



**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**

**August 24, 2010**



**CALL TO ORDER / OPEN SESSION**

President McKean called the meeting of the Board of Trustees to order at 3:28 p.m.

Board members present:

Mark McKean, President  
Bill Henry, Vice President  
Nina Oxborrow, Clerk  
Jeff Levinson  
Edna Ivans  
Jack Minnite  
Steve Cantu  
Ryan Cardoza, Student Trustee

Administrators present:

Frank Gornick, Chancellor  
Ken Stoppenbrink, Vice Chancellor of Business Services  
Pedro Avila, Vice Chancellor of Institutional Effectiveness and Enrollment Management  
Carole Goldsmith, Vice Chancellor of Educational Services and Workforce Development  
Willard Lewallen, President, West Hills College Coalinga  
Don Warkentin, President, West Hills College Lemoore  
Frances Squire, Executive Director of West Hills Community College Foundation  
Jill Stearns, Vice President of Educational Services, West Hills College Coalinga  
David Reynolds, Associate Dean of Student Services, West Hills College Coalinga  
Richard Larson, Director of Farm of the Future, West Hills College Coalinga  
Dave Bolt, Vice President of Educational Services, West Hills College Lemoore  
Jana Cox, Director of Financial Aid  
Cathy Barabe, Director of Grants

**Introduction of Guests**

Dr. Carole Goldsmith introduced the following guests: Mr. Manuel Soto; and Mr. Tim Mudge, Field Representative for the Carpenters Union.

## **Public Comments**

Mr. Manuel Soto commented on working for 3D construction in Lemoore and stated that they are not paying proper prevailing wage. He stated that he was forced to be terminated and is owed over \$1,000 that has not been paid to date. He stated that he has contacted the proper agencies and does not know what else to do. Mr. Soto stated that the contractor is not performing the job the way it is supposed to be done and has problems with the inspector. He stated that he has been in construction for 13 years and has been involved with the union. President McKean thanked Mr. Soto for his comments.

Mr. Tim Mudge, Carpenter's Union, addressed the Board and commented on safety valves with labor compliance. He stated that this is an eye opening situation. The district deals with millions of dollars but there is a problem with this project. We need to make sure that things are in place and contractors are held accountable. Mr. Mudge stated that he has contacted labor compliance. He read Article 9 of the contract with regard to penalties and stated that it is the obligation of the general contractor to stop the work of the subcontractor. President McKean thanked Mr. Mudge for his comments.

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

Academic Senate Report – Mr. Kurt Sterling, Academic Senate President for West Hills College Lemoore, reported that the Senate held their first meeting this week and approved all committees under the Academic Senate. All committee seats are filled and the faculty are looking forward to the semester.

Ms. Anita Bart, Academic Senate President for West Hills College Coalinga, reported that the Senate will be having their first meeting tomorrow. Area meetings were held on Flex Day and committee positions have been filled. One position is left to be filled on the College Planning Council.

WHCFA Report – Ms. Marty Ennes, WHCFA President, reported that the Faculty Association held their first general meeting on Flex Day. The first executive board meeting has been held and the meeting schedule is in place. The faculty hopes for no major issues.

CSEA Report – Mr. John Ieronimo, CSEA President, reported that the chapter will have their first meeting on September 1. He also reported that CSEA gave out two scholarships for the fall semester.

Student Trustee Report – Mr. Ryan Cardoza, Student Trustee, passed around a thank you letter that was received with regard to "A Day Without Shoes" event. He reported that a successful welcome week was held last week. Students were assisted with

finding classes and their participation in the various clubs was encouraged. A barbecue was provided by the College President's office and almost 500 students were fed. Mr. Cardoza reported that an SGA meeting was held earlier today and there were ten people in attendance. A club rush event will occur on September 7 & 8. The Veteran's Club is working on an event in honor of 9/11. Mr. Cardoza reported that he will have information from the West Hills College Coalinga ASB after their officers are elected. They held a welcome back barbecue today for the students.

