



MINUTES OF THE REGULAR MEETING OF THE GOVERNING BOARD

September 27, 2011



CALL TO ORDER / OPEN SESSION

President McKean called the meeting of the Board of Trustees to order at 1:01 pm and led the Board members and audience in the flag salute.

Board members present:

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

Board members absent:

Jack Minnite

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
Jose Lopez, Dean of Student Services, West Hills College Lemoore
James Preston, Interim Dean of Educational Services, West Hills College Lemoore
Cathy Barabe, Director of Grants
Michelle Kozlowski, Associate Vice Chancellor of Academic and Information Systems

President McKean stated that there is a need to add an item to the agenda pursuant to Government Code Section 54954.2. Agenda item CO-22, Consideration of Honorary Degree, was added on a motion by Trustee Oxborrow, seconded by Trustee Ivans, and carried on the following roll call vote:

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

Public Comments

There were no public comments made at this time.

Introduction of Guests

Ms. Felicia Torrez, Marketing Assistant, introduced the following guests: Ms. Brittany Burkhart, SGA President; Ms. Melissa McCary, SGA Vice President; Mr. Pedro Hernandez, SGA Historian; and Ms. Laurel Prysiazny, Fresno County Librarian.

REPORTS FROM ORGANIZATIONS / COLLEGES / DISTRICT OFFICE

Academic Senate Report – Dr. Mike Burke, Academic Senate President for West Hills College Coalinga, reported that the Senate has been reviewing the release time job descriptions for the Student Learning Outcomes (SLO) Coordinators, Academic Senate Presidents, Curriculum Committee Chair, and the Assistant Director of Health Careers. He stated that the job descriptions will be sent to the Faculty Association who will be submitting a Memorandum of Understanding (MOU). Dr. Burke provided the Academic Senate's comments regarding the administrative procedure for substance abuse and drug testing. He stated that the student athletes should not be singled out and the policy should be in place for all students. Additionally, he reported that the Senate is recommending some language changes to the procedure which outlines the collection of urine samples. Dr. Burke commented on the Senates thoughts with regard to students being allowed to only get a single liberal arts degree. The reason for this is due to classes being heavily impacted. Dr. Burke discussed Board Policy and Administrative Procedure 7215, Faculty Responsibilities, stating that some areas are subjective; however, the Senate did approve it. They have been meeting with Dr. Willard Lewallen and Ms. Jill Stearns.

Mr. Kurt Sterling, Academic Senate President for West Hills College Lemoore, welcomed the Board of Trustees to the Lemoore campus and stated that he is glad to have student government representatives in attendance. He reported that the counseling staff has brought to attention the issue with multiple liberal arts degrees and the Senate is working on a resolution. They are also working on language with regard to advanced placement. Mr. Sterling stated that the Senate voted to deny approval of Board Policy 7215 as a lot of the language is up in the air (i.e. the meaning of being enthusiastic; counselors must be courteous, but this language is not written for faculty; not all counselors are trained in group counseling; responsibilities being applied to all faculty). Mr. Sterling reported that there have been some resignations on committees and the Senate is working on getting them filled.

WHCFA Report – Mr. Ken Sowden, WHCFA President, reported that the Faculty Association held elections and the following officers were elected: Treasurer, Mr. Arkady Hanjiev; and Vice President, West Hills College Lemoore, Mr. David Rengh. A retirement party is planned for Friday, September 30 at Harris Ranch. Ms. Rhea Rehark-Griffith, Mr. Tom Winters, and Ms. Cindy Hauki will be honored at the dinner. Mr. Sowden reported that the faculty are having ongoing discussions concerning the new evaluation checklist document that is planned for implementation in January. He stated that he has shared concerns with Dr. Frank Gornick, who has promised that there will be training and dialogue before implementation. Mr. Sowden stated that he looks forward to continued discussion concerning the checklist.

CSEA Report – Mr. John Ieronimo, CSEA President, welcomed the Board of Trustees to the Lemoore campus. He reported that the first CSEA meeting was held on September 21. CSEA has discussed plans for a retirement party for classified staff. The party is planned for November 12 and invitations will be sent out soon. The next CSEA meeting is scheduled for October 21.

