

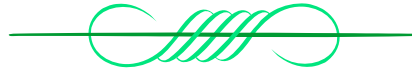


WEST HILLS COMMUNITY COLLEGE DISTRICT

Board of Trustees
9900 Cody Street
Coalinga, CA 93210
(559) 934-2100

MINUTES OF THE REGULAR MEETING OF THE GOVERNING BOARD

September 28, 2010



CALL TO ORDER / OPEN SESSION

President McKean called the meeting of the Board of Trustees to order at 1:00 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
Dave Bolt, Vice President of Educational Services, West Hills College Lemoore
Jana Cox, Director of Financial Aid
Sylvia Dorsey-Robinson, Vice President of Student Services
Bob Clement, Director of Athletics, Health and Physical Education, West Hills College Lemoore
Marcel Hetu, Director of North District Center, Firebaugh
Marlon Hall, Associate Dean of Educational Services, West Hills College Lemoore
Susan Whitener, Associate Vice Chancellor of Educational Planning
Richard Larson, Director of Farm of the Future, West Hills College Coalinga
Jose Lopez, Dean of Students, West Hills College Lemoore

Introduction of Guests

Ms. Frances Squire reported that the students from Ms. Vera Kennedy's sociology class are in attendance; as well as students from Ms. Marty Ennes' communications class. She also introduced the following guests: Captain James Knapp, Commanding Officer at NAS Lemoore, and Mr. Roman Benitez, Community Plans & Liaison Officer at NAS Lemoore.

Public Comments

There were no public comments made at this time.

REPORTS FROM ORGANIZATIONS / COLLEGES / DISTRICT OFFICE

Academic Senate Report – Mr. Kurt Sterling, Academic Senate President for West Hills College Lemoore, thanked the Board of Trustees for being at West Hills College Lemoore. He reported that the Senate has been meeting and all committee seats have been filled. He will be attending the Central Valley Higher Education Consortium (CVHEC) conference in Yosemite in October. Mr. Sterling reported that the Senate is currently reviewing all of the policies and procedures that have been sent to them and will soon be providing input.

In the absence of Ms. Anita Bart, Academic Senate President for West Hills College Coalinga, Ms. Cindy Hauki reported that all committee assignments have been made and approved and the academic freedom policy has been sent to all faculty for review.

WHCFA Report – Ms. Marty Ennes, WHCFA President, reported that the faculty association has been busy. A meeting was held last week with Mr. Ken Stoppenbrink and Ms. Tammy Weatherman concerning ongoing issues with regard to payroll. They hope for resolution soon. Ms. Ennes reported that the faculty association was also able to work with district administration on replacing the information in evaluations as a result of the grievance filed. They will continue negotiating the grievance. Ms. Ennes reported that the faculty association was fortunate to be able to bring Ms. Mary Ann Reynolds and Mr. Alan Frey to the campuses earlier this month for grievance training. The training was extremely productive. Ms. Ennes reported that she, Ms. Jacqui Shehorn, and Ms. Tiffani McGee will be attending the upcoming CCA conference in Burlingame. She also briefly commented on student involvement at the recent forensics tournament at West Hills College Lemoore.

CSEA Report – Mr. John Ieronimo, CSEA President, reported that CSEA has a meeting scheduled for October 6. They are also in the process of negotiations.

Student Trustee Report – Mr. Ryan Cardoza, Student Trustee, reported on campus activities at West Hills College Coalinga including the purchase of a mascot by the

President's Office for homecoming week and basketball games; blood drive; spirit week; ASB goals retreat; creating more clubs and increasing student participation on the campus. At West Hills College Lemoore, activities include a recent successful club rush; car wash; and a student town hall to be facilitated by AGS.

West Hills College Coalinga and North District Center, Firebaugh – Dr. Willard Lewallen, President, thanked Student Trustee Cardoza for supporting the North District Center and attending the recent recognition event. Dr. Lewallen commented on the recent ASB planning retreat and stated that the main goal was for the students to develop some goals. He passed around thank you notes and student information for the Board to review. Dr. Lewallen also displayed the resolution received by the North District Center, Firebaugh in honor of their recent recognition as one of America's Top 50 Best Community Colleges.

