



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

**August 26, 2014**



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

President McKean called the meeting of the Board of Trustees to order at 3:45 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  
Jack Minnite  
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  
Stephanie Droker, Vice Pres. of Educational Services, West Hills College Coalinga  
Dave Bolt, Vice President of Educational Services, West Hills College Lemoore  
Sylvia Dorsey-Robinson, Vice Pres. of Student Services, West Hills College Lemoore  
Sandy McGlothlin, Vice President of Student Services, West Hills College Coalinga  
Frances Squire, Executive Director of West Hills Community College Foundation  
Mark Gritton, Associate Dean of Student Services, West Hills College Coalinga  
Anita Wright, Director of Grants  
Tom Wixon, Director of Marketing  
Clint Cowden, Interim Director of Farm of the Future, 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, stated that he had nothing 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, reported that Mr. Terry Davis recently had heart surgery and is doing well. He likely will not be back for the fall semester, but is expected to return in the spring.

- C. CSEA Report** – Mr. Keith Brock, CSEA President, reported that three Memorandums of Understanding (MOUs) were negotiated over the summer and will be voted on at an upcoming CSEA meeting.

- D. West Hills College Coalinga and North District Center, Firebaugh** – Dr. Carole Goldsmith, President, introduced Mr. Jay Darnell, Food Service Manager/Cook. Mr. Darnell discussed cost savings in the cafeteria and the use of reusable “to go” boxes.

Dr. Goldsmith introduced Mr. Mark Gritton, Associate Dean of Student Services. Mr. Gritton discussed safety on campus and in the community and reported on the mandatory meeting held with student athletes, residence hall students, and coaches.

Dr. Goldsmith introduced Mr. Justin Hampton, new rodeo coach. Mr. Hampton commented on the recent rodeo barbecue. He stated that the rodeo program’s numbers look good and there are currently 30 rodeo student athletes and they are good kids.

Dr. Goldsmith introduced Ms. Sarah Shepard. Ms. Shepard provided a brief update on the Degree Qualifications Profile (DQP) project and discussed the status of phase 2. She stated that the work is continuing and another faculty member will be selected to shadow herself and Mr. Arkady Hanjiev in the fall. There are five other faculty that are wanting to take their degrees through the process. Dr. Goldsmith acknowledged the good work done by Ms. Shepard and Mr. Hanjiev.

Dr. Goldsmith introduced Mr. Clint Cowden. Mr. Cowden introduced Mr. Juan Velasquez, stating that he was a student in the precision ag program and has been hired as the new Farm Technician.

Trustee Minnite questioned enrollment at the North District Center. Dr. Goldsmith reported on efforts and the slight increase in the number of full time students at both the North District Center, Firebaugh and West Hills College Coalinga. Trustee Minnite questioned the number of sections at the North District Center. Ms. Stephanie Droker reported that the numbers are even with

last year and they have not cancelled any classes. Trustee Minnite questioned Friday and Saturday classes. Ms. Droker reported that a child development class is offered on Friday evenings and Saturdays and the class is pretty full. AOJ has a Friday evening class that ends at 7:00 pm and it is also full. Trustee Minnite stated that he attended the dedication for the new school in Mendota and West Hills College received positive recognition from the Superintendent. Trustee Minnite asked for an update on efforts in San Joaquin. Dr. Goldsmith reported that classes have been offered but there is no enrollment. There has been quite a bit of advertisement. She reported that sometimes starting out at a high school is a better way to meet the community needs. She discussed the possibility of trying to offer not for credit classes.

Trustee Levinson commented on the increase in rodeo students and questioned the number of football students. It was stated that there were initially 93 students but there are currently 82 students. The majority of those students are living in the residence halls. Dr. Goldsmith stated that we will be looking at recruiting matters for next year.

- E. West Hills College Lemoore** – Mr. Don Warkentin, President, congratulated Mr. Mark Gritton on the inservice training for athletes with regard to safety on campus. He discussed the Student Equity Plan and Student Success and Support Program (SSSP) Plan, stating that the Board of Trustees will be reviewing these documents at a later time. Mr. Warkentin reported that classes are all full and West Hills College Lemoore has the same number of sections as last year. Enrollment, overall, is basically flat. There are a lot of students on the wait list. Mr. Warkentin expressed his thanks to staff for their hard work. With regard to the iPad Initiative, Mr. Warkentin reported that 87 iPads have been issued to students. The remainder should all be distributed within the next week or two.

