



MINUTES OF THE REGULAR MEETING OF THE GOVERNING BOARD

May 20, 2014



1. Call to Order / Open Session

President McKean called the meeting of the Board of Trustees to order at 3:15 pm.

Board members present:

Mark McKean, President
Nina Oxborrow, Vice President
Jack Minnité, Clerk
Jeff Levinson
Edna Ivans
Jack Minnité
Len Falter
Eric Andrade, Student Trustee

Administrators present:

Frank Gornick, Chancellor
Ken Stoppenbrink, Deputy Chancellor
Stu Van Horn, Vice Chancellor of Educational Services and Workforce Development
Don Warkentin, President, West Hills College Lemoore
Carole Goldsmith, President, West Hills College Coalinga
Becky Cazares, Director of Human Resources
Sylvia Dorsey-Robinson, Vice Pres. of Student Services, West Hills College Lemoore
Dave Bolt, Vice President of Educational Services, West Hills College Lemoore
Tom Wixon, Director of Marketing
Frances Squire, Executive Director of West Hills Community College Foundation
Anita Wright, Interim Director of Grants
Marcel Hetu, Director of North District Center, Firebaugh

A. Introduction of Guests

Ms. Frances Squire introduced Mr. Ray Richardson and Mr. Larry Torres, representatives from Chevron. Mr. Richardson and Mr. Torres presented a check to the West Hills Community College Foundation in the amount of \$40,000, stating that Chevron is proud and honored to be able to assist West Hills. He commented on the hours of volunteers from Chevron, specifically Mr. Bob Morrow and Ms. Suzy Shirk, and stated that it is good to be involved with West Hills. Mr. Torres stated that he is proud to be a member of the community and grateful that the community understands the business and allows Chevron to

operate. President McKean thanked Mr. Richardson and Mr. Torres for their time and for the donation.

B. Public Comments

There were no public comments made at this time.

2. Reports from Organizations / Colleges / District Office

A. 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, was not present to report at this time.

B. WHCFA Report – Mr. Ken Sowden, WHCFA President, read the following statement:

"In early February, I learned that the cities of Huron and Avenal were harboring the opinion that their interests are not represented by this Board, specifically in relation to what they perceive as broken promises and stall tactics surrounding the expenditure of Measure C and Measure E funds.

Early in March, I met with Huron mayor Sylvia Chavez to discuss the matter, as I was concerned about the manner in which our District is regarded by her community. She informed me that years of inaction since the passing of Measure C had created much resentment, especially since the residents of Huron are now paying higher property taxes without having benefited materially. According to her, there was the expectation of a learning center. In point of fact, the bond language for both measures specifically mentions this. The city even offered up several parcels over the years in order to expedite the project, but all were rejected. However, I was recently made aware that Dr. Gornick had attended a city meeting in Huron and intends to move forward with course offerings and space, tentatively beginning in the Fall.

On April 30th I met with the mayor, mayor pro-tem, city manager and city attorney of Avenal to discuss their grievances. It was evident during that meeting that these four individuals felt slighted, and are angry about what they characterize as very poor treatment by the District.

As you are probably aware, the Avenal City Council voted during closed session on the evening of May 8th to proceed with a claim against the District. This pending litigation is based, presumably, on what the city perceives as a breach of promise surrounding the construction of a new learning facility. Four years elapsed between the passing of the bond in 2008 and any substantive communication between Avenal and the District, and even then that communication had to be initiated by Avenal. The city firmly believed that a new center consisting of two classrooms, a restroom and an administrative office

would be built once the bond was passed. Under that assumption, Avenal supported the bond. Indeed, the concept of new construction was publicized, and renderings of the center were disseminated to the extent that a new facility in the near future became a foregone conclusion.

There are currently several young people in Avenal who must drive to Coalinga for some of their classes, and to Lemoore for others. Many families only have one vehicle, so this presents a significant challenge. In addition, according to the mayor, there are many who simply aren't attending college at all due to the curtailing of the van service. A learning facility in the city was supposed to have eliminated the need for this service, but no facility currently exists.

