



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

**August 28, 2012**



**CALL TO ORDER / OPEN SESSION**

President McKean called the meeting of the Board of Trustees to order at 3:05 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  
Jack Minnite  
Steve Cantu

Board members absent:

Brittany Burkhart, Student Trustee

Administrators present:

Frank Gornick, Chancellor  
Ken Stoppenbrink, Vice Chancellor of Business Services  
Tom Harris, Interim President, West Hills College Coalinga  
Don Warkentin, President, West Hills College Lemoore  
Stephanie Droker, Interim Vice President of Educational Services, West Hills College Coalinga  
Pedro Avila, Vice President of Student Services, West Hills College Coalinga  
Marcel Hetu, Director of North District Center, Firebaugh  
Sylvia Dorsey-Robinson, Vice President of Student Services, West Hills College Lemoore  
Dave Bolt, Vice President of Educational Services, West Hills College Lemoore  
Keith Stearns, Associate Vice Chancellor of Academic and Information Services/Registrar  
Cathy Barabe, Director of Grants  
Anita Wright, Director of Special Grant Programs

**Introduction of Guests**

There were no guests introduced at this time.

**Public Comments**

There were no public comments made at this time.

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## **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. Kurt Sterling, Academic Senate President for West Hills College Lemoore, welcomed everyone to the new semester and stated that he hopes a relaxing summer was had by all. He reported that flex day activities at West Hills College Lemoore went very well. Various presentations were made including topics such as Student Learning Outcomes (SLOs), course management system, accessibility software, curriculum, basic skills, and a book adoption process. The Senate website has been updated and they are looking at implementing a portal site. Senate elections were recently held. Mr. Joel Rogers will now serve as the Vice President and Mr. Ron Oxford will serve as Secretary. Mr. Sterling commented on faculty participation at the Leadership Retreat and suggested that the curriculum chairs, SLO chairs, and leaders in the various learning areas be invited. In closing, Mr. Sterling reported that the faculty will be working with Dr. Carole Goldsmith on a program discontinuance/viability policy this semester.

WHCFA Report – Mr. Ken Sowden, WHCFA President, reported that the faculty presented their initial proposal to the faculty association membership on flex day and the comments were mainly positive. They believe that the groups can come to agreement. He stated that the faculty are hopeful they will be able to wrap up negotiations quickly.

CSEA Report – Mr. Keith Brock, CSEA President, reported that Mr. John Ieronimo has stepped down as CSEA President. Mr. Brock will serve in his place until the end of December. CSEA is looking forward to negotiations which will be commencing soon.

West Hills College Coalinga and North District Center, Firebaugh – Dr. Tom Harris, Interim President, reported that a coffee hour was held at the North District Center, Firebaugh. Flex day at West Hills College Coalinga went very well. Dr. Harris commented on the Central Valley Conference Compliance Summit which was recently held in Lemoore and stated that it was very well organized and was a benefit to many. With regard to the international student program, a film crew has been on campus filming the international students and various college facilities. The video footage will be shown by the international student consortium throughout the world. Dr. Harris reported that the presidential search is going well and many inquiries have been received.

Ms. Stephanie Droker reported that Mr. Arkady Hanjiev is a recipient of the Promising Outcomes Work and Exemplary Research (POWER) Award for his work on SLOs at West Hills College Coalinga. He has been recognized statewide for his work.

Mr. Pedro Avila reported that he is enjoying his new job. He reported that the start of the semester has gone very well. He recognized the residence halls department and reported that staff took it upon themselves to paint the interior of the residence halls. One of the downstairs rooms was converted into a study room and the other was turned into a game room. The staff have a lot of energy and want to do great things for

students. A new residence halls application process was implemented last year and is working well. The number of students in the residence halls is lower this year, but they are all guaranteed to pay. Mr. Avila announced that the first football game of the season is this coming Saturday, September 1 at Fresno City College.

Dr. Marcel Hetu commented on the students and the ASB officers at the North District Center. The students have hosted a welcome event at the campus and have also been working with the City of Firebaugh to host a 9/11 event. The students will also be participating in a student cleanup day.

West Hills College Lemoore – Mr. Don Warkentin, President, reported that he had an opportunity to take a brief tour of the new ag science facilities at West Hills College Coalinga. He stated that he is really impressed and they look great. Mr