



**WEST HILLS COMMUNITY COLLEGE DISTRICT**

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

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

**April 21, 2009**



**CALL TO ORDER / OPEN SESSION**

President McKean called the meeting of the Board of Trustees to order at 1:17 p.m.

Board members present:

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

Board members absent:

Jaqueline DePue, Student Trustee

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  
Jana Cox, Director of Human Resources  
Frances Squire, Director of Marketing  
Dave Bolt, Vice President of Educational Services, West Hills College Lemoore  
Jill Stearns, Dean of Student Learning, West Hills College Coalinga  
Marcel Hetu, Director of North District Center, Firebaugh  
Carole Goldsmith, Director of Workforce Development/Title V/VTEA  
Pedro Avila, Director of Institutional Effectiveness and Planning  
Carlos Diniz, Dean of Student Learning, West Hills College Coalinga  
Richard Larson, Director of Farm of the Future, West Hills College Coalinga

**Introduction of Guests**

Ms. Frances Squire, Director of Marketing, introduced the following guest: Mr. Kevin Cobb, AP Architects.

## Public Comments

There were no public comments made at this time.

## **REPORTS FROM ORGANIZATIONS / COLLEGES / DISTRICT OFFICE**

Academic Senate Report – Ms. Anita Bart, Academic Senate President for West Hills College Coalinga, reported that the Senate is continuing their work on policies and procedures and have submitted their comments to the Chancellor’s office. She also commented on the individuals who have been recommended for tenure, stating that these individuals have been involved in numerous committees and have put a lot of energy into their work. Ms. Bart reported that the Senate is working on plans for flex day and will have some Student Learning Outcomes workshops for courses and programs. The NISOD participants will also provide a report on the conference they attend in May.

Ms. Stephanie Droker, Academic Senate President for West Hills College Lemoore, distributed tenure resolution packets and commented on each candidate. She stated that Brian Abela, Chemistry Instructor, serves as the college hygiene and safety officer; Jameson Birrell, Math Instructor, has learned technologies for teaching visually impaired students; Clifton Harris, Biology Instructor, is a medical doctor; Michael McDowell, Art Instructor, sees the artist in every student; Dave Neer, Physical Education Instructor, also serves as the Golf Coach; Ron Oxford, Librarian, spends much of his time in support of student learning; Rodney Ragsdale, Physical Education Instructor, is the Women’s Soccer Coach, teaches fitness and makes it fun; and Kurt Sterling, Biology Instructor, has developed material to bring contextualized math concepts into the classroom and has developed a BIO 15 class designed specifically for future teachers.

WHCFA Report – Ms. Marty Ennes, WHCFA President, reported that the Faculty Association has resolved differences this year through dialogue and collaboration. She reported that she and Dr. Frank Gornick signed a Memorandum of Understanding last week with regard to Student Learning Outcomes. She stated that the Faculty Association appreciates the seriousness of these economic times and prefers to spend resources on serving students and not on negotiations. They want to remain status quo on the current contract with two exceptions: 1. Suspension of the 3% or COLA increase (to be reviewed annually); and 2. Pregnancy leave to include adoption. Ms. Ennes reported that Sarah Shepard, Jacqui Shehorn, Scott Sutherland, Matt Magnuson, Faye Mendenhall and herself will attend the spring CCA conference. In closing, Ms. Ennes reported that Faculty Association elections will be held soon.

CSEA Report – Mr. Mark Millett, CSEA President, apologized for missing last month’s meeting. He stated that he appreciates the consistency of the Board and the decisions that have to be made. Negotiations will be held again on April 22 and CSEA is working

through more than 60 job descriptions. He stated that he appreciates the way negotiations are going and appreciates that no one has been laid off.

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, distributed the Annual Report to the Community and commented on the touring theater group from the North District Center. Dr. Lewallen reported that he hopes to bring the final Educational Master Plan to the Board for consideration at the May meeting. Dr. Lewallen distributed a copy of the Faculty Grant Program Guidelines and explained that West Hills College Coalinga is giving faculty and staff the opportunity to apply for “mini grants”.

