



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

**September 22, 2014**



**1. Call to Order / Open Session**

President McKean called the meeting of the Board of Trustees to order at 1:02 pm and led the Board members and audience in the flag salute.

Board members present:

Mark McKean, President  
Nina Oxborrow, Vice President  
Jack Minnite, Clerk  
Jeff Levinson  
Edna Ivans  
Steve Cantu  
Kimberlie Raulino, Student Trustee

Board members absent:

Len Falter

Administrators present:

Frank Gornick, Chancellor  
Ken Stoppenbrink, Deputy Chancellor  
Stu Van Horn, Vice Chancellor of Educational Services and Workforce Development  
Carole Goldsmith, President, West Hills College Coalinga  
Don Warkentin, President, West Hills College Lemoore  
Becky Cazares, Director of Human Resources  
Dave Bolt, Vice President of Educational Services, West Hills College Lemoore  
Sandy McGlothlin, Vice President of Student Services, West Hills College Coalinga  
Sylvia Dorsey-Robinson, Vice Pres. of Student Services, West Hills College Lemoore  
James Preston, Dean of Educational Services, West Hills College Lemoore  
Joel Ruble, Dean of Student Services, West Hills College Lemoore  
Clint Cowden, Interim Director of Farm of the Future, West Hills College Coalinga  
Tom Wixon, Director of Marketing  
Clint Cowden, Interim Director of Farm of the Future, West Hills College Coalinga  
Deborah Soria, Director of Financial Aid, West Hills College Coalinga

**A. Introduction of Guests**

There were no guests introduced at this time.

**B. Public Comments**

There were no public comments made at this time.

## 2. Reports from Organizations / Colleges / District Office

**A. 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.

**B. WHCFA Report** – Mr. Ken Sowden, WHCFA President, was not present to report at this time.

**C. CSEA Report** – Mr. Keith Brock, CSEA President, stated that he had nothing to report at this time.

**D. Student Trustee Report** – Ms. Kimberlie Raulino, Student Trustee, reported that she is the current Vice President for the Student Government Association (SGA) at West Hills College Lemoore. Ms. Raulino reported on recent and upcoming events at West Hills College Coalinga; North District Center, Firebaugh; and West Hills College Lemoore. Events include 9/11 remembrance ceremonies, Mexican Independence Day celebrations, and Constitution Day activities. Ms. Raulino introduced the members of the West Hills College Lemoore Eagle Pantry Club who addressed the Board of Trustees and provided information on their purpose, mission statement, and club activities.

Trustee Cantu arrived during the Student Trustee Report.

**E. West Hills College Lemoore** – Mr. Don Warkentin, President, welcomed everyone to West Hills College Lemoore. He introduced Mr. James Preston who shared information on basic skills. Mr. Preston reported that only one in 10 students statewide who start in basic skills classes are successful in transfer. The data for West Hills College Lemoore is about the same. Staff have begun to do some things to address the problem. Through the Closing the Gap efforts more students are transferring in to transfer level English. Mr. Preston discussed the work of the Supplemental Instruction (SI) Leaders with assisting basic skills students. Two of the SI Leaders for West Hills College Lemoore were introduced: Mr. Reed McMillen and Ms. Kristen Funkhauser. Each addressed the Board and discussed what they see and do on a daily basis. Mr. Warkentin commented on how this program ties in with the Achieving the Dream initiative.

**F. West Hills College Coalinga and North District Center, Firebaugh** – Dr. Carole Goldsmith, President, commented on the success of the football team, stating that they currently have three wins and no losses. She introduced Ms. Tracey Jaurena to discuss the AED (Automated External Defibrillator) machines. Ms. Jaurena shared with the Board recent situations on campus during which the AED machines were used. She expressed the importance of people not being afraid to use the machines and the need for awareness of how they can help. Discussion took place concerning staff training and familiarity with the device.

Dr. Goldsmith introduced Mr. Clint Cowden who briefly discussed events with regard to the agriculture program and some of the projects in progress and being planned. He distributed a monthly report that will be sent to area agriculture leaders and also discussed water issues at the farm. Dr. Goldsmith introduced Ms. Sandy McGlothlin who discussed the Student Success and Support Program (SSSP) Plan and the Student Equity Plan. Dr. Goldsmith reported that student services staff and the faculty are working very well together on student success and it has changed the way we do business.

### 3. Consent Agenda

Trustee Cantu commented on the minutes of the August 26, 2014 Board hearing and regular meeting, stating that he was in attendance but the minutes do not reflect this. Dr. Frank Gornick stated that the minutes will be corrected.