Trustee Minnite questioned who the new student trustee will be. Mr. Warkentin reported that the student trustee will be from West Hills College Lemoore. Elections have been held and Ms. Sylvia Dorsey-Robinson reported that they are finishing the process and hope to have the student trustee identified for the next Board meeting.

At this time (4:06 pm) the regular Board meeting was briefly adjourned in order to conduct the Financing Corporation meeting.

The regular Board meeting was reconvened at 4:18 pm.

### **3. Consent Agenda**

The following consent agenda items were approved on a motion by Trustee Oxborrow, seconded by Trustee Falter, and carried on the following votes: Ayes: 7 (McKean, Oxborrow, Minnite, Levinson, Ivans, Cantu, Falter); Noes: 0; Absent: 0; Abstain: 0

- A. Minutes** – The minutes of the July 22, 2014 regular meeting were approved as submitted.
- B. Warrants** – The warrants were approved as submitted.
- C. Personnel Transactions** – The list of personnel transactions was approved as submitted.

#### 4. Chancellor's Office

- A. Chancellor's Report** – Dr. Frank Gornick, Chancellor, provided a summarized report of his State of the District Address given on August 15. He also provided an update on the facility project in Avenal, stating that a great meeting was held with the Reef Sunset Unified School District. He explained that the Board was provided with updated information on the project and they have a good understanding of why we want to be at the high school. The location is the best value for the funds. This matter is scheduled to be considered at their September Board meeting.
- B. Board Policy 2433, Succession Plan** – Board Policy 2433, Succession Plan, was presented for a first reading at this time. Approval will be requested at a later date.

#### 5. Educational Services

- A. Vice Chancellor's Report** – Dr. Stu Van Horn, Vice Chancellor of Educational Services and Workforce Development, provided a brief report on the Baccalaureate Degree Task Force, stating that all actions on Senate Bill 850 must be completed by August 31. If both houses approve the bill, it will then go to the Governor who will have until September 30 to sign it into law, veto it, or do nothing and allow it to become law.

The child development centers recently held their annual meeting and are working on developing a capacity/productivity report. Success metrics have been defined.

The Apple iPad Initiative has been rolled out for both faculty and students and will be a topic of conversation at the upcoming Leadership Retreat.

Dr. Van Horn briefly commented on contract training not for credit and some of the recent successes.

The Educational Services department is working on several projects including microfiche conversion; scheduling timelines; development of a mobile app; CCCApply conversion to new state standard; and assisting with the SSSP and Student Equity Plans.

With regard to information technology, Dr. Van Horn reported that wireless connectivity has been upgraded district wide; new ID Card/POS systems have been installed; the email system has been upgraded to Office365; and a new video surveillance system has been installed in the West Hills College Coalinga residence halls.

Dr. Van Horn reported that we were not successful in being awarded with any of the Title V HSI (Hispanic Serving Institution) grants for which we recently applied. He further reported that not a single two or four-year college in the Central Valley was successful. Trustee Levinson stated that he would like to see a summary of grant information which shows the grants for which we have been unsuccessful.

A brief update was also provided on the Connected Learning area and Dr. Van Horn reported that the department is splitting their focus on Title V and Connected Learning Platforms. Site visits will also be occurring for Technology Innovation Centers.

Dr. Van Horn reported that the next Essential Elements event is scheduled for November 6, 2014.

Dr. Gornick commented on the North District Center, Firebaugh brochure, stating that the building design is a change from the original version. It is a better use of land and exposure to the river. The design stays within the same budget. Discussion took place regarding costs and matching funds. It was stated that no money has been wasted and the project is just a matter of timing. The same work would be performed now or later. Trustee Minnite discussed the costs of the building increasing every few years and the declining population. He stated that he is trying to look toward the future. Frank stated that we made a commitment to build the facility and if we build it, the students will come. He also discussed good relationships with the conservancy for the San Joaquin River. He reported that discussions have also been held with UC Merced. There are a lot of different opportunities that may be able to assist with this project.

## **6. Fiscal Services**

**A. Fiscal Services Report** – Mr. Ken Stoppenbrink, Deputy Chancellor, expressed his thanks to Ms. Debbie Gore for her work on the budget report and final budget.

Mr. Stoppenbrink provided the fiscal services report. He reported that the District is 8.33% through the fiscal year. General fund 11 revenues are at 7.9% and general fund 11 expenditures are at 7.1%. General fund 12 revenues are at 2.2% and general fund 12 expenditures are at 5.1%.

