



MINUTES OF THE REGULAR MEETING OF THE GOVERNING BOARD

April 16, 2013



CALL TO ORDER / OPEN SESSION

Vice President Henry called the meeting of the Board of Trustees to order at 1:07 pm.

Board members present:

Mark McKean, President
Bill Henry, Vice President
Nina Oxborrow, Clerk
Edna Ivans
Jack Minnite
Steve Cantu

Board members absent:

Brittany Burkhart, Student Trustee
Jeff Levinson

Administrators present:

Frank Gornick, Chancellor
Ken Stoppenbrink, Vice Chancellor of Business Services
Don Warkentin, President, West Hills College Lemoore
Carole Goldsmith, President, West Hills College Coalinga
Frances Squire, Executive Director of West Hills Community College Foundation
Pedro Avila, Vice President of Student Services, West Hills College Coalinga
Dave Bolt, Vice President of Educational Services, West Hills College Lemoore
Stephanie Droker, Int. Vice President of Educational Services, West Hills College Coalinga
Sylvia Dorsey-Robinson, Vice President of Student Services, West Hills College Lemoore
Keith Stearns, Associate Vice Chancellor of Academic and Information Services/Registrar
Marcel Hetu, Director of North District Center, Firebaugh
Tom Wixon, Director of Marketing/Public Information Officer
Lataria Hall, Director of DSPS, 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.

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, recognized the retirement of Mr. Richard “Jeff” Jeffery and stated that the faculty will be planning a retirement event. With regard to contract negotiations, he reported that they are very close to a contract and a lot of progress was made on March 22. They have tentative agreements on most items; however, a contentious item is Article 4. Mr. Sowden reported that he has met with Ms. Susan Savage in Sacramento with regard to a Political Action Committee (PAC). He explained that it would be a candidates PAC rather than an issues PAC.

CSEA Report – Mr. Keith Brock, CSEA President, reported that the negotiations committee has reached a tentative agreement and are waiting for a final document to provide to the constituency. He stated that it is exciting to have it wrapped up.

Student Trustee Report – Ms. Brittany Burkhart, Student Trustee, was not present to report at this time.

President McKean arrived to the meeting at this time and Vice President Henry turned the meeting over to him.

West Hills College Coalinga and North District Center, Firebaugh – Dr. Carole Goldsmith, President, reported on focusing on student success efforts. She stated that there needs to be a clear and concise tool for accreditation purposes. Dr. Goldsmith reported that the President’s Pen is being revised. She also briefly discussed the recent Farm of the Future and rodeo grounds dedication event and upcoming events including graduation. She stated that outreach to our high schools is phenomenal.

Ms. Sandy McGlothlin commented on being part of the C6 grant and some of the responsibilities that specifically guide the psychiatric technician program and the farm. Ms. McGlothlin discussed graduation and graduates, along with the Common Assessment project through the C6 grant.

Dr. Frank Gornick commented on the responsibilities of faculty and the source of contention. He stated that part of the message is that faculty have to be involved as well as the administration. It becomes everyone’s responsibility for the success of students and the work that we are doing in terms of pioneering assessment.

West Hills College Lemoore – Mr. Don Warkentin, President, provided an update on Ms. Angela Tos, stating that her daughter had liver transplant surgery a few weeks ago and Ms. Tos is currently on long term leave. Mr. Warkentin reported that the West Hills College Lemoore graduation ceremony will be held at Golden Eagle Arena. They currently have 377 petitions for graduation. Mr. Warkentin also commented on various

achievements, projects, and events including achievements of Mr. Dave Bolt and Ms. Sylvia Dorsey-Robinson, charter school award, work being done on the accreditation report, athletic recruiting day, fourth annual Wine and Wellness event, NRA dinner, and the student center project.

Mr. Warkentin asked Mr. Keith Brock to discuss the services being provided to blind students through DSPS. Mr. Brock passed around braille maps that are now provided on campus for geography students.

