



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

**August 27, 2013**



**CALL TO ORDER / OPEN SESSION**

President McKean 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  
Jack Minnite  
Steve Cantu

Board members absent:

Edna Ivans

Administrators present:

Frank Gornick, Chancellor  
Ken Stoppenbrink, Vice Chancellor of Business Services  
Stuart Van Horn, Vice Chancellor of Educational Services and Workforce Development  
Don Warkentin, President, West Hills College Lemoore  
Carole Goldsmith, President, West Hills College Coalinga  
Frances Squire, Executive Director of West Hills Community College Foundation  
Keith Stearns, Associate Vice Chancellor of Academic and Information Services  
Becky Cazares, Director of Human Resources  
Stephanie Droker, Vice President of Educational Services, West Hills College Coalinga  
Dave Bolt, Vice President of Educational Services, West Hills College Lemoore  
Sandy McGlothlin, Interim Vice President of Student Services, West Hills College Coalinga  
Tom Wixon, Director of Marketing  
Marcel Hetu, Director of North District Center, Firebaugh  
David Castillo, Interim Director of Farm of the Future

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

WHCFA Report – Mr. Ken Sowden, WHCFA President, announced that Ms. Linda Jacobus, ESL instructor, will be retiring in June 2014. He stated that he is glad to hear that Trustee Edna Ivans is getting better.

Dr. Frank Gornick asked that the new Student Trustee introduce himself. Mr. Terryon Robinson, ASB Vice President addressed the Board of Trustees. He is a student at West Hills College Coalinga and serves as a Resident Assistant in the men's residence hall.

CSEA Report – Mr. Keith Brock, CSEA President, stated that he is happy to hear the positive news about Trustee Ivans. He reported that the reclassification appeals are finished and the meetings went very well. CSEA is happy with results and Mr. Brock commented that it was a good process.

West Hills College Coalinga and North District Center, Firebaugh – Dr. Carole Goldsmith, President, provided a presentation which included a fall to fall comparison on the number of sections offered. She reported that headcount is up even though sections are down. Ms. Stephanie Droker and the counselors have done an outstanding job of getting sections for students when they need them. Dr. Goldsmith stated that she thinks the number will rise over the next few weeks. Dr. Goldsmith discussed the residence halls and occupancy, stating that there are currently 121 residents. Things are looking good in terms of numbers. There is a downward trend in the number of international students. As of today there are 65 international students. Dr. Goldsmith discussed upcoming projects and initiatives, stating that West Hills College Coalinga will have a new honor society and new clubs. With regard to the Lumina Foundation project, time was spent with the faculty during Flex Day and an overview of the project was given and how it is tied to Student Learning Outcomes (SLOs). Dr. Goldsmith provided an update on the cafeteria, stating that over 1,500 meals for students have been served. Dr. Goldsmith introduced the new faculty at West Hills College Coalinga: Mr. Stefan McGovern, Baseball Coach/Instructor; Ms. Sharon Freeman, Ag Instructor; Mr. Timothy Ellsworth, Ag Instructor; and Mr. Norman Oilar, Ag Instructor.

Trustee Minnite questioned the enrollment at West Hills College Coalinga and the North District Center, Firebaugh. Dr. Goldsmith reported that enrollment is down at the North District Center. Brief discussion took place concerning video conferencing at the North District Center site and Dr. Goldsmith reported that it is working.

West Hills College Lemoore – Mr. Don Warkentin, President, reported that West Hills College Lemoore hosted Duty Day on August 16. He reported that there was a good

turnout for the recent President's barbecue event. At the September Board meeting a report on athletics will be provided. Mr. Warkentin stated that West Hills College Lemoore hosted a district wide coaches' compliance summit on August 12 which included mandatory training. Drug testing of all athletes at West Hills College Lemoore was successful and all of the students passed. On November 9, the Golden Eagle Arena will be the host location for Jose Ramirez' boxing debut in the Valley. This will be a televised fight hosted by Top Rank. There will be eight or nine bouts and Jose will be the headliner. Brief discussion took place concerning international students who are athletes. Mr. Warkentin stated that there are nine.