I related this information to Dr. Gornick during our last meeting and he explained that the financial crisis of 2008, and the subsequent reduction in apportionment, cash flow issues and negotiations made the construction and staffing of a new facility in Avenal financially untenable. This is understandable. The recent effort to collaborate with the Reef Sunset Board to revitalize a portion of the high school seems a reasonable compromise in the context of fiscal uncertainty, and one can argue that the \$2,000,000 earmarked for the city will have a more productive impact if used in this manner than if a new, but unstaffed, building were to be constructed.

Melissa Whitten (Avenal City Manager) conceded during our most recent conversation that the high school project is defensible. However, she is still very troubled and hurt by the years-long lack of communication and dismissive posture on the part of the District.

It is my opinion, after having spoken to the city leaders (both in Huron and in Avenal), that had timely and good-faith communication occurred among all parties during the last several years, the District would not now be facing litigation which could, by virtue of the negative publicity it will invariably generate, imperil our ability to pass future bonds.

I, as an employee of this District, have an interest in its continued viability. I urge the Board and the Chancellor to exercise due diligence in the future to make amends and to ensure that the smaller communities which we are obligated to serve are fairly represented, not marginalized, and that the city leaders' perception of our District is not needlessly tarnished.

Thank you."

- C. **CSEA Report** – Mr. Keith Brock, CSEA President, briefly reported that a negotiation session is scheduled to discuss pending layoffs.
- D. **Student Trustee Report** – Mr. Eric Andrade, Student Trustee, provided a report on recent events at West Hills College Coalinga, West Hills College Lemoore, and the North District Center, Firebaugh, including honor events, students assisting at the Foundation Golf Tournament, spring elections for student

government, club activities, Commit to Completion luncheon, and honor society induction of students. Student Trustee Andrade thanked the Board of Trustees and administration for their support throughout the year.

- E. West Hills College Coalinga and North District Center, Firebaugh** – Dr. Carole Goldsmith, President, commented on the Phi Theta Kappa Honor Society and reported that the inductees will be honored at the commencement ceremony. She discussed the recent career fair held at West Hills College Coalinga in conjunction with the City of Coalinga and the Fresno Regional Workforce Investment Board at which there were more than 130 participants. Dr. Goldsmith reported that she attended the investiture of President Joseph Castro, California State University, Fresno. She commented on the scholarship and recognition ceremony for students and reported that the graduation ceremony will be streamed live on the Internet. 511 degrees and certificates will be given this year in comparison to 416 last year. Dr. Goldsmith briefly commented on the interview she will be attending later this week with Roll Global for the California Career Pathways Trust (CCPT) grant application process.

Dr. Goldsmith introduced Ms. Sarah Shepard and Mr. Arkady Hanjiev who provided a presentation on the Degree Qualifications Profile (DQP) project. They explained that the objective is to create a coherent plan of courses for students pursuing CTE (Career Technical Education) degrees. The Administration of Justice and Agriculture Science Technology degrees were discussed. Ms. Shepard explained that through the process the group learned that degree course sequencing is key; faculty are ready for quality SLOs (Student Learning Outcomes); outcomes are more important than courses, and assessments define SLOs. The work will continue. Trustee Minnite initiated discussion concerning how the DQP project aligns with the Baccalaureate Degree project. Brief discussion took place and Ms. Shepard stated that it can be a seamless transition.

- F. West Hills College Lemoore** – Mr. Don Warkentin, President, thanked the Board members who were able to attend the groundbreaking ceremony for the student union. He reported on end of year activities, graduation ceremonies, and the Kaleidoscope publication. Brief discussion took place regarding the CNA program and Mr. Warkentin reminded the group of the nurse pinning ceremony scheduled for May 21. He reported that West Hills College Lemoore will award 559 degrees and certificates this year in comparison to 386 last year. Trustee Minnite questioned enrollment and Mr. Warkentin responded that for 2013-2014 enrollment was up about 5%. Registration is currently in progress for 2014-2015 and preliminary data shows that summer enrollment is up, fall is lagging a bit, and spring is up because of Reg365.

