



MINUTES OF THE REGULAR MEETING OF THE GOVERNING BOARD

August 23, 2011



CALL TO ORDER / OPEN SESSION

President McKean called the meeting of the Board of Trustees to order at 3:40 pm.

Board members present:

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

Administrators present:

Frank Gornick, Chancellor
Ken Stoppenbrink, Vice Chancellor of Business Services
Willard Lewallen, President, West Hills College Coalinga
Don Warkentin, President, West Hills College Lemoore
Pedro Avila, Vice Chancellor of Institutional Effectiveness and Enrollment Management
Carole Goldsmith, Vice Chancellor of Educational Services and Workforce Development
Jill Stearns, Vice President of Educational Services, West Hills College Coalinga
Richard Larson, Director of Farm of the Future, West Hills College Coalinga
Sylvia Dorsey-Robinson, Vice President of Student Services
Marcel Hetu, Director of North District Center, Firebaugh
Dave Bolt, Vice President of Educational Services, West Hills College Lemoore
Frances Squire, Executive Director of West Hills Community College Foundation
Marlon Hall, Vice President of Student Services, West Hills College Coalinga
Keith Stearns, Associate Vice Chancellor of Academic and Information Systems

Public Comments

There were no public comments made at this time.

Introduction of Guests

There were no guests introduced at this time.

REPORTS FROM ORGANIZATIONS / COLLEGES / DISTRICT OFFICE

Academic Senate Report – Dr. Mike Burke, Academic Senate President for West Hills College Coalinga, reported that the first Senate meeting of the year was held during Flex Day. The Senate is working on finding faculty to serve on committees. They also gave their approval for Ms. Sandy McGlothlin's sabbatical leave. Dr. Burke reported that the Senate has some concerns about the Board Policy 4030, Academic Freedom. Their concerns are focused on how it will be enacted. Their written comments will be provided to the Board before the next meeting.

Mr. Kurt Sterling, Academic Senate President for West Hills College Lemoore, was not present to report at this time.

WHCFA Report – Ms. Marty Ennes, WHCFA President, stated that Mr. Sterling was not able to be in attendance and asked that she express his apologies. Ms. Ennes commented on Board Policy 4100 and encouraged the Board members to review the faculty comments. She stated that the policy and the procedure are not in line with one another. Ms. Ennes stated that the Faculty Association is in support of Ms. McGlothlin's sabbatical leave request. In closing, Ms. Ennes reported that the Faculty Association is working on changes in the executive board and this meeting will be her last official Board of Trustees meeting as the Faculty Association President. She thanked the Board and administration for four years of support.

CSEA Report – Mr. John Ieronimo, CSEA President, was not present to report at this time.

West Hills College Coalinga and North District Center, Firebaugh – Dr. Willard Lewallen, President, introduced Mr. Alex Villalobos, new Director of Residential Living and Student Activities. Mr. Villalobos addressed the Board, stating that it is exciting to be here and he is learning new duties. Dr. Willard Lewallen introduced Mr. Gerald Butler as the new ASB President for West Hills College Coalinga. Mr. Butler will serve as the Student Trustee for 2011-2012. Dr. Lewallen passed around thank you letters from President's Scholars students. He commented on the upcoming event which will feature a showing of "Around the World in 90 Minutes". Dr. Lewallen reported that the weather station report is now a regular article in the Coalinga Recorder. He thanked Mr. Pedro Avila and the marketing department for their work on the new logo and the changes to the artwork for The President's Pen. Dr. Lewallen also discussed changes to the campus map, stating that the buildings have been re-lettered. He thanked AP Architects for their work on this project.

West Hills College Lemoore – Mr. Don Warkentin, President, reported that West Hills College Lemoore staff are working on success and retention. He stated that it is great to see all of the students on campus. Mr. Warkentin announced that Wednesday, November 2 is the date for the open house at the Wellness Center/Golden Eagle Arena. He commented on community education classes which are being held in the facility and stated that progress is being made on punch list items. Landscaping is currently being worked on and will be in place for the Laura Bush event.

Trustee Ivans arrived at this time.

Student Trustee Report – Mr. Gerald Butler reported that he is the newly elected ASB President for West Hills College Coalinga. He stated that his plan for this year is to get more clubs started and more student involvement.

Chancellor's Report – Dr. Frank Gornick, Chancellor, provided his State of the District presentation which was made to employees on August 12. He also commented on the recent ACCJC newsletter and the issue of the achievement gap.

