



MINUTES OF THE REGULAR MEETING OF THE GOVERNING BOARD

October 23, 2012



CALL TO ORDER / OPEN SESSION

President McKean called the meeting of the Board of Trustees to order at 3:10 pm.

Board members present:

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

Administrators present:

Frank Gornick, Chancellor
Ken Stoppenbrink, Vice Chancellor of Business Services
Don Warkentin, President, West Hills College Lemoore
Carole Goldsmith, Vice Chancellor of Educational Services and Workforce Development
Dave Bolt, Vice President of Educational Services, West Hills College Lemoore
Sylvia Dorsey-Robinson, Vice President of Student Services, West Hills College Lemoore
Stephanie Droker, Vice President of Educational Services, West Hills College Coalinga
Keith Stearns, Associate Vice Chancellor of Academic and Information Services/Registrar
Mark Gritton, Associate Dean of Student Services, West Hills College Coalinga
Marcel Hetu, Director of North District Center, Firebaugh
Richard Larson, Director of Farm of the Future, West Hills College Coalinga
James Preston, Dean of Educational Services, West Hills College Lemoore
Joel Ruble, Dean of Student Services, West Hills College Lemoore
Frances Squire, Executive Director of West Hills Community College Foundation
Deborah Soria, Director of Financial Aid, 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, reported that the West Hills College Coalinga President Search is underway and the prospects look really exciting. He also reported that accreditation teams are being formed for the midterm report. Mr. Wanderer stated that the administration has made an outstanding choice of administrators in Mr. Pedro Avila and Ms. Stephanie Droker. Morale is very high around campus and it is an exciting time. With regard to Administrative Procedure 7211, Faculty Service Areas, Minimum Qualifications, and Equivalences, Mr. Wanderer stated that it was not approved by the West Hills College Coalinga Academic Senate.

Mr. Kurt Sterling, Academic Senate President for West Hills College Lemoore, reported that the Lemoore Senate is also reviewing Administrative Procedure 7211. He thanked Dr. Frank Gornick for the additional time to review Administrative Procedure 7215, Faculty Responsibilities and stated that they faculty are looking forward to finalizing that document. They are also reviewing the program viability policy. Mr. Sterling expressed the faculty's concern about losing another faculty member (Ms. Lataria Hall) to administration. He stated that it would be good to have more counselors.

WHCFA Report – Mr. Ken Sowden, WHCFA President, reported that the membership ratified the instructional calendars that are on the agenda for the Board's consideration. A negotiations session was held on October 19 and was largely unproductive. He stated that it is disappointing but they will continue to meet and work out the contract. Mr. Sowden stated that he has a little concern with the reorganization and creation of a DSPA administrator and doesn't think it is prudent at this time because of the budget situation. He voiced his objection, as well as that of his team, regarding this item.

CSEA Report – Mr. Keith Brock, CSEA President, reported that CSEA negotiations have begun.

West Hills College Coalinga and North District Center, Firebaugh – Dr. Gornick reported that Dr. Tom Harris is not here due to the weather he has experienced while traveling.

Mr. Pedro Avila reported that he, Ms. Sylvia Dorsey-Robinson, and Mr. Jody Ruble were invited to a student success conference. He provided information on persistence rates for incoming high school graduates. He also discussed outreach activities and thanked Ms. Erin Corea, Ms. Marlese Roton, Ms. Annie Jorgens, Ms. Alicia Rocha, and Dr. Marcel Hetu for their work. Dr. Gornick questioned connectivity quality for registration purposes, specifically in Tranquillity. Mr. Avila responded that Tranquillity is doing fine; however, Mendota is having some issues. Mendota only has one computer support position for their district. They are not able to support and maintain the laptops that we provided to them through a grant.

Ms. Stephanie Droker report that Ms. Anna Lisa Little and Ms. Jeanne Pratt, child development instructors, have worked on aligning curriculum for students to be transfer ready and work ready. The accreditation process for the midterm report has been started and Ms. Droker thanked the West Hills College Coalinga administration and

some key faculty for stepping forward to lead the effort with accreditation. Ms. Droker reported that staff are working on catalog revisions. They want it to be marketable and understandable. In closing, Ms. Droker reported that Mr. Arkady Hanjiev received the official POWER award in early October at the Student Success Conference. This award honored his work on Student Learning Outcomes and is a huge accomplishment.

