



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

**December 10, 2013**



**1. Call to Order / Open Session**

**A. Flag Salute**

President McKean called the meeting of the Board of Trustees to order at 10:04 am and led the Board members and audience in the flag salute.

Board members present:

Mark McKean, President  
Nina Oxborrow, Clerk  
Jeff Levinson  
Jack Minnite  
Len Falter

Board members absent:

Edna Ivans  
Steve Cantu

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  
Marcel Hetu, Director of North District Center, Firebaugh  
Frances Squire, Executive Director of West Hills Community College Foundation  
Tom Wixon, Director of Marketing

**B. Introduction of Guests**

There were no guests introduced at this time.

**C. 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, stated that he had nothing to report at this time.

- C. CSEA Report** – Mr. Keith Brock, CSEA President, stated that he had nothing to report at this time.

- D. Student Trustee Report-** Dr. Carole Goldsmith announced that Student Trustee, Terryeon Robinson, will be transferring to UC Northridge in the spring. He has been at West Hills College for two and a half years and is unable to be at the meeting today as he is in class. Dr. Goldsmith stated that she would like to recognize Mr. Robinson with a certificate of recognition for his service. She introduced Ms. Kristian Wilson who will serve as the new student trustee.

Ms. Wilson addressed the Board of Trustees and stated that she has no report for West Hills College Lemoore at this time. As for the report concerning West Hills College Coalinga and the North District Center, all children have been sponsored for the Lights of Love event and the Residence Hall Association recently held a flag football tournament.

- E. West Hills College Coalinga and North District Center, Firebaugh** – Dr. Carole Goldsmith, President, thanked Mr. Daniel Tamayo, Ms. Carolina Jimenez, and Dr. Marcel Hetu for putting together a fabulous toy drive through Lights of Love. She also expressed her thanks to the West Hills College Coalinga ASB. Dr. Goldsmith reported that a Commit to Complete event was held in Coalinga and Firebaugh and was well supported by faculty and staff. Over 230 students signed a commitment to complete college. It was an amazing event. The psychiatric technician class graduation will be held on December 20 in the theater. The first annual field day event was held at the Farm of the Future and many faculty and high school participated. Plans are underway for another event in the spring. Dr. Goldsmith reported that getting high school students on campus is important and vital to our success. It is planned to host a regional high school rodeo event and cutting contest in the future in order to utilize the facility more often. The West Hills rodeo is scheduled for March 21 and 22.

- F. West Hills College Lemoore** – Mr. Don Warkentin, President, stated that it was interesting to listen to the comments of the two trustee candidates as they were interviewed today. He expressed his congratulations to Mr. Len

Falter as the successful candidate, stating that he will be a great addition to the Board and he looks forward to working with him. Mr. Warkentin reported that the annual strategic planning session with high schools was held last week and was a good venue to share information. An emergency preparedness drill was held yesterday at West Hills College Lemoore and the scenario was an active shooter event. It was an intense drill and a great exercise to test responses. A formal report will be received and shared with the Board. Mr. Warkentin reported that West Hills College Lemoore has been approved by the State Chancellor's Office for a new paramedic program to begin in the spring. It is an 18-month program whereby students learn how to respond to emergencies. There is room for 24-32 students and the prerequisites include being a current EMT, and having classes in human anatomy and physiology. Mr. Warkentin reported on various successes for various sporting events and also reported that the problem with the arena floor has been solved. Brief discussion took place concerning damage deposits and the certificate of insurance. Mr. Chris Addington will follow up on this matter and verify that the floor is acceptable. Trustee Levinson commented on the wrestling program and stated that Mr. Kent Olson will be inducted into the California Wrestling Hall of Fame as a coach.

Trustee Minnite questioned the lawn at the North District Center, Firebaugh. Mr. Addington stated that the rye will need to be re-seeded as the original planting did not take.

**G. Chancellor's Report** – Dr. Frank Gornick, Chancellor, extended his congratulations to Mr. Len Falter on his selection as a member of the Board. Dr. Gornick reported that he and a group of administrators will be traveling to Cupertino this afternoon for a visit to the Apple Executive Briefing Center. He also reported that the District Office had its emergency drill which was met with great response. Dr. Stu Van Horn was the incident commander. It was discovered that we need to do a better job of communicating with a code system. Dr. Gornick expressed his thanks to Ms. Anne Jorgens for her efforts on this project.

Dr. Gornick reported that a public forum was held last week in Avenal. The forum was another attempt to convince the community members that the best use of the bond dollars would be for a joint use facility as there are not enough funds for a stand-alone facility. He stated that people tend to forget that College of the Sequoias eliminated their summer school classes for three years because of the budget. If we had a stand-alone center, it probably would have been closed. It is more economical to have a joint use facility which can help both the high school and the college. Dr. Gornick reported that the community is starting to get a better handle on things.