President McKean asked for an update on the photovoltaic field project. Mr. Kevin Cobb, district architect, stated that he has made several more contacts with PG&E. They have been asked to go back and reevaluate our contact with them from a few years ago. We have given them our results from what they asked us to do. We are currently in a holding pattern waiting for them to let us know how to proceed. Discussion took place regarding bids and Mr. Cobb stated that they are good for 120 days. Brief discussion took place concerning the rates for kilowatt hours.

CONSENT AGENDA

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

- CA-7** Minutes – The minutes of the July 26, 2011 meeting of the Governing Board were approved as submitted.
- CA-8** Warrants – The warrants were approved as submitted.
- CA-9** Declaration of Surplus Property – The list of property was declared as surplus
- CA-10** Acceptance of Donation – The donation of books from Bill and Tracy Bressler was accepted.
- CA-11** Personnel Transactions – The list of personnel transactions was approved as submitted.

CHANCELLOR'S OFFICE

- CO-4** Curriculum Committee Action Report – West Hills College Coalinga – Dr. Carole Goldsmith stated that she would like to recognize how truly historic the action on the Curriculum Committee reports will be. The reports from West Hills College Coalinga and West Hills College Lemoore represent the work that the faculty have done over the past year. The faculty met this summer to make sure that the curriculum was in line. Dr. Goldsmith recognized the hard work of faculty and the Chief Instructional Officers (CIOs). She reported that the new curriculum committee chair for West

Hills College Lemoore is Ms. Vera Kennedy. Sarah Shepard will continue to serve as the chair for West Hills College Coalinga.

The Curriculum Committee Action Report for West Hills College Coalinga was approved on a motion by Trustee Minnite, seconded by Trustee Cantu, and carried unanimously.

CO-5 Curriculum Committee Action Report – West Hills College Lemoore – The Curriculum Committee Action Report for West Hills College Lemoore was approved on a motion by Trustee Levinson, seconded by Trustee Minnite, and carried unanimously.

CO-6 Resolution – Support of Strike Fighter Realignment – The resolution in the matter of supporting strike fighter realignment at Naval Air Station Lemoore was adopted on a motion by Trustee Minnite, seconded by Trustee Cantu, and carried unanimously.

CO-7 Grant Contract – Contract R11-0382, Perkins Statewide Advisory Committee, was approved on a motion by Trustee Minnite, seconded by Trustee Cantu, and carried unanimously.

CO-8 Sabbatical Leave Request – Ms. Sandy McGlothlin addressed the Board of Trustees and stated that she has been thinking about submitting a sabbatical leave request for a couple of years. The sabbatical time will be used to complete mandated clinical hours to become a certified alcohol and drug counselor. Ms. McGlothlin stated that she saw a need and thought that she may be able to help address the problem. She wants to be able to provide more support to students. Ms. McGlothlin stated that she will report back to the Board at their December meeting and thanked everyone for being positive about her request.

The sabbatical leave request submitted by Sandy McGlothlin for August 2011 to December 2011 was approved on a motion by Trustee Minnite, seconded by Trustee Cantu, and carried unanimously.

CO-9 Board Policy and Administrative Procedure 4100, Graduation Requirements for Degrees and Certificates – It was stated that the recommendation from the faculty is to make sure the policy language is in line with the procedure.

Board Policy and Administrative Procedure 4100, Graduation Requirements for Degrees and Certificates, were presented for a first reading at this time. Approval of the policy will be requested at a later date.

CO-10 Administrative Procedure 4107, Transfer Program – Administrative Procedure 4107, Transfer Program, was presented for review only. Board approval is not required.

- CO-11** Board Policy and Administrative Procedure 6820, Automated External Defibrillator (AED) Program – Trustee Cantu questioned the liability issue with regard to the use of an AED. Mr. Ken Stoppenbrink stated that there is liability but we are required to have the program because of the athletic program. Training of employees will occur to mitigate against the liability. Trustee Minnite commented on the reporting aspect. Mr. Stoppenbrink stated that this will be very critical and is not dissimilar to what we do with monitoring on the job injuries.

Board Policy and Administrative Procedure 6820, Automated External Defibrillator (AED) Program, were presented for a first reading at this time. Approval of the policy will be requested at a later date.

- CO-12** Board Policy 2100, Board Elections – Dr. Gornick reported that all Board members are running unopposed for the November 2011 election.