Dr. Marcel Hetu reported on events and happenings at the North District Center, Firebaugh. He reported that the City of Firebaugh may not have enough money for the Christmas parade so they want to partner with the North District Center on the Lights of Love event. A Cesar Chavez-West Hills College blood drive will be held on October 31. The North District Center is also planning Thanksgiving events.

West Hills College Lemoore – Mr. Don Warkentin, President, introduced Mr. Dave Bolt. Mr. Bolt provided an update on accreditation, stating that the upcoming midterm report will be the sixth report in the last decade for West Hills College Lemoore. President McKean commented that it is unfortunate we have to spend so much staff time on accreditation. Mr. Warkentin reported that the Tenth Annual President's Scholars Dinner is planned for November 5. High School seniors and parents are invited to attend. The women's basketball team currently has 13 and their first game is scheduled for November 10 at the Golden Eagle Arena.

Student Trustee Report – Ms. Brittany Burkhart, Student Trustee, reported that the Student Government Association (SGA) is partnering with faculty, staff, and administration on a health fair. A blood drive will be held and information will be provided to students. She also reported that a murder mystery event is being planned, students are working on a proposal for a smoke free campus, and they are looking forward to the rest of the semester.

Chancellor's Report – Dr. Frank Gornick, Chancellor, reported on the following items:

- Closing the Gap Update – Two Common Write Professional Learning Community Meetings were planned for the fall and spring. High school and West Hills College faculty and administrators have convened for planning and sharing information regarding the Expository Reading and Writing Course (ERWC) and the Early Assessment Program (EAP). The ERWC training was facilitated by the Fresno County Office of education and Fresno State. Planning conversations have been held regarding mathematical shifts and Closing the Gap support for this work. Feeder high schools have been involved in teacher training and common write activities. Regional K-12 districts have adopted the ERWC as the 12th grade curriculum for all students who are not EAP proficient or enrolled in Advanced Placement courses.
- Accreditation Timeline – Dr. Gornick referred to the accreditation timeline that began in August 2012, stating that we are on schedule.
- ARCC Report – Dr. Gornick introduced Mr. Keith Stearns to provide the annual ARCC Report. Mr. Stearns stated that the report is a legislative mandate. It is

required to be reported to the Board each year. Mr. Stearns provided an overview of the ARCC report stating that it is prepared by the State Chancellor's Office using the District's MIS data submissions. Each college level indicator has a separate peer group for comparison. Mr. Stearns provided data on student progress and achievement, percent of students who earn 30 units, fall to fall persistence rates, vocational courses success rate, basic skills completion rates, and basic skills improvement rates.

- District Reports Review – Mr. Stearns provided information on the District's FTES projections for 2012-2013; discussed the college going rate of high school graduates enrolled at West Hills; and provided information on feeder high school graduates and the impact on matriculation requirements.
- Lecture/Capture Project Update – Ms. Michelle Kozlowski reported that progress on the lecture/capture project was slow over the summer. Some faculty have agreed to be pilot users and training will occur in November. Ms. Kozlowski provided a brief demonstration of how the lecture/capture equipment is used.
- C6 Grant and Open Source Update – Dr. Carole Goldsmith provided information on Open Education Resource (SB 1052). She explained that open source will alleviate the financial burden to our students and increase access to course materials. 70% of college students do not purchase a textbook at least once because of costs. Community college tuition has drastically increased over the last three years and students pay quite a bit of money for textbooks. Dr. Goldsmith provided several examples of textbook prices for courses that students must take. She explained that SB 1052 will help students by greatly reducing the burden of textbook prices and redeveloping textbooks to meet course needs. This includes digital textbooks, creative commons license, and modular textbooks for easy customization.