With regard to the MAA reimbursement process, Dr. Gornick reported that we are getting some traction with statewide issues with the Department of Health Care Services. He and Mr. Warkentin will be traveling to Sacramento to meet with the Deputy Director. The current MAA reimbursements are worth

\$500,000 - \$600,000 to our district. President McKean questioned the reasoning behind the problem. Dr. Gornick stated that we really do not know the answer. It is a federal program implemented through the state. Mr. Warkentin reported that it is currently MAA survey week and we continue to collect data on time spent so that it can be submitted.

Dr. Gornick commented on the Community College Baccalaureate Task Force, stating that we will be establishing a district-wide task force on this topic. The group will take a look at the process and get comfortable with identifying what degree they would like to put forward. This will take some study and data will be reviewed with regard to demand, college standing, etc. The Western Association of Schools and Colleges (WASC) allows for community colleges to have one baccalaureate degree. Access is one of the reasons to offer the degree at the community college level. The colleges will have to submit a substantive change report. We want to get ahead of the anticipated rush and will try to complete the work of the task force by the end of the semester in order to submit it to the Accrediting Commission. The advantages for our students are obvious: access and cost. It is a reasonable solution. Dr. Gornick reported that he will be announcing the task force during his State of the District address. Dr. Van Horn will chair the task force. Trustee Levinson questioned the dollars received for the offering of a baccalaureate degree. Dr. Gornick responded that they will go to the institution. Trustee Falter questioned the timeline and Dr. Gornick responded that there is some legislation that will be signed and we want to be ready to move forward right away. If we can get the accreditation requirements met first, then we will be prepared to move forward with the process when the legislation kicks in. Trustee Levinson commented on the money and if it stays within the institution. Dr. Gornick responded that the state will still be involved. President McKean questioned if the Accrediting Commission has discussed how it affects them. Dr. Gornick responded that they have and that they will be approving guidelines for the framework of how the Baccalaureate program at community colleges will work. All of the need factors will be in the substantive change request. Trustee Falter questioned if this process will occur by 2015 and Dr. Gornick responded that he thinks it will. He will have better information in January from an accreditation perspective. The Board will hear progress reports from the district task force once it is established. Trustee Levinson questioned if the classes for the Baccalaureate degree will be offered online or face to face. Frank responded that both can be offered. He stated that this should be a really interesting process.

### **3. Consent Agenda**

Trustee Minnite questioned the C6 accounts. Dr. Goldsmith explained that the grant was due to expire and we had requested that it be extended for a year. The one year extension was granted and this allows for more time to complete the project. Dr. Gornick stated that we have learned it is tough to spend \$19 million.

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

- A. Minutes - November 19, 2013 Study Session
- B. Minutes - November 19, 2013 Regular Meeting
- C. Warrants
- D. Declaration of Surplus Property
- E. Personnel Transactions

#### 4. Chancellor's Office

- A. **Resolution in the Matter of Seating Board Members** – The resolution in the matter of seating Board members was approved on a motion by Trustee Levinson, seconded by Trustee Minnite, and carried unanimously. Dr. Frank Gornick administered the oath of office to Trustee Minnite, Trustee Oxborrow, and Trustee Levinson.
- B. **Election of Officers** – President McKean turned the meeting over to Dr. Gornick at this time.

Dr. Gornick announced that this being the annual organizational meeting of the Board of Trustees, a slate of officers for 2014 needs to be elected.

Trustee Levinson made a motion to elect the following slate of officers for 2014:

President	Mark McKean
Vice President	Nina Oxborrow
Clerk	Jack Minnite
Legislative Representative	Jack Minnite
Voting Representative (Fresno County)	Jack Minnite
Farm of the Future Advisory Committee (2)	Mark McKean Steve Cantu
Fresno County School Board Association	Mark McKean
Kings County School Board Association	Len Falter
West Hills Community College Foundation (2)	Steven Cantu Nina Oxborrow
Retiree Health Benefits Plan Investment Committee	Jack Minnite

The motion was seconded by Trustee Minnite, and carried unanimously.

- C. **West Hills College Coalinga Accreditation Midterm Report (Draft)** – Dr. Goldsmith expressed her thanks to Mr. Warkentin and Mr. Dave Bolt for their guidance and mentorship with the accreditation process. She stated that Ms. Stephanie Droker has done a fine job on the report for West Hills College Coalinga. It has been a work in progress for many months. The District recommendations should look similar to the report for West Hills College Lemoore. The integrated planning recommendation has been addressed and

the governance recommendation is also an ongoing matter. The faculty and staff have actively looked at the recommendations and how we can do a better job. The participation in the governance structure is now a part of the faculty evaluation and this is continually reviewed. Dr. Gornick commented on reports with respect to style, stating that it is important to think about the report from the reader's perspective and the Accrediting Commission's perspective. Dr. Gornick stated that the colleges have focused on making sure that the District responses are the same in both reports. This is an indication that the District has been talking with both colleges. Dr. Goldsmith explained that the supporting documentation is massive.

Trustee Levinson left the meeting at this time.