Board Policy 2100, Board Elections, was presented for a first reading at this time. Approval of the policy will be requested at a later date.

- CO-13** Board Policy and Administrative Procedure 3551, Substance Abuse and Drug Testing - Athletics – Mr. Stoppenbrink stated that the district currently has a policy for nursing students and safety sensitive functions.

Board Policy and Administrative Procedure 3551, Substance Abuse and Drug Testing – Athletics, were presented for a first reading at this time. Approval of the policy will be requested at a later date.

FISCAL SERVICES

- FS-4** Fiscal Services Report – Mr. Ken Stoppenbrink, Vice Chancellor of Business Services, provided the fiscal services report. He reported that we are 8.3% through the fiscal year. General fund revenues are at 3.8% and general fund expenditures are at 6.6%.

Mr. Stoppenbrink provided a brief update on the Retiree Health Benefits Plan, stating that 67 employees are currently enrolled in the plan. Discussion took place regarding changing the plan to accommodate for the death of an employee who passes away before they retire. Mr. Stoppenbrink stated that the plan language will be revised to reflect this scenario.

- FS-5** 2011-2012 Fiscal Year Budget – Mr. Stoppenbrink briefly discussed the minor changes to the budget.

The 2011-2012 Fiscal Year Budget was adopted on a motion by Trustee Minnite, seconded by Trustee Cantu, and carried unanimously.

FS-6 Five Year Construction Plan – Mr. Cobb reported that the Five Year Construction Plan is the document that is submitted to the State Chancellor’s Office on an annual basis. Our plan is very strong this year due to the status of the district. We have quite a backlog of projects. Dr. Gornick stated that we are inquiring with the Chancellor’s Office about what districts have backed off of projects and may relinquish their status in the queue, and where we may be able to step in. The North District Center, Firebaugh project may be able to move up on the list because of this. Trustee Minnite questioned the total amount for all of the projects. Mr. Cobb responded that it is approximately \$250 million in today’s dollars.

The 2013-2017 Five Year Construction Plan was approved on a motion by Trustee Levinson, seconded by Trustee Minnite, and carried unanimously.

FS-7 Final Project Proposals – The following Final Project Proposals (FPPs) were approved on a motion by Trustee Ivans, seconded by Trustee Minnite, and carried unanimously:

- West Hills College Coalinga – Health Careers
- West Hills College Coalinga – SAM Modernization
- West Hills College Lemoore – Institutional Supportive Services, Phase 1
- West Hills College Lemoore – Field Sports

FS-8 Professional Services Agreement – Mr. Stoppenbrink explained that the professional services agreement is the annual interpretation services contract.

The professional services agreement with Hands On Communication in the amount of \$160,000 for the 2011-2012 fiscal year was approved on a motion by Trustee Minnite, seconded by Trustee Ivans, and carried unanimously.

FS-9 Contract Award – On a motion by Trustee Minnite, seconded by Trustee Ivans, and carried unanimously, the contract for solar and electrical training units was awarded to Cable Links Consulting in the amount of \$80,102.33.

FS-10 Quitclaim Deed – Mr. Stoppenbrink reported that the landscaping has occurred and the city is donating the portion of land that was not part of the original easement.

The quitclaim deed for the Cherry Lane realignment project was accepted on a motion by Trustee Levinson, seconded by Trustee Minnite, and carried unanimously.

Mr. Stoppenbrink recognized and thanked Ms. Anne Jorgens for her hard work on the Automated External Defibrillator Program and the district's 2011-2012 budget.

BOARD REPORTS / COMMENTS / REQUESTS AND ANNOUNCEMENTS

Trustee Cantu welcomed Mr. Villalobos, stating that he sounds like the ideal person for the residence halls. He stated that he would like to hear a monthly report from him. Trustee Cantu also welcomed Gerald Butler, new student trustee.

Trustee Minnite welcomed Dr. Mike Burke as the new Academic Senate President for West Hills College Coalinga. He commented that the financial information presented today was valuable and the curriculum committee has done some good work. He expressed his thanks to everyone for their work on accreditation. He also expressed his appreciation to Dr. Gornick, Mr. Stoppenbrink, and the College Presidents for keeping the district and colleges on track.

Trustee Ivans reported that she attended the Duty Day activities and enjoyed all of the presentations. She also attended the adjunct faculty orientation in Lemoore. She commented that she appreciates all of the hard work and it is exciting to hear about the CEPF grant. Trustee Ivans stated that we are making a difference.

