



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

**September 18, 2012**



**CALL TO ORDER / OPEN SESSION**

Vice President Henry called the meeting of the Board of Trustees to order at 1:29 pm.

Board members present:

Mark McKean, President  
Bill Henry, Vice President  
Nina Oxborrow, Clerk  
Jeff Levinson  
Edna Ivans  
Steve Cantu  
Brittany Burkhart, Student Trustee

Board members absent:

Jack Minnite

Administrators present:

Frank Gornick, Chancellor  
Ken Stoppenbrink, Vice Chancellor of Business Services  
Tom Harris, Interim President, West Hills College Coalinga  
Don Warkentin, President, West Hills College Lemoore  
Carole Goldsmith, Vice Chancellor of Educational Services and Workforce Development  
Dave Bolt, Vice President of Educational Services, West Hills College Lemoore  
Sylvia Dorsey-Robinson, Vice President of Student Services, West Hills College Lemoore  
Stephanie Droker, Vice President of Educational Services, West Hills College Coalinga  
Keith Stearns, Associate Vice Chancellor of Academic and Information Services/Registrar  
Mark Gritton, Associate Dean of Student Services, West Hills College Coalinga  
Marcel Hetu, Director of North District Center, Firebaugh  
Richard Larson, Director of Farm of the Future, West Hills College Coalinga  
James Preston, Dean of Educational Services, West Hills College Lemoore  
Joel Ruble, Dean of Student Services, West Hills College Lemoore  
Frances Squire, Executive Director of West Hills Community College Foundation  
Deborah Soria, Director of Financial Aid, West Hills College Lemoore

**Introduction of Guests**

There were no guests introduced at this time.

**Public Comments**

There were no public comments made at this time.

President McKean arrived at this time.

### **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. Kurt Sterling, Academic Senate President for West Hills College Lemoore, reported that the Senate has been working on writing sessions for Board Policy and Administrative Procedure 7215, Faculty Responsibilities. They are also working on the program discontinuance policy and Board Policy 7211, Faculty Service Areas, Minimum Qualifications, and Equivalencies.

WHCFA Report – Mr. Ken Sowden, WHCFA President, reported that negotiations were held on Friday, September 14. Not a lot of progress was made and the team was disappointed. Another session is scheduled for October 19 and he thinks a lot more progress will be made. He stated that negotiations are always a difficult process. Mr. Sowden reported that Dr. Martha Rodriguez, counselor, passed away on August 31.

CSEA Report – Mr. Keith Brock, CSEA President, reported that Mr. John Ieronimo is now serving as first vice president.

West Hills College Coalinga and North District Center, Firebaugh – Dr. Tom Harris, Interim President, reported that he recently had a good experience visiting the Mendota School District. He was able to see the Westside Institute of Technology (WIT) building, and see an ROP class in action. He also met with the Superintendent and Principal of Mendota High School. We are looking at the possibilities for the bond money that is earmarked for that area. Dr. Harris reported that the football team is in distress; however, they have a lot of talent and are not giving up.

Ms. Stephanie Droker, Vice President of Educational Services, reported that Ms. Raquel Rodriguez, Associate Dean of Student Learning, is currently in Sweden on a recruiting trip. She expressed her thanks to the faculty for participating in the C6 grant through the Department of Labor. A very invigorating convergence of faculty from all of the regions met together to work on the grant. Ms. Droker reported that West Hills College Coalinga hopes to be able to offer a dinner theater very soon.

Mr. Mark Gritton, Associate Dean of Student Services, reported that a 9/11 event was held on campus last week. Staff are currently looking at judicial modules to govern the residence halls with topics including academic integrity, cleanliness, and successfully living with a roommate.

Dr. Marcel Hetu reported on an open house recently attended by UC Davis for the nutrition and obesity project in Firebaugh. He also briefly commented on the 9/11 event at the North District Center, Firebaugh.