West Hills College Coalinga and North District Center, Firebaugh – Dr. Willard Lewallen, President, provided an update on Mr. Bruce Hunt who is currently being treated in Sunnyvale (near Stanford) for his health issues. Mr. Hunt is doing well and anticipating another surgery in the coming weeks. Mr. Clint Cowden has stepped in to cover coaching responsibilities for the rodeo program. His classes have been reassigned. Dr. Lewallen passed around a program for the GED completion ceremony held in Firebaugh in August. He reported that 43 students from many locations completed their GED. Dr. Lewallen also discussed the upcoming musical concert at West Hills College Coalinga; passed around an invitation to the Chevron Solar to Steam Project Open House event; commented on the DeVry program at the campus; and reported on Mr. John Benson's recent retirement.

West Hills College Lemoore – Mr. Don Warkentin, President, introduced Ms. Sylvia Dorsey-Robinson. Ms. Dorsey-Robinson provided a presentation on the highlights of the Golden Eagle Student Services Initiative and the focus of the program for 2011-2012

Mr. Warkentin provided a report on the recent Laura Bush event, stating that he appreciates the work that everyone did. He reported that it was interesting to work with the Secret Service. Mr. Warkentin stated that he thinks the event will break even financially. Board members agreed that it was a very nice evening.

Chancellor's Report – Dr. Frank Gornick, Chancellor, thanked the Board of Trustees for their support of West Hills College Lemoore and commented on the recent Accreditation Task Force meeting he attended.

Dr. Gornick commented on grants recently received and expressed his thanks to Dr. Carole Goldsmith, Ms. Cathy Barabe, and the grants staff for their work. Dr. Goldsmith reported on the CEPF grant, Closing the Gap initiative, and the US Department of Labor grant. Dr. Gornick commented in regard to the CEPF grant that no other educational

institutions were identified except West Hills. Discussion took place concerning the district's relationship with the Central Valley Higher Education Consortium (CVHEC) and having one placement test that is universal. Dr. Gornick stated that there are a lot of people watching us and the Legislative Analyst's Office is a champion of ours. Trustee Levinson questioned the district's benefit as the lead agent on this grant. Dr. Goldsmith responded that we receive 5% of the \$19,993,000 over a three year period of time.

Dr. Gornick commented on action which will be requested later in the agenda with regard to Cisco equipment. Dr. Goldsmith, Ms. Jill Stearns, Mr. Dave Bolt, and Ms. Michelle Kozlowski provided a demonstration on the lecture capture project and equipment which would be provided by the contract with AMS.net. Much discussion took place and it was stated that students learn in a variety of ways. Comments were made concerning technology in the classroom and progressing too quickly. Discussion took place concerning the ease of use with regard to the equipment and the ways the technology can support teaching. The lecture capture equipment takes what happens live and makes it available remotely. Ms. Stearns stated that we are moving in a direction that will support our classes. We can revolutionize how we prepare students for placement tests. We can build a library of videos for students. It supports the way that we are able to deliver education. Ms. Kozlowski reported that the technology can be used for student services and staff training as well. Mr. Sterling commented on academic content and property rights and Dr. Gornick responded that this is contained in the collective bargaining agreement. Trustee Cantu questioned the cost and Dr. Gornick responded that the funds will come from the SFIDs. Several remarks were made by students with regard to the current technology and that which is planned for the future. The comments of the students were an indication that they were in favor of the new technology. Ms. Kozlowski stated that approval of the contract will allow for the purchase of all the back end equipment. Trustee Cantu questioned the timeline for the equipment and Ms. Kozlowski responded that it can be ordered in October and should arrive in December. Installation will begin soon after. Discussion took place regarding how many faculty will want to use the technology. It was stated that student success and retention will continue to be monitored.

Student Trustee Report – Mr. Gerald Butler, Student Trustee, reported that the first pep rally of the year was held last Friday at West Hills College Coalinga. The football team will be playing at Lemoore High School this coming Saturday. Mr. Butler reported that the West Hills College Coalinga Associated Study Body (ASB) is planning to have a student government retreat.