G. Citizens' Bond Oversight Committee Annual Reports

- SFID #1, Northern Area, Measure Q – The annual written report was provided to the Board of Trustees. The committee chairperson was not present to provide a verbal report at this time.
- SFID #2, Coalinga, Measure C – The annual written report was provided to the Board of Trustees. The committee chairperson was not present to provide a verbal report at this time.
- SFID #3, Lemoore, Measure E – The annual written report was provided to the Board of Trustees. Mr. Les Brown, Committee Chair, addressed the Board of Trustees and commented on the Citizens' Bond Oversight Committees for both Measure E and Measure L. He reported that the District is in compliance, the bond projects are on track, and the bond funds are being spent properly.
- SFID #3, Lemoore, Measure L – The annual written report was provided to the Board of Trustees.

3. Consent Agenda

Trustee Minnité questioned three separate warrants to AP Architects in the amounts of \$86,000, \$96,000 and \$5,000. Mr. Stoppenbrink stated that he will research these warrants and provide a response at a later time.

The following consent agenda items were approved on a motion by Trustee Ivans, seconded by Trustee Minnité, and carried on the following votes: Ayes: 7 (McKean, Oxborrow, Minnité, Levinson, Ivans, Cantu, Falter); Noes: 0; Absent: 0; Abstain: 0

- A. Minutes** – The minutes of the March 11, 2014 Regular Meeting; April 22, 2014 Study Session; and April 22, 2014 Regular Meeting were approved as submitted.
- B. Warrants** – The warrants were approved as submitted.
- C. Declaration of Surplus Property** – The list of surplus property was approved as submitted.
- D. Acceptance of Donation** – The donation of a Kubota Tractor from Ms. Maria Rosa Martinelli was approved as submitted.
- E. Adult/Student Temporary Salary Schedule** – The revisions to the adult/student temporary salary schedule were approved.
- F. Personnel Transactions** – The list of personnel transactions was approved.

4. Chancellor's Office

- A. Chancellor's Report** – Dr. Frank Gornick, Chancellor, thanked Mr. Tom Wixon for coordinating the placement of new photos in the Board Room. He introduced

Mr. Wixon who spoke to the Board about recent recognition received at the CCPRO and PRSA events. Awards were received for a news release written by Ms. Amy Seed (CCPRO 1st place); the online newsletter (CCPRO 3rd place); viewbook/student recruitment book (CCPRO 1st place); the All-Pro award given to Mr. Tom Wixon (CCPRO top honors); an award of merit for the West Hills Magazine (PRSA); and the Executive of the Year award given to Dr. Frank Gornick (PRSA).

Dr. Gornick stated that we can't take things for granted. We do a lot of good things and they need to become best practices.

Dr. Gornick introduced Mr. Jose Vargas, AP Architects, who provided a presentation on general obligations bonds. He reported on the size of the current bond for SFID #1 (\$18.97 million); SFID #2 (\$15.7 million); and SFID #3 (\$22.5 million). The four key areas of funding needed over the next 20 years are in technology infrastructure and equipment, scheduled maintenance, alternative energy/solar, and capital outlay match. Mr. Vargas provided details, possible projects for each area, and funding needs. Dr. Gornick stated that this topic will be discussed again at a later date. He stated that he would like to come back to the Board in July with a recommendation. Trustee Falter stated that he would like to hear an update at the June Board meeting.

- B. Proposed 2014-2015 Board of Trustees Meeting Schedule** – The Board of Trustees meeting schedule for 2014-2015 was approved on a motion by Trustee Minnите, seconded by Trustee Levinson, and carried on the following votes:
Ayes: 7 (McKean, Oxborrow, Minnите, Levinson, Ivans, Cantu, Falter); Noes: 0;
Absent: 0; Abstain: 0
- C. Board Policy 4104, Contract Training** – Board Policy 4104, Contract Training, was presented for a first reading at this time. Approval will be requested at a later date.
- D. Board Policy 6505, Energy Conservation** – Mr. Stoppenbrink explained that this policy was developed in response to the contract with Cenergistic. He reported that an Energy Specialist was hired by Cenergistic who will provide reports and make recommendations with regard to energy conservation. Trustee Minnите questioned why several of the college governance groups did not provide any action or comments on the routing form. Dr. Gornick explained that the policy was presented to them for courtesy review only. Their approval of the policy is not necessary. Discussion took place concerning the forecasted savings of \$2.6 - \$2.8 million. Mr. Stoppenbrink reported that data is being gathered for use as a baseline. We will have measureable savings. If the savings do not materialize, there is no cost to the District. He stated that we are looking at savings with regard to water, therms, and kilowatts.