Chancellor's Report – Dr. Frank Gornick, Chancellor, commented on the conference held last week at Harris Ranch with trustees, Chancellors, and Presidents from around the valley and state to discuss the goal of student success. Trustee Minnite stated that it was good to hear the information even though it was not new to us. Trustee Oxborrow stated that it is nice to know we are already doing the things they talked about. Trustee Ivans commented that we are already leading in this area. Trustee Henry stated that it is an accolade to our district since we are ahead of what is happening. Trustee Ivans stated that we can see that we need to improve every year. Trustee Henry stated that he came away with the term “relentless focus”. We need to have a deeper commitment. Dr. Gornick stated that the conference emphasized the amount of support we need to provide our students. The consultants asked us to take a look at the number of students who have done everything they need to do to register, have signed up for classes, but are not there at first census. How many are there and are they full time or part time? What is their ethnicity, gender, and age? If they did all the right things, why aren't they there? Perhaps it's teaching, support, textbooks, financial aid, or transportation. These questions posed by the consultants allow us to re-focus and take a look at the area of student support. We need to have courageous conversations concerning the allocation of resources for these things and discuss how it directs the dialogue at the colleges. The Board agreed that that want to take a look at the mission statement at the district level. Dr. Gornick reported that Trustee Oxborrow had commented that our mission statement looks weak. It was good a few years ago, but not now. It has also become obvious that we have a number of students who touch us through the Westside Institute of Technology (WIT) and we need to explore how we might make it a credit program. We need to set up a way in which we collect this data.

CONSENT AGENDA

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

- CA-49** Minutes – The minutes of the March 5, 2013 Board meeting were approved as submitted.

- CA-50** Warrants – The warrants were approved as submitted.

- CA-51** Quarterly Financial Status Report, 311Q - The quarterly financial status report, 311Q, for the quarter ending March 31, 2013 was approved as submitted.

- CA-52** Declaration of Surplus Property – The list of property was declared as surplus.
- CA-53** Award of Informal Bid – The bid for the West Hills Community College District Emergency Response Drill Exercise, Plan Review, and Staff Training project was awarded to Expert Safety Consultant Group in the amount of \$23,000.
- CA-54** Personnel Transactions – The list of personnel transactions was approved as submitted.

CHANCELLOR'S OFFICE

- CO-31** 2013-2014 Board of Trustees Meeting Schedule – President McKean suggested the following changes to the schedule: Move the December 10 meeting to 10:00 am; move the January 14 meeting to 10:00 am; move the February 11 meeting to 10:00 am; move the March 11 meeting to 10:00 am.

The 2013-2014 Board of Trustees meeting schedule was reviewed. Approval will be request at the next regular meeting of the Board of Trustees.

- CO-32** CCCT Election Ballot – The ballot for the California Community College Trustee (CCCT) Board was approved on a motion by Trustee Oxborrow, seconded by Trustee Cantu, and carried unanimously.

- CO-33** Board Policies and Administrative Procedures – The following Board Policies and Administrative Procedures were reviewed by the Board. Approval of the policies will be requested at a later date.

- Board Policy and Administrative Procedure 6809, Hazardous Waste
- Board Policy and Administrative Procedure 7340, Leaves

FISCAL SERVICES

- FS-40** Fiscal Services Report – Mr. Stoppenbrink provided the fiscal services report. He reported that the district is 75% through the fiscal year. General fund 11 revenues are at 48.6% and general fund 11 expenditures are at 65.9%. General fund 12 revenues are at 30.6% and general fund 12 expenditures are at 29.6%.

Mr. Stoppenbrink also provided a quarterly summary of the Foundation revenues and expenses, as well as enterprise fund revenues and expenses for the cafeteria, farm, child development centers, residence halls, and international student program.

Trustee Minnite questioned the total budget for the District and colleges, and if we can show the impact on the local economy and communities. Mr. Stoppenbrink responded that we can use a publication as the venue.

- FS-41** Agreement with Riverdale Joint Unified School District – Mr. Stoppenbrink stated that there is a significant investment in the community of Riverdale and the project is a good use of bond funds.