CONSENT AGENDA

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

- CA-12** Minutes – The minutes of the August 23, 2011 meeting of the Governing Board were approved as submitted.

- CA-13** Warrants – The warrants were approved as submitted.

CA-14 Declaration of Surplus Property – The lists of property were declared as surplus

CA-15 Personnel Transactions – The list of personnel transactions was approved as submitted.

CHANCELLOR'S OFFICE

CO-14 Measure B Library Bond Presentation – Ms. Laurel Prysiazny, Fresno County Librarian, distributed facts about Measure B. She stated that she has been making her presentation to various communities to introduce herself and discuss the renewal of Measure B. Ms. Prysiazny stated that the public library plays a vital role and Measure B is coming up for renewal after March 2013. If the measure does not pass, we will be looking at a completely different library system. She stated that the bond measure does not ask for an increase, but just to continue the bond. She stated that she is looking forward to partnerships with the community. Trustee Levinson questioned where the library system is headed in light of all the new ways to read books. Ms. Prysiazny responded that we need to embrace technology but she doesn't think the book will go away entirely. Libraries are becoming more of a community center.

CO-15 Retiree Health Benefits Plan Investment Committee – President McKean recommended that Trustee Minnite be appointed to the Retiree Health benefits Plan Investment Committee.

On a motion by Trustee Levinson, carried by Trustee Cantu, and carried unanimously, the Board of Trustees appointed the following individuals to the West Hills Community College District Retiree Health Benefits Plan Investment Committee:

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| • Chancellor | Frank Gornick |
| • Vice Chancellor of Business Services | Ken Stoppenbrink |
| • Director of Fiscal Services | Tammy Weatherman |
| • Faculty Representative | Al Graves |
| • Classified Representative | John Ieronimo |
| • Board of Trustees Representative | Jack Minnite |
| • Retired Employee Representative | Bob Clement |
| • Retired Board of Trustees Representative | Vernon Gordon |

CO-16 Resolution – Early Child Care and Education Services – The resolution in the matter of providing early child care and education services in Huron was adopted on a motion by Trustee Ivans, seconded by Trustee Oxborrow, and carried unanimously.

CO-17 Board Policy 4100, Graduation Requirements for Degrees and Certificates
– Board Policy 4100, Graduation Requirements for Degrees and

Certificates, was approved on a motion by Trustee Cantu, seconded by Trustee Levinson, and carried unanimously.

CO-18 Board Policy 6820, Automated External Defibrillator (AED) Program – Board Policy 6820, Automated External Defibrillator (AED) Program, was approved on a motion by Trustee Oxborrow, seconded by Trustee Cantu, and carried unanimously.

CO-19 Board Policy 2100, Board Elections – Dr. Gornick commented on a question asked of him by Trustee Ivans. He reported that the November 2011 election is an at large election; however, in 2013, the election method will be by trustee area. Board members agreed to leave Tranquillity in the list of cities for Trustee Area 6.

Board Policy 2100, Board Elections, with the change as noted above, was approved on a motion by Trustee Levinson, seconded by Trustee Ivans, and carried unanimously.

CO-20 Board Policy 3551, Substance Abuse and Drug Testing - Athletics – Board Policy 3551, Substance Abuse and Drug Testing – Athletics, was approved on a motion by Trustee Cantu, seconded by Trustee Henry, and carried unanimously.

CO-21 Review of Board Policies and Administrative Procedures – The following Board Policies and Administrative Procedures were presented as a first reading at this time:

- Board Policy and Administrative Procedure 7215, Faculty Responsibilities
- Board Policy 7381, Health and Welfare Benefits
- Administrative Procedure 7151, Administrative, Classified Management, and Confidential Employee Evaluation
- Board Policy 6330, Purchasing
- Board Policy and Administrative Procedure 6340, Bids and Contracts
- Administrative Procedure 6345, Bids and Contracts – UPCCAA
- Administrative Procedure 6350, Contracts – Construction
- Administrative Procedure 6360, Contracts – Electronic Systems and Materials

Trustee Ivans questioned Administrative Procedure 6345, Bids and Contracts, stating that page 3 of 3, Section L, item C, refers to a four-fifths (4/5) majority vote. It was noted that this should be changed to read two thirds (2/3).

