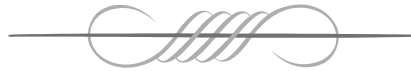




**MINUTES OF THE REGULAR MEETING OF THE GOVERNING BOARD**

**May 14, 2013**



**CALL TO ORDER / OPEN SESSION**

Trustee Levinson called the meeting of the Board of Trustees to order at 3:22 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 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  
Sylvia Dorsey-Robinson, Vice President of Student Services, West Hills College Lemoore  
Dave Bolt, Vice President of Educational Services, West Hills College Lemoore  
Stephanie Droker, Int. Vice President of Educational Services, West Hills College Coalinga  
Pedro Avila, Vice President of Student Services, West Hills College Coalinga  
Joel Ruble, Dean of Student Services, West Hills College Lemoore  
Michelle Kozlowski, Associate Vice Chancellor of Ed. Services and Information Technology  
Keith Stearns, Associate Vice Chancellor of Academic and Information Services/Registrar  
Anita Wright, Director of Special Grant Programs  
Tom Wixon, Director of Marketing  
Marcel Hetu, Director of North District Center, Firebaugh  
Deborah Soria, Director of Financial Aid, 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.

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**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, reported that the Senate has set the flex day schedule for August. He reported that he will be fulfilling the remainder of Mr. Kurt Sterling's term as Academic Senate President and will serve until May 2014.

WHCFA Report – Mr. Ken Sowden, WHCFA President, reported that the retirement party for Jeff Jeffery has been postponed until the fall. He reported that the negotiations team last met on May 3 and significant progress has been made. The group is still discussing compensation and evaluation and should have a tentative agreement soon. Mr. Sowden reported that Ms. Marty Ennes became ill last week and has been diagnosed with pleurisy. She is home resting.

Vice President Henry arrived to the meeting at this time.

CSEA Report – Mr. Keith Brock, CSEA President, reported that negotiations have concluded and a tentative agreement has been reached at this time. It is his hope that the CSEA membership will ratify the agreement on May 28. Dr. Frank Gornick commented that CSEA's leadership team was great to work with and the result is a good contract for both CSEA and the District.

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, commented that it has been an interesting time for her personally. This will be the first time she will be at a graduation ceremony in her capacity as President. There have been a lot of meetings, events, and celebrations which have allowed her to reflect on what it means to be President. She commented on culture, college learning, and the student experience, stating that leading in a culture of change is not about structure. Structure is important, but we have to be able to create the capacity and seek new and innovative ways to reach students.

Dr. Goldsmith reported that a team of administrators and faculty recently travelled to Oakland to discuss the Degree Qualification Profile (DPQ) project. Mr. Arkady Hanjiev was selected by the RP Group for his work with Student Learning Outcomes (SLOs) and Ms. Sarah Shepard is the Curriculum Committee chair. Mr. Hanjiev and Ms. Shepard briefly addressed the Board of Trustees and commented on the DQP project. Mr. Hanjiev stated that the Lumina Foundation gives a sense of quality to a college degree.

West Hills College Lemoore – Mr. Don Warkentin, President, reminded the group of the upcoming commencement ceremony for West Hills College Lemoore. He reported on the recent scholarship ceremony at which two individuals were honored with the Spirit of

the Eagle Award. He expressed his thanks to Trustee Ivans for attending the event and presenting her family scholarship. Mr. Dave Bolt provided a brief update on the status of the accreditation midterm report which is due in March 2014. He stated that they have been working on team recommendations. The expectation is that rough drafts will be submitted by the end of the month. Ms. Sylvia Dorsey-Robinson reported that there are many activities as the end of the semester nears. Ms. Deborah Soria reported that the financial aid rules are changing for students. Students are allowed six full time equivalent years of Pell grants which should take them through their bachelor's degree.