Mr. Richard Larson reported on the Farm of the Future, stating that staff are continuing to move to the new facilities. The new classrooms are being used and there is quite a bit of painting occurring. 13 students are completing the ag maintenance mechanic certificate. The almond yield was down this year and the pistachio yield is similar to last year.

West Hills College Lemoore – Mr. Don Warkentin, President, thanked the students for being in attendance at the meeting. West Hills College Lemoore has been busy with the opening of school. He introduced Ms. Angela Tos, who is serving as the administrative intern for 2012-2013 in student services. Mr. Warkentin reported that accreditation midterm report activities are beginning and the first meeting will be held this Friday.

Ms. Dorsey-Robinson Sylvia reported on student services activities. She stated that the summer bridge program was successful and discussed the career center. Mr. Warkentin reported that the athletic program is off to a good start.

Student Trustee Report – Ms. Brittany Burkhart, Student Trustee, reported that West Hills College Lemoore has elected two presidents and two vice presidents. She briefly reported on the 9/11 event, stating that it was a very moving ceremony. The English lab has been turned into an ACE lab – Academic Center for Excellence.

Chancellor's Report – Dr. Frank Gornick, Chancellor, expressed his thanks to West Hills College Lemoore for hosting the Board meeting. He passed around a magazine which features an article on the West Hills College Coalinga heavy equipment class. He also passed around correspondence from students at Coalinga Huron Avenal House. Dr. Gornick reported that he gave a tour of the new ag facilities last week in Coalinga to some interested parties. There are a lot of good things happening at the farm.

### **CONSENT AGENDA**

With regard to the personnel transactions item (CA-19), there is no name to announce at this time for the Director of Marketing/Public Information Officer position. That position will be removed from the list at this time.

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

- CA-16**      Minutes – The minutes of the August 28, 2012 regular meeting were approved as submitted.
  
- CA-17**      Warrants – The warrants were approved as submitted.
  
- CA-18**      Out of State Travel – The following requests for out of state travel were approved as submitted:

- West Hills College Lemoore wrestling team to travel to Sparks, Nevada for the Lassen College Wrestling Tournament, November 2-3, 2012
- West Hills College Lemoore wrestling team to travel to Ashland, Oregon for the West Wrestling Tournament, November 16-17, 2012

**CA-19**      Personnel Transactions – The list of personnel transactions, with the exception as noted above, was approved as submitted.

### **CHANCELLOR'S OFFICE**

**CO-10**      Hiring Committee – President McKean suggested that Trustee Nina Oxborrow serve on the hiring committee. Trustee Ivans suggested that Trustee Bill Henry also serve on the committee.

On a motion by Trustee Ivans, seconded by Trustee Levinson, and carried unanimously, the following individuals were appointed to the hiring committee for the West Hills College Coalinga President position:

- Tom Harris, Committee Chair
- Ken Stoppenbrink, Equal Employment Officer
- Pedro Avila, Administrator
- Marcel Hetu, Administrator
- Laura Ames, Classified Employee
- Domenica Sanchez, Classified Employee
- Staci Mosher, Faculty Member
- Jeff Wanderer, Faculty Member
- Efrain Iniguez, Student
- Nina Oxborrow, Board Member
- Bill Henry, Board Member

**CO-13**      Request to Serve Alcoholic Beverages – The request to serve alcoholic beverages at West Hills Community College Foundation sponsored events (list included with official minutes) was approved on a motion by Trustee Ivans, seconded by Trustee Oxborrow, and carried unanimously.

**CO-14**      Board Policies – The following Board Policies were approved on a motion by Trustee Cantu, seconded by Trustee Ivans, and carried unanimously:

- Board Policy 7341, Sabbaticals
- Board Policy 2510, Participation in Local Decision Making
- Board Policy 4230, Grading and Academic Record Symbols

### **FISCAL SERVICES**

**FS-15**      Fiscal Services Report – Mr. Stoppenbrink provided the fiscal services report. He reported that the district is 16% through the fiscal year. General fund 11 revenues are at 4.3% and general fund 11 expenditures are at 14.9%. General fund 12 revenues are at 1.2% and general fund 12 expenditures are at 7.3%.