The agreement between Riverdale Joint Unified School District and the West Hills Community College District for the joint use of facilities was approved on a motion by Trustee Minnite, seconded by Trustee Oxborrow, and carried unanimously.

President McKean stated that the community is very happy about the project.

- FS-42** Contract Award – Photovoltaic Array Project – Mr. Stoppenbrink introduced Ms. Celina Garcia with AP Architects. Ms. Garcia explained the photovoltaic array project. Much discussion took place regarding the project. Trustee Minnite suggested planting all crops and utilizing the pumps to the fullest. Discussion took place regarding the location. Trustee Cantu stated that he wants more information and the opportunity to provide more input.

On a motion by Trustee Ivans, seconded by Trustee Minnite, and carried on the following vote, the contract for the West Hills College Coalinga Farm of the Future Photovoltaic Array project was awarded to Newton Construction and Management, Inc. in the amount of \$2,568,000:

Ayes:	5
Noes:	1 (Trustee Henry)
Absent:	1 (Trustee Levinson)
Abstain:	0

- FS-43** Contract Award – Point of Sale Project – Mr. Stoppenbrink reported that only the point of sale and card system will be implemented at this time.

On a motion by Trustee Minnite, seconded by Trustee Oxborrow, and carried unanimously, the contract for the West Hills Community College District Point of Sale project was awarded to IdentiSys in the amount of \$105,047.

- FS-44** Notice of Completion – Cooling Towers Project – The notice of completion for the West Hills College Coalinga Coalinga Cooling Towers project was approved on a motion by Trustee Minnite, seconded by Trustee Oxborrow, and carried unanimously.

- FS-45** Notice of Completion – MDF AC Project – The notice of completion for the West Hills College Lemoore MDF AC project was approved on a motion by Trustee Minnite, seconded by Trustee Oxborrow, and carried unanimously.
- FS-46** Change Order – Farm Office Relocatable Project – Change Order No. 1 for the West Hills College Coalinga Farm Office Relocatable project was approved on a motion by Trustee Minnite, seconded by Trustee Oxborrow, and carried unanimously.
- FS-47** Notice of Completion – The notice of completion for the West Hills College Coalinga Farm Office Relocatable project was approved on a motion by Trustee Minnite, seconded by Trustee Oxborrow, and carried unanimously.
- FS-48** Change Order – Relocatable Repairs Project – Change Order No. 1 for the West Hills Community College District Office Relocatable Repairs project was approved on a motion by Trustee Minnite, seconded by Trustee Oxborrow, and carried unanimously.
- FS-49** Notice of Completion – Relocatable Repairs Project – The notice of completion for the West Hills Community College District Office Relocatable Repairs project was approved on a motion by Trustee Minnite, seconded by Trustee Oxborrow, and carried unanimously.
- FS-50** Notice of Completion – Rodeo Arena Bleachers Project – The notice of completion for the West Hills College Coalinga Rodeo Arena Bleachers project was approved on a motion by Trustee Minnite, seconded by Trustee Oxborrow, and carried unanimously.

PERSONNEL SERVICES

- PS-6** Resolution – Classified Services – The resolution in the matter of reduction and/or elimination of classified services was approved on a motion by Trustee Cantu, seconded by Trustee Minnite, and carried unanimously.
- PS-7** Resolution – Classified Services, After School Program – The resolution in the matter of reduction of classified services, After School Program, was approved on a motion by Trustee Minnite, seconded by Trustee Oxborrow, and carried unanimously.

BOARD REPORTS / COMMENTS / REQUESTS AND ANNOUNCEMENTS

Trustee Cantu stated that it is always great to come to Firebaugh.

Trustee Minnite thanked everyone for coming to the North District Center. He stated that he can't say enough about the facility and the people who manage it. He commented on the recent conference, greeting students, making them feel welcome, and giving them a sense of belonging. He stated that we work hard to obtain the trust of the students and thanked everyone for their support of the North District Center, Firebaugh. Trustee Minnite expressed his appreciation to the Firebaugh City Manager for speaking to the Board of Trustees.