Chancellor's Report – Dr. Frank Gornick, Chancellor, discussed the recent Leadership Retreat, stating that the members have been expanded to include CSEA leadership, curriculum chairs, and Student Learning Outcomes (SLO) chairs. He commented that the retreats are always a good event. Dr. Gornick reported that the Leadership Retreat Group had a robust discussion about the very successful priority registration system that has been implemented. They discussed the 49 students who were dropped because of our policy of having to pay for classes within 24 hours of registering. He explained that the FAFSA turnaround time is 48 hours. We have developed a rule that is not favorable to what we are doing. The group came up with a solution to take a look at our process. Dr. Gornick stated that priority registration is a great process and is making a big difference. With regard to the Lumina Foundation project, the Leadership Retreat Group heard an expanded version of the report given today by Dr. Goldsmith and the opportunity for West Hills College Lemoore to join West Hills College Coalinga in the project was extended as well.

Dr. Gornick reported that the budget news Mr. Ken Stoppenbrink will be presenting is not great, but it is good. He also reported that the Victory Village project (behind West Hills College Lemoore) has been approved and escrow should close sometime in the month of June.

Dr. Gornick expressed his thanks to Mr. Robert Pimentel and Ms. Debbie Gore for their work on the recent Department of Labor C6 audit, stating that they did a great job. He also thanked Dr. Goldsmith for her leadership and getting this grant off the ground; and thanked Mr. Warkentin and his staff for hosting the audit at West Hills College Lemoore. Dr. Gornick reported that the Department of Labor was very impressed with our work and encouraged us to look at additional funding.

Dr. Gornick recognized Ms. Rebecca Cazares, Ms. Stephanie Droker, and Mr. Robert Pimentel for the administrative positions they will be filling. He stated that this group of individuals is home grown talent.

Dr. Gornick initiated discussion with regard to BoardDocs, a paperless agenda process. He reported that Ms. Donna Isaac recently attended a conference hosted by the Community College League of California and had the opportunity to consult with her colleagues on the use of this system in the various community college districts in the state. Ms. Isaac briefly explained the product and how it could work to eliminate paper agendas. She commented on the technology and access needed to implement this new process. Dr. Gornick stated that other systems will be evaluated as well and will be

reviewed through the summer. The group agreed that they would like to move toward utilizing a paperless system and stated that they look forward to additional discussions.

### **CONSENT AGENDA**

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

- CA-55**      Minutes – The minutes of the April 16, 2013 Study Session and April 16, 2013 Board meeting were approved as submitted.
- CA-56**      Warrants – The warrants were approved as submitted.
- CA-57**      Adult Temporary Salary Schedule – The changes to the adult temporary salary schedule were approved as submitted.
- CA-58**      Notice of Completion (Informal Bid Award Project) – The notice of completion for the West Hills College Lemoore site drainage project was approved.
- CA-59**      Declaration of Surplus Property – The list of property was declared as surplus.
- CA-60**      Out of State Travel – The following request for out of state travel was approved as submitted:
- Rodeo students to travel to College National Finals Rodeo in Casper, Wyoming June 9-15, 2013
- CA-61**      Personnel Transactions – The list of personnel transactions was approved as submitted.

### **CHANCELLOR'S OFFICE**

- CO-34**      2013-2014 Board of Trustees Meeting Schedule – The 2013-2014 Board of Trustees meeting schedule was approved on a motion by Trustee Minnite, seconded by Trustee Ivans, and carried unanimously.
- CO-35**      Board Policy 6809, Hazardous Waste – Board Policy 6809, Hazardous Waste, was approved on a motion by Trustee Ivans, seconded by Trustee Minnite, and carried unanimously.
- CO-36**      Board Policies 7340, Leaves – Board Policy 7340, Leaves, was approved on a motion by Trustee Ivans, seconded by Trustee Oxborrow, and carried unanimously.

- CO-37**      Resolution – Child and Adult Care Food Program (CACFP) – The resolution in the matter of Child and Adult Care Food Program (CACFP) was approved on a motion by Trustee Levinson, seconded by Trustee Oxborrow, and carried unanimously.

President McKean arrived to the meeting at this time.

### **FISCAL SERVICES**

- FS-51**      Fiscal Services Report – Mr. Stoppenbrink reported that the May revise was received today. The tentative budget will be presented to the Board at their June meeting.