West Hills College Lemoore – Mr. Don Warkentin, President, thanked the Board of Trustees for meeting at West Hills College Lemoore. He reported that a tour of the Multi Use Sports Complex was provided to Board members earlier in the day and the facility should be up and running in March.

Mr. Warkentin introduced Ms. Sylvia Dorsey-Robinson, Vice President of Student Services. Ms. Dorsey-Robinson provided a presentation on student services at West Hills College Lemoore. She discussed the mission of student services and outlined the tasks that have been identified and the accomplishments and progress to date.

Chancellor's Report – Dr. Frank Gornick, Chancellor, thanked Mr. Warkentin and the West Hills College Lemoore staff for hosting the Board of Trustees at their campus. Dr. Gornick discussed the district's strategic plan and ideas with regard to high school student outreach. He stated that this matter will continue to be an important topic and will be an ongoing process.

Closing the Gap Project Update – Dr. Gornick reported that he has secured the services of Ms. Elaine Cash as a consultant to work with our staff and high school district staff to address the issues of outreach. Ms. Cash is a retired superintendent from Riverdale Unified School District. This is a project that is moving along and updates will continue to be provided to the Board.

Related to this topic is the CVHEC planning summit scheduled to be held in October. The planning summit is predicated on recent legislation passed and signed unanimously by the Senate and Assembly (Padilla SB 1440) which guarantees community college students, with 60 units as a core, junior standing at a university. He stated that there is much excitement about this activity and he looks forward to continuing to provide updates.

Dr. Gornick reported that he and Mr. Pedro Avila recently conducted a workshop on integrated planning for the State Center Community College District. It was well received and it is gratifying to step back and take a look at where we are. It is encouraging to see how much progress we have made as a district.

Dr. Gornick reported that he recently attended the Datatel Fall Executive Forum with Trustee Henry and Mr. Avila. He stated that it is nice to see what we can get out of the product for our staff and students. He also recently attended a meeting with DeVry which was beneficial. They are excited that we have the infrastructure for distance education and we are looking forward to the possibilities of partnering with them.

Athletics Philosophy and Program Review – Dr. Gornick asked Mr. Avila to address the issue of program review as it relates to athletics. Mr. Avila stated that he wants to conduct a program review for every sport and thinks it would be best to take a look at each program and each sport individually. Dr. Gornick stated that this would be consistent with other program reviews that take place. Trustee Levinson stated that the bottom line is accountability. President McKean questioned if there is a way we could get data from other community colleges for comparison or benchmark purposes. Dr. Gornick stated that we will look at success rates and transfer rates. Discussion took place concerning performance and participation.

SFID Series B Analysis – Dr. Gornick asked Mr. Ken Stoppenbrink to provide a report on the SFID Series B bonds. With regard to SFID 1 (Northern Area), Mr. Stoppenbrink reported that we issued \$3.84 million in 2009. The assessed value growth was 7.91% during 2009-2010. With regard to SFID 2 (Coalinga Area), we issued \$2.99 million in 2009. The assessed value declined during 2009-2010. We currently have an outstanding BAN (Bond Anticipation Note) of \$4.5 million which is due and payable in 2012. With regard to SFID 3 (Lemoore Area), we issued \$5.99 million in 2009. The assessed value growth was 4.16% during 2009-2010. Mr. Stoppenbrink summarized the recommendations as follows: SFID 1 – Hold until the state bonds pass to fund the new facility; SFID 2 – Spend BAN funds and issue bond in 2012 to pay back the BAN; SFID 3 – Issue Series B for \$9.3 or \$14.1 million. The timeline would include a resolution for consideration at the November 2010 Board meeting. The S & P rating presentation would occur in January 2011. The pricing of the bonds would occur in February 2011 and close in March 2011. The sale costs and results would be disclosed at the April 2011 Board meeting. Further brief discussion took place regarding bonds.

