



**WEST
HILLS**
COMMUNITY
COLLEGE
DISTRICT

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

May 17, 2011



CALL TO ORDER / OPEN SESSION

President McKean called the meeting of the Board of Trustees to order at 3:20 p.m. and led the Board members and audience in the flag salute.

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
Willard Lewallen, President, West Hills College Coalinga
Don Warkentin, President, West Hills College Lemoore
Frances Squire, Executive Director of West Hills Community College Foundation
Pedro Avila, Vice Chancellor of Institutional Effectiveness and Enrollment Management
Carole Goldsmith, Vice Chancellor of Educational Services and Workforce Development
Marlon Hall, Vice President of Student Services, West Hills College Coalinga
Jill Stearns, Vice President of Educational Services, West Hills College Coalinga
Richard Larson, Director of Farm of the Future, West Hills College Coalinga
Raquel Rodriguez, Associate Dean of Student Learning, West Hills College Coalinga
Kathy Watts, Director of Child Development Centers
Sylvia Dorsey-Robinson, Vice President of Student Services
Bertha Felix-Mata, Director of Title IV Projects
Marcel Hetu, Director of North District Center, Firebaugh
Susan Whitener, Associate Vice Chancellor of Educational Planning

Public Comments

There were no public comments made at this time.

Introduction of Guests

There were no guests introduced at this time.

REPORTS FROM ORGANIZATIONS / COLLEGES / DISTRICT OFFICE

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

In the absence of Mr. Kurt Sterling, Academic Senate President for West Hills College Lemoore, Ms. Marty Ennes reported. Ms. Ennes commented on tenure nominations, stating that the Academic Senate fully supports the recommendations. She also commented that the Board of Trustees is seeing Administrative Procedure 4020 as a first reading at this meeting. The Senate wants the Board to hold off on making any decision on the procedure as they think the C-ID project will take care of it.

WHCFA Report – Ms. Marty Ennes, WHCFA President, reported that the Faculty Association supports the nominations for tenure. They would like the Board of Trustees to hold off on making a decision on Administrative Procedure 4020. Ms. Ennes distributed copy of the Faculty Association Newsletter.

CSEA Report – Mr. John Ieronimo, CSEA President, apologized for missing the last meeting. He commented on the recent scholarship dinner in Lemoore, stating that CSEA has provided two scholarships. One recipient is from West Hills College Lemoore and the other from West Hills College Coalinga. Mr. Ieronimo stated that May 15-21 is Classified School Employees Week. He asked that the administration and Board let the classified employees know that they are doing a good job.

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, commented on the mobile welding lab, stating that it is sitting outside the Board room for viewing. He reported that there are 37 CAMP programs throughout the United States and commented on the West Hills' program being one of the top in the nation in terms of our students contributing to the Cesar Chavez Blood Drive Challenge. Dr. Lewallen introduced Dr. Bertha Felix Mata and reported that she was recently selected as the recipient of the Association of Mexican American Educators (AMAE), "Dia Del Maestro", Educator of the Year Award. A banquet was held last Friday in which 30 staff, students, and family members participated to help Ms. Felix-Mata celebrate this honor. She received a number of proclamations from elected officials.

West Hills College Lemoore – Mr. Don Warkentin, President, reported that an Honors Brunch was held last Friday and there were 90 students who received certificates of participation for their performance. The Spirit of the Eagle Award for 2010-2011 has been awarded to Dr. Barbara Hioco. Mr. Warkentin reported that a scholarship dinner was held. Over 180 students applied for scholarships and 160 scholarships were awarded worth over \$150,000. It was a great ceremony and there were many students in attendance. West Hills College Lemoore recently hosted the men’s golf club championship at Kings Country Club. The Sarah Palin event was successful and the college will net about \$35,000 in profits once everything is paid. Tickets for the Laura Bush event will go on sale this week. In closing, Mr. Warkentin invited everyone to attend the graduation ceremony on May 26 at West Hills College Lemoore.

Chancellor’s Report – Dr. Frank Gornick, Chancellor, reported that Dr. Lewallen was recently honored by Rotary as a president of distinction. The Rotary Club of Coalinga was given an award for enrollment growth and they also brought home the student speaker award. Dr. Gornick expressed his congratulations to the club. He reported that Coach Hodsdon was recently awarded co-coach of the year and this is a nice recognition of his career.