**FS-16**      Contract Award – North District Center, Firebaugh Site Improvements Project – On a motion by Trustee Cantu, seconded by Trustee Ivans, and carried unanimously, the contract for the North District Center, Firebaugh Site Improvements project was awarded to Hobb’s Construction for a total bid of \$174,826.

**FS-17**      Contract Award – West Hills College Coalinga Farm Office Relocatables Project – Trustee Cantu questioned the age of the relocatable units, stating that the cost is high to relocate old buildings. Mr. Stoppenbrink stated that the district already owns the buildings and the cost is for the infrastructure. Brief discussion took place regarding where the building will be placed. Ms. Celina Garcia, AP Architects, responded that they will be located near the 500 building.

On a motion by Trustee Ivans, seconded by Trustee Oxborrow, and carried unanimously, the contract for the West Hills College Coalinga Farm Office Relocatables project was awarded to MARKO Construction Group, Inc. for a total bid of \$238,000.

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

Trustee Cantu expressed his condolences to the family of Dr. Martha Rodriguez. He stated that he is happy to see the colleges recognizing 9/11 with various events. Trustee Cantu congratulated the ag department on the ag mechanics certificate.

Trustee Ivans stated that it is good to see students at the Board meeting. She stated that it is also good to hear the financial reports and the report on the Farm of the Future.

Trustee Henry echoed the remarks made by his fellow Board members. He expressed his condolences to the family of Dr. Martha Rodriguez. He stated that it is nice to hear that our bonds are sought after because of our fiscal responsibility. Trustee Henry expressed his thanks to everyone for their support.

Trustee Oxborrow expressed her condolences to the family of Dr. Martha Rodriguez. She thanked everyone for the good reports and stated that West Hills is an awesome institution with good people.

Trustee Levinson stated that these are exciting times.

President McKean announced that the next regular meeting of the Board of Trustees is scheduled for October 23, 2012.

**CLOSED SESSION**

The meeting was adjourned to closed session at 2:25 pm.

- Discussion of Land Acquisition/Disposition (as per Government code Section 54956.8). Property: Lemoore, California, Firebaugh, California
- Conference with Labor Negotiator (as per Government Code section 54957.6. Agency negotiator: Chancellor; Vice Chancellor of Business Services. Employee organization: CTA; CSEA
- Public Employee Discipline/Dismissal/Release (as per Government Code section 54957)

**ADJOURNMENT**

There being no further business before the Board of Trustees, the meeting was adjourned at 3:30 pm.

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Nina Oxborrow  
Clerk of the Board of Trustees

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## Personnel Transactions

### 1. New Hires

Name	Title & Location	Schedule	Salary Placement	Funding	Effective Date	Additional Information
Jackson, Sonja	After School Program Site Coor. Classified West Hills College Lemoore Placement in Avenal	19 hrs/wk 11 mo/yr	Range 40 Step A	Grant	8/20/12	
NAME TO BE ANNOUNCED	Director of Marketing / Public —Information Officer West Hills Community College District	40 hrs/wk 12 mo/yr	TO BE DETERMINED	Grant	TO BE DETERMINED	

### 2. Temporary Hires

Name	Title & Location	Schedule	Salary Placement	Funding	Effective Date	Additional Information
Torrey, Madalyn	Child Dev. Center Associate Teacher Huron Child Development Center	40 hrs/wk	Range 30 Step A	Grant	9/19/12 – 12/31/12	

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

Name	Title & Location	Effective Date
Bonilla, Heather	Senior Secretary West Hills College Lemoore	8/31/12
Torrez, Felicia	Marketing Assistant West Hills Community College District	9/20/12

### 4. Leave of Absence

Name	Title & Location	Effective Date	Additional Information
Nguyen, Truc	PC LAN System Specialist West Hills Community College District	9/13/12 – 10/10/12	FMLA Request