



## WEST HILLS COMMUNITY COLLEGE DISTRICT

Board of Trustees  
9900 Cody Street  
Coalinga, CA 93210  
(559) 934-2100

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### MINUTES OF THE REGULAR MEETING OF THE GOVERNING BOARD

April 20, 2010



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

President McKean called the meeting of the Board of Trustees to order at 1:03 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:

Yohan Maeda, Student Trustee

Administrators present:

Frank Gornick, Chancellor  
Ken Stoppenbrink, Vice Chancellor of Business Services  
Pedro Avila, Vice Chancellor of Institutional Effectiveness and Enrollment Management  
Willard Lewallen, President, West Hills College Coalinga  
Don Warkentin, President, West Hills College Lemoore  
Sylvia Dorsey-Robinson, Vice President of Educational Services, 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  
Frances Squire, Executive Director of West Hills Community College Foundation  
Marcel Hetu, Director of North District Center, Firebaugh

#### **Introduction of Guests**

There were no guests introduced at this time.

#### **Public Comments**

Mr. Adam Quinteros, student, addressed the Board of Trustees with concerns about the bookstore at the center being closed down. Many students have signed a petition in objection to the closure.

Mr. Jorge Lazo, student, also addressed the Board, stating that more than 250 students are concerned about the closing of the bookstore. He stated that he realizes a private company runs the bookstore but that the college is going backward and is not meeting the needs of the students as before. All students need textbooks and supplies.

Mr. Angel Medina, student, stated that the students want to bring this issue forward to see if a solution can be found.

President McKean stated that we will try to get some answers. He commented that the closure of the bookstore is news to the Board.

Dr. Willard Lewallen stated that all bookstore services have not been closed down. Staff are working with Follett to come up with alternatives. He stated that the North District Center bookstore will continue to have a presence during peak activity times. Follett provides books to students directly to homes at no charge. They are trying to provide a compromise while still providing services. The bookstore closure is not a done deal and options are still being explored.

Trustee Minnite questioned the original contract with Follett. Dr. Lewallen responded that he would have to look at it. Mr. Ken Stoppenbrink responded that the contract states there will be no staffing changes or changes in hours of operation for the first year. One of the discussions that was held before Follett took over the bookstore was concerning not having a bookstore at the North District Center, but providing them with another delivery method. This is not a new discussion. The contract guarantee was for one year. Trustee Minnite questioned the length of the contract with Follett and Mr. Stoppenbrink responded that it is a five year contract. Trustee Minnite commented on the total function of the bookstore and stated that the closure sounds like a breach of contract. Mr. Stoppenbrink stated that the contractual changes are to be agreed upon. Follett is working on direct shipping books to students. Staff was alerted to the fact of what Follett was planning to do and immediately spoke with Dr. Lewallen.

Trustee Minnite questioned how many students are served at the North District Center. It was stated that there are approximately 460, 250 of which signed the petition. Trustee Minnite commented that more than 50% of the clientele are not satisfied. He stated that we need to figure out something for the students. Dr. Lewallen stated that this is not a closed issue. Dr. Marcel Hetu has spoken with a Follett representative. They are having a cap and gown order day. We are working around the problem. Trustee Oxborrow questioned how much time we had to prepare for this problem. Dr. Lewallen stated that we were not given a date for closure and that the matter was only in the discussion stage. He stated that he did not know that the closure had occurred.

President McKean commented that it seems we are in a state of transition. He suggested getting a committee together to determine what scenario would be best for

the students. Trustee Minnite questioned the faculty in the audience on their thoughts with regard to the bookstore. Ms. Anita Bart stated that the bookstore is needed and there are never enough books at the beginning of the semester. Ms. Marty Ennes stated that there are issues throughout the district with not having enough books, the right books, etc. Is is not just an issue in one location. Ms. Bart stated that discussion occurred in the faculty meetings after the first year Follett was here. Follett is making adjustments, but it takes time. Mr. Don Warkentin stated that concerns have been received and forwarded to Mr. Stoppenbrink. Follett has promised to review the issues and take care of them. Trustee Minnite stated that he wants to see have an update on a monthly basis on the progress being made with Follett.

Mr. Angel Isidoro, Student Government Association President at West Hills College Lemoore, reported on current and upcoming events including Relay for Life; SGA scholarships; a banquet for SGA officers; Cinco de Mayo activities; SGA team site located on the portal; and student elections.