Chancellor's Report – Dr. Frank Gornick, Chancellor, commented on enrollment. He stated that the colleges are making efforts to encourage students to attend full time as a means of completing a degree faster. A 30% increase in enrollment has been seen and the full time numbers are up. Faculty and counselors are recruiting students and telling them of the advantages of full time enrollment. Dr. Gornick reported that a Chinese delegation recently visited the West Hills Community College District. Mr. and Mrs. Clint and Joy Cowden did an excellent job of hosting the group. Dr. Gornick reported that Trustee Ivans is expected to return home from the rehabilitation center on Thursday. Dr. Gornick provided details of the upcoming visit by the California Community Colleges Board of Governors.

Trustee Minnite questioned the status of the C6 Project. Dr. Gornick responded that in October we will be at the end of the second year of a three year grant. Staff have been talking to the Department of Labor about requesting an extension for an additional year and thinks we are pretty favorable. Another C6 newsletter will be published during the third week of September. An extensive audit was recently conducted and things went well. We have also submitted with other partners to be involved in additional Department of Labor grants.

### **CONSENT AGENDA**

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

- CA-8**        Minutes – The minutes of the July 23, 2013 Board meeting were approved as submitted.
  
- CA-9**        Warrants – The warrants were approved as submitted.
  
- CA-10**      Records Destruction Report – The destruction of class 3 records as certified was approved.
  
- CA-11**      Notice of Completion (Informal Bid Award Project) – The notice of completion for the West Hills College Coalinga Pedestrian Drop-Off project was approved.
  
- CA-12**      Personnel Transactions – The list of personnel transactions was approved as submitted.

### **CHANCELLOR'S OFFICE**

- CO-7**      Resolution – Trustee Absence at Board Meeting – The resolution in the matter of trustee absence at Board meeting was approved on a motion by Trustee Minnite, seconded by Trustee Oxborrow, and carried unanimously.
- CO-8**      Request to Serve Alcoholic Beverages – The request to serve alcoholic beverages at West Hills Community College Foundation sponsored events for 2013-2014 was approved on a motion by Trustee Cantu, seconded by Trustee Minnite, and carried unanimously.
- CO-9**      Board Policies and Administrative Procedures – Trustee Henry questioned the language in Board Policy 2725, Board Member Compensation. Ms. Donna Isaac explained that the language is from Education Code and the compensation applies to regularly scheduled Board meetings. Trustee Henry suggested that the language be modified to specifically indicate the regularly scheduled meetings.

The following new and revised Board Policies and Administrative Procedures, with the modification as suggested by Trustee Henry to Board Policy 2725, were approved on a motion by Trustee Minnite, seconded by Trustee Levinson, and carried unanimously:

- Board Policy 2010, Board Membership (REVISED)
- Board Policy 2200, Board Duties and Responsibilities (NEW)
- Board Policy and Administrative Procedure 2725, Board Member Compensation (REVISED)
- Board Policy and Administrative Procedure 2735, Board Member Travel (NEW)

### **FISCAL SERVICES**

- FS-3**      Fiscal Services Report – Mr. Ken Stoppenbrink provided the fiscal services report. He reported that the district is 8.3% through the fiscal year. General fund 11 revenues are at 7.1% and general fund 11 expenditures are at 7.2%. General fund 12 revenues are at 0.6% and general fund 12 expenditures are at 1.9%.
- FS-4**      2013-2014 Fiscal Year Budget – President McKean questioned page 16, consultant services and travel. Mr. Stoppenbrink explained that those are restricted funds and are mainly due to grants. President McKean also questioned page 12, health and welfare benefits. Mr. Stoppenbrink explained that it is funding for GASB requirements.

Mr. Stoppenbrink provided a presentation on the proposed budget. Trustee Minnite questioned the Bond Anticipation Notes (BANs) and Mr. Stoppenbrink responded that they were paid off last year. Trustee Henry questioned if we have sold off all of the bonds. Mr. Stoppenbrink responded that all of the bonds have been sold for Coalinga and Firebaugh, but there are still bonds remaining for Lemoore.

The 2013-2014 Fiscal Year Budget was adopted on a motion by Trustee Levinson, seconded by Trustee Cantu, and carried unanimously.

**FS-5**      Chancellor's Office Tax Offset Program – The District's participation in the 2014 Chancellor's Office Tax Offset Program (COTOP) was approved on a motion by Trustee Henry, seconded by Trustee Minnite, and carried unanimously.

**FS-6**      Change Order – Change Order No. 1 for the North District Center Site Improvements (Phase 1) project was approved on a motion by Trustee Cantu, seconded by Trustee Minnite, and carried unanimously.