West Hills College Coalinga and North District Center, Firebaugh – Dr. Willard Lewallen, President, reported on progress on the Wellness Center project and stated that staff and students are anxious for it to be finished. It is coming together and looking better each day. After Labor Day, the parking lots project at the North District Center will begin. This project will take 60-90 days and will be a nice improvement. Dr. Lewallen commented on several events coming up in October including Karl Rove as a guest speaker on October 10; a piano concert in the theater on October 11; a Farm of the Future Strategic Planning Retreat on October 15; and the Wellness Center dedication and Hall of Fame on October 16. Dr. Lewallen showed an ESPN video of Jason Bell, a former student at West Hills College Coalinga.

West Hills College Lemoore – Mr. Don Warkentin, President, commented on accreditation and the review process, stating that a visit to our district and colleges is scheduled for March 7-10, 2011. The visiting teams will probably want to meet with Board members. Mr. Warkentin reported that he has been asked to chair the accreditation visit to Evergreen Valley College and Sylvia Dorsey-Robinson will serve as his team assistant. He stated that the visit will provide more accreditation experience and he will be able to bring back more ideas. Mr. Warkentin thanked Dr. Lewallen for hosting the Duty Day event at West Hills College Coalinga. He stated that staff were treated to a nice tour of the Wellness Center.

Chancellor's Report – Dr. Frank Gornick, Chancellor, stated that his report will focus on three main topics. The first topic is a follow up discussion on athletics. He commented on the suggested policy language from the Community College League and asked that the Board review the information and think about how it can be expanded for our district.

Trustee Minnite referred to the athletics report from the last meeting and questioned the current participation rates for volleyball. Dr. Lewallen stated that there are 10-12 students for the fall and it looks promising. Trustee Minnite questioned if we are still recruiting. Dr. Lewallen responded that recruitment is ongoing.

Trustee Minnite commented on the recommendations from the site visit with regard to Standard I, constitution compliance. He questioned if everyone is participating. Mr. Warkentin responded in the affirmative and commented on workshops for coaches and student athlete orientations that have taken place for the past several years. Dr.

Lewallen stated that there is also a test that has to be taken by all coaches, CEOs, and CIOs concerning compliance. Trustee Minnite questioned if there is a dedicated counselor for athletes. Mr. Warkentin stated that an academic advisor checks for eligibility and weekly grades, but students can see other counselors and advisors. Mr. Cardoza commented that as of today, all athletes will have completed student education plans in place.

Trustee Minnite questioned fundraising as it relates to the recommendation mentioned in the program review. Dr. Lewallen stated that the visiting team made an incorrect recommendation as we do have a process in place with lots of checks and balances. It is all run through the Foundation and must not have been communicated properly to the visiting team.

Trustee Minnite questioned students coming from out of state and how they get to Coalinga. Dr. Lewallen stated that the athletes are picked up from the airport and the transportation of the students is covered under our insurance and is not a problem.

Trustee Minnite questioned the estimated cost to comply with and administer the plan. Dr. Lewallen stated that he did not see anything in the visiting team report that would mean having to spend additional resources. All of the recommendations can be taken care of in our current structure.

Trustee Levinson asked if the Board can have a follow up report from the College Presidents with regard to athletics. He would like to see follow up on competitiveness, student participation, retention, and any other elements that they think would be fruitful for the Board to review. Dr. Gornick stated that the Board is not looking for teams to be undefeated, but is looking for something to lend to the college atmosphere by recruiting students and retaining students. Trustee Ivans stated that it is important to know what students do after they leave here. Dr. Lewallen stated that this information is included in the report. He stated that he thinks we need to wait until later this year to have more information about retention. Trustee Levinson stated that he wants to know where we are headed in terms of coming up with a philosophy for the athletic program. Dr. Gornick stated that he thinks we are looking at wanting outcomes for the athletic program. We want some kind of a measure to see if the programs are contributing to the overall atmosphere. President McKean questioned if the Board could have estimated numbers of the participation of spectators. It was agreed that the discussion on athletics will be continued at the Board of Trustees study session in October.

ARCC Report – Mr. Pedro Avila provided a presentation on the ARCC Report and stated that there are six areas that are measured: Student Progress and Achievement Rate; Percent of Students Who Earned at Least 30 Units; Fall-to-Fall Persistence; Vocational Courses Success Rates; Basic Skills Completion Rates; and Basic Skills Improvement Rates. He explained that the ARCC report serves as the annual

evaluation of college-level performance in meeting statewide educational priorities as required by AB 1417. Based on our comparison group averages, the colleges are performing well in the following areas: Student Progress and Achievement; Percent of Student Who Earn at Least 30 Units; Basic Skills Completion; and Basic Skills Improvement. The colleges are performing below the comparison group averages in Fall to Fall Persistence and Vocational Courses Success. He reviewed the college self-assessment report for each college.