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

Academic Senate Report – Ms. Stephanie Droker, Academic Senate President for West Hills College Lemoore, commented on the candidates for tenure from West Hills College Lemoore. In addition to those names on the list, Ms. Droker stated that the Senate had also forwarded the name of Mike Rodriguez. He runs the transfer center and conducts general advising. He is currently on a temporary contract, not tenure track. His peers would like to see him given a permanent contract. Ms. Droker reported that the Senate recently held elections and Mr. Kurt Sterling will be the new President and Ms. Tammy Larson will be the Vice President. Ms. Droker stated that the faculty would like to have all Board meetings held at 3:00, no matter what location they are at, for consistency.

Ms. Anita Bart, Academic Senate President for West Hills College Coalinga, commended the students for addressing the Board of Trustees. She reported that the Senate has recommended three individuals for tenure. The Senate is in the process of working on awards for graduation. They have also been working on submitting their comments on the policies and procedures. Ms. Bart stated that the faculty in Coalinga also wants all Board meetings to be held at 3:00 p.m.

WHCFA Report – Ms. Marty Ennes, WHCFA President, reported that the faculty have been reviewing policies and procedures and they asked that the Board really focus on the comments on the routing forms because the faculty have spent a lot of time working on them. Ms. Ennes commented on the instructional calendars, stating that they have been ratified by the Faculty Association. She stated that she is happy to see the lift of faculty moving forward for tenure. She stated that there are a number of faculty on temporary contracts due to their funding source, but the positions they hold are permanent. She urged the Board to make sure that the faculty receive full time

permanent tenure track contracts. Ms. Ennes reported that the spring conference will be attended by herself, Ms. Sarah Shepard, and Ms. Tiffani McGee. She reported that she has been working with Mr. Stoppenbrink on merging all of the agreements that have occurred with the faculty contract. She hopes to have a complete document soon. Ms. Ennes reported that there have been a couple of problematic issues with payroll. Ten faculty members had withholdings that were not correct. Mr. Stoppenbrink is working on the problems. Ms. Ennes reported that she is working with Dr. Lewallen and Mr. Stoppenbrink regarding the resolution on extended contract days for psychiatric technician faculty.

President McKean questioned the payroll issue for the 10 faculty. Ms. Ennes stated this is a new issue but for various people. She stated that her personal opinion is that the problem is human error. Mr. Stoppenbrink stated that the issue relates to dues deductions.

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

Student Trustee Report – Mr. Yohan Maeda, Student Trustee, was not present to report at this time.

West Hills College Coalinga and North District Center, Firebaugh – Dr. Willard Lewallen, President, discussed current and upcoming events. He reported that the graduation speaker for West Hills College Coalinga will be Ambassador Philip Sanchez. He also reported that many different groups are interested in being on the Coalinga campus this summer for various events and he is working out all of the logistics. He stated that it is exciting to have the interest and activity.

West Hills College Lemoore – Mr. Don Warkentin, President, discussed current and upcoming events. He reported that the WASC visit for the colleges will occur March 7-10, 2011 for. He commented on the Miss California event that will be held at West Hills College Lemoore on May 11.

Ms. Sylvia Dorsey-Robinson commented on the Student Services Program Review and Technical Assistance Site Visit report from the State Chancellor's Office. Categorical programs are required to go through this review process that looks at different areas. They want to make sure we are providing the intended services for EOPS, CARE, DSPS, CalWORKs and Credit Matriculation programs. The visit was a good prelude to the accreditation process. There were some recommendations and many accommodations. Ms. Dorsey-Robinson stated that she is pleased with the report.

Mr. Warkentin reported that Mr. Barry Russell, Vice Chancellor from the Systems Office, will be the graduation speaker for West Hills College Lemoore.

Chancellor's Report – Dr. Frank Gornick, Chancellor, expressed his thanks to Dr. Hetu and his staff for hosting the Board meeting. He also thanked the students for their comments. He stated that he has been busy with the various meetings and visits for the Accrediting Commission. He commented that he feels good about where our colleges are in terms of our own accreditation. Dr. Gornick reported that both campuses are planning for rededication/dedication events for the remodeled and new facilities.

### **CONSENT AGENDA**

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

- CA-43**      Minutes – The minutes of the March 8, 2010 Board of Trustees meeting were approved as submitted.
- CA-44**      Warrants – The warrants were approved as submitted.
- CA-45**      Quarterly Financial Status Report, 311Q – The quarterly financial status report, 311Q for the quarter ending March 31, 2010 was approved as submitted.
- CA-46**      Records Destruction Annual Report – The records destruction annual report was approved as submitted.
- CA-47**      Surplus Property – The list of surplus property was approved as submitted.
- CA-48**      Adult/Student Temporary Salary Schedule – The changes to the adult/student temporary salary schedule were approved as submitted.
- CA-49**      Personnel Transactions – The list of personnel transactions were approved as submitted.