**FS-7**      Claim for Damages – On a motion by Trustee Minnite, seconded by Trustee Oxborrow, and carried unanimously, the claim for damages submitted by State Farm was rejected and referred to Keenan & Associates for resolution.

**FS-8**      Validation Resolution – Mr. Stoppenbrink introduced Mr. Michael Sweet from the San Francisco office of Fox Rothschild. He explained that the District could net \$3-\$4 million for the West Hills College Coalinga agriculture science solar project and we may also be able to capture some of the West Hills College Coalinga Wellness Center. President McKean questioned the declining economy and decreased funding to school districts. It was stated that this is one of the purposes for the action. President McKean questioned changing conditions and Mr. Stoppenbrink responded that with the census tract data, we are still all right in Fresno County.

Mr. Sweet provided an overview of the project, stating that the New Markets Tax Credit (NMTC) program was enacted by Congress in 2000 as part of the Community Renewal Tax Relief Act of 2000. The idea is to spur the investment of private capital in businesses located in disadvantaged communities to increase jobs. The NMTC program is administered by the US Treasury Department's Community Development Financial Institutions (CDFI) Fund. The program provides tax incentives to investors and enhances the availability of privately-sourced capital for businesses in economically distressed, underserved areas.

Trustee Levinson questioned if there has been any recent litigation with regard to NMTCs. Mr. Sweet responded in the affirmative, stating that the resolutions cover the matter. Dr. Gornick commented that this is a

precaution we take for ourselves. Trustee Henry questioned if there has been any proposed litigation recently. Mr. Sweet stated he is not aware of any and that this is just a proactive action. Mr. Stoppenbrink stated we are suing ourselves intentionally to put the public on notice as to what we are doing. Being a government agency, this is the process we need to go through. Trustee Cantu commented that the Board has not seen the lease agreements. Mr. Stoppenbrink responded that they have not yet been drafted yet. We are submitting the validation and the lease agreement has not yet been written. Trustee Cantu commented that the resolution states the Board is aware of the lease agreements.

The validation resolution in the matter of New Markets Tax Credit (NMTC) transaction was adopted on a motion by Trustee Henry, seconded by Trustee Minnite, and carried unanimously.

**FS-9**      Bid Waiver Resolution – The bid waiver resolution in the matter of New Markets Tax Credit (NMTC) transaction was adopted on a motion by Trustee Cantu, seconded by Trustee Minnite, and carried unanimously.

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

Trustee Cantu welcomed the new student trustee. He also welcomed the new ag instructors, stating that they sound like a good, qualified team. He welcomed everyone back to the fall semester.

Trustee Minnite welcomed the new student trustee and stated that he is happy to bring on the new faculty. He stated that he is excited about where we are going as a district and thanked everyone for their support.

Trustee Henry stated that he enjoyed the presentation during the Financing Corporation meeting and feels that our investment representatives have a high level of expertise. He welcomed the new faculty hires and welcomed everyone back to a new school year. Trustee Henry expressed his congratulations on the ratification of the faculty collective bargaining agreement.

Trustee Oxborrow welcomed everyone and stated that she is looking forward to another adventure this year. She wished everyone good luck.

Trustee Levinson echoed the comments made by his fellow Board members.

President McKean stated that it is nice to have a contract with the faculty and it is good to hear of the unanimous vote. He stated that he thinks Dr. Gornick did an excellent job with his State of the District address. President McKean welcomed the new hires and stated that it is exciting to see new faces.

President McKean announced that the next meeting of the Board of Trustees is scheduled for September 24, 2013.

**CLOSED SESSION**

The meeting was adjourned to closed session at 4:55 pm.

- Discussion of Land Acquisition/Disposition of Property (as per Government Code Section 54956.8). Property: Firebaugh, California; Lemoore, 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

**RECONVENE TO OPEN SESSION**

The meeting was reconvened to open session at 5:26 pm.

President McKean reported that during closed session the Board of Trustees took action to adopt a resolution in the matter of dismissal of a confidential classified employee. The resolution was adopted on a motion by Trustee Levinson, seconded by Trustee Minnite, and carried on the following roll call vote:

Trustee Cantu – Aye  
Trustee Minnite – Aye  
Trustee Ivans – Absent  
Trustee Henry – Aye  
Trustee Oxborrow – Aye  
Trustee Levinson – Aye  
President McKean – Aye

**ADJOURNMENT**

There being no further business before the Board of Trustees, the meeting was adjourned at 5:27 pm.