CONSENT AGENDA

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

CA-12 Minutes – The minutes of the August 24, 2010 Board of Trustees meeting were approved as submitted.

CA-13 Warrants – The warrants were approved as submitted.

CA-14 Personnel Transactions – The list of personnel transactions was approved as submitted.

CHANCELLOR'S OFFICE

CO-8 Presentation by Lemoore Naval Air Station – Dr. Gornick introduced Captain James Knapp, Commanding Officer at NAS Lemoore, and Mr. Roman Benitez, Community Plans & Liaison Officer at NAS Lemoore. Captain Knapp provided an overview of the Lemoore Naval Air Station including its vision and mission statements, size, and flight operations. He also discussed the economic impact assessment and its impact on Kings and Fresno Counties.

Captain Knapp commented on encroachment which is primarily any non-Navy action planned or executed which inhibits, curtails, or possesses the potential to impede the performance of Navy activities. The concerns with regard to encroachments include population growth and unmanaged urban sprawl.

Captain Knapp provided information on the Joint Land Use Study (JLUS), stating that it is funded by the Department of Defense, Office of Economic Adjustment. It has two objectives: 1) To encourage collaborative planning between military installations and local jurisdictions so that future community land uses and the operational missions of the installation are compatible; and 2) To develop strategies for reducing the impact of existing community and military activities on each other. The partners in the JLUS are Kings County, Fresno County, the City of Lemoore, and NAS Lemoore. The contract is administered by the Kings County Association of Governments and input is received from stakeholders and working groups. At the end of the study, the stakeholders will acquire ownership of the study and adopt/implement recommendations. Funding is available through the Office of Economic Adjustments to assist in implementing the recommendations.

With regard to AICUZ (the Air Installation Compatible Use Zone program), Captain Knapp explained that it is an active local command effort to work with local, state, regional, other federal agencies, and community leaders to encourage compatible development of land adjacent to military airfields. The AICUZ program recommends land uses that will be compatible with noise levels, accident potential and obstruction clearance criteria associated with military airfield operations.

The objectives are to recommend compatible land use development and zoning; protect operational capability and the Navy's capital investment; protect public health and safety; and minimize noise and safety impacts.

Captain Knapp reported that NAS Lemoore is seeking partners to enact Readiness and Environmental Protection Initiative (REPI) conservation measures.

Dr. Gornick commented on the planning for the West Hills College Lemoore campus and the relationship and discussions with NAS Lemoore. Discussion took place regarding growth and flight patterns. Captain Knapp referred to the Joint Land Use Study.

CO-9 Resolution – Child Care – The following resolution in the matter of child care was adopted on a motion by Trustee Minnite, seconded by Trustee Oxborrow, and carried unanimously:

- Infant Toddler Resource Grant No. CCAP-0013-6213-00-0

CO-10 Board Policies and Administrative Procedures – The following Board Policies and Administrative Procedures were approved on a motion by Trustee Minnite, seconded by Trustee Ivans, and carried unanimously:

- 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
- Board Policy and Administrative Procedure 3900, Speech: Time, Place and Manner

CO-11 Board Policies and Administrative Procedures – The following Board Policies and Administrative Procedures were presented for a first reading. Approval will be requested at a later date.

- Board Policy and Administrative Procedure 6700, Facilities Use
- Board Policy 6230, Energy and Sustainability
- Administrative Procedure 2410, Policy and Administrative Procedure

FISCAL SERVICES

FS-13 Fiscal Services Report – Mr. Ken Stoppenbrink, Vice Chancellor of Business Services, provided the fiscal services report. He stated that we are 16.7% through the fiscal year. General fund revenues are at 14.8% and general fund expenditures are at 13.1%.