The following consent agenda items were approved, with the correction to the minutes noted, on a motion by Trustee Cantu, seconded by Trustee Oxborrow, and carried on the following votes: Ayes: 6 (McKean, Oxborrow, Minnite, Levinson, Ivans, Cantu); Noes: 0; Absent: 1 (Falter); Abstain: 0

- A. Minutes** – The minutes of the August 26, 2014 Board hearing and August 26, 2014 regular meeting were approved with the correction noted.
- B. Warrants** – The warrants were approved as submitted.
- C. Records Destruction Annual Report** – The certificate of destruction for Class 3 records disposed of on September 3, 2014 by shredding was accepted.
- D. Declaration of Surplus Property** – The list of athletic gear was declared as surplus.
- E. Personnel Transactions** – The list of personnel transactions was approved as submitted.

### 4. Chancellor's Office

- A. Chancellor's Report** – Dr. Frank Gornick, Chancellor, expressed his congratulations and thanks to Mr. Warkentin and Dr. Goldsmith for their great leadership in moving the student success initiative forward. He reported that he recently attended the Board of Governors meeting and met the newest member, Mr. Arnaldo Avalos. Mr. Avalos previously was an executive at Google and is interested in visiting the West Hills Community College District. He will be visiting the campuses and the Farm of the Future on September 29. Mr. Avalos is also one of five members serving on the Innovation Fund Initiative. We will be applying for this award later in the year.

Dr. Gornick stated that the Board will be asked to approve the SSSP later today and the Student Equity Plan in the future. The Board is not required to approve the SSSP plan; however, Dr. Gornick stated that he wants the Board to take this action so they are aware of the plan.

Dr. Gornick reported that Trustee Falter is not in attendance at the meeting today as he is with his critically ill sister in Cincinnati, Ohio. He expressed Trustee Falter's regrets for not being able to attend the meeting.

**B. Board Policy 2434, Succession Plan** – Board Policy 2434, Succession Plan, was approved on a motion by Trustee Ivans, seconded by Trustee Oxborrow, and carried on the following votes: Ayes: 6 (McKean, Oxborrow, Minnite, Levinson, Ivans, Cantu); Noes: 0; Absent: 1 (Falter); Abstain: 0.

**C. Appointment of Members to Citizens' Bond Oversight Committee for SFID #1, Firebaugh Area** – The appointment of the following members to the Citizens' Bond Oversight Committee for SFID #1, Firebaugh Area, was approved on a motion by Trustee Oxborrow, seconded by Trustee Cantu, and carried on the following votes: Ayes: 6 (McKean, Oxborrow, Minnite, Levinson, Ivans, Cantu); Noes: 0; Absent: 1 (Falter); Abstain: 0.

- Mr. Juan Guzman
- Mr. Craig Knight
- Ms. Shirley Ann Munguia
- Mr. Alfred Valdez

**D. West Hills Community College Foundation Bylaws** – The revisions to the bylaws for the West Hills Community College Foundation were approved on a motion by Trustee Levinson, seconded by Trustee Ivans, and carried on the following votes: Ayes: 6 (McKean, Oxborrow, Minnite, Levinson, Ivans, Cantu); Noes: 0; Absent: 1 (Falter); Abstain: 0.

**E. West Hills Community College Foundation Sponsored and Co-Sponsored Events, 2014-2015** – Dr. Gornick stated that he wants the Board of Trustees to be aware of all District and college events at which alcohol will be served, even if the event is not being held on District or college facilities. A correction was noted to the date of the Farm of the Future Open House (2015 instead of 2014).

The list of West Hills Community College Foundation Sponsored and Co-Sponsored Events for 2014-2015, with the correction noted to the Farm of the Future Open House date, was approved on a motion by Trustee Levinson, seconded by Trustee Ivans, and carried on the following votes: Ayes: 6 (McKean, Oxborrow, Minnite, Levinson, Ivans, Cantu); Noes: 0; Absent: 1 (Falter); Abstain: 0.

**F. 2014-2015 Student Success and Support Program (SSSP) Plan, West Hills College Coalinga** – The 2014-2015 Student Success and Support Program

(SSSP) Plan for West Hills College Coalinga was approved on a motion by Trustee Ivans, seconded by Trustee Cantu, and carried on the following votes: Ayes: 6 (McKean, Oxborrow, Minnite, Levinson, Ivans, Cantu); Noes: 0; Absent: 1 (Falter); Abstain: 0.

- G. 2014-2015 Student Success and Support Program (SSSP) Plan, West Hills College Lemoore** – The 2014-2015 Student Success and Support Program (SSSP) Plan for West Hills College Lemoore was approved on a motion by Trustee Levinson, seconded by Trustee Oxborrow, and carried on the following votes: Ayes: 6 (McKean, Oxborrow, Minnite, Levinson, Ivans, Cantu); Noes: 0; Absent: 1 (Falter); Abstain: 0.