PUBLIC HEARING

President McKean stated that this time has been set aside for a public hearing on (1) the criteria, including communities of interest, to guide the process of adjusting trustee areas for the election of members to the Board of Trustees, and (2) changing the college district’s electoral system from a “from-trustee areas” system to a “by-trustee areas” system.

Mr. Sean Welch, Special Legal Counsel to the Board from Nielsen, Merksamer, Parrinello, Gross, and Leoni, LLP, addressed the Board of Trustees and provided an overview of the redistricting process. He discussed moving from “From-Trustee” area elections to “By-Trustee” Area Elections. “From-Trustee” area elections means that each member of the Board is elected by voters of the entire district but must reside in the trustee area in which they represent. “By-Trustee” area elections means that one or more members of the Board residing in each trustee area are elected by the voters of that particular trustee area. Mr. Welch commented on the submission of information to the Department of Justice. He also discussed the current election method, explaining that the district currently has six trustee areas with two trustees from one of the areas, for a total of seven trustees. The trustees are elected “From-Trustee” areas, meaning that the voters of the entire district vote on each trustee regardless of where the voter resides. Discussion took place regarding boundaries and the timeline for the process of redistricting, as well as the process for changing the electoral system. Mr. Welch explained the legal considerations with regard to the Voting Rights Act, stating that Section 2 of the act prohibits electoral systems which dilute minority voting rights by denying minorities an equal opportunity to nominate and elect candidates of their

choice. To the extent possible, the district must maintain the voting strength of minority groups as it currently exists in the trustee areas. Some of the legal considerations include topography, geography, cohesiveness, contiguity, compactness and integrity of territory, and communities of interest. Other legitimate criteria include preserving cores of existing district, preventing head-to-head contests between incumbents, and observing the historical boundaries of the schools included within the district.

Dr. Jeanne Gobalet provided a presentation on the demographics of redistricting. She discussed the comparison of census populations from 2000 to 2010. Dr. Gornick stated that the Board wants to see what a map would look like with and without the trustee addresses. Dr. Gobalet stated that she will work on this and will provide plan options at the June 7 meeting.

Trustee Levinson stated that he does not see anything in the federal Voting Rights Act that we can't comply with. He stated that he would like to see the estimates of the registered voters who are 18. Dr. Gornick questioned if trustee numbers could be increased or decreased (less than seven or more than seven). Brief discussion took place and it was stated that it would be a matter of requesting waivers and submitting information. Brief discussion took place regarding the School Facilities Improvement District (SFID) areas and that this information may be helpful.

Mr. Welch stated that the important thing to do today is to provide Dr. Gobalet with direction and clear instructions on the criteria to guide the establishment of trustee areas. The Board agreed that the criteria should include communities of interest with regard to trustee areas, not pairing up incumbents within the same area, the topography and geography of the district, and consideration of the existing high school districts.

President McKean called for public comments. Hearing none, the public hearing was concluded.

CONSENT AGENDA

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

CA-54 Minutes – The minutes of the April 26, 2001 study session and April 26, 2011 regular meeting were approved as submitted.

CA-55 Warrants – The warrants were approved as submitted.

CA-56 Surplus Property Sale Request – The request to sell surplus property was approved as submitted.

CA-57 Change in Bid Threshold - The increase in the informal bid limit to \$175,000 was approved as submitted.

CA-58 Personnel Transactions - The list of personnel transactions was approved as submitted.

CHANCELLOR'S OFFICE

CO-51 Resolution - Establishment of Trustee Areas and Petition to Change Method of Election - The resolution in the matter of establishment of trustee areas and to petition the County Committee to change the method of election to "by-trustee" area elections was adopted on a motion by Trustee Cantu, seconded by Trustee Minnite, and carried unanimously.

CO-52 Resolution - Governing Board Member Election - The resolution in the matter of calling a Governing Board Member election, November 8, 2011, was adopted on a motion by Trustee Minnite, seconded by Trustee Oxborrow, and carried unanimously.

CO-53 Board of Trustees Meeting Schedule - Discussion took place concerning the meeting dates and times. It was suggested that the May 22 proposed date be changed to May 15 in order to avoid the week of graduation as that is such a busy time. It was suggested that the December 13 proposed time be changed to 10:00 a.m. Trustee Henry questioned if one or more of the meetings should be moved to 5:00 p.m. to accommodate for those who may not be able to attend at 3:00 p.m. due to work schedules. President McKean stated that past history shows that there is poor to no attendance by employees or the public at evening meetings. Further discussion took place for the purpose of clarifying the revised dates and times.