FS-14 2012-2016 Five Year Construction Plan – Mr. Kevin Cobb, district architect, provided a presentation on the five year construction plan. He explained that there are three projects at West Hills College Coalinga that are not yet funded. Those projects include Initial Buildings Modernization, Phase 2; SAM Modernization; and Health Careers Facility. At West Hills College Lemoore, the projects not yet funded include Field Sports; Instructional Center Phase 1; and Institutional Support Services. The North District Center, Firebaugh Center Expansion project is also not currently funded. Dr. Gornick discussed the possibility of having projects re-scored which would assist us with the funding for these projects.

The 2012-2016 Five Year Construction Plan for the West Hills Community College District was approved on a motion by Trustee Minnite, seconded by Trustee Levinson, and carried unanimously.

FS-15 Final Project Proposals (FPPs) – The following Final Project Proposals (FPPs) were approved on a motion by Trustee Levinson, seconded by Trustee Minnite, and carried unanimously:

- North District Center, Firebaugh – Center Expansion
- West Hills College Lemoore – Institutional Supportive Services, Phase 1
- West Hills College Lemoore – Instructional Center
- West Hills College Coalinga – Health Careers
- West Hills College Coalinga – SAM Modernization

FS-16 Initial Project Proposals (IPPs) – The following Initial Project Proposals (IPPs) were approved on a motion by Trustee Ivans, seconded by Trustee Levinson, and carried unanimously.

PERSONNEL SERVICES

PS-4 Resolution – The resolution in the matter of placement of a classified employee on a 39-month re-employment list was adopted on a motion by Trustee Cantu, seconded by Trustee Levinson, and carried unanimously:

BOARD REPORTS / COMMENTS / REQUESTS AND ANNOUNCEMENTS

Trustee Cantu had nothing to report at this time.

Trustee Minnite thanked Mr. Warkentin for hosting the meeting at his campus and thanked everyone for the great reports. Trustee Minnite thanked everyone for coming to the recognition event at the North District Center, Firebaugh and stated that it is a special place. It was a great feeling to be a part of history and it could not have happened without the support of the staff, students and Board of Trustees.

Trustee Ivans thanked Mr. Warkentin for hosting the Board meeting and providing a tour of the Multi Use Sports Complex.

Trustee Henry commented on the Datatel conference he recently attended in Chicago. He stated that it was quite interesting to see what they do for us.

Trustee Oxborrow stated that it is good to be at West Hills College Lemoore and see progress on the Multi Use Sports Complex. She expressed her congratulations to the North District Center, Firebaugh for their recognition and thanked everyone for their presentations.

Trustee Levinson stated that he looks forward to hearing future reports from Mr. Avila on athletics.

President McKean expressed his apologies for not being able to attend the recognition event at the North District Center. He stated that he looks forward to further discussions on athletics.

President McKean announced that the next meeting of the Board of Trustees is scheduled for October 26, 2010.

CLOSED SESSION

The meeting was adjourned to closed session at 3:30 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 pursuant to subdivision (b) of Government Code Section 54956.9. Two (2) potential cases pursuant to subdivision (b)(3)(C) of Section 54956.9, and Section

54957.5, the District's receipt of a claim pursuant to the Tort Claims Act is available for public inspection

RECONVENE TO OPEN SESSION

The meeting was reconvened to open session at 4:02 p.m.

President McKean announced that the Governing Board considered a tort claim filed by Dr. Terrel Jeffery on or about August 12, 2010 and, upon the Board's review, has taken action in closed session authorizing the Chancellor to issue a Notice of Lateness and Notice of Rejection pursuant to Government Code section 911.3 and 912.6 and take any other steps necessary to effectuate the rejection of this claim. The vote was:

Ayes: 7
Noes: 0
Absent: 0
Abstentions: 0

Additionally, the Governing Board considered a claim filed by Ms. Donna Gates on or about September 23, 2010 and, upon the Board's review, has taken action in closed session to reject the claim and submit it to Keenan and Associates, the district's SWAC Administrators, for resolution. The vote was:

Ayes: 7
Noes: 0
Absent: 0
Abstentions: 0

ADJOURNMENT

There being no further business before the Board of Trustees, the meeting was adjourned at 4:04 p.m.