CONSENT AGENDA

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

- CA-20** Minutes – The minutes of the September 18, 2012 regular meeting were approved as submitted.
- CA-21** Warrants – The warrants were approved as submitted.
- CA-22** Quarterly Financial Status Report, 311Q – The quarterly financial status report, 311Q for the quarter ending September 30, 2012, was approved as submitted.
- CA-23** Acceptance of Donation – The list of donated items was accepted.
- CA-24** Declaration of Surplus Property – The list of property was declared as surplus.

- CA-25** Personnel Transactions – The list of personnel transactions was approved as submitted.

CHANCELLOR'S OFFICE

- CO-15** Board Policies and Administrative Procedures – The following Board Policies were reviewed. Approval will be requested at a later date.
- Administrative Procedure 7211, Faculty Service Areas, Minimum Qualifications, and Equivalencies
 - Board Policy and Administrative Procedure 4235, Credit by Examination

FISCAL SERVICES

- FS-18** Fiscal Services Report – Mr. Stoppenbrink provided the fiscal services report. He reported that the district is 25% through the fiscal year. General fund 11 revenues are at 13.3% and general fund 11 expenditures are at 23%. General fund 12 revenues are at 13.3% and general fund 12 expenditures are at 12.6%.

- FS-19** Change Order – Ms. Celina Garcia, AP Architects, reported that the purpose of the work necessitating the change order is to avoid future repair or replacement costs.

Change order no. 1 in the amount of \$7,812.37 for the West Hills College Lemoore roof and recoating and repairs project was approved on a motion by Trustee Minnite, seconded by Trustee Oxborrow, and carried unanimously.

- FS-20** Contract Award – West Hills College Coalinga Building 4H Cooling Towers Project – On a motion by Trustee Cantu, seconded by Trustee Minnite, and carried unanimously, the contract for the West Hills College Coalinga Building 4H Cooling Towers project was awarded to ACCO Engineered Systems, Inc. for a total bid of \$122,000.

- FS-21** Resolution – Intention to Convey Real Property – The resolution in the matter of intention to convey real property was adopted on a motion by Trustee Minnite, seconded by Trustee Cantu, and carried unanimously with the understanding that changes to the draft attachments may be made by legal counsel and agreed to by the Chancellor.

- FS-22** Resolution – Approving, Authorizing and Directing Execution of Documents in Connection with Improvements to West Hills Community College District Facilities – The resolution in the matter of approving, authorizing and directing the executive and delivery by the corporation of certain lease financing documents in connection with the financing and

refinancing of the acquisition, construction, installation, modernization and equipping of improvements to West Hills Community College District facilities and authorize and directing the executive of necessary documents and taking certain actions with respect thereto was adopted on a motion by Trustee Cantu, seconded by Trustee Ivans, and carried unanimously.

- FS-23** Resolution – Approving, Authorizing and Directing Execution by the District of Documentation to and from the West Hills Financing Corporation (NMTC-MUSC) – The resolution in the matter of the West Hills Community College District approving, authorizing and directing execution and delivery by the District of documentation (including lease documents to and from the West Hills Financing Corporation (NMTC-MUSC)) in connection with the financing and refinancing of the acquisition, construction, installation, modernization and equipping of improvements to certain District facilities including the Multi-Use Sports Complex an authorizing and directing the execution of necessary documents and taking certain actions with respect thereto was adopted on a motion by Trustee Minnite, seconded by Trustee Ivans, and carried unanimously with the understanding that changes to the draft attachments may be made by legal counsel and agreed to by the Chancellor.

PERSONNEL SERVICES

- PS-3** Job Descriptions – Mr. Stoppenbrink reported that funds have already been allocated in the budget for these positions. Dr. Gornick commented that the Director of DSPS position is a cost savings for us as one person will provide DSPS services for both colleges. He stated that we are in a time of transition and this position will assist at both colleges. It will also provide administrative experience.

The following job descriptions were approved on a motion by Trustee Minnite, seconded by Trustee Ivans, and carried unanimously:

- Director of DSPS (Administrative)
- Academic Services Manager/Articulation Officer (Classified Management)

- PS-4** Instructional Calendars – The following instructional calendars were approved on a motion by Trustee Levinson, seconded by Trustee Oxborrow, and carried unanimously.