On a motion by Trustee Minnite, seconded by Trustee Cantu, and carried unanimously, the Board of Trustees approved the proposed meeting schedule for 2011-2012 with the following changes:

- Change May 22, 2011 meeting date to May 15, 2011
- Change 3:00 p.m. meeting time on December 13, 2011 to 10:00 a.m.

CO-54 Appointment to Citizens' Bond Oversight Committee, SFID #2 (Coalinga Area) - On a motion by Trustee Ivans, seconded by Trustee Minnite, and carried unanimously, the following individuals were appointed to the Citizens' Bond Oversight Committee, SFID #2 (Coalinga Area):

- Sylvia Chavez

- CO-55** Tenure Recommendations – West Hills College Coalinga – The following faculty recommended for tenure were approved on a motion by Trustee Henry, seconded by Trustee Minnite, and carried unanimously.
- Al Graves
 - Sherry Barragan
 - Giselle Simon
- CO-56** Tenure Recommendations – West Hills College Lemoore – The following faculty recommended for tenure were approved on a motion by Trustee Minnite, seconded by Trustee Oxborrow, and carried unanimously.
- Stephanie Droker
 - Veronica Grijalva
 - Vera Kennedy
 - Kent Olson
 - Michael Rodriguez
- CO-57** Resolution – Child Care and Adult Food Program – The resolution in the matter of child care and adult food program for the district’s child development centers was adopted on a motion by Trustee Henry, seconded by Trustee Ivans, and carried unanimously.
- CO-58** Honorary Degree – On a motion by Trustee Oxborrow, seconded by Trustee Minnite, and carried unanimously, an honorary degree was awarded to Mr. Jay Mahfood.
- CO-59** Board Policy 6819, Fire Safety and Prevention Plan – Board Policy 6819, Fire Safety and Prevention Plan, was approved on a motion by Trustee Minnite, seconded by Trustee Henry, and carried unanimously.
- CO-60** Board Policy 7343, Injury and Illness Prevention – Board Policy 7343, Injury and Illness Prevention, was approved on a motion by Trustee Ivans, seconded by Trustee Cantu, and carried unanimously.
- CO-61** Administrative Procedure 4020, Program, Curriculum, and Course Development – Trustee Minnite stated that he appreciates all of the input with regard to this procedure. President McKean stated that he thinks the procedure we have now works.

This procedure was presented for a first reading at this time. Approval will be requested at a later date.

FISCAL SERVICES

FS-41 Fiscal Services Report – Mr. Ken Stoppenbrink, Vice Chancellor of Business Services, provided the fiscal services report. He reported that we are 83.4% through the fiscal year. General fund revenues are at 71.7% and general fund expenditures are at 70.8%.

Mr. Stoppenbrink commented on the recent ACBO conference and information received concerning the May Revise. He stated that we are still preparing the budget for a worst case scenario and have not deviated from our planning. Mr. Stoppenbrink stated that the Board will be presented with a tentative budget for consideration at the June 28 Board meeting. In August the final budget will be presented. He stated that it is hoped that the state will have a budget at that time.

Dr. Gornick commented on FTES and stated that the real concern for us with the budget and 4,100 FTES is that our workload is reduced significantly. We would have to reduce faculty and staff. Mr. Stoppenbrink commented on the full time faculty obligation and stated that we are proceeding with an assumption of funding for 4,100 FTES.

FS-42 Increase in Residence Halls Rent and Meal Plans – Trustee Oxborrow questioned if there is anything else that can be done in lieu of this increase as it will hit the students so hard. Dr. Lewallen explained that even with this increase, we are still the lowest in terms of what we charge. He stated that the meal plan is difficult to compare because other colleges do not have a meal plan. Discussion took place and it was stated that not too long ago we had to raise the rates by 40% in one year and we do not want to have to do this again. Trustee Oxborrow questioned how this affects the students. Dr. Lewallen stated that it is individual by student.