### **CHANCELLOR'S OFFICE**

- CO-23**      CWEE Plan – Ms. Droker stated that the district was required to redo their CWEE plan for both campuses. She sits on an advisory committee for the CWEE plan and helped to develop the template that was used. Ms. Droker commented that she is proud for the plan to be identified as a model plan.

The district CWEE plan was approved on a motion by Trustee Minnite, seconded by Trustee Oxborrow, and carried unanimously.

**CO-24**      Tenure Recommendations – West Hills College Coalinga – The following faculty recommended for tenure were approved on a motion by Trustee Ivans, seconded by Trustee Minnite, and carried unanimously.

- Matthew Magnuson
- Rhonda Mayer
- Troy Holsonbake

**CO-25**      Tenure Recommendations – West Hills College Lemoore – The following faculty recommended for tenure were approved on a motion by Trustee Minnite, seconded by Trustee Levinson, and carried unanimously.

- Lataria Hall
- Christian Raia
- Joel Rogers

**CO-26**      Ballot – CCCT Board – The ballot for the CCCT Board was approved on a motion by Trustee Minnite, seconded by Trustee Levinson, and carried unanimously.

**CO-27**      Administrative Procedure 2712, Conflict of Interest Code – Administrative Procedure 2712, Conflict of Interest Code, was approved on a motion by Trustee Minnite, seconded by Trustee Cantu, and carried unanimously.

Dr. Gornick commented on code of ethics training for the Board of Trustees, stating that the Board has the option to participate in the training online or have someone come in to work with the Board. The Board agreed that they would prefer to have a face to face training session.

**CO-28**      Board Policies and Administrative Procedures – Trustee Cantu questioned the policy with regard to student records. Dr. Lewallen stated that students will be assigned an identification number. Trustee Ivans questioned the hearing conservation policy and who is required to be trained. Ms. Bart responded that any instructor who deals with anything that is considered an OSHA issue will have to be trained. Mr. Stoppenbrink stated that this will include most employees at the farm and in maintenance and operations.

The following Board Policies and Administrative Procedures were presented for a first reading at this time. Approval will be requested at a later date.

- Board Policy and Administrative Procedure 3530, Weapons on Campus

- Board Policy and Administrative Procedure 4260, Prerequisites and Co-requisites
- Board Policy and Administrative Procedure 5040, Student Records, Directory Information and Privacy
- Administrative Procedure 5045, Student Records – Challenging Content and Access Log
- Board Policy 6816, Hearing Conservation Program
- Board Policy 6817, Transportation and Driver Selection

**CO-29**      Proposed Board of Trustees Meeting Schedule – West Hills College Coalinga – President McKean stated that Board members should contact the Chancellor’s Office with any suggested changes.

The proposed Board of Trustees Meeting Schedule for 2011-2012 was presented for review at this time. Approval will be requested at a later date.

**CO-30**      Instructional Calendars – The instructional calendars for 2011-2012 and 2012-2013 were approved on a motion by Trustee Minnite, seconded by Trustee Cantu, and carried unanimously.

### **FISCAL SERVICES**

**FS-38**      Fiscal Services Report – Mr. Ken Stoppenbrink, Vice Chancellor of Business Services, provided the fiscal services report. He stated that we are 75% through the fiscal year. General fund revenues are at 68.6% and general fund expenditures are at 66.2%.

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.

**FS-39**      Ag Science Project – On a motion by Trustee Cantu, seconded by Trustee Ivans, and carried unanimously, the Board of Trustees granted permission to go to bid for the West Hills College Coalinga ag science project.

**FS-40**      Subcontractor Change – The subcontractor change for the West Hills College Lemoore multi use sports complex project was approved on a motion by Trustee Ivans, seconded by Trustee Cantu, and carried unanimously.

**FS-41**      Memorandum of Understanding – The memorandum of understanding between the City of Coalinga and the West Hills Community College District regarding the use of the Coalinga Sports Park was approved on a motion by Trustee Oxborrow, seconded by Trustee Minnite, and carried unanimously.

**FS-42**      Quitclaim Deeds – Trustee Cantu asked for an explanation on the quitclaim deeds. Mr. Kevin Cobb, district architect, stated that there are several versions of the gas lines that ran through the corner of the West Hills College Lemoore property. All existing easements are being abandoned as a matter of housekeeping. This action removes the old easements that are no longer necessary and gets rid of the old material so that we can just deal with the one line. Trustee Oxborrow questioned how long it will take to do this. Mr. Cobb stated that it is in the best interest of Southern California Gas Company to get it done because there will be a parking lot on that property.

