyed the Board Retreat and it is nice to hear different points of view. He thanked everyone for attending the meeting and announced that the next regular meeting of the Board of Trustees is scheduled for March 5, 2013.

**CLOSED SESSION**

The meeting was adjourned to closed session at 12:00 noon.

- 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)

**RECONVENE TO OPEN SESSION**

The following item was approved on a motion by Trustee Cantu, seconded by Trustee Minnite, and carried unanimously:

**CA-43**      Personnel Transactions – The list of personnel transactions was approved as submitted.

**ADJOURNMENT**

There being no further business before the Board of Trustees, the meeting was adjourned at 12:27.

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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
Canales, Hope	Custodian West Hills College Lemoore	19 hrs/wk 12 mo/yr	Range 35 Step A	District	1/14/13	Replacement for Ramon Delreal

### 2. Temporary Hires

Name	Title & Location	Schedule	Salary Placement	Funding	Effective Date	Additional Information
Nagahashi, Rina	Child Development Center Teacher West Hills College Coalinga CDC	40 hrs/wk	Range 40 Step A	Grant	2/13/13 – 6/30/13	

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

Name	Title & Location	Effective Date
Bravo, Gabriela	Child Development Center Associate Teacher West Hills College Coalinga CDC	1/30/13
Dagnino, Sandra	Admissions and Records Assistant West Hills College Coalinga	1/22/13