Trustee Ivans thanked everyone for their presentations. She stated that she enjoyed the recent dedication event and rodeo.

Trustee Oxborrow stated that she, too, enjoyed the dedication event and the facility looks amazing. She stated that she enjoyed the presentations and loves being at the North District Center.

Trustee Henry stated that the dedication was a fun event and the students really wanted to show what they are doing inside the shops.

President McKean stated that he thought the Trustee and CEO conference was a little slow last weekend, but it's because we have already done it and are ahead of the curve.

President McKean announced that the next meeting of the Board of Trustees is scheduled for May 14, 2013.

CLOSED SESSION

The meeting was adjourned to closed session at 2:52 pm.

- Discussion of Land Acquisition/Disposition (as per Government code Section 54956.8). Property: Lemoore, California, Firebaugh, 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
- Conference with Legal Counsel – Potential Litigation (as per Government Code Section 54956.9). 1 potential case.

RECONVENE TO OPEN SESSION

The meeting was reconvened to open session at 3:40 pm.

President McKean announced that during closed session the Board of Trustees took action on a resolution to rescind the dismissal of an employee. This action came as a result of previous action taken at the March 5, 2013 Board meeting which was going through the proper administrative procedure. During the process the employee decided to retire.

ADJOURNMENT

There being no further business before the Board of Trustees, the meeting was adjourned at 3:41 pm.

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
Battisti, Maria	Accounting Services Technician I District Office	19 hrs/wk 12 mo/yr	Range 49 Step A	Grant	3/18/13	New position
Fernandez, Laura	Child Development Center Assistant Lemoore Child Development Center	19 hrs/wk 10 mo/yr	Range 23 Step A	Grant	4/22/13	Replacement for Erika Guillen
Hesseltine, Kerri	Secretary, Allied Health West Hills College Coalinga	19 hrs/wk 12 mo/yr	Range 36 Step A	Grant	4/1/13	New position
Riofrio, Gabriel	Student Help Desk Coordinator District Office	40 hrs/wk 12 mo/yr	Range 48 Step B	District	4/1/13	Replacement for Idelle Mahrt
Robinson, Andre	Custodian West Hills College Lemoore	19 hrs/wk 12 mo/yr	Range 35 Step A	District	4/1/13	Replacement for Mark Zippel
Valdiviez, Hollie	Secretary, Allied Health West Hills College Lemoore	19 hrs/wk 12 mo/yr	Range 36 Step A	District	4/1/13	New position

2. Temporary Hires

Name	Title & Location	Schedule	Salary Placement	Funding	Effective Date	Additional Information
Boyd, Gary	Food Service Manager/Cook West Hills College Coalinga	40 hrs/wk	Range 18 Step 8	Auxillary	3/26/13 – 6/30/13	
Enriquez, Araceli Navarro	Child Dev Center Associate Teacher Avenal Child Development Center	40 hrs/wk	Range 30 Step A	Grant	4/17/13 – 6/30/13	
Jacobs, Esmeralda	Child Development Center Assistant West Hills College Coalinga CDC	19 hrs/wk	Range 23 Step A	Grant	4/17/13 – 6/30/13	
Resendez, Kristin	Child Development Center Assistant West Hills College Coalinga CDC	40 hrs/wk	Range 23 Step A	Grant	4/17/13 – 6/30/13	

3. Resignations / Retirements / Releases During Probation / Terminations

Name	Title & Location	Effective Date
Adams, Patrice	Secretary West Hills College Lemoore	1/3/13
Felton, Kwaun	Food Service Manager/Cook West Hills College Coalinga	3/22/13
Jeffery, Richard	CWEE Instructor West Hills College Coalinga	5/25/13
Montoya, Rosa	Child Development Center Associate Teacher Huron Child Development Center	3/5/13
Simas, Adrienne	Learning Skills Program Assistant West Hills College Lemoore	5/31/13
Torrez, Lupe	Child Development Center Associate Teacher San Joaquin Child Development Center	3/14/13