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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
Balderas, Gloria	Child Development Center Assistant Classified Coalinga Child Development Center	19 hrs/wk 10.5 mo/yr	Range 25 Step 1	Grant	8/12/13	Replacement for Ana Sanche
Branan, Callie	Senior Secretary Classified West Hills College Lemoore	40 hrs/wk 12 mo/yr	Range 44 Step 1	District / Grant	8/26/13	Replacement for Tina Yanez
Colin, Jessica	Child Development Center Assistant Classified Coalinga Child Development Center	19 hrs/wk 10.5 mo/yr	Range 25 Step 1	Grant	8/12/13	Replacement for Claudia Mora
Ellsworth, Timothy	Agriculture Instructor Certificated West Hills College Coalinga	221-day contract	Class V Step 10	District	8/26/13	Replacement for Linda Jacobus
Enriquez, Raquel	Child Development Center Assistant Classified Huron Child Development Center	19 hrs/wk, 9 mo/yr	Range 25 Step 1	Grant	8/1/13	Replacement for Gina Martinez
Freeman, Sharon	Agriculture Instructor Certificated West Hills College Coalinga	221-day contract	Class II Step 10	District	8/26/13	Replacement for Michael Burke
Gejeian, David	Remedial Basic Skills Instructor Certificated West Hills College Lemoore	177-day temporary contract	Class III Step 3	Grant	8/15/13	Replacement for Tammy Larson
Lopez, Sandra	Child Development Center Assistant Classified Coalinga Child Development Center	19 hrs/wk 10.5 mo/yr	Range 25 Step 1	Grant	7/11/13	Replacement for Danielle Smith
McGovern, Stefan	Head Baseball Coach/Instructor Certificated West Hills College Coalinga	199-day temporary contract	Class II Step 4	District	8/15/13	Replacement for Mike Curran
Neff, Amparo	Accounting Technician I Classified West Hills Community College District	40 hrs/wk 12 mo/yr	Range 47 Step 1	Grant	9/3/13	Replacement for Rachelle Richardson
Oiler, Norman	Agriculture Instructor Certificated West Hills College Coalinga	221-day contract	Class V Step 10	District	8/26/13	Replacement for Richard Jeffery
Padilla, Lissette	Child Development Center Assistant Classified Coalinga Child Development Center	19 hrs/wk 10.5 mo/yr	Range 25 Step 1	Grant	8/1/13	Replacement for Anita Pelletier
Rodriguez, Jazmin	Child Development Center Assistant Classified Coalinga Child Development Center	19 hrs/wk 9 mo/yr	Range 25 Step 1	Grant	8/1/13	Replacement for Sonia Romero Fenton
Uribe, Robin	Accounting Technician I Classified West Hills Community College District	40 hrs/wk 12 mo/yr	Range 47 Step 1	District	8/1/13	Replacement for Bobbi Montgomery



**2. Temporary Hires**

<b>Name</b>	<b>Title &amp; Location</b>	<b>Schedule</b>	<b>Salary Placement</b>	<b>Funding</b>	<b>Effective Date</b>	<b>Additional Information</b>
Reyes, Richard	Custodian/Groundskeeper Classified West Hills College Lemoore	24 hrs/wk	Range 37 Step A	District	8/28/13	Temporary hire while recruiting for position

**3. Leave of Absence**

<b>Name</b>	<b>Title &amp; Location</b>	<b>Effective Date</b>	<b>Additional Information</b>
Sanchez, Sarah	Child Development Center Associate Teacher Classified North District Center Child Dev. Center	8/13/13 – 8/12/14	

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

<b>Name</b>	<b>Title &amp; Location</b>	<b>Effective Date</b>
Campos, Mary Laine	Senior Secretary Classified West Hills College Coalinga	8/21/13
Haws, Sandy	Program Assistant Classified West Hills College Coalinga	8/6/13
Jacobus, Linda	ESL Instructor Certificated West Hills College Coalinga	6/1/13
Mitchell, Charlene	Senior Secretary Classified West Hills College Coalinga	1/2/14
Toledo, Angelica	Child Development Center Associate Teacher Classified West Hills College Coalinga	7/26/13