- 2013-2014
- 2014-2015
- 2015-2016

BOARD REPORTS / COMMENTS / REQUESTS AND ANNOUNCEMENTS

Trustee Cantu wished everyone a happy Thanksgiving.

Trustee Minnite thanked everyone for their reports and due diligence.

Trustee Ivans stated that she appreciates the reports given during the study session and she welcomed Mr. Tom Wixon. Trustee Ivans stated that she represented the Board of Trustees at the Hall of Fame event and appreciated Mr. Stoppenbrink's saxophone solo at that event. She thanked everyone for the reports given.

Trustee Henry thanked his fellow Board members for their comments. He welcomed Mr. Wixon and thanked everyone for their reports.

Trustee Oxborrow stated that she enjoyed the presentations given and appreciates all of the hard work.

Trustee Levinson stated that he had no comments at this time.

President McKean stated that we need to keep moving forward and he thinks we will be in the forefront of a lot of things.

President McKean announced that the next regular meeting of the Board of Trustees is scheduled for November 13, 2012.

CLOSED SESSION

The meeting was adjourned to closed session at 5:17 pm.

- Discussion of Land Acquisition/Disposition (as per Government code Section 54956.8). Property: Lemoore, California, Firebaugh, California
- Conference with Labor Negotiator (as per Government Code section 54957.6. Agency negotiator: Chancellor; Vice Chancellor of Business Services. Employee organization: CTA; CSEA
- Public Employee Discipline/Dismissal/Release (as per Government Code section 54957)

ADJOURNMENT

There being no further business before the Board of Trustees, the meeting was adjourned at 5:36 pm.

Nina Oxborrow
Clerk of the Board of Trustees

Personnel Transactions

1. Call Back from Layoff List

Name	Title & Location	Schedule	Salary Placement	Funding	Effective Date	Additional Information
Call, Claudia	Business Account Specialist Classified Position District Office (Workforce Development)	40 hrs/wk 12 mo/yr	Range 57 Step C	Grant	10/1/12	New position; call back from layoff list
Shortnacy, Sheryl	After School Prog. Site Coordinator Classified Position West Hills College Lemoore	40 hrs/wk 11 mo/yr	Range 40 Step E	Grant	10/1/12	Replacement for Rudy Amaya; call back from layoff list

2. New Hires

Name	Title & Location	Schedule	Salary Placement	Funding	Effective Date	Additional Information
Adams, Patrice	Secretary Classified Position West Hills College Lemoore	19 hrs/wk 9 mo/yr	Range 36 Step A	District	10/15/12	Replacement for Farrah Canseco
Haggard, Trista	Human Resources Analyst Confidential Position District Office	40 hrs/wk 12 mo/yr	Range 17 Step 1	District	10/15/12	Replacement for Melissa Richerson

3. Changes in Assignment

Name	Current Assignment	Change	Effective Date	Additional Information
De Ochoa, Michelle	Advising Specialist Classified Position West Hills College Coalinga 40 hrs/wk, 12 mo/yr Range 56, Step E	Counselor Certificated Position West Hills College Coalinga 57 day contract (pro-rated contract) Class V, Step 4	10/1/12 – 12/21/12	Temporary replacement for Martha Rodriguez
Hall, Lataria	DSPS Counselor Certificated Position West Hills College Lemoore 197 day contract Class V, Step 12	Director of DSPS Administrative Position West Hills College Lemoore (60%) West Hills College Coalinga (40%) 40 hrs/wk, 12 mo/yr Range 42, Step 7	11/1/12	Change in assignment due to reorganization
Lourenco, Maria	Instructional Operations Manager Classified Management Position 40 hrs/wk, 12 mo/yr Range 21, Step 12	Academic Services Manager/ Articulation Officer Classified Management Position 40 hrs/wk, 12 mo/yr Range 26, Step 10	11/1/12	Reclassification due to reorganization

4. Resignations / Retirements / Releases During Probation / Terminations

Name	Title & Location	Effective Date
Guillen, Erika	Child Development Center Assistant West Hills College Lemoore	10/12/12