CO-22 Honorary Degree – Dr. Frank Gornick reported that Trustee Minnite has sold his restaurant and this is his last week in operation. The granting of

an honorary degree is a fitting tribute to him. The degree to be awarded is for culinary arts.

The granting of an honorary degree in culinary arts to Trustee Minnite was approved on a motion by Trustee Oxborrow, seconded by Trustee Levinson, and carried unanimously.

FISCAL SERVICES

Mr. Ken Stoppenbrink provided a brief report on the PERB hearing notification with regard to the bookstore matter. He stated that the district followed proper procedure with regard to education code and the positive ruling is a good thing for the district.

FS-11 Fiscal Services Report – Mr. Ken Stoppenbrink, Vice Chancellor of Business Services, provided the fiscal services report. He reported that the district is 16.6% through the fiscal year. General fund revenues are at 24.3% and general fund expenditures are at 13.7%.

FS-12 Contract Award – Trustee Oxborrow questioned how the SFID funds for this project are prorated. Mr. Stoppenbrink responded that they are prorated equally.

On a motion by Trustee Cantu, seconded by Trustee Oxborrow, and carried unanimously, the contract award for the Cisco Multimedia and Lecture Capture project was awarded to AMS.net in the amount of \$1,116,461.23. The purchase will be made using the following contracts:

- Merced Focus Contract #2009121 \$ 756,298.12
- CMAS Contract #3-09-70-0291Q \$ 15,613.98
- 3 Year Maintenance & Support Contract \$ 344,549.13

SFID 1, 2, and 3 funds will be used for the purchase.

Trustee Henry questioned if there will be any immediate impact with this technology at the North District Center, Firebaugh and if there will be any installations at that site. Dr. Goldsmith responded that the first phase allows for equipment in Coalinga and Lemoore. At a later date equipment can be added in Firebaugh. The SFID contribution from Firebaugh is for the infrastructure which will allow for equipment at all locations. Mr. Stoppenbrink stated that the indirect benefit will be the quality of video conferencing once the equipment is installed.

FS-13 Subcontractor Substitution Request – Mr. Stoppenbrink reported that the original subcontractor went out of business.

The subcontractor substitution request for the West Hills College Lemoore Multi Use Sports Complex project was approved on a motion by Trustee

Levinson, seconded by Trustee Ivans, and carried unanimously. The new subcontractor will be Golden State Steel of Fowler, California.

PERSONNEL SERVICES

PS-1 Job Description – Mr. Stoppenbrink explained that Ms. Priscilla Balcazar will be retiring in December. The scope of the job has changed and a new job description has been developed. It is appropriate and has been approved by CSEA. This position will report to Mr. Keith Stearns.

The following classified job description was approved on a motion by Trustee Levinson, seconded by Trustee Ivans, and carried unanimously:

- Research Analyst

BOARD REPORTS / COMMENTS / REQUESTS AND ANNOUNCEMENTS

Trustee Cantu stated that it is exciting to see new technology and encouraged everyone to keep up the good work.

Trustee Ivans stated that she enjoyed all of the reports. She also enjoyed the recent Laura Bush event and everyone she has talked to had a great time.

Trustee Henry expressed his congratulations to staff on the CEPF grant award. He thanked Mr. Warkentin for his efforts with the Laura Bush event. He stated that it is exciting to hear all of the great reports and to hear about the new technology. Mr. Henry thanked the students for their participation in the meeting.

Trustee Oxborrow thanked everyone for their work on the grants, the great reports, and all of the amazing work that has been done. She stated that it is great to have the students in attendance at the meeting as that is our reason for being here. In closing, Trustee Oxborrow stated that she is happy to be in Lemoore for the meeting.

Trustee Levinson stated that he is also pleased to be in Lemoore for the meeting and it is good to have the students in attendance.

President McKean thanked the students for their contributions to the meeting. He stated that it is good for the Board of Trustees to hear from them.

President McKean announced that the Board of Trustees will meet in closed session to discuss the following matters:

- Public Employee Discipline/Dismissal/Release
- Potential Litigation: 1 potential case
- Pending Litigation: Name of case: Superior Court of California, County of Fresno, Case No. 10 CE CG 02597

- Conference with Labor Negotiator. Agency negotiator: Chancellor; Vice Chancellor of Business Services. Employee organization: CTA; CSEA
- Public Employee Performance Evaluation. Title: Chancellor

The next meeting of the Board of Trustees is scheduled for October 25, 2011. A study session will be held beginning at 1:00 pm, followed by the regular meeting at 3:00 pm.

CLOSED SESSION

The meeting was adjourned to closed session at 3:22 pm.

- Public Employee Discipline/Dismissal/Release (as per Government Code Section 54957)
- Potential Litigation (as per Government Code section 54956.9): 1 potential case
- Pending Litigation (as per Government Code section 54956.9): Name of case: Superior Court of California, County of Fresno, Case No. 10 CE CG 02597
- 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 Performance Evaluation (as per Government Code section 54957). Title: Chancellor

RECONVENE TO OPEN SESSION

The meeting was reconvened to open session at 4:58 pm. President McKean announced the following:

The Board of Trustees held conference regarding existing litigation in closed session, Case Number 10 CE CG 02597 of the California Superior Court, County of Fresno, to consider a settlement. The Board took action to approve the settlement agreement on a motion by Trustee Cantu, seconded by Trustee Oxborrow, and carried on the following roll call vote:

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

The Board of Trustees also considered a settlement agreement in the matter of a certificated employee. The Board took action to approve the settlement agreement on a motion by Trustee Levinson, seconded by Trustee Oxborrow, and carried on the following roll call vote:

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

ADJOURNMENT

There being no further business before the Board of Trustees, the meeting was adjourned at 5:00 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 |
|------------------|--|-----------------------|--------------------|----------|----------------|-----------------------------------|
| Hauki, Aronne | Secretary Classified West Hills College Coalinga | 40 hrs/wk 12 mo/yr | Range 36 Step A | District | 9/19/11 | Replacement for Franki Cleveland |
| Toledo, Angelica | Child Dev. Center Associate Teacher Classified West Hills College Coalinga | 19 hrs/wk 9 mo/yr | Range 30 Step A | Grant | 9/1/11 | Replacement for Vanessa Pelletier |

2. Temporary Hires

| Name | Title & Location | Schedule | Salary Placement | Funding | Effective Date | Additional Information |
|--------------------|---|-----------|--------------------|---------|-----------------------|------------------------|
| Underwood, Melissa | Child Dev. Center Associate Teacher Classified West Hills College Lemoore | 40 hrs/wk | Range 30 Step A | Grant | 9/28/11 – 12/31/11 | |

3. Changes in Assignment

| Name | Current Assignment | Change | Effective Date | Additional Information |
|------------------|--|---|----------------|------------------------|
| Cruz, Elizabeth | After School Prog. Activity Specialist Classified West Hills College Lemoore Range 32, Step C | After School Prog. Site Coordinator Classified West Hills College Lemoore Range 40, Step A | 7/1/11 | |
| Pelletier, Anita | Child Development Center Assistant Classified West Hills College Coalinga Range 23, Step B | Child Dev. Center Associate Teacher Classified West Hills College Coalinga Range 30, Step A | 9/1/11 | |
| Redding, Lorri | Child Dev. Center Master Teacher Classified West Hills College Coalinga Range 45, Step F | State Preschool Supervisor Classified Management Huron Child Development Center Range 12, Step 7 | 10/3/11 | |

4. Resignations / Retirements / Releases During Probation / Terminations

| Name | Title & Location | Effective Date |
|--------------------|---|----------------|
| Blair-Hauki, Cindy | Business Instructor West Hills College Coalinga | 12/31/11 |
| Gomez, Roselia | Child Development Center Assistant West Hills College Lemoore | 8/31/11 |
| Guerrero, Maria | Child Development Center Assistant North District Center Child Dev. Center | 7/1/11 |
| Robinson, Kristen | After School Program Activity Specialist West Hills College Lemoore (placed in Avenal) | 8/26/11 |
| Santillan, Laura | Senior Secretary West Hills College Lemoore | 9/30/11 |