Board Policy 6505, Energy Conservation, was approved on a motion by Trustee Ivans, seconded by Trustee Falter, and carried on the following votes: Ayes: 6

(McKean, Oxborrow, Levinson, Ivans, Cantu, Falter); Noes: 1 (Minnite); Absent: 0; Abstain: 0

E. Honorary Degrees – Honorary degrees for the following individuals were approved on a motion by Trustee Levinson, seconded by Trustee Ivans, and carried on the following votes: Ayes: 7 (McKean, Oxborrow, Minnite, Levinson, Ivans, Cantu, Falter); Noes: 0; Absent: 0; Abstain: 0:

- Ms. Judy Case
- Mr. Phil Larson
- Mr. William Mouren

5. Educational Services

A. Vice Chancellor's Report – Dr. Stu Van Horn, Vice Chancellor of Educational Services and Workforce Development, announced that the next Essential Elements event is scheduled for June 12, and briefly commented on the summary report developed by the Eaton Cummings Group from the first event in March. He discussed the progress of the Baccalaureate Degree Task Force, stating that everything is moving along well. He explained that current legislation language recommends limiting districts to one program per district and the program cannot be a duplicate of a degree program already offered. The baccalaureate degrees can be offered beginning in 2017-2018.

With regard to the Student Success Scorecard, Dr. Van Horn stated that we are still awaiting resolution of some errors as the current report is not accurate. We should have the report next month and information will be provided at the June Board of Trustees meeting. Dr. Gornick stated that we will take some time during the meeting to review the information.

B. Child Development Center Annual Report – Dr. Van Horn introduced Ms. Conne Cleveland and Ms. Nancy Jeffcoach, interim co-directors of the District's child development centers. Ms. Cleveland reported that the centers have 413 children moving on to kindergarten. There are 680 children throughout the District who are enrolled in the centers. The children are assessed in five categories. Enrollment is challenging because of the job market but there is currently a waiting list for the infant program. Ms. Cleveland explained that the staff are adapting classrooms to the needs of the community. Trustee Minnite questioned the fees for child care. Ms. Cleveland responded that it is income-based. He also questioned the capacity of the facilities and Ms. Cleveland responded that there is room for about 750 children throughout the District.

C. Curriculum Action Report – West Hills College Coalinga – The Curriculum Action Report for West Hills College Coalinga was approved on a motion by Trustee Minnite, seconded by Trustee Oxborrow, and carried on the following votes: Ayes: 7 (McKean, Oxborrow, Minnite, Levinson, Ivans, Cantu, Falter); Noes: 0; Absent: 0; Abstain: 0

D. Curriculum Action Report – West Hills College Lemoore – The Curriculum Action Report for West Hills College Lemoore was approved on a motion by Trustee Minnite, seconded by Trustee Cantu, and carried on the following votes: Ayes: 7 (McKean, Oxborrow, Minnite, Levinson, Ivans, Cantu, Falter); Noes: 0; Absent: 0; Abstain: 0

6. Fiscal Services

A. Fiscal Services Report – Mr. Ken Stoppenbrink, Deputy Chancellor, provided the fiscal services report. He reported that the district is 83.3% through the fiscal year. General fund 11 revenues are at 74.2% and general fund 11 expenditures are at 74.3%. General fund 12 revenues are at 53.9% and general fund 12 expenditures are at 54.9%.