West Hills College Lemoore – Mr. Don Warkentin, President, commented on the Leadership Conference held at West Hills College Lemoore last week. He stated that they had a full house with over 200 students in attendance. Mr. Warkentin reported that the application process for the new cohort of nursing students has closed. There were 172 applications received for 24 spots and counselors are currently reviewing the academic history and transcripts. The middle college high school will be graduating their first class of seniors this year. Of those, four will also be graduating from West Hills College Lemoore with their AA degree at the same time. Mr. Warkentin reported that a meeting with the Los Angeles Sanitation District is coming up in May. They want to tour the college and view the engineering program. He distributed the most recent edition of The Screaming Eagle and commented on the Women’s History Celebration. Trustee Minnite questioned the applications for the nursing program and asked if we are doing anything to refer or redirect the students who do not get into the program. Dr. Carole Goldsmith responded that all of the other schools are in the same boat that we are with regard to the number of students that they can accept into their program. The students who are not selected are advised of our health care programs. Trustee Henry questioned the process for expanding our program. Mr. Warkentin responded that we can apply through the Board of Registered Nursing to expand in a couple of years. They control the program.

Chancellor’s Report – Dr. Frank Gornick, Chancellor, reported that staff from the District Office and the Farm of the Future recently took Mr. Vince Motte on a tour of the farm facility and to see the progress of the weather station. Following the tour, a barbecue lunch was provided. The day was a great success. Mr. Motte was able to see what was occurring with the installation of the weather station which should be completely finished and up and going by the end of May. Dr. Gornick reported that the Foundation Golf Tournament is scheduled for May 11 and there are currently 24 teams signed up to play, with room for 12 additional teams. The graduation date for West Hills College Lemoore is May 21 at 6:30 p.m. and for West Hills College Coalinga is May 22 at 6:00 p.m. at the Coalinga High School Memorial Bowl. Dr. Gornick

recognized Marty Ennes and thanked her, the Faculty Association, and the College Presidents for their work on the Memorandum of Understanding for Student Learning Outcomes.

Dr. Gornick reported that the Board of Trustees discussed capital projects and cash flow at their study session on April 9 and had requested that they be presented with some options. Mr. Stoppenbrink distributed a capital projects cash flow presentation as a follow up to the Board of Trustees study session held on April 9. The presentation provides an update and options for moving forward on funding capital projects. The cash flow analysis was discussed and Mr. Stoppenbrink provided information for each option. He stated that we are at the mercy of the state paying us. Brief discussion took place concerning the ramifications of shutting down the Wellness Center project. Mr. Stoppenbrink stated that even if it is shut down, we would still be waiting for some reimbursement from the state that is owed to us. Discussion took place regarding capital outlay expenditures and bond contributions from Measures Q, C and E. Mr. Stoppenbrink distributed information on the projected impact on community college districts if the propositions are defeated in May.

Mr. Stoppenbrink provided the following options summary for construction projects:

- Option 1 would require that the District borrow funds of about \$15 million plus a reserve amount of \$1.5 million totaling \$16.5 million. The cost of this would be about \$825,000 per year, based on an interest rate of 5% with the principal payable in 36 months. The interest payments would be funded from the current capital outlay transfer of \$1.5 million from the general fund, thus reducing the transfer amount down to \$675,000. These projects would be started in August, 2009 for the Multi Use Sports Complex and in January 2010 for the Ag Science Facility. This loan would be paid for in full by May, 2011.
- Option 2 would require that the District borrow funds of about \$11.5 million plus a reserve amount of \$1.3 million totaling \$12.8 million. The cost of this would be about \$6405,000 per year, based on an interest rate of 5% with the principal payable in 36 months. The interest payments would be funded from the current capital outlay transfer of \$1.5 million from the general fund, thus reducing the transfer amount down to \$860,000. This option would have the Multi Use Sports Complex project start in August, 2009 and the Ag Science Facility project be postponed until the other projects are completed. This loan would be paid for in full by January, 2011.
- Option 3 would require that the District borrow funds of about \$4.5 million plus a reserve of \$500,000 for a total of \$5 million. The cost of this would be about \$250,000 per year, based on an interest rate of 5% with the principal payable in 36 months. The interest payments would be funded from the current capital outlay transfer of \$1.5 million from the general fund, thus reducing the transfer amount down to

\$1,250,000. This option would have the projects for the Multi Use Sports Complex and the Ag Science Facility be postponed until the Wellness Center is completed. This loan would be paid for in full by May, 2010.