Dr. Gornick commented on private scholarships not being applied for because of the increase in the amount on Pell grants. Our students are getting larger awards because the ceiling has been increased at the federal level. 50% or more of our students in the residence halls are on some sort of assistance. Trustee Minnite questioned if this affects our recruiting ability. Dr. Lewallen responded that we can take a look at offering varying levels of meal plans for 2012-2013. In terms of recruiting, looking at our rates, it is not an issue. We are pretty much at the bottom. Trustee Cantu questioned if the students have any input on the increases. Dr. Lewallen responded that they do not.

Discussion took place regarding bad debt and trying to get it lowered. This goes back to the student's ability to find a funding source (loan,

grant, financial aid, etc.). The increase is not designed to make up the difference in bad debt, but to account for inflation.

Trustee Minnite questioned if the item can be tabled until we get more information. Dr. Lewallen responded that it is the Board's call; however, he stated that we need to let the students know about any increases as soon as possible because they are submitting their applications and trying to make decisions. With these increases we are getting very close to balancing the budget in this area. Dr. Gornick stated that these are not significant increases and we don't want to take money out of the general fund to make the operation whole. Trustee Oxborrow stated that the Board is asked to make decisions on things but are not given enough information.

The increase in residence halls rent and meal plans for the 2011-2012 fiscal year was approved on a motion by Trustee Ivans, seconded by Trustee Cantu, and carried on the following vote: Ayes – 5; Noes – 2 (Trustee Minnite, Trustee Oxborrow).

FS-43 Contract Award – North District Center, Firebaugh Video Surveillance Project – Trustee Cantu questioned why the usual short form was not used for this bid. Mr. Stoppenbrink explained that we were able to “piggy back” on this bid.

On a motion by Trustee Henry, seconded by Trustee Minnite, and carried unanimously, the bid for the North District Center, Firebaugh Video Surveillance Project was awarded to AMS.net in the amount of \$54,315.

FS-44 Resolution – Acquisition of Property – The resolution authorizing the purchase of property in Firebaugh, California was adopted on a motion by Trustee Levinson, seconded by Trustee Ivans, and carried unanimously.

FS-45 Contract Education Services Agreement – Dr. Carole Goldsmith explained that we do not need permission to be in another college district as this is contract education; however, Reedley College has indicated that they cannot provide these services. They City of Parlier approached them first before developing this contract with us.

The contract education services agreement between the City of Parlier and the West Hills Community College District was approved on a motion by Trustee Levinson, seconded by Trustee Minnite, and carried unanimously.

FS-46 Professional Services Agreement – Mr. Stoppenbrink explained that multiple college districts are involved with this particular grant and we are the fiscal agent.

The professional services agreement with Public/Private Ventures in the amount of \$116,620 was approved on a motion by Trustee Levinson, seconded by Trustee Minnite, and carried unanimously.

PERSONNEL SERVICES

PS-13 Job Description – Mr. Stoppenbrink explained that this job description combines the responsibilities of both the Director of Health Careers and the Director of Nursing into one. It is a consolidation of jobs due to the recent layoff decision and Mr. Charles Freeman will pick up these responsibilities. Ms. Verna Hernandez has resigned from her position. Mr. Stoppenbrink explained that we are removing one budgeted administrative position.

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

- District Director of Health Careers

PS-14 Resolution – Reduction and/or Elimination of Classified Services in the Child Development Centers – Mr. Stoppenbrink commented on the reductions in the child care areas, stating that a majority of positions will be reduced. Ms. Kathy Watts explained that the child development center budget has been hit with a \$500,000 reduction from the state. Trustee Levinson stated that the Board recognizes and appreciates Ms. Watt's willingness to take a reduction as well. Ms. Watts stated that the reductions should not really impact the families served by the child development centers because the days in which the centers will be closed are scheduled around winter break, spring break, and Thanksgiving.

The resolution in the matter of reduction and/or elimination of classified services in the child development centers was adopted on a motion by Trustee Ivans, seconded by Trustee Levinson, and carried unanimously.

PS-15 Resolution – Reduction and/or Elimination of Classified Management Services in the Child Development Centers – The resolution in the matter of reduction and/or elimination of classified management services in the child development centers was adopted on a motion by Trustee Levinson, seconded by Trustee Ivans, and carried unanimously.

BOARD REPORTS / COMMENTS / REQUESTS AND ANNOUNCEMENTS

Trustee Cantu thanked everyone for doing a good job.

Trustee Minnite expressed his thanks to everyone for their presentations, hard work, and support.