Strategic Planning Report – Dr. Gornick expressed his thanks to everyone who participated in the Strategic Planning Retreat and stated that he thinks we have a good working document. Related to strategic planning, Dr. Gornick asked the Board to assist with developing a dialogue with high school boards. He explained that he wants to plan for an event where trustees throughout the district can be brought together to begin to look at data for closing the gap between the K-12 level and the college. The Board agreed that this is a good idea. Dr. Gornick stated that he wants to take a look at best practices and let trustees see what successes have been accomplished. We want to have agreement about the kinds of skills students need to achieve when they leave high school and what skill level we want them to have when they enter West Hills. Trustee Levinson suggested inviting Hanford High School. Dr. Gornick stated that we will invite every school district in our service area, including their trustees. It will be a non-meeting with a common agenda. Dr. Gornick stated that he would like for the event to occur in the spring and CalPASS can be a part of it as well. Dr. Gornick stated that this topic will be a part of his Chancellor’s report at each Board meeting.

### CONSENT AGENDA

Board members questioned a few of the warrants and Mr. Stoppenbrink provided clarification on the payments made.

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

- CA-7**        Minutes – The minutes of the July 27, 2010 Board of Trustees meeting were approved as submitted.
- CA-8**        Warrants – The warrants were approved as submitted.
- CA-9**        Payroll Check Replacement – The replacement of payroll checks for the following individuals was approved as submitted:
- Yu Wai Tong – Payroll check for November 30, 2007
  - Carol Hanlon – Payroll check for July 31, 2006
- CA-10**       Surplus Property – The list of property was declared as surplus.

- CA-11      Personnel Transactions – The list of personnel transactions was approved as submitted.

**CHANCELLOR'S OFFICE**

- CO-4      Resolution – Child Care – The following resolution in the matter of child care was adopted on a motion by Trustee Minnite, seconded by Trustee Cantu, and carried unanimously:

- Prekindergarten and Family Literacy Program Grant No. CPKS-0015-10-6213-00-0

- CO-5      Citizens' Bond Oversight Committee, SFID #1 – On a motion by Trustee Minnite, seconded by Trustee Ivans, and carried unanimously, the following individual was appointed to the Citizens' Bond Oversight Committee for SFID #1 (Northern Area):

- Jorge Lazo, Student Member

- CO-6      West Hills College Coalinga – Mission Statement – Dr. Lewallen explained that the Board of Trustees previously approved a revised mission statement, vision statement and college goals at its May 2010 meeting. Through additional review of the accreditation standards and accreditation eligibility requirements, it was determined that the approved mission statement did not conform to the requirements of these elements. Both Standard I.A and eligibility criterion #2 state the mission statement should “define commitment to achieving student learning”. In light of this assessment, the College Planning Council held a special meeting on August 13, 2010 and recommended the revisions to the mission statement.

The revised mission statement for West Hills College Coalinga was approved on a motion by Trustee Minnite, seconded by Trustee Ivans, and carried unanimously.

- CO-7      Board Policies and Administrative Procedures – 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 6550, Disposal of Property
- Board Policy and Administrative Procedure 5800, Prevention of Identity Theft in Student Financial Transactions

- Board Policy and Administrative Procedure 5850, Missing Student Notification
- Board Policy 6818, Ergonomics Program

## **FISCAL SERVICES**

**FS-5**      Fiscal Services Report – Mr. Ken Stoppenbrink, Vice Chancellor of Business Services, provided the fiscal services report. He stated that we are 8.3% through the fiscal year. General fund revenues are at 11.8% and general fund expenditures are at 5.6%. Mr. Stoppenbrink reported that we have not been receiving any apportionment; however, we have kept our reserves high and are better situated than other community colleges in the state.