Mr. Stoppenbrink discussed budget planning for the 2014-2015 fiscal year, explaining that \$7.9 million was transferred from the general fund to the capital outlay account during fiscal years 2007-2008 to 2010-2011. Over the past two fiscal years, \$1.9 million was transferred from the capital outlay account to the general fund. The balance in the capital outlay account as of now is \$6 million. Mr. Stoppenbrink discussed the transfer of \$1.75 million to the college budgets in 2013-2014. He also discussed the loss of revenue, keeping a 5% reserve, and ways to replenish the capital outlay account.

B. Bid Award – West Hills College Lemoore Food Service Operations – On a motion by Trustee Levinson, seconded by Trustee Ivans, and carried on the following votes: Ayes: 7 (McKean, Oxborrow, Minnite, Levinson, Ivans, Cantu, Falter); Noes: 0; Absent: 0; Abstain: 0, the bid award for the West Hills College Lemoore Food Service Operations project was awarded to Fresh & Natural Food Service Group of Milpitas, California for an initial term of three years based on a guaranteed annual payment of \$20,000; projected commission of sales (excluding outside catering) of 2% to 5%; annual scholarships of \$2,000; and anticipated vendor improvement costs of \$5,000.

C. Memorandum of Understanding with Mendota Unified School District – Trustee Minnite questioned how we are going to deliver services to Mendota if we don't have any money. Dr. Goldsmith stated that adjustments will have to be made. We have to provide outreach to our high schools and are committed to doing so. We are going to work together to provide a level of education. Trustee Minnite questioned what happens if we can't continue providing services because of the budget. Brief discussion took place and it was stated that there is a budget to work with and choices have to be made.

The Memorandum of Understanding with Mendota Unified School District was approved on a motion by Trustee Minnite, seconded by Trustee Oxborrow, and carried on the following votes: Ayes: 7 (McKean, Oxborrow, Minnite, Levinson, Ivans, Cantu, Falter); Noes: 0; Absent: 0; Abstain: 0

7. Personnel Services

A. Initial Proposal from California School Employees Association (CSEA) –

Ms. Becky Cazares explained that this item is being presented for public comments. President McKean called for public comments. No comments were made at this time.

8. Board Reports / Comments / Requests / Announcements

A. Board Reports

Trustee Cantu had no comments at this time.

Trustee Minnите expressed his thanks to Chevron for their donations. He also thanked Mr. Les Brown for his contributions to the Citizens' Bond Oversight Committees at West Hills College Lemoore. Trustee Minnите thanked Dr. Van Horn for his report and the child development center directors for their report, stating that the information is appreciated.

Trustee Ivans commented that the photos in the Board Room are nice. She expressed her congratulations to Mr. Wixon, Ms. Seed, and Dr. Gornick on their recognition and awards. She stated that the reports are wonderful and she enjoyed hearing them. Trustee Ivans commented that it takes creative work to manage the budget and she has full confidence that it will get done. She thanked Student Trustee Andrade for his service and thanked Chevron for their donation and support.

Trustee Falter echoed the comments made by his fellow Board members. He expressed his congratulations to the colleges for their growth in awarding degrees and certificates.

Trustee Oxborrow expressed her thanks to Chevron for their donation and for being a great partner. She congratulated the marketing department for the amazing awards and stated that we continue to be the best because of our employees. Trustee Oxborrow thanked Student Trustee Andrade for his service on the Board.

Trustee Levinson thanked Student Trustee Andrade.

President McKean also thanked Student Trustee Andrade and the colleges for their work on the curriculum reports.

B. Announcement of Next Board Meeting – President McKean announced that the next regular meeting of the Board of Trustees is scheduled for June 24, 2014.

9. Closed Session

The meeting was adjourned to closed session at 6:17 pm.

- A. Public Employee Discipline/Dismissal/Release (as per Government Code Section 54957)**
- B. Conference with Labor Negotiator (as per Government Code section 54957.6). Agency negotiators: Chancellor; Deputy Chancellor. Employee organizations: CSEA; CTA**
- C. Conference with Labor Negotiator (as per Government Code section 54957.6). Agency negotiators: Chancellor, Deputy Chancellor. Employee**

10. Adjournment

There being no further business before the Board of Trustees, the meeting was adjourned at 6:40 pm.

Jack Minnite
Clerk of the Board of Trustees

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