Mr. Stoppenbrink thanked Ms. Becky Cantu and Ms. Anne Jorgens for their assistance with compiling the information. Trustee Cantu asked that the Board have the opportunity for additional discussion on this item. Dr. Gornick stated that the state will probably put the halted projects on the list for the next fiscal year. We won't necessarily lose our place, but there is always a chance that this may occur. Dr. Gornick stated that the details have not been shared with the bargaining groups, but they read the paper and are aware of the lack of funds available. He commented that it is a tough situation. Dr. Gornick stated that we do not need to make a decision today, but the dialogue is good.

President McKean stated that he is concerned about transferring the funds from the capital outlay account because of a lack of funds elsewhere. Discussion took place regarding reductions that have already been taken. Mr. Kevin Cobb commented that it will cost approximately \$1 million to stop construction on the Wellness Center project. There would also be a political cost for the physical education program not being functional.

Discussion took place concerning moving the date of the next Board meeting as it is currently scheduled for Election Day, May 19. Mr. Stoppenbrink stated that he needs \$2.7 million by May 30 and \$3.4 million by June 30. Trustee Henry stated that he wants to consider not starting the two other projects and finishing the wellness center. Further discussion took place concerning the meeting date and May 26 was suggested. Dr. Gornick stated that his office will follow up on rescheduling the meeting.

Mr. Cobb provided a presentation on the North District Center, stating that it is an official center recognized by the Chancellor's Office. Mr. Cobb discussed the timeline and strategy for projects. He stated that we currently have an IPP in the system that deals with an enlarged center. The master plan document needs to be completed and submitted in June. This will make us eligible for an FPP next June. Mr. Cobb stated that he would like to have feedback or discussion on the plans. Dr. Gornick stated that discussions have been held with potential new partners for an intended building and they have all indicated that they are willing partners in the project. A new building is the most attractive option and the partners would be contributing funds. Dr. Gornick stated that the Citizens' Bond Oversight Committee will be involved in future discussions. Trustee Minnite commented that with the amount of dollars that everyone is willing to contribute to West Hills, we need to adhere to a plan that they have participated in and we need a facility that everyone can share in.

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**CONSENT AGENDA**

President McKean questioned the warrant for IdeaCorp and if we are still advertising with them. Ms. Squire responded in the affirmative, but stated that we have cut back dramatically.

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

- CA-46**      Minutes - The minutes of the March 9, 2009 and March 20, 2009 Board of Trustees meetings were approved as submitted.
- CA-47**      Warrants - The warrants were approved as submitted.
- CA-48**      Quarterly Financial Status Report, 311Q - The Quarterly Financial Status Report, 311Q for the quarter ending March 31, 2009 was approved as submitted.
- CA-49**      Personnel Transactions - The list of personnel transactions were approved as submitted.

**CHANCELLOR'S OFFICE**

- CO-52**      Board of Trustees Meeting Schedule - President McKean asked the Board members to review the schedule and contact the Chancellor's office prior to the next meeting concerning conflicts or suggested changes.

The proposed Board of Trustees meeting schedule for 2009-2010 was presented for a first reading. Approval will be requested at a later date.

- CO-53**      Board Policies and Administrative Procedures - The following Board Policies and Administrative Procedures were presented for a first reading. Approval will be requested at a later date.

- Board Policy and Administrative Procedure 4100, Graduation Requirements for Degrees and Certificates
- Administrative Procedure 4227, Repeatable Courses
- Board Policy and Administrative Procedure 4231, Grade Changes
- Administrative Procedure 5075, Course Adds and Withdrawals

- CO-54**      Tenure Recommendations - West Hills College Coalinga - The following recommendations for tenure were approved on a motion by Trustee Ivans, seconded by Trustee Cantu, and carried unanimously:

- Erin Corea
- Arkady Hanjiev
- Robert Skaggs
- Brandy Wilds
- Kevin Wilds

**CO-55**      Tenure Recommendations – West Hills College Lemoore – The following recommendations for tenure were approved on a motion by Trustee Henry, seconded by Trustee Ivans, and carried unanimously:

- Brian Abela
- Jameson Birrell
- Clifton Harris
- Michael McDowell
- Dave Neer
- Ron Oxford
- Rodney Ragsdale
- Kurt Sterling

**CO-56**      CCCT Ballot – The ballot for the California Community College Trustees Board was approved on a motion by Trustee Minnite, seconded by Trustee Cantu, and carried unanimously.