Dr. Gornick reported that he has received comments from a couple of Board members with regard to salary information, especially in light of the situation in the City of Bell. He has asked Mr. Stoppenbrink to provide information on salary comparisons for our executive positions. Mr. Stoppenbrink summarized the 2009-2010 salaries versus the state average. He also showed the 2009-2010 wages and benefits compared to expenditures for community colleges throughout the state. The West Hills Community College District ranks the fourth lowest among all districts.

**FS-6**      2010-2011 Fiscal Year Budget – Mr. Stoppenbrink provided a presentation on the 2010-2011 Fiscal Year Budget, explaining that assumptions for the budget include no growth in FTES; no COLA; no student enrollment fee increase; no further reductions from the state; lifting furloughs; providing step increases for all staff; a beginning balance of \$4.1 million; a deficit coefficient applied at 1.5%; absorbing the ARRA fund elimination; and a deficit of \$19 billion not impacting the community college system. He summarized the unrestricted and restricted funds; revenue sources for General Fund 11 funds; expenditures by location; and expenditures by account type.

The 2010-2011 Fiscal Year Budget was approved on a motion by Trustee Ivans, seconded by Trustee Minnite, and carried unanimously.

Trustee Ivans questioned how we are handling our Cal Grants. Dr. Gornick stated that we are doing fine and that financial aid will let us know if the district needs to assist.

**FS-7**      Resolution – Intention to Convey Real Property – The resolution in the matter of intention to convey real property was adopted on a motion by Trustee Cantu, seconded by Trustee Minnite, and carried unanimously.

**FS-8**            Change Order – Trustee Minnite questioned the site work being negotiated. Mr. Kevin Cobb, district architect, said that there is a cost savings of approximately \$60,000.

Discussion took place regarding the replacement of conductors and conduit. Mr. Stoppenbrink stated that the problem needed to be rectified. It was an unknown problem but had a direct impact on the project. Dr. Gornick commented on damage from the 1983 earthquake and stated that that we should have been more diligent in scoping out problems.

Change order number one in the amount of \$317,702 for the West Hills College Coalinga Wellness Center project was approved on a motion by Trustee Levinson, seconded by Trustee Cantu, and carried unanimously.

Trustee Cantu questioned the matter of prevailing wage that was mentioned during public comments and how the problem can be addressed. Dr. Gornick stated that there is a process in place that the Carpenter’s Union has to use. They were here because of their frustration with the process. We are going to intercede on his behalf in order to get reconciliation of the issue. Mr. Stoppenbrink stated that he receives monthly reports from the Solis Group who deals with labor compliance and has not been notified of any prevailing wage issues at this time. President McKean stated that it is a lengthy process.

**FS-9**            Contract Award – West Hills College Lemoore Building 200 Roof Repairs – Trustee Minnite questioned why the roof is being repaired when the building is so new. Mr. Cobb explained that the repairs to the roof are covered under the warranty but the coating is what needs to be replaced every 5-10 years. The project cost is for the coating of the roof.

On a motion by Trustee Cantu, seconded by Trustee Levinson, and carried on the following vote, the contract for the West Hills College Lemoore Building 200 Roof Repairs project was awarded to Graham-Prewett, Inc. of Fresno in the amount of \$46,000:

Ayes – 6  
Noes – 1 (Trustee Minnite)  
Absent – 0  
Abstain – 0

**FS-10**           Contract Award – San Joaquin Center Remodel Project – On a motion by Trustee Cantu, seconded by Trustee Ivans, and carried unanimously, the contract for the San Joaquin Center Remodel project was awarded to Techutli General Builders of Exeter in the amount of \$65,000.

**FS-11**      Contract Award – Equipment – On a motion by Trustee Minnite, seconded by Trustee Levinson, and carried unanimously, the equipment contract for the West Hills College Coalinga Wellness Center project was awarded to Promaxima based on their bid in the amount of \$130,587.48. This contract includes *Other Agencies' Right to Purchase* identical items at the same unit price(s) under the terms and conditions of this contract, as may be authorized Sections 20118 of the Public Contract Code or other legal authority. The equipment will be selected from Promaxima for both the West Hills College Coalinga Wellness Center project and the West Hills College Lemoore Multi Use Sports Complex project, without the individual monitors.