Nina Oxborrow
Clerk of the Board of Trustees

Personnel Transactions

1. New Hires

| Name | Title & Location | Schedule | Salary Placement | Funding | Effective Date | Additional Information |
|---------------------|--|-----------------------|--------------------|---------|----------------|-----------------------------------|
| Alexander, Adriana | After School Prog. Activity Specialist West Hills College Lemoore | 19 hrs/wk 11 mo/yr | Range 32 Step A | Grant | 10/11/10 | New position |
| Armenta, Melissa | Child Development Center Assistant West Hills College Coalinga | 19 hrs/wk 9 mo/yr | Range 23 Step A | Grant | 9/1/10 | Replacement for Daniel Gambin |
| Berlanga, Nathalia | After School Prog. Activity Specialist West Hills College Lemoore | 19 hrs/wk 11 mo/yr | Range 32 Step A | Grant | 10/11/10 | New position |
| Blankenship, Corie | Child Development Center Assistant West Hills College Coalinga | 19 hrs/wk 9 mo/yr | Range 23 Step A | Grant | 9/1/10 | Replacement for Maria Maldonado |
| Cruz, Perla | Child Development Center Assistant West Hills College Coalinga | 19 hrs/wk 9 mo/yr | Range 23 Step A | Grant | 9/1/10 | Replacement for Sandra Nevarez |
| Davis, Desiree | Child Development Center Assistant West Hills College Coalinga | 19 hrs/wk 12 mo/yr | Range 23 Step A | Grant | 9/1/10 | Replacement for Bethany Humphries |
| Gonzales, Heriberto | Student Services Assistant West Hills College Coalinga (Placement at Huron) | 19 hrs/wk 12 mo/yr | Range 36 Step B | Grant | 9/7/10 | New position |
| Inman, April | After School Prog. Activity Specialist West Hills College Lemoore | 19 hrs/wk 11 mo/yr | Range 32 Step A | Grant | 10/11/10 | New position |
| Leyva, Sylvia | Student Services Assistant West Hills College Coalinga (Placement at Mendota) | 19 hrs/wk 12 mo/yr | Range 36 Step A | Grant | 9/7/10 | New position |
| Llamas, Cristal | After School Prog. Activity Specialist West Hills College Lemoore | 19 hrs/wk 11 mo/yr | Range 32 Step A | Grant | 9/7/10 | New position |
| Montoya, Alejandro | After School Prog. Activity Specialist West Hills College Lemoore | 19 hrs/wk 11 mo/yr | Range 32 Step A | Grant | 10/11/10 | New position |
| Morales, Richard | Child Development Center Assistant San Joaquin Child Dev. Center | 19 hrs/wk 12 mo/yr | Range 23 Step A | Grant | 10/1/10 | Replacement for Lupe Torrez |
| Moreno, Isela | Student Services Assistant West Hills College Coalinga (Placement at Avenal) | 19 hrs/wk 12 mo/yr | Range 36 Step A | Grant | 9/7/10 | New position |
| Ringo, Kristina | After School Prog. Activity Specialist West Hills College Lemoore | 19 hrs/wk 11 mo/yr | Range 32 Step A | Grant | 10/11/10 | New position |
| Robinson, Daisy | Child Dev. Center Associate Teacher West Hills College Coalinga | 19 hrs/wk 9 mo/yr | Range 30 Step A | Grant | 9/1/10 | Replacement for Monica Martinez |
| Smith, Danielle | Child Development Center Assistant West Hills College Coalinga | 19 hrs/wk 12 mo/yr | Range 23 Step A | Grant | 9/1/10 | Replacement for Karen Blanks |
| Solario, Marissa | Child Development Center Assistant West Hills College Coalinga | 19 hrs/wk 12 mo/yr | Range 23 Step A | Grant | 9/1/10 | Replacement for Margoth Toledo |
| Stewart, Hollie | Child Development Center Assistant West Hills College Coalinga | 19 hrs/wk 9 mo/yr | Range 23 Step A | Grant | 9/1/10 | Replacement for Martha Saucedo |
| Toby, Thomas | Student Services Assistant West Hills College Coalinga (Placement at Coalinga) | 19 hrs/wk 12 mo/yr | Range 36 Step A | Grant | 9/7/10 | New position |