## 5. Educational Services

- A. Vice Chancellor's Report** – Dr. Stu Van Horn, Vice Chancellor of Educational Services and Workforce Development, discussed new money, new expectations, and new metrics with regard to the student equity funding formula and allocation. He provided a brief update on the Baccalaureate Degree Task Force, stating that the Governor has until September 30 to sign it into law, veto it, or do nothing and allow it to become law. Dr. Van Horn commented on the Apple iPad Initiative for faculty and students and the challenges, solutions, and action items that are being discussed. He also discussed the CTE Enhancement Fund, Innovation in Higher Education, and the Westside Institute of Technology. He commented on a recent meeting with BioDico and recognized Mr. Cowden for his leadership and work. Mr. David Castillo was introduced and explained the contract education information on the portal.
- B. Curriculum Action Report, West Hills College Lemoore** – Dr. Van Horn explained that the action items in the Curriculum Action Report are a carryover from last May.

The Curriculum Action Report for West Hills College Lemoore was approved on a motion by Trustee Ivans, seconded by Trustee Oxborrow, and carried on the following votes: Ayes: 6 (McKean, Oxborrow, Minnite, Levinson, Ivans, Cantu); Noes: 0; Absent: 1 (Falter); Abstain: 0.

## 6. Fiscal Services

- A. Fiscal Services Report** – Mr. Ken Stoppenbrink, Deputy Chancellor, provided the fiscal services report. He reported that the District is 16.7% through the fiscal year. General fund 11 revenues are at 13.8% and general fund 11 expenditures are at 14.6%. General fund 12 revenues are at 4% and general fund 12 expenditures are at 7.8%.
- B. Notice of Completion** – The notice of completion for the West Hills College Coalinga site lighting LED retrofit project was approved on a motion by Trustee Levinson, seconded by Trustee Oxborrow, and carried on the following votes:

Ayes: 6 (McKean, Oxborrow, Minnite, Levinson, Ivans, Cantu); Noes: 0; Absent: 1 (Falter); Abstain: 0.

- C. Memorandum of Understanding with Reef-Sunset Unified School District** – Dr. Gornick reported that the Reef-Sunset Unified School District has approved the Memorandum of Understanding (MOU). They requested that two signatures be included on the MOU, both Dr. Frank Gornick and Mr. Ken Stoppenbrink. He reported that the dialogue about the project has been of greater concern than the MOU. Their board sees this as a very favorable project. Trustee Cantu questioned the lease-leaseback process. Dr. Gornick responded that we want to use this process because of the window of opportunity available to do the project. Mr. Stoppenbrink stated that the intention is to keep the project within the \$2 million that is allocated.

The Memorandum of Understanding (MOU) with the Reef-Sunset Unified School District for construction and joint use of school district facilities was approved on a motion by Trustee Cantu, seconded by Trustee Ivans, and carried on the following votes: Ayes: 6 (McKean, Oxborrow, Minnite, Levinson, Ivans, Cantu); Noes: 0; Absent: 1 (Falter); Abstain: 0.

## **7. Personnel Services**

- A. Classified Job Description** – Ms. Becky Cazares, Director of Human Resources, reported that the revised job description has been approved by CSEA.

The revised classified job description for Program Assistant – Learning Assistance was approved on a motion by Trustee Ivans, seconded by Trustee Cantu, and carried on the following votes: Ayes: 6 (McKean, Oxborrow, Minnite, Levinson, Ivans, Cantu); Noes: 0; Absent: 1 (Falter); Abstain: 0.

## **8. Board Reports / Comments / Requests / Announcements**

### **A. Board Reports**

Trustee Cantu stated that it is always great to be in Lemoore. He questioned what is being done to address the drought conditions. Mr. Warkentin responded that the watering schedule has been revised. Some areas of landscaping are stressed, but staff are trying to address the issues. Areas have been prioritized for watering.

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

Trustee Ivans expressed her thanks for lunch and stated that she appreciate the magazine. She congratulated the football and soccer teams and stated that she appreciates all of the work it took to get the Avenal project off the ground. She stated that she is looking forward to the next Essential Elements event.

Trustee Oxborrow stated that she is always happy to be on the campuses and thanked West Hills College Lemoore for hosting the meeting. She stated that she appreciated the student trustee report and thanked everyone for their hard work and staying on top of and ahead of things.

Trustee Levinson commented on the good record for the football team.

President McKean commented on the Eagle Pantry club, stating that it is for a good cause. He commented that it is nice to see a focus on students.

**B. Announcement of Next Board Meeting** – President McKean announced that the next regular meeting of the Board of Trustees is scheduled for October 14, 2014.

## **9. Closed Session**

The meeting was adjourned to closed session at 3:02 pm.

**A. Public Employee Discipline/Dismissal/Release (as per Government Code Section 54957)**

**B. Conference with Labor Negotiator (as per Government Code section 54957.6). Agency negotiators: Chancellor; Deputy Chancellor. Employee organizations: CSEA; CTA**

**C. Conference with Labor Negotiator (as per Government Code section 54957.6). Agency negotiators: Chancellor; Deputy Chancellor. Employee organizations: CSEA; CTA**

## **10. Adjournment**

There being no further business before the Board of Trustees, the meeting was adjourned at 3:46 pm.

---

Jack Minnite  
Clerk of the Board of Trustees