**FS-12**      Contract Award – West Hills College Coalinga Farm of the Future Ag Science Facility Project – On a motion by Trustee Levinson, seconded by Trustee Minnite, and carried unanimously, the contract for the West Hills College Coalinga Farm of the Future Ag Science Facility project was awarded to Mark Wilson Construction, Inc. of Fresno in the amount of \$12,074,314. The total amount includes the base bid and alternates #1-4. Brief discussion took place regarding the projects that are included and it was stated that there is a lot of infrastructure that will be completed.

### **PERSONNEL SERVICES**

**PS-3**      Job Description – Trustee Minnite questioned to which administrator the position will report. Dr. Carole Goldsmith stated that it would vary depending on the grant and the service area. With regard to evaluations, the administrator would be responsible. Trustee Minnite questioned if the position is district wide and Dr. Goldsmith responded that we are hoping to hire multiple individuals.

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

- Community Center Specialist

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

Trustee Cantu welcomed everyone back to the new semester.

Trustee Minnite stated that it is good to be back and he is pleased with the financial report and where we are as an institution. He thanked all employees for what they have done and what they are continuing to do.

Trustee Ivans welcomed everyone back to the new semester. She stated that it is good to hear positive financial reports.

Trustee Henry thanked everyone for their attendance. He stated that the financial reports are good and he is looking forward to a good year.

Trustee Oxborrow welcomed everyone back to the new semester and stated that it will be an exciting year. She stated that she enjoys hearing the reports about students. Trustee Oxborrow thanked everyone for their work.

Trustee Levinson echoed the comments made by his fellow Board members and stated that he enjoyed Pedro's report.

President McKean stated that he hopes the financial situation at the state can get under better control.

President McKean announced that the next meeting of the Board of Trustees is scheduled for September 28, 2010.

### **CLOSED SESSION**

The meeting was adjourned to closed session at 5:53 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 – Anticipated Litigation: Significant exposure to litigation (as per Government Code Section 54956.9). 2 case

### **ADJOURNMENT**

There being no further business before the Board of Trustees, the meeting was adjourned at 6:31 p.m.

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Nina Oxborrow  
Clerk of the Board of Trustees

## Personnel Transactions

### 1. New Hires

Name	Title & Location	Schedule	Salary Placement	Funding	Effective Date	Additional Information
Bailey, Justin	Equipment and Event Coordinator West Hills College Coalinga (Classified position)	40 hrs/wk 12 mo/yr	Range 42 Step A	District	8/2/10	
Cowden, Joy	Coordinator of Special Grants District Office (Classified management position)	19 hrs/wk 12 mo/yr	Range 21 Step 7	Grant	9/1/10	New position
Fortune, Allen	Psychology Instructor West Hills College Lemoore (Certificated position)	177-day contract	Class IV Step 8	District	8/12/10	New position; temporary 1 year contract
Gamino, Dora	Child Development Center Assistant West Hills College Lemoore (Classified position)	19 hrs/wk 12 mo/yr	Range 23 Step A	Grant	8/2/10	Replacement for Margarite Mahon
Mitchell, Jody	Psychiatric Technician Instructor West Hills College Coalinga (Certificated position)	177-day contract	Class I Step 10	District	8/12/10	Replacement for Leisa Wyman; temporary 1 year contract
Todd, Donna	Psychiatric Technician Instructor West Hills College (Certificated position)	177-day contract	Class I Step 10	District	8/16/10	Replacement for Tina Rolfsema; temporary 1 year contract

### 2. Temporary Hires

Name	Title & Location	Schedule	Salary Placement	Funding	Effective Date	Additional Information
Cervantes, Jose David	Security Guard West Hills College Coalinga	19-40 hrs/wk	Range 32 Step A	District	8/25/10 – 12/31/10	Temporary employee during recruitment

### 3. Changes in Assignment

Name	Current Assignment	Change	Effective Date	Additional Information
Souza, Tina	Secretary West Hills Comm. College Foundation Grant Funded	Secretary West Hills College Lemoore District/Grant Funded	9/1/10	Voluntary Transfer; Replacement for Elva Torres

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

Name	Title & Location	Effective Date
Davis, Eric	Business Account Specialist West Hills College Coalinga	7/30/10
Martinez, Monica	Child Development Center Associate Teacher West Hills College Coalinga	7/30/10
Robinson, Andre	Custodian/Groundskeeper District Office	7/23/10