Trustee Henry thanked everyone for their work and stated that he appreciates the efforts.

Trustee Oxborrow expressed her appreciation to everyone and welcomed Mr. Butler as Student Trustee. She also thanked Ms. McGlothlin for what she is doing to help students.

Trustee Levinson echoed the comments made by his fellow trustees. He stated that it has been a pleasure working with Ms. Ennes and expressed his congratulations to Ms. McGlothlin on her sabbatical. Trustee Levinson stated that the mid-year reduction will be interesting. We are ahead of the power curve and it feels good.

President McKean stated that accreditation is an ever revolving situation that takes a lot of time of many talented individuals.

President McKean announced that the next meeting of the Board of Trustees is scheduled for September 27, 2011.

CLOSED SESSION

The meeting was adjourned to closed session at 5:05 pm.

- Public Employee Discipline/Dismissal/Release (as per Government Code Section 54957)
- Potential Litigation (as per Government Code section 54956.9): 2 potential cases

- Discussion of Land Acquisition/Disposition of Property (as per Government Code Section 54956.8). Property: Firebaugh, California
- Public Employee Performance Evaluation (as per Government Code section 54957). Title: Chancellor

ADJOURNMENT

There being no further business before the Board of Trustees, the meeting was adjourned at 5:26 pm.

Nina Oxborrow
Clerk of the Board of Trustees

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Personnel Transactions

1. Call Back from Layoff List

Name	Title & Location	Schedule	Salary Placement	Funding	Effective Date	Additional Information
Rodriguez, Maria	Child Dev. Center Associate Teacher San Joaquin Child Dev. Center	19 hrs/wk 11 mo/yr	Range 30 Step B	Grant	7/18/11	Call back from layoff list
Torrez, Lupe	Child Dev. Center Associate Teacher San Joaquin Child Dev. Center	19 hrs/wk 11 mo/yr	Range 30 Step C	Grant	8/1/11	Call back from layoff list

2. New Hires

Name	Title & Location	Schedule	Salary Placement	Funding	Effective Date	Additional Information
Campos, Mary (Lainey)	Senior Secretary Classified West Hills College Coalinga	40 hrs/wek 12 mo/yr	Range 40 Step A	District	8/15/11	Replacement for Constance Flores

3. Temporary Hires

Name	Title & Location	Schedule	Salary Placement	Funding	Effective Date	Additional Information
Brown, Clara	Financial Aid Assistant I West Hills College Lemoore	40 hrs/wk	Range33 Step A	Grant	8/24/11 – 12/31/11	Temporary replacement for Rose Denberg
Davis, Eric	Financial Aid Assistant I West Hills College Coalinga	40 hrs/wk	Range 33 Step A	District	8/24/11 – 11/30/11	Temporary replacement for Brett Howard
Gamez, Maria	Child Dev. Center Associate Teacher Avenal Child Development Center	40 hrs/wk	Range 30 Step A	Grant	8/24/11 – 12/31/11	Temporary hire during recruitment
Serrano, Delfina	Custodian West Hills College Coalinga	16 hrs/wk	Range 35 Step A	District	8/24/11 – 12/31/11	

4. Changes in Assignment

Name	Current Assignment	Change	Effective Date	Additional Information
Fortune, Allen	Interim Psychology Instructor/Men's Soccer Coach 177-day contract Range IV, Step 8	Psychology Instructor/Men's Soccer Coach 199-day contract Range IV, Step 9	8/1/11	District funded
Tippins, Kira	Financial Aid Coordinator (Classified) West Hills College Coalinga Range 51, Step B	Financial Aid Director (Administrative) West Hills College Coalinga Range 31, Step 1	7/18/11	Temporarily working out of class during recruitment

5. Resignations / Retirements / Releases During Probation / Terminations

Name	Title & Location	Effective Date
Benson, John	Groundskeeper West Hills College Coalinga	8/31/11

5. Resignations / Retirements / Releases During Probation / Terminations (continued...)

Hines, Letersha	Child Dev. Center Associate Teacher West Hills College Lemoore	8/17/11
Marvel, Natalie	Advising Specialist West Hills College Coalinga	8/19/11
Rodriguez, Michael	Title V Coordinator/Counselor West Hills College Lemoore	8/5/11
Solorio, Cecilia	Child Development Center Associate Teacher Avenal Child Development Center	8/1/11
Toby, Thomas	Student Services Assistant West Hills College Coalinga	8/8/11