Trustee Minnite questioned expenses exceeding revenue in some areas at this point. Mr. Stoppenbrink discussed service agreements and contracts that occur at the beginning of the year which account for greater expenses; however, once the agreements and contract are in place, it is a one-time expense. Dr. Gornick stated that some expenses have also not yet been charged off to the Title V grant. Adjustments will eventually be made.

- B. Chancellor’s Office Tax Offset Program (COTOP)** – Mr. Stoppenbrink explained the ability to collect on delinquent debt. The COTOP program allows for reimbursement. Trustee Oxborrow questioned the success of the program. Mr. Stoppenbrink responded that we do not rely solely on COTOP. We also use two other collection agencies.

The District’s participation in the Chancellor’s Office Tax Offset Program (COTOP) for 2015 was approved on a motion by Trustee Levinson, seconded by Trustee Ivans, and carried on the following votes: Ayes: 7 (McKean, Oxborrow, Minnite, Levinson, Ivans, Cantu, Falter); Noes: 0; Absent: 0; Abstain: 0

- C. Change Order No. 1 (Final) – Maldonado Park Lighting Project** – Change Order No. 1 for the Maldonado Park Lighting Project was approved on a motion by Trustee Oxborrow, seconded by Trustee Ivans, and carried on the following votes: Ayes: 7 (McKean, Oxborrow, Minnite, Levinson, Ivans, Cantu, Falter); Noes: 0; Absent: 0; Abstain: 0

- D. Notice of Completion – Maldonado Park Lighting Project** – The Notice of Completion for the Maldonado Park Lighting Project was approved on a motion by Trustee Levinson, seconded by Trustee Ivans, and carried on the following votes: Ayes: 7 (McKean, Oxborrow, Minnite, Levinson, Ivans, Cantu, Falter); Noes: 0; Absent: 0; Abstain: 0

- E. 2014-2015 Budget** – Mr. Stoppenbrink provided an overview of the final budget for 2014-2015 and discussed previous fiscal year balances, assumptions for the budget, unrestricted and restricted fund balances, apportionment history, FTES history, general fund revenue sources, and expenditures by location and account type.

The 2014-2015 final budget was adopted on a motion by Trustee Cantu, seconded by Trustee Ivans, and carried on the following votes: Ayes: 7 (McKean, Oxborrow, Minnite, Levinson, Ivans, Cantu, Falter); Noes: 0; Absent: 0; Abstain: 0

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

### **A. Board Reports**

Trustee Cantu had no comments at this time.

Trustee Minnite thanked everyone for the reports heard today and stated that he looks forward to working with everyone this year.

Trustee Ivans thanked everyone for the reports and expressed her appreciation for the efforts to encourage students to take more classes.

Trustee Falter reported that he spent two days in the month of August touring the District and colleges. He also met with Mr. Stoppenbrink to discuss the budget. Trustee Falter stated that the two days were a great investment of time. He also met with Mr. Cowden at the farm and reported that it is an exciting facility. He stated that he appreciated the opportunity to learn more about the District and colleges.

Trustee Oxborrow welcomed everyone back to a new semester. She stated that we employ great people. She wished everyone good luck and thanked everyone for their hard work.

Trustee Levinson echoed the comments made by his fellow Board members.

President McKean welcomed everyone back to a new semester. He stated that it is nice to have a farm technician hired.

- B. Announcement of Next Board Meeting** – President McKean announced that the next regular meeting of the Board of Trustees is scheduled for September 22, 2014. He noted that this is a change from the original date of September 23, 2014 and thanked the Board members for accommodating the change.

## **8. Closed Session**

The meeting was adjourned to closed session at 6:00 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**

## **9. Reconvene to Open Session**

The meeting was reconvened to open session at 6:22 pm.

President McKean reported that during closed session the Board took action to deny the Level 5 grievance submitted on behalf of a faculty member (Government Code section 54957.1(a)(5)) on a motion by Trustee Falter, seconded by Trustee Ivans, and carried on the following votes: Ayes: 7 (McKean, Oxborrow, Minnite, Levinson, Ivans, Cantu, Falter); Noes: 0; Absent: 0; Abstain: 0.

## **10. Adjournment**

There being no further business before the Board of Trustees, the meeting was adjourned at 6:22 pm.

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Jack Minnite  
Clerk of the Board of Trustees

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