Trustee Ivans congratulated the faculty who have received tenure. She also congratulated the College Presidents for the successes of their staff and colleges. She commented that the Sarah Palin event went smoothly and was a wonderful evening. Trustee Ivans thanked Ms. Watts for her work with the district's child development centers and stated that she looks forward to the graduation ceremonies.

Trustee Henry expressed his thanks to everyone and recognized the success of the Palin event.

Trustee Oxborrow thanked everyone for their work and sacrifices. She expressed her regret in having to miss the Sarah Palin event and stated that she is planning to attend the Laura Bush event in the fall.

Trustee Levinson echoed the comments made by his fellow Board members. He expressed his thanks to Mr. Warkentin and Ms. Squire for their work on the Sarah Palin event.

President McKean expressed his thanks to everyone for their work on the Sarah Palin event, noting that it was tremendous. He further stated that he was thoroughly impressed with the new arena and it is an outstanding facility.

President McKean announced that the next meetings of the Board of Trustees are scheduled for June 7, 2011 and June 28, 2011.

CLOSED SESSION

The meeting was adjourned to closed session at 5:28 p.m.

- 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: CSEA; CTA. Unrepresented employees: Administrative; Management; Confidential.
- Discussion of Land Acquisition/Disposition of Property (as per Government Code Section 54956.8). Property: Firebaugh, California

ADJOURNMENT

There being no further business before the Board of Trustees, the meeting was adjourned at 6:13 p.m.

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
Gonzalez, Maria del Rosaria	Accounting Services Technician I Classified District Office	40 hrs/wk 12 mo/yr	Range 49 Step A	Grant	5/16/11	Replacement for Penny Wilson
Veng, Tang	Accounting Services Technician I Classified District Office	40 hrs/wk 12 mo/yr	Range 49 Step A	Grant	6/1/11	New position

2. Temporary Hires

Name	Title & Location	Schedule	Salary Placement	Funding	Effective Date	Additional Information
Wynn, Gerra	Financial Aid Assistant Classified West Hills College Lemoore	40 hrs/wk	Range 33 Step A	Grant	5/18/11 – 6/30/11	

3. Changes in Assignment

Name	Current Assignment	Change	Effective Date	Additional Information
Banda, Graciela	Child Dev. Center Master Teacher Classified North District Center, Firebaugh Range 45, Step E	Child Dev. Center Site Supervisor Classified Management North District Center, Firebaugh Range 17, Step 2	4/12/11 – 5/31/11	Temporary assignment; working out of class
Cowden, Joy	Interim Coordinator of Special Grants Classified Management District Office	Coordinator of Special Grants Classified Management District Office	5/9/11	Grant funded
Hernandez, Tiffany	Financial Aid Assistant II Classified West Hills College Lemoore Range 42, Step F	Financial Aid Coordinator Classified West Hills College Lemoore Range 51, Step C	5/3/11 – 6/30/11	Temporary replacement for America Bryant
Herrera, Maria	Child Development Center Assistant Classified North District Center, Firebaugh Range 23, Step E	Child Dev. Center Associate Teacher Classified North District Center, Firebaugh Range 30, Step B	4/4/11 – 6/30/11	Temporary assignment; working out of class
Pappas, Sheila	Financial Aid Assistant I Classified West Hills College Coalinga 19 hrs/wk, 12 mo/yr	Financial Aid Assistant I Classified West Hills College Coalinga 40 hrs/wk, 12 mo/yr	5/3/11 – 6/30/11	Temporary coverage
Riddle, Rebecca	Financial Aid Assistant II Classified West Hills College Coalinga Range 42, Step B	Financial Aid Coordinator Classified West Hills College Coalinga Range 51, Step A	5/1/11 – 6/30/11	Temporary replacement for Kira Tippins

3. Changes in Assignment (continued...)

Watts, Kathy	Director of Child Dev. Centers Administrative District Office 12 months/yr	Director of Child Dev. Centers Administrative District Office 11 months/yr	7/1/11	Voluntary reduction in assignment due to budget cuts
Wright, Anita	Interim Dir. of Special Grant Programs Administrative District Office	Director of Special Grant Programs Administrative District Office	5/2/11	

4. Resignations / Retirements / Releases During Probation / Terminations

Name	Title & Location	Effective Date
Cota, Jessie	Advising Specialist West Hills College Coalinga	6/30/11
Smith, Danielle	Child Development Center Assistant West Hills College Coalinga	5/9/11