The quitclaim deeds for existing easements were approved on a motion by Trustee Cantu, seconded by Trustee Minnite, and carried unanimously.

**FS-43**      Application Processing Fee – Mr. Stoppenbrink explained that the Board has the ability to increase the application processing fee for foreign citizens. There is no fee currently in place. Dr. Lewallen explained that many frivolous applications are received that take a lot of time to process. By establishing a processing fee, it is hoped that only serious applicants will submit their paperwork.

The application processing fee for foreign citizens was approved on a motion by Trustee Minnite, seconded by Trustee Ivans, and carried unanimously.

## **PERSONNEL SERVICES**

**PS-7**      Job Descriptions – The following new job descriptions were approved on a motion by Trustee Ivans, seconded by Trustee Levinson, and carried unanimously:

- Activities Specialist, After School Program (classified)
- Instructor, After School Program (classified)
- Coordinator of Special Grant Programs (classified management)
- Director of Special Grant Programs (administrative)

**PS-8**      Resolution – Elimination of Classified Services – Mr. Stoppenbrink explained that the classified positions on the resolution are funded by

grants that will be expiring this year. The impact to the budget would be approximately \$450,000. A meeting has been scheduled for April 29 to discuss the effects of the layoff. The employees need to be notified because the general fund cannot take this hit. President McKean questioned if the grants may possibly be renewed. Mr. Stoppenbrink responded that it is possible, but not certain. Some of the grants are not being renewed at all. To be prudent, we need to notice all of the employees on the list. Trustee Ivans questioned if they can move into other positions. Mr. Stoppenbrink responded that some of the employees will have bumping rights. Discussion took place regarding the 39 month rehire list and new rules with regard to qualifications. Mr. Stoppenbrink explained that 45 days notice must be provided for grant funded positions. Dr. Gornick stated that we do not know what the May revise will bring and we may have to issue additional layoff notices in June. He stated that it is a difficult time.

The resolution in the matter of elimination of classified services was adopted on a motion by Trustee Cantu, seconded by Trustee Ivans, and carried unanimously.

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

Trustee Cantu stated that he had nothing to report at this time.

Trustee Minnite thanked everyone for being at the North District Center. He commended the students for their courage to step forward and approach the Board and stated that he appreciates the faculty input. Trustee Minnite thanked the Board for their support of the North District Center. He stated that the proposed new development is contingent upon meeting the needs of the students. He stated that he is not happy finding out about the bookstore closure the way he did and he is disappointed in the process. Trustee Minnite thanked everyone for their reports.

Trustee Ivans thanked everyone for their work on the policies and procedures. She stated that it is a lot of work and is appreciated. She expressed her appreciation for being able to review the minutes from all of the meetings and she appreciates the meetings that Dr. Gornick and the College Presidents have had in Avenal.

Trustee Oxborrow thanked Dr. Hetu and the North District Center staff for hosting the meeting, also stating that she enjoys coming to Firebaugh. She thanked everyone for their work and congratulated the faculty who received tenure.

Trustee Henry congratulated the faculty for achieving tenure. He stated that he hopes the grants are able to be renewed or new grants obtained so that we do not have to lay off any staff. Trustee Henry stated that he hopes the bookstore issue is solved soon. He

commented that it is nice to be able to start the bidding process on the ag science project. He thanked Ms. Dorsey-Robinson for comments about the categorical programs report and thanked Ms. Raquel Rodriguez for hosting the foreign student consortium dinner in Lemoore.

Trustee Levinson expressed his congratulations to the faculty for achieving tenure.

President McKean thanked the staff at the North District Center and stated that he wants to hear a report at the next meeting with regard to the bookstore issue.

President McKean announced that the next meeting of the Board of Trustees is scheduled for May 18, 2010.

### **CLOSED SESSION**

The meeting was adjourned to closed session at 2:43 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: Coalinga, California; Firebaugh, California; Lemoore, California
- Conference with Legal Counsel – Potential Litigation (as per Government Code Section 54956.9). 2 potential cases.
- Conference with Legal Counsel – Pending Litigation (as per Government Code Section 54956.9). Caganich v. West Hills Community College District

### **RECONVENE TO OPEN SESSION**

The meeting was reconvened to open session at 3:36 p.m.

President McKean announced that during closed session, on a motion by Trustee Ivans, seconded by Trustee Minnite, and carried unanimously, the Board of Trustees ratified the rejection of a claim for damages submitted by Terrell Jeffery.

Mr. Warkentin discussed ideas for events at the new multi use sports complex, wellness center and ag science facility. He stated that he has been in touch with a promoter has been in the business for several years. The promoter is looking at some high profile events for the facilities.