1. New Hires (continued...)

| Name | Title & Location | Schedule | Salary Placement | Funding | Effective Date | Additional Information |
|------------------------|---|-----------------------|--------------------|----------|----------------|---------------------------------|
| Viramontez, Grace | Food Service Cook West Hills College Coalinga | 40 hrs/wk 12 mo/yr | Range 40 Step A | District | 10/4/10 | Replacement for Hang Phan |
| Wynne-Velazquez, April | Child Dev. Center Associate Teacher West Hills College Lemoore | 19 hrs/wk 12 mo/yr | Range 30 Step A | Grant | 10/11/10 | Replacement for Aracely Navarro |
| Yang, Tong | Student Services Assistant West Hills College Coalinga (Placement at San Joaquin) | 19 hrs/wk 12 mo/yr | Range 36 Step B | Grant | 9/7/10 | New position |

2. Temporary Hires

| Name | Title & Location | Schedule | Salary Placement | Funding | Effective Date | Additional Information |
|-----------------|---|-----------|--------------------|---------|-----------------------|------------------------|
| Guerra, Christy | Child Development Center Assistant San Joaquin Child Dev. Center | 40 hrs/wk | Range 23 Step A | Grant | 9/20/10 – 12/31/10 | |
| Stewart, Hollie | Child Development Center Assistant West Hills College Coalinga | 40 hrs/wk | Range 23 Step A | Grant | 9/29/10 – 12/31/10 | |

3. Changes in Assignment

| Name | Current Assignment | Change | Effective Date | Additional Information |
|--------------------|--|--|----------------|--------------------------------|
| Bravo, Gabriela | Child Development Center Assistant West Hills College Coalinga 19 hrs/wk; 12 mo/yr Range 23, Step A | Child Dev. Center Associate Teacher West Hills College Coalinga 19hrs/wk; 12 mo/yr Range 30, Step A | 9/1/10 | Replacement for Karen Blanks |
| Pelletier, Vanessa | Child Development Center Teacher West Hills College Coalinga 19 hrs/wk; 9 mo/yr | Child Development Center Teacher San Joaquin Child Dev. Center 40 hrs/wk; 12 mo/yr | 9/7/10 | Replacement for Veronica Lopez |
| Ramsey, Miranda | Child Dev. Center Associate Teacher West Hills College Coalinga Range 30, Step A | Child Dev. Center Teacher West Hills College Coalinga Range 40, Step A | 10/1/10 | |
| Wiseman, Suellen | Accounting Services Technician I District Office 19 hrs/wk; 12mo/yr | Accounting Services Technician I District Office 16 hrs/mo; 12 mo/yr | 8/27/10 | |

4. Leave of Absence

| Name | Title & Location | Effective Date | Additional Information |
|-------------------|---|-----------------------|------------------------|
| Terra, Laura | Child Development Center Teacher West Hills College Coalinga | 10/12/10 – 11/2/10 | FMLA Request |
| Valdeabella, Mina | Family Resource Coordinator Child Development Centers (Districtwide) | 11/14/10 – 1/10/11 | FMLA Request |

5. Resignations / Retirements / Releases During Probation / Terminations

| Name | Title & Location | Effective Date |
|---------------------|---|-----------------------|
| Edwards, Diane | Accounting Services Technician III District Office | 10/1/10 |
| Medina, Mayra | After School Program Activity Specialist West Hills College Lemoore | 8/5/10 |
| Reynaga, Mary Helen | Child Development Center Teacher San Joaquin Child Development Center | 8/30/10 |
| Stewart, Hollie | Child Development Center Assistant West Hills College Coalinga | 9/10/10 |
| Toledo, Margoth | Child Development Center Associate Teacher West Hills College Coalinga | 8/20/10 |