Mr. Stoppenbrink provided the fiscal services report. He reported that the district is 83.3% through the fiscal year. General fund 11 revenues are at 54.8% and general fund 11 expenditures are at 72.3%. General fund 12 revenues are at 37.6% and general fund 12 expenditures are at 35.1%.

- FS-52**      Contract Award – Third Party Evaluator – On a motion by Trustee Minnite, seconded by Trustee Levinson, and carried unanimously, the contract for the third party evaluator for the Department of Labor TAA/CCCT grant was awarded to Institute for Higher Education, Leadership & Policy (iHELP) for a total amount of \$262,657.

- FS-53**      Lease Agreement – Mr. Stoppenbrink reminded that Board of Trustees that they approved the bid award for the photovoltaic array project at the April Board meeting. The lease agreement presented for consideration is for implementation of the project. The interest rate is 2.9% for five years. Trustee Minnite questioned the electrical cost savings and how it is expected to offset the amount. Mr. Stoppenbrink responded that we do not have the full scope of the electrical expense because we have not been using the pump at full capacity. He reported that we are currently only spending about \$50,000 on electrical costs but are only using the pump at a minimum. President McKean questioned if we are obligated to purchase the equipment at the end of the term. Mr. Stoppenbrink stated that we are not.

The lease agreement for the West Hills College Coalinga Farm of the Future Photovoltaic Array project was approved on a motion by Trustee Ivans, seconded by Trustee Henry, and carried unanimously.

- FS-54**      Initial Project Proposals (IPPs) – Mr. Chris Addington, District Architect, explained the process for the Initial Project Proposals (IPPs), stating that they are submitted to the state Chancellor's Office. Once approved, we are given permission to submit a Final Project Proposal (FPP).

The following Initial Project Proposals were approved on a motion by Trustee Ivans, seconded by Trustee Cantu, and carried unanimously.

- West Hills College Coalinga Logistics Building, Farm of the Future Instructional Buildings, Phase 2
- West Hills College Lemoore Logistics Building, Institutional Support Services Center Expansion

**FS-55**      Final Project Proposals (FPPs) – The following Final Project Proposals (FPPs) were approved on a motion by Trustee Minnite, seconded by Trustee Cantu, and carried unanimously.

- West Hills College Coalinga SAM Modernization
- West Hills College Lemoore Field Sports

### **PERSONNEL SERVICES**

**PS-8**      CSEA Collective Bargaining Agreement – Pending ratification by CSEA, the Collective Bargaining Agreement, 2013-2016 was approved on a motion by Trustee Minnite, seconded by Trustee Levinson, and carried unanimously.

**PS-9**      Tenure Recommendation – West Hills College Coalinga – Dr. Goldsmith reported that Mr. Frank Morales is an instructor in the psychiatric technician program. The West Hills College Coalinga Academic Senate has adopted a resolution with regard to Mr. Morales and is recommending him for tenure. Dr. Goldsmith stated that she concurs with the recommendation.

Mr. Frank Morales, Psychiatric Technician Instructor at West Hills College Coalinga, was approved for tenure on a motion by Trustee Cantu, seconded by Trustee Ivans, and carried unanimously.

**PS-10**      Job Description – Mr. Stoppenbrink explained that the recommended position is comparable to that of a consultant. He stated that there is a need to have a full time person on staff instead of using a consultant. The position is in the budget and there will be no additional impact to the budget. Dr. Gornick commented on the management aspect, stating that we need the knowledge base and the personnel to assist in this area.

The following classified management job description was approved on a motion by Trustee Levinson, seconded by Trustee Minnite, and carried unanimously:

- Network Services Manager

Trustee Minnite initiated brief discussion concerning new job descriptions approved over the past year and how many of the positions have been filled. Mr. Stoppenbrink commented on grant funded job descriptions.

**PS-11**      Resolution – Classified Services – Mr. Stoppenbrink explained that this resolution, along with resolutions PS-12 and PS-13, are necessary due to the potential elimination of grant funds. He stated that we hope that the grants will be reinstated, but we have not yet received official word.