- D. West Hills College Lemoore Accreditation Midterm Report (Draft)** – Mr. Warkentin introduced Mr. Bolt as the accreditation liaison. He stated that the midterm report is due to the Accrediting Commission on March 15. It is a status report of the previous recommendations by the visiting team from three years ago. The report responds to college and district level recommendations. This is a first reading and final approval will be requested at the January Board meeting. West Hills College Lemoore has had broad campus involvement in their report and has made a lot of progress on Student Learning Outcomes (SLOs) at the course, program, and institutional level. Library resources as a recommendation was briefly discussed, along with the 5 year review of curriculum. Dr. Gornick briefly commented on the District's Function Mapping Document.

Trustee Oxborrow questioned the C6 grant. It was explained that the District is the lead agent, West Hills College Lemoore is the lead fiscal agent, and West Hills College Coalinga is the lead for alternative energy.

Trustee Levinson returned to the meeting at this time.

## **5. Fiscal Services**

- A. Energy Conservation Presentation** – Mr. Stoppenbrink introduced Mr. Bob Wells with Cenergistic, Inc. Mr. Wells explained Cenergistic and how they play a part in energy conservation. He discussed an 80-85% savings in unoccupied time and there is no capital investment involved in the program. Over five years there would be about \$35,000 paid to Cenergistic.

Brief discussion took place concerning the savings on organizational behaviors (turning off things when people leave at night; when heating and cooling systems need to be running and when they can be shut off; etc.). Mr. Wells commented on providing sample Board policies to review with staff. Once the policies are adopted, the facilities will be run the way the policies say they should be run. Energy specialists will walk the campuses in the early morning and late evening hours. Trustee Oxborrow questioned if other institutions they work with have residence halls. Mr. Wells responded in the

affirmative, stating that they have been seeing good success in student housing. Trustee Falter questioned the accuracy of potential savings and if there is an upside or a potential risk to the District. Mr. Wells responded that they have a huge database and this is what they refer to for the savings. There are a lot of metrics that can be run. This is how the initial forecast is determined. They would rather under-promise and over-deliver. The District's risk would be zero. If the cost to the District exceeds the savings, Cenergistic will write a check to the District for the difference. President McKean questioned if the energy specialist is a District employee. Mr. Wells responded that it is not. The employee is paid for out of the fee we pay to Cenergistic. It will be their employee but the District would have a say in who is hired as the specialist.

**B. GASB 45 Retirement Committee Investment Recommendation (Balanced Fund)** – On a motion by Trustee Minnite, seconded by Trustee Levinson, and carried unanimously, it was agreed to keep the GASB 45 investments in the balanced fund.

**C. Change Order No. 1 - WHCL Campus Concrete Repairs** – Change Order No. 1 for the West Hills College Lemoore campus concrete repairs project was approved on a motion by Trustee Levinson, seconded by Trustee Oxborrow, and carried unanimously.

## 6. Personnel Services

**A. Tentative Agreement between West Hills College Faculty Association CTA/NEA and West Hills CCD - Article 5 Calendar** – Ms. Becky Cazares reported that the District and the Faculty Association have come to an agreement on Article 5, Calendar which includes changes to the instructional calendars for 2013-2014, 2014-2015 and 2015-2016.

Trustee Falter left the meeting at this time.

The tentative agreement was approved on a motion by Trustee Minnite, seconded by Trustee Oxborrow, and carried on the following vote: Ayes – 4; Noes – 0; Absent – 1 (Trustee Falter); Abstain – 0.

## 7. Board Reports / Comments / Requests / Announcements

### A. Board Reports

Trustee Minnite stated that he is looking forward to a great Christmas. He welcomed Trustee Falter to the Board and thanked everyone for their reports.

Trustee Oxborrow welcomed Trustee Falter and Ms. Wilson, new student trustee, to the Board. She stated that she is glad that disaster drills are conducted as they are important. She thanked everyone for their work on the accreditation midterm reports and wished everyone a wonderful holiday.

Trustee Levinson stated that it is good to have Trustee Falter on the Board. He expressed his thanks to everyone for their work and stated that he hopes everyone has a nice Christmas. Trustee Levinson thanked Ms. Donna Isaac for her work on BoardDocs, stating that it is a marvelous system with a lot of possibilities and that she has worked very hard on it.

Trustee Falter thanked the Board for the opportunity to serve and stated that he is looking forward to learning a lot about the District and working with everyone.

President McKean welcomed Trustee Falter to the West Hills family, stating that he will be a great addition to the team. He recognized Mr. Tom Wixon for his work on the West Hills Magazine, stating that it is great. President McKean stated that this has been a big year for West Hills College. There have been a lot of changes and new things, but he feels good about marching on and adopting technology as we are noted for that around the state.

**B. Announcement of Next Board meeting: January 14, 2014** – President McKean announced that the next meeting of the Board of Trustees is scheduled for January 14, 2014.

## **8. Closed Session**

The meeting was adjourned to closed session at 11:50 am.

- 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

## **9. Adjournment**

There being no further business before the Board of Trustees, the meeting was adjourned at 12:10 pm.

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Jack Minnite  
Clerk of the Board of Trustees