### **FISCAL SERVICES**

**FS-44**      Fiscal Services Report – Mr. Ken Stoppenbrink, Vice Chancellor of Business Services, provided the fiscal services report. He stated that we are 75% through the fiscal year. General fund revenues are at 72.6% and general fund expenditures are at 71%. Mr. Stoppenbrink also provided a quarterly summary of the enterprise fund revenues and expenses for the cafeteria, farm, child development centers, residence halls, and international student program.

**FS-45**      Change Order – Change Order No. 1 in the amount of \$2,340.00 for the West Hills College Coalinga Ag Science Fencing Project was approved on a motion by Trustee Ivans, seconded by Trustee Henry, and carried unanimously.

**FS-46**      Notice of Completion – The Notice of Completion for the West Hills College Coalinga Ag Science Fencing Project was approved on a motion by Trustee Levinson, seconded by Trustee Ivans, and carried unanimously.

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- FS-47**      Vendor Substitution – Labor Compliance Program (LCP) – On a motion by Trustee Levinson, seconded by Trustee Minnite, and carried unanimously, the Board of Trustees approved The Solis Group as the vendor substitution for the Labor Compliance Program (LCP) for the West Hills College Lemoore Wellness Center Project. Substitution was requested as the Department of Industrial Relations cancelled the LCP license for Harris and Associates who was originally awarded the bid.
- FS-48**      Child Care Loan – The child care facilities revolving fund interest free loan in the amount of \$420,000 for the purchase of two (2) modular buildings was approved on a motion by Trustee Ivans, seconded by Trustee Minnite, and carried unanimously.
- FS-49**      Purchase of Modular Buildings – The purchase of two (2) 36 x 40 DSA approved child development center modular buildings in the amount of \$151,731.00 each (all inclusive) for a total of \$303,462.00 was approved on a motion by Trustee Levinson, seconded by Trustee Cantu, and carried unanimously.
- FS-50**      Transfer of Ownership – The transfer of ownership of one (1) DSA approved child development center modular building to Avenal High School was approved on a motion by Trustee Minnite, seconded by Trustee Cantu, and carried unanimously.
- FS-51**      Public Comments – Initial Proposal to CTA – There were no public comments made at this time.
- FS-52**      Initial Proposal to CTA – The initial proposal from the West Hills Community College District to the West Hills College Faculty Association CTA/NEA was approved on a motion by Trustee Ivans, seconded by Trustee Minnite, and carried unanimously.
- FS-53**      Sale of Bonds – Mr. Stoppenbrink explained that it is a requirement that the Board review the cost of the issuance of the bonds. He introduced Mr. Jon Isom of Dale Scott & Company. Mr. Isom reported on the bond sales for SFID #2 (Coalinga area) and SFID #3 (Lemoore area) and briefly discussed the key elements, insurance savings, market conditions, and sale results. He stated that both sales were a success and an A+ rating was received. Trustee Oxborrow questioned the contingency funds and Mr. Isom stated that he will need to research this.



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**BOARD REPORTS / COMMENTS / REQUESTS AND ANNOUNCEMENTS**

Trustee Cantu thanked everyone for their reports. He stated that we are going through trying times but are doing the best we can.

Trustee Minnite thanked everyone for their support of West Hills College and stated that we all have an interest in its success. He expressed his gratitude to everyone for coming to the North District Center and stated that it is good to see everyone here.

Trustee Ivans thanked all of the staff for their cooperation during this time. She expressed her congratulations to all who received tenure.

Trustee Henry echoed the remarks of his fellow Board members. He thanked the bargaining groups for their appreciation of the budget situation and stated that we are very fortunate and are better off than other districts during this time because of our prudent reserves.

Trustee Oxborrow thanked everyone for their work and stated that it is appreciated. She expressed her congratulations to the staff who have received tenured.

Trustee Levinson expressed his congratulations to the faculty who have received tenure, stating that it is a nice achievement.

President McKean thanked everyone for their understanding during these economic times.

President McKean announced that the Board of Trustees will hold a closed session pursuant to Government Code section 54957 and will be discussing personnel matters.

**CLOSED SESSION**

The meeting was adjourned to closed session at 3:47 p.m.

- Anticipated 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

**RECONVENE TO OPEN SESSION**

The meeting was reconvened to open session at 4:38 p.m.