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

**PS-12**      Resolution – Classified Management Services – The resolution in the matter of reduction and/or elimination of classified management services was adopted on a motion by Trustee Minnite, seconded by Trustee Oxborrow, and carried unanimously.

**PS-13**      Resolution – Administrative Services – The resolution in the matter of reduction and/or elimination of administrative services was adopted on a motion by Trustee Cantu, seconded by Trustee Minnite, and carried unanimously.

**PS-14**      Resolution – Placement on 39-month Re-employment List – The placement of a classified employee on the 39-month re-employment list was adopted on a motion by Trustee Ivans, seconded by Trustee Henry, and carried unanimously.

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

Trustee Cantu had nothing to report at this time.

Trustee Minnite thanked everyone for a good year of participation, sacrifice, and staying with the program. He wished everyone a great graduation and a great summer and stated that he looks forward to the next meeting.

Trustee Ivans expressed her congratulations to the new hires. She stated that it is good to hear the news about the finances and she enjoyed the presentation on the Lumina Foundation. Trustee Ivans stated that she is looking forward to the technology changes.

Trustee Henry echoed the comments of his fellow Board members and expressed his thanks to everyone.

Trustee Oxborrow thanked everyone for their hard work and stated that she is looking forward to graduation.

Trustee Levinson echoed the comments made by his fellow Board members and expressed his congratulations to Mr. Frank Morales for achieving tenure.

President McKean announced that the next meeting of the Board of Trustees is scheduled for June 25, 2013.

**CLOSED SESSION**

The meeting was adjourned to closed session at 4:47 pm.

- Discussion of Land Acquisition/Disposition (as per Government code Section 54956.8). Property: Lemoore, California, Firebaugh, 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
- Conference with Legal Counsel – Potential Litigation (as per Government Code Section 54956.9). 1 potential case.
- Public Employee Performance Evaluation (as per Government Code section 54957). Title: Chancellor

**ADJOURNMENT**

There being no further business before the Board of Trustees, the meeting was adjourned at 5:30 pm

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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
Leyva, Sylvia	Student Services Assistant West Hills College Coalinga	40 hrs/wk 12 mo/tr	Range 36 Step C	Grant	5/15/13	Replacement for Sandra Dagnino; call back from layoff list
Perez, Gladys	Child Development Center Assistant WHC Coalinga Child Dev Center	19 hrs/wk 10 mo/yr	Range 23 Step A	Grant	5/2/13	Replacement for Kathy Sanchez
Resendez, Kristin	Child Development Center Assistant WHC Coalinga Child Dev Center	19 hrs/wk 9 mo/yr	Range 23 Step A	Grant	4/23/13	Replacement for Maria Vega Maldonado

### 2. Temporary Hires

Name	Title & Location	Schedule	Salary Placement	Funding	Effective Date	Additional Information
Lopez, Sandra	Child Development Center Assistant WHC Coalinga Child Dev Center	40 hrs/wk	Range 23 Step A	Grant	5/15/13 – 6/30/13	

### 3. Changes in Assignment

Name	Current Assignment	Change	Effective Date	Additional Information
Cazares, Rebecca	Administrative Assistant West Hills Community College District Range 26, Step 5	Director of Human Resources West Hills Community College District Range 42, Step 1	7/1/13	Replacement for Jana Cox
Droker, Stephanie	Interim Vice President of Ed Services West Hills College Coalinga Range 48, Step 1	Vice President of Ed Services West Hills College Coalinga Range 48, Step 5	7/1/13	Replacement for Jill Stearns
Pimentel, Robert	Interim Director of C6 Project West Hills Community College District Range 42, Step 4	Director of C6 Project West Hills Community College District Range 42, Step 5	7/1/13	New position; previously filled as interim

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

Name	Title & Location	Effective Date
Davis, Desiree	Child Development Center Assistant WHC Coalinga Child Development Center	4/23/13
Sanchez, Ana	Child Development Center Assistant WHC Coalinga Child Development Center	4/26/13