**ADJOURNMENT**

There being no further business before the Board of Trustees, the meeting was adjourned at 3:55 p.m.

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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
Campa, Lorena	Child Development Center Assistant West Hills College Lemoore	19 hrs/wk 12 mo/yr	Range 23 Step A	Grant	4/5/10	Replacement for Bhupinderjit Kaur
Cardoza, Maria	Child Development Center Assistant San Joaquin Child Dev. Center	19 hrs/wk 9 mo/yr	Range 23 Step A	Grant	4/12/10	Replacement for Melissa Blanco
Enriquez, Rosalba	Child Development Center Custodian Avenal Child Development Center	19 hrs/wk 9 mo/yr	Range 35 Step A	Grant	2/17/10	Replacement for Leopoldo Palos
Macayan, Jovanne	Child Development Center Assistant West Hills College Lemoore	19 hrs/wk 9 mo/yr	Range 23 Step A	Grant	4/5/10	Replacement for Lucy Rodriguez
Montoya, Rosa	Child Development Center Assistant West Hills College Lemoore	19 hrs/wk 12 mo/yr	Range 23 Step A	Grant	4/5/10	Replacement for Katherine Shafer
Neal, Johnny Ray	Security Guard West Hills College Lemoore	19 hrs/wk 12 mo/yr	Range 32 Step A	District	4/5/10	Replacement for Raymond Anderson
Shults, Mary	Office Assistant Farm of the Future	19 hrs/wk 12 mo/yr	Range 29 Step A	District	4/5/10	Replacement for John Jennings

### 2. Temporary Hires

Name	Title & Location	Schedule	Salary Placement	Funding	Effective Date	Additional Information
Bailey, Justin	Equipment Coordinator West Hills College Coalinga	40 hrs/wk	Range 37 Step A	District	4/21/10 – 6/30/10	
Gomez, Michael	WIA Senior Employment Readiness Specialist	19 hrs/wk	Range 57 Step A	Grant	4/21/10 – 6/30/10	
Wiseman, Suellen	Accounting Services Technician I District Office	40 hrs/wk	Range 49 Step A	Grant	4/13/10 – 6/30/10	Temporary substitute for Penny Wilson

### 3. Changes in Assignment

Name	Current Assignment	Change	Effective Date	Additional Information
Avila, Sara	Student Services Assistant/Bookstore Assistant North District Center, Firebaugh Range 35, Sep F	Student Services Assistant/Library Technician North District Center, Firebaugh Range 38, Step D	1/1/10	
Diaz, Mirian	Child Dev. Center Associate Teacher West Hills College Lemoore Range 30, Step A	Child Development Center Teacher West Hills College Lemoore Range 40, Step A	4/1/10	Replacement for Aracely Navarro
Riddle, Rebecca	Financial Aid Assistant II West Hills College Lemoore	Financial Aid Assistant II West Hills College Coalinga	5/1/10	Replacement for Kira Tippins
Squire, Frances	Director of Marketing West Hills Community College District Range 42, Step 12	Executive Director of West Hills Community College Foundation Range 43, Step 12	4/5/10	Replacement for Rick Post, Interim

**3. Changes in Assignment (continued...)**

<b>Name</b>	<b>Current Assignment</b>	<b>Change</b>	<b>Effective Date</b>	<b>Additional Information</b>
Tippins, Kira	Financial Aid Assistant II West Hills College Coalinga Range 42, Step C	Financial Aid Coordinator West Hills College Coalinga Range 51, Step A	4/1/10	Replacement for Leticia Lopez

**4. Leave of Absence**

<b>Name</b>	<b>Title &amp; Location</b>	<b>Effective Date</b>	<b>Additional Information</b>
Wilson, Penny	Accounting Services Technician I District Office	3/1/10 – 5/21/10	FMLA Request

**5. Resignations / Retirements / Releases During Probation / Terminations**

<b>Name</b>	<b>Title &amp; Location</b>	<b>Effective Date</b>
Alvarado, Victor	Farm Unit Technician West Hills College Coalinga Farm of the Future	4/10/10
Davis, Hillary	Work Study Coordinator West Hills College Coalinga	3/19/10
Gambin, Daniel	Child Development Center Assistant West Hills Co	3/12/10
Jimenez, David	Child Development Center Assistant North District Center, Firebaugh	4/16/10
Mativo, Kyalo	Humanities Instructor West Hills College Lemoore	6/30/10
Neal, Johnny Ray	Security Guard West Hills College Lemoore	4/13/10
Rolfsema, Tina	Psychiatric Technician Instructor West Hills College Coalinga	4/23/10