President McKean announced that on a motion by Trustee Ivans, seconded by Trustee Henry, and carried on the following roll call vote, the Board of Trustees approved a notice of unprofessional conduct to be served on an academic employee pursuant to Education Code section 87734:

Trustee Cantu	Aye
Trustee Minnite	Aye
Trustee Ivans	Aye
Trustee Henry	Aye
Trustee Oxborrow	Aye
Trustee Levinson	Aye
President McKean	Aye

**ADJOURNMENT**

There being no further business before the Board of Trustees, the meeting was adjourned at 4:39 p.m.

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Nina Oxborrow  
Clerk of the Board of Trustees

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## Personnel Transactions

### 1. New Hires – Classified

Name	Title & Location	Schedule	Salary Placement	Funding	Effective Date	Additional Information
Amaya, Rudolfo	After School Site Coordinator West Hills College Lemoore	19 hrs/wk 11 mo/yr	Range 40 Step A	Grant	4/1/09	New position
Devine, Erin	Secretary West Hills College Coalinga	19 hrs/wk 12 mo/yr	Range 36 Step A	Grant	4/1/09	Replacement for Jodee Rowden
Diaz-Carrera, Gabriel	UBMS Learning Skills Program Asst West Hills College Coalinga	40 hrs/wk 12 mo/yr	Range 32 Step A	Grant	4/13/09	Replacement for Maricela Gonzalez
Dilworth, Patricia	Child Development Center Teacher West Hills College Coalinga	19 hrs/wk 9 mo/yr	Range 40 Step A	Grant	4/13/09	Replacement for Stephanie Philbrick
Griggs, Cherise	Learning Skills Program Assistant West Hills College Lemoore	19 hrs/wk 12 mo/yr	Range 32 Step A	Grant	4/14/09	Replacement for Leo Orange
Loya, Matt	After School Prog. Site Coordinator West Hills College Lemoore	40 hrs/wk 11 mo/yr	Range 40 Step A	Grant	4/1/09	New position
Mahon, Marguerite	Child Development Center Assistant West Hills College Lemoore	19 hrs/wk 12 mo/yr	Range 23 Step A	Grant	4/1/09	New position
Mora, Cynthia	After School Prog. Site Coordinator West Hills College Lemoore	19 hrs/wk 11 mo/yr	Range 40 Step A	Grant	4/1/09	New position
Pauwells-Lopez, Erika	Child Development Center Assistant West Hills College Lemoore	19 hrs/wk 12 mo/yr	Range 23 Step A	Grant	4/20/09	New position
Ramirez, Edelmira	Child Development Center Custodian North District Center, Firebaugh	15hrs/wk 12 mo/yr	Range 35 Step A	Grant	3/16/09	Replacement for John Sanchez
Ramsey, Miranda	Child Development Center Teacher Avenal Child Development Center	19 hrs/wk 9 mo/yr	Range 30 Step A	Grant	7/6/09	Replacement for Paly Zamudio
Rauh, Jennifer	Child Development Center Teacher West Hills College Coalinga	19 hrs/wk 12 mo/yr	Range 40 Step A	Grant	5/1/09	Replacement for Cindy Hicks
Sandoval, Luis	Senior Employment Readiness Spec. West Hills College Coalinga	40 hrs/wk 12 mo/yr	Range 57 Step A	Grant	4/13/09	New position
Solorio, Cecilia	Child Development Center Teacher Avenal Child Development Center	19 hrs/wk 9 mo/yr	Range 30 Step A	Grant	4/13/09	New position
Sosa, Rosalinda	Child Development Center Assistant Avenal Child Development Center	19 hrs/wk 9 mo/yr	Range 23 Step A	Grant	4/13/09	New position

### 2. New Hires – Classified Management

Name	Title & Location	Schedule	Salary Placement	Funding	Effective Date	Additional Information
Naeher, Tanner	Web Administrator District Office	40 hrs/wk 12 mo/yr	Range 31 Step A	District	5/1/09	New position

### 3. Temporary Hires

Name	Title & Location	Schedule	Salary Placement	Funding	Effective Date	Additional Information
Rodriguez, Maria	Child Dev. Center Associate Teacher San Joaquin Child Dev. Center	40 hrs/wk	Range 30 Step A	Grant	4/22/09 – 6/30/09	