



---

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

**October 22, 2013**



**CALL TO ORDER / OPEN SESSION**

President McKean called the meeting of the Board of Trustees to order at 3:06 pm.

Board members present:

Mark McKean, President  
Bill Henry, Vice President  
Jeff Levinson  
Jack Minnite  
Steve Cantu

Board members absent:

Edna Ivans  
Nina Oxborrow, Clerk

Administrators present:

Frank Gornick, Chancellor  
Ken Stoppenbrink, Deputy Chancellor  
Don Warkentin, President, West Hills College Lemoore  
Carole Goldsmith, President, West Hills College Coalinga  
Frances Squire, Executive Director of West Hills Community College Foundation  
Becky Cazares, Director of Human Resources  
Stephanie Droker, Vice President of Educational Services, West Hills College Coalinga  
Sylvia Dorsey-Robinson, Vice President of Student Services, West Hills College Lemoore  
Tom Wixon, Director of Marketing  
Keith Stearns, Associate Vice Chancellor of Academic and Information Services/Registrar  
David Castillo, Interim Director of Farm of the Future, West Hills College Coalinga  
Marcel Hetu, Director of North District Center, Firebaugh  
Lataria Hall, Director of DSPS, West Hills College Lemoore/West Hills College Coalinga

**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, 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.

WHCFA Report – Mr. Ken Sowden, WHCFA President, reported that the faculty and administration are still having dialogue about the additional professional development days. They have a tentative agreement and will be working this out. Dr. Frank Gornick commented that item PS-5 on the agenda relates to this matter. He stated that the Board will be asked to approve the instructional calendars pending ratification by CTA.

CSEA Report – Mr. Keith Brock, CSEA President, reported that CSEA is pleased to be involved with the master planning sessions on the campuses. It has been a good experience for the CSEA constituents and also good for the community to see what the colleges are planning for the future. Mr. Brock stated that CSEA is pushing to support the Commit to Complete campaign.

Student Trustee Report – Mr. Terryon Robinson, Student Trustee, reported on events at the North District Center, stating that three officers attended the recent Citizens' Bond Oversight Committee meeting. Students are planning Halloween events and are also interested in forming an aviation club and a leadership club. At the Coalinga campus, a blood drive was held; a homecoming rally has been planned; and the ASB will hold a Halloween activity with a Day of the Dead display in the library. Participation in the Lights of Love project is being solicited at this time. Mr. Robinson stated that he has nothing to report from West Hills College Lemoore at this time.

West Hills College Coalinga and North District Center, Firebaugh – As Dr. Carole Goldsmith, President, made her way to the podium, President McKean expressed his congratulations for her recent honor as a Fresno State Top Dog award recipient. Dr. Goldsmith thanked everyone for their remarks. She reported that there are several things occurring on campus. A C6 regional planning session was held with participation from faculty and administrators to advance the Department of Labor grant. The Farm of the Future and ag faculty, staff, and administrators have worked with consultants to revise the vision and planning document for the farm. They have reviewed labor market information and will be putting together an action plan. Dr. Goldsmith reported that she has an opportunity to continue working with the Mendota High School principal and faculty to create a health academy focusing on EMT (Emergency Medical Technician) and paramedic programs. Meetings have also occurred with the community of Avenal and Apple Education on various partnerships. Dr. Goldsmith commented on West Hills College Coalinga being the recent host site for the CoalingaFest event; high school students being brought to the campus to take placement tests; the upcoming child development center sunrise breakfast in conjunction with the WHAMOBASS balloon event; and homecoming activities including the football game and annual hall of fame dinner. Dr. Goldsmith announced that an open house will be held on October 29 for the new Workforce Development office on campus. West Hills College Coalinga will be the fourth community college in California to have a one stop center on campus. Dr. Gornick announced that a President's Scholars Program gathering will be held on November 6 at 5:30 pm. A Commit to Complete event will be held on November 19 and Mr. Rob Skaggs (English instructor) and Ms. Erin Corea (Counselor) are in charge of leading this project. Ms. Andrea Hamilton was introduced as one of the new senior

secretaries at West Hills College Coalinga. She will be working with Ms. Stephanie Droker.

Trustee Minnite questioned the status of the Westside Institute of Technology (WIT). Dr. Goldsmith responded that it is still functioning and classes are still being offered.

West Hills College Lemoore – Mr. Don Warkentin, President, reported that he recently held Measure E and Measure L Citizens' Bond Oversight Committee meetings. He also reported that a journalism class has been re-established and hopes to have the first edition of a newspaper by the next Board meeting. He stated that they are a good class with a lot of great ideas. The boxing event is scheduled for November 9 and eight bouts are planned. There are a couple of VIP tables still available, but the event should be a sellout. Mr. Warkentin reported that he, Ms. Sylvia Dorsey-Robinson, and Mr. Joel Ruble have been visiting with high school principals and are hearing great feedback. They are very happy with priority registration. A strategic planning session will be held at West Hills College Lemoore on December 6. It is expected that high school reported will be provided in the spring. Ms. Dorsey-Robinson discussed the student services program and student success teams. She reported that West Hills College Lemoore has been visited by other colleges that are interested in seeing what we are doing.

Chancellor's Report – Dr. Frank Gornick, Chancellor, and Ms. Frances Squire, introduced Mr. Raj Beasla, Ms. Kristen Dowd, and Ms. Ann Klouse from PG&E. They presented a \$10,000 check representing their commitment to the President's Scholars Program, Engineering Scholars Program, and the Westside Institute of Technology. Mr. Beasla thanked the Board of Trustees for the West Hills Community College District's relationship with PG&E and stated that he is glad to have the partnership opportunity. Dr. Gornick thanked the group for their commitment to the District.

Dr. Gornick briefly discussed his recent trip to Chicago to attend the HACU (Hispanic Association of Colleges and Universities) conference. He reported that he was asked to join a small group of individuals that participated in a special meeting with US Secretary of Education, Mr. Arne Duncan.

### **CONSENT AGENDA**

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

- CA-20**      Minutes – The minutes of the September 6, 2013 Special Board Meeting and the September 24, 2013 Regular Board Meeting were approved as submitted.
  
- CA-21**      Warrants – The warrants were approved as submitted.
  
- CA-22**      Quarterly Financial Status Report – The quarterly financial status report, 311Q, for the quarter ending September 30, 2013, was approved as submitted.

**CA-23**      Declaration of Surplus Property – The lists of surplus property were approved.

**CA-24**      Personnel Transactions – The list of personnel transactions was approved as submitted.

### **CHANCELLOR'S OFFICE**

**CO-14**      Resolution – Trustee Absence at Board Meeting – The resolution in the matter of trustee absence at a Board meeting was approved on a motion by Trustee Minnite, seconded by Trustee Henry, and carried unanimously.

Dr. Gornick reported that Trustee Ivans is hoping to be at the November Board meeting.

**CO-15**      Board Policies and Administrative Procedures – The following new and revised Board Policies were approved on a motion by Trustee Minnite, seconded by Trustee Levinson, and carried unanimously:

- Board Policy 3519, Children on District Facilities
- Board Policy 6821, Lockout/Tagout
- Board Policy 4250, Probation, Dismissal and Readmission

**CO-16**      Bylaws – West Hills Community College Foundation – The revised bylaws for the West Hills Community College Foundation were approved on a motion by Trustee Minnite, seconded by Trustee Henry, and carried unanimously.

**CO-17**      Resolution – Support of ACCJC – The resolution in the matter of support of United States Department of Education Recognition of Accrediting Commission for Community and Junior Colleges (ACCJC) was adopted on a motion by Trustee Minnite, seconded by Trustee Levinson, and carried unanimously.

### **FISCAL SERVICES**

**FS-14**      Fiscal Services Report – Mr. Ken Stoppenbrink provided the fiscal services report. He reported that the district is 25% through the fiscal year. General fund 11 revenues are at 22.9% and general fund 11 expenditures are at 26.9%. General fund 12 revenues are at 12.2% and general fund 12 expenditures are at 10.2%.

Mr. Stoppenbrink also provided a quarterly summary of the Foundation revenues and expenses, as well as enterprise fund revenues and expenses for the cafeteria, farm, child development centers, residence halls, and international student program.

Mr. Stoppenbrink discussed the property tax assessment analysis.

**FS-15**      Resolution – Replacement Warrant – The resolution in the matter of issuing a replacement warrant was adopted on a motion by Trustee Minnite, seconded by Trustee Levinson, and carried unanimously.

**FS-16**      Resolution – Owner Controlled Insurance Programs (Wrap Up) – Mr. Stoppenbrink explained that the Owner Controlled Insurance Program allows for a contractor bidding the projects not to have the required liability bond. The theory is that it reduces the bid because they are not required to have it. Instead of the project being covered for a two year period of time, it would be covered for ten years. If the premiums we pay as a member of the JPA are not used, we will receive a rebate in the future. Typically, the coverage is \$1 million to \$2 million. The SEWUP program is \$5 million - \$10 million. Joining the program does not obligate us to anything. The resolution is just our agreement to participate. Mr. Stoppenbrink explained that Keenan is the insurance broker. Discussion took place and Mr. Stoppenbrink stated that many community colleges in California are involved. Trustee Henry questioned how we benefit. Mr. Stoppenbrink responded that the cost to the contractor to provide liability insurance is not included in their bid. We pay the premium. Trustee Henry questioned what the insurance covers. Mr. Stoppenbrink responded that it is basically a greater number of years of warranty on the work.

The resolution in the matter of Owner Controlled Insurance Programs (Wrap Up) was adopted on a motion by Trustee Levinson, seconded by Trustee Minnite, and carried on the following vote: Ayes – 4; Noes – 1 (Trustee Henry); Absent – 2 (Ivans and Oxborrow).

**FS-17**      Resolution – Equipment Lease Purchase Agreement – Mr. Stoppenbrink reported that the lease purchase agreement is a funding source to purchase replacement computers.

The resolution in the matter of an equipment lease purchase agreement was adopted on a motion by Trustee Minnite, seconded by Trustee Cantu, and carried unanimously.

## **PERSONNEL SERVICES**

**PS-4**      Job Description – The following job description was approved on a motion by Trustee Levinson, seconded by Trustee Minnite, and carried unanimously:

- Activity Director/Distance Instructional Design Specialist

**PS-5**      Instructional Calendars – Pending ratification by CTA, the following revised instructional calendars, were approved on a motion by Trustee Henry, seconded by Trustee Minnite, and carried unanimously:

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

**PS-6**      Early Retirement Incentive Plan – Dr. Gornick stated that it is at the Board's discretion to offer an early retirement incentive plan.

The early retirement incentive plan was approved on a motion by Trustee Henry, seconded by Trustee Cantu, and carried unanimously.

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

Trustee Cantu expressed his congratulations to Dr. Goldsmith on her receipt of the Top Dog award. He also thanked PG&E for their donation to the West Hills Community College Foundation.

Trustee Minnite expressed his congratulations to Dr. Goldsmith for being a great leader and thanked PG&E for their donation. He stated that the enthusiasm and diversity of West Hills is amazing and that collectively and individually we accomplish a lot.

Trustee Henry expressed his congratulations to Dr. Goldsmith and thanked everyone for their hard work.

Trustee Levinson stated that he looks forward to the return of Trustee Ivans and Trustee Oxborrow.

President McKean stated that he enjoyed the information provided on the year end budget presentation, stating that it was good information to see.

President McKean announced that the next meeting of the Board of Trustees is scheduled for November 19, 2013. The meeting will begin with a study session at 1:00 pm.

### **CLOSED SESSION**

The meeting was adjourned to closed session at 4:46 pm.

- Discussion of Land Acquisition/Disposition of Property (as per Government Code Section 54956.8). Property: Firebaugh, California; Lemoore, California
- Public Employee Discipline/Dismissal/Release (as per Government Code Section 54957)

- Conference with Labor Negotiator (as per Government Code section 54957.6.  
Agency negotiator: Chancellor; Vice Chancellor of Business Services. Employee organization: CTA; CSEA

**ADJOURNMENT**

There being no further business before the Board of Trustees, the meeting was adjourned at 5:44 pm.

---

Nina Oxborrow  
Clerk of the Board of Trustees

/di

## Personnel Transactions

### 1. New Hires

Name	Title & Location	Schedule	Salary Placement	Funding	Effective Date	Additional Information
Chaffer, Nina	Child Development Center Assistant Classified Avenal Child Development Center	19 hrs/wk 10 mo/yr	Range 25 Step 1	Grant	10/14/13	Replacement for Maria Valle
Duty, Sara	Child Development Center Assistant Classified Lemoore Child Development Center	19 hrs/wk 10 mo/yr	Range 25 Step 1	Grant	10/1/13	Replacement for Nicole Miller
Hamilton, Andrea	Senior Secretary Classified West Hills College Coalinga	40 hrs/wk 12 mo/yr	Range 44 Step 4	District / Grant	10/16/13	Replacement for Mary Laine Campos
Juarez, Yasmin	Child Development Center Assistant Classified Avenal Child Development Center	19 hrs/wk 9 mo/yr	Range 25 Step 1	Grant	10/1/13	New position
Magana, Rosa	Child Dev. Center Associate Teacher Classified Avenal Child Development Center	19 hrs/wk 10 mo/yr	Range 33 Step 1	Grant	10/1/13	Replacement for Paly Zamudio
Miller, George	Health Careers Instructor Certificated West Hills College Lemoore	179 day contract	Class I Step 8	Grant	10/14/13	New position
Miranda, Gracie	Child Development Center Assistant Classified Avenal Child Development Center	19 hrs/wk 9 mo/yr	Range 25 Step 1	Grant	10/1/13	Replacement for Linda Alcantar
Seed, Jeff	Network Support Specialist I Classified West Hills Community College District	40 hrs/wk 12 mo/yr	Range 66 Step 1	District	10/16/13	Recall from 39 Month Rehire List; Replacement for Truc Nguyen

### 2. Temporary Hires

Name	Title & Location	Schedule	Salary Placement	Funding	Effective Date	Additional Information
Garcia, Melissa	Child Dev Center Associate Teacher Classified San Joaquin Child Dev Center	40 hrs/wk	Range 33 Step A	Grant	10/23/13	

### 3. Changes in Assignment

Name	Current/Previous Assignment	Change	Effective Date	Additional Information
Hauki, Aronne	Secretary Classified West Hills College Coalinga Range 40, Step 1	Senior Secretary Classified West Hills College Coalinga Range 44, Step 1	10/21/13	Replacement for Adriana Ochoa

**3. Changes in Assignment (continued...)**

<b>Name</b>	<b>Current/Previous Assignment</b>	<b>Change</b>	<b>Effective Date</b>	<b>Additional Information</b>
McGlothlin, Sandy	Interim Vice Pres. of Student Services Administrative West Hills College Coalinga Range 48, Step 7	Vice President of Student Services Administrative West Hills College Coalinga Range 48, Step 7	10/1/13	Replacement for Pedro Avila
Ovalle, Maria	Child Development Center Assistant Classified Avenal Child Development Center Range 23, Step 3	Child Dev. Center Associate Teacher Classified Avenal Child Development Center Range 33, Step 1	10/1/13	New position

**4. Resignations / Retirements / Releases During Probation / Terminations**

<b>Name</b>	<b>Title &amp; Location</b>	<b>Effective Date</b>
Bass, Leonard	Business Account Specialist Classified West Hills Community College District	12/31/13
Hunt, Bruce	Rodeo Coach/Instructor Certificated West Hills College Coalinga	6/30/14
Santino, Monica	Secretary Classified West Hills Community College District	9/30/13