



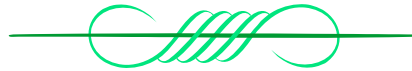
**WEST
HILLS**
COMMUNITY
COLLEGE
DISTRICT

WEST HILLS COMMUNITY COLLEGE DISTRICT

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

**MINUTES OF THE ANNUAL ORGANIZATION MEETING
(REGULAR MEETING) OF THE GOVERNING BOARD**

December 16, 2008



CALL TO ORDER / OPEN SESSION

Vice President Henry called the meeting of the Board of Trustees to order at 3:02 p.m. and led the Board members and audience in the flag salute.

Board members present:

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

Administrators present:

Frank Gornick, Chancellor
Ken Stoppenbrink, Vice Chancellor of Business Services
Don Warkentin, President, West Hills College Lemoore
Willard Lewallen, President, West Hills College Coalinga
Jana Cox, Director of Human Resources
Frances Squire, Director of Marketing
Pedro Avila, Director of Institutional Effectiveness and Planning/ Accreditation Liaison
Jill Stearns, Dean of Student Learning, West Hills College Coalinga
Richard Larson, Director of Farm of the Future, West Hills College Coalinga
Tammy Weatherman, Director of Fiscal Services
Dolores Smith, Director of Financial id
Kathy Watts, Director of Child Development Centers
Marcel Hetu, Director of North District Center, Firebaugh
Susan Whitener, Dean of Learning Resources and Web Services

Introduction of Guests

Ms. Frances Squire, Director of Marketing, introduced the following guests: Michael Shoenfeld, Attorney; David Hayden, Contractor, Greg Opinski Construction; Bob Asmus, Contractor, Greg Opinski Construction; Kevin Cobb, AP Architects; Tim Mudge, Carpenters Union; Susan Rodriguez, Carpenters Union; Marilyn Gabriel, Coalinga Area Chamber of Commerce; Carol Donaldson, Coalinga Area Chamber of Commerce.

Public Comments

In honor of her retirement after twenty years of service, Dr. Frank Gornick presented Ms. Linda Oman with a bouquet of flowers and Mr. Mark Millett presented her with a plaque from CSEA.

President McKean arrived at this time.

Ms. Oman stated that she has enjoyed working for the district. She expressed her thanks to everyone.

REPORTS FROM ORGANIZATIONS / COLLEGES / DISTRICT OFFICE

Academic Senate Report – Ms. Anita Bart, Academic Senate President for West Hills College Coalinga, was not present to report at this time.

Ms. Stephanie Droker, Academic Senate President for West Hills College Lemoore, thanked the Employee Success and Development Committee for hosting the recent Winter Wonderland Ball in Lemoore. She stated that it was a fantastic party. Ms. Droker briefly reported that Ron Oxford is assisting David Babb with the Student Learning Outcomes (SLOs) for non-instructional programs; the Educational Master Plan has been approved; and faculty have been selected and will serve on all standards for accreditation.

WHCFA Report – Ms. Marty Ennes, WHCFA President, was not present to report at this time.

CSEA Report – Mr. Mark Millett, CSEA President, reported that elections were held and officers are as follows: Mark Millett, President for two more years; John Ieronimo, 1st Vice President; Juan Rubio, Coalinga Area Vice President; Keith Brock, Lemoore Area Vice President; Jan Young, Treasurer; Hillary Davis, Secretary; and Scott Young, CPRO. In closing, Mr. Millett reported that a retirement party for Linda Oman will be held in the West Hills College Cafeteria on Wednesday evening.

Student Government Association (SGA) Report – Ms. Jaqueline DePue, Student Trustee, was not present to report at this time.

West Hills College Coalinga and North District Center, Firebaugh – Dr. Willard Lewallen, President, reported that a community meeting was held in Firebaugh on December 10 to discuss the facilities plans. Kevin Cobb was in attendance to answer questions. Dr. Lewallen recognized the students and organizations that have stepped up for the community this year, in particular with the Thanksgiving dinner held in November and the gifts that have been provided for more than 80 children through the Lights of Love program. Dr. Lewallen introduced Ms. Marilyn Gabriel and Ms. Carol Donaldson from the Coalinga Chamber of Commerce and thanked them for their assistance with Measure C. He explained that the Chamber allowed for the use of their facility during the phone banks. A plaque was presented for their contribution and generosity in regard to the support of Measure C. President McKean questioned the status of the family that lived in the home next to the North District Center that burned. Dr. Lewallen reported that the family was relocated and the staff and students at the North District Center helped with food, clothing and provisions.

West Hills College Lemoore – Mr. Don Warkentin, President, reported that the Winter Wonderland event was held at Alicia’s in Hanford. Mr. Warkentin thanked Dr. Lewallen for the entertainment provided by his band. Mr. Warkentin reported that the annual President’s Holiday Reception was recently held and the culinary department provided the food. There was good attendance at the event and it was much appreciated. He expressed his thanks to everyone who was able to attend. Mr. Warkentin reported that the fall sports banquet was held earlier in the week and there were almost 200 people in attendance including students, parents and coaches.

Chancellor’s Report – Dr. Frank Gornick, Chancellor, reported that the Board of Trustees will have a first reading of the revised Chancellor Succession policy in January. On December 5 a Cal-PASS meeting was held with our district feeder schools. Cal-PASS assists the K-12 system with aligning math and English curriculum. Cal-PASS is preparing an agreement for us to sign and additional meetings will be held. Dr. Gornick commented on the recent annual report prepared by the California Partnership for the San Joaquin Valley. He stated that West Hills College is singled out in the report for their work with Cal-PASS.

CONSENT AGENDA

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

CA-28 Minutes – The minutes of the November 18, 2008 Board of Trustees meeting were approved as submitted.

- CA-29** Warrants - The warrants were approved as submitted.
- CA-30** Declaration of Surplus Property - The list of surplus property was declared as surplus.
- CA-31** Personnel Transactions - The list of personnel transactions were approved as submitted.

CHANCELLOR'S OFFICE

At this time, President McKean turned the meeting over to Dr. Gornick to conduct the annual organizational portion of the meeting. Dr. Gornick announced the list of Board officer positions that need to be filled.

- CO-26** Election of Board Officers - The following slate of officers was elected on a motion by Trustee Henry, seconded by Trustee Levinson, and carried unanimously:

President	Mark McKean
Vice President	Bill Henry
Clerk	Nina Oxborrow
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	Jeff Levinson
VIP/JPA	Nina Oxborrow

The meeting was returned to President McKean at this time.

- CO-27** Board Policy 3830, Environmentally Preferable Practices - Trustee Oxborrow questioned the purchase of recycled materials and stated that it is sometimes more costly. Mr. Ken Stoppenbrink commented that the purchase of recycled products is under the responsibility of the particular grant that funds the purchases. Discussion took place concerning the recycling that currently takes place throughout the district. Dr. Gornick commented that we have already begun to look at our records and have had discussions at the district and college level regarding recycling efforts. He stated that there is a lot to be done.

Board Policy 3830, Environmentally Preferable Practices, was approved on a motion by Trustee Ivans, seconded by Trustee Oxborrow, and carried unanimously.

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- CO-28** Board Policy 6811, Bloodborne Pathogens Exposure Control Plan - Trustee Oxborrow questioned who will be maintaining the records. Mr. Stoppenbrink responded that this will be handled through the Human Resources Department.
- Board Policy 6811, Bloodborne Pathogens Exposure Control Plan, was approved on a motion by Trustee Cantu, seconded by Trustee Minnite, and carried unanimously.
- CO-29** Board Policy 6812, Heat Illness Prevention Plan - Board Policy 6812, Heat Illness Prevention Plan, was approved on a motion by Trustee Henry, seconded by Trustee Minnite, and carried unanimously.
- CO-30** Consideration of Board Policy 6813, Hazard Communication Program - Board Policy 6813, Hazard Communication Program, was approved on a motion by Trustee Minnite, seconded by Trustee Levinson, and carried unanimously.
- CO-31** Resolution - Submittal of Grant Application - The resolution in the matter of the submittal of a grant application to the California Integrated Waste Management Board (CIWMB) was adopted on a motion by Trustee Oxborrow, seconded by Trustee Levinson, and carried unanimously.
- CO-32** Citizens' Bond Oversight Committee, SFID #1 (Northern Area) - The appointment of Amarpreet Dhaliwal to the Citizens' Bond Oversight Committee, SFID #1 (Northern Area) was approved on a motion by Trustee Cantu, seconded by Trustee Minnite, and carried unanimously.

FISCAL SERVICES

- FS-25** Fiscal Services Report - Mr. Ken Stoppenbrink, Vice Chancellor of Business Services, provided the fiscal services report. He stated that we are 41.7% through the fiscal year. General fund revenues are at 50.7% and general fund expenditures are at 36%.

Trustee Levinson questioned what is going to happen in the next few months with regard to the budget. Mr. Stoppenbrink responded that as a state we will be experiencing a deficit. We do not know where we will end up. Dr. Gornick commented on authorizing a freeze on all expenditures and stated that we will also be looking at further budget cuts. The difficulty for us now is not having a target and this creates a great deal of anxiety. Everyone is engaged in the process and we just need a target to work with. We are looking at ways that we can develop a strategy to address this issue. Trustee Henry questioned what kind of an

artificial target we are shooting for. Dr. Gornick responded \$1.8 million for this fiscal year. He stated that this represents approximately 5% of our apportionment. The complicating factor for us is that we have some rules the legislature has given us with regard to assigning people to certain categories and this is the dilemma we are in. By law we are supposed to have a budget in January for next year, but we still don't have a budget for this year. The state will run out of cash in February if they don't deal with this situation now.

FS-26 Resolution – Child Development Center Instructional Materials Grant – The resolution certifying approval for the Child Development Center Instructional Materials Grant was adopted on a motion by Trustee Ivans, seconded by Trustee Henry, and carried unanimously.

FS-27 STRS Resolutions – Mr. Stoppenbrink reported that the reason for these resolutions is that we will be processing our own payroll beginning in January.

The following resolutions with regard to the State Teachers' Retirement System (STRS) were adopted on a motion by Trustee Minnite, seconded by Trustee Cantu, and carried unanimously:

- Tax Defer Member Paid Contributions
- Tax Defer Service Credit Purchases

FS-28 PERS Resolutions – The following resolutions with regard to the Public Employees Retirement System (PERS) were adopted on a motion by Trustee Minnite, seconded by Trustee Cantu, and carried unanimously:

- Tax Defer Member Paid Contributions
- Tax Defer Service Credit Purchases

FS-29 West Hills College Lemoore Multi-Use Sports Complex – President McKean reported that the district has received an untimely bid protest and untimely bid protest appeal from Lewis C. Nelson & Sons, Inc. concerning the Opinski award. The district does not waive this defense regarding timeliness of the Nelson bid protest and bid protest appeal. Nevertheless, under the bid documents, the Board is to hear any timely bid protest appeals within 31 days of the timely appeal. He stated that it is recommended that a motion be made to table this item until after the Board hears any objections from Lewis C. Nelson & Sons, Inc. concerning the bid award to Opinski.

Mr. Mike Schoenfeld, Lewis C. Nelson, asked for clarification concerning this item. It was stated that the Board of Trustees will hold a meeting in January. Mr. Schoenfeld asked for the name of a contact person for communication purposes. It was stated that Mr. Stoppenbrink will be the contact person.

Mr. Tim Mudge, Carpenters Union, provided information concerning Greg Opinski Construction.

On a motion by Trustee Ivans, seconded by Trustee Oxborrow, and carried unanimously, it was agreed to table this item until after the Board hears any objections from Lewis C. Nelson & Sons, Inc. concerning the bid award.

FS-30 Resolutions – Labor Compliance Programs for Bond Projects – Mr. Stoppenbrink explained that regulations have changed with regard to the labor compliance programs for bond projects and our architect can no longer be labor compliance administrators. We now have to have a third party company. This is for state funded projects only. Trustee Henry questioned where the funds come from to pay these groups. Mr. Stoppenbrink responded that the funds will come out of the projects. The Solis Group will be used for West Hills College Lemoore projects and Harris & Associates will be used for West Hills College Coalinga projects. Trustee Oxborrow questioned why we have to use separate companies. Mr. Stoppenbrink explained that the companies submitted bids for the work and each individual company was the low bidder for the respective colleges.

The following resolutions in the matter of labor compliance programs for bond projects were approved on a motion by Trustee Henry, seconded by Trustee Cantu, and carried unanimously:

- The Solis Group
- Harris & Associates

PERSONNEL SERVICES

PS-8 Job Descriptions – Trustee Minnite questioned the funding source for the web administrator position. Dr. Gornick responded that it is already in the budget because the position has been vacant. He further explained that we have had difficulty recruiting as no responses have been received. The classifications study consultant has recommended this revised job description and salary placement. Trustee Henry questioned the hiring freeze. Dr. Gornick responded that each position is reviewed to see if it is

critical to the district. He stated that 25% of our enrollment is generated through the web and we have implemented the portal project. We have moved to operating our own payroll and a lot of employee information will be on the portal. The web administrator position is critical to have in place in order to continue effective operations. Trustee Henry questioned why the position has been difficult to fill and discussion took place concerning the salary level. Dr. Gornick stated that we may have been a bit too thrifty.

The following new job descriptions were approved on a motion by Trustee Levinson, seconded by Trustee Cantu, and carried unanimously:

- Agriculture Science & Technology Instructor
- Web Administrator

BOARD REPORTS / COMMENTS / REQUESTS AND ANNOUNCEMENTS

Student Trustee DePue apologized for arriving late. She reported that the North District Center and West Hills College Coalinga students provided a lot of support for Measure C. In Lemoore there will be a lot of changes next year with SGA. They are looking for a co-advisor. A Sargeant-at-Arms and Treasurer have been elected. Some of the plans for next year are to make some changes to Xtreme Registration and have a club rush.

Trustee Cantu wished everyone a merry Christmas and happy new year.

Trustee Minnite thanked everyone for their work and congratulated Ms. Oman on her retirement. He wished everyone a merry Christmas and happy new year.

Trustee Henry expressed his congratulations to Ms. Oman and wished everyone a merry Christmas and happy new year. He stated that he is thrilled with the passage of the bond measures and stated that they will make this district even better.

Trustee Ivans thanked Ms. Oman for her many years of service and thanked everyone for their hard work. She wished everyone a merry Christmas and a happy new year.

Trustee Oxborrow expressed her congratulations to Ms. Oman and stated that she will be missed. She expressed her best wishes to everyone for a peaceful and restful holiday.

Trustee Levinson congratulated Ms. Oman and echoed the comments made by his fellow Board members.

President McKean thanked Ms. Oman for her years of service and wished everyone a merry Christmas.

President McKean announced that the next regularly scheduled meeting of the Board of Trustees will be held on January 20, 2009. He also announced that an additional meeting will be held in January with regard to the bid protest.

CLOSED SESSION

The meeting was adjourned to closed session at 4:15 p.m.

- Potential Litigation (as per Government Code Section 54956.9). Number of potential cases: 2
- 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

ADJOURNMENT

There being no further business before the Board of Trustees, the meeting was adjourned at 5:18 p.m.

Nina Oxborrow
Clerk of the Board of Trustees

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Personnel Transactions

1. New Hires – Certificated

Name	Title & Location	Schedule	Salary Placement	Funding	Effective Date	Additional Information
McGee, Tiffany	Counselor – TEAM Teach West Hills College Lemoore	197-day contract	Range IV Step 1	Grant	11/20/08	
Morales, Frank	Psychiatric Technician Instructor West Hills College Coalinga	221-day contract	Range I Step 9	District	1/5/08	Replacement for Samuella Ramsey

2. New Hires – Classified

Name	Title & Location	Schedule	Salary Placement	Funding	Effective Date	Additional Information
Jeffcoach, Michael	Food Service Cashier West Hills College Coalinga	19 hrs/wk 11 mo/yr	Range 33 Step A	District	11/24/08	Replacement for Glenda Keoho

3. Changes in Assignment

Name	Current Assignment	Change	Effective Date	Additional Information
Terra, Laura	Child Development Center Teacher Avenal Child Development Center	Child Development Center Teacher Coalinga Child Development Center	11/24/08	Transfer; Replacement for Jennifer Rauh

4. Leave of Absence

Name	Title & Location	Effective Date	Additional Information
Mireles, Amelia	Child Development Center Associate Teacher Avenal Child Development Center	1/2/09 – 1/30/09	FMLA Request

5. Resignations / Retirements / Releases During Probation / Terminations

Name	Title & Location	Effective Date
Toledo, Angelica	Child Development Center Assistant West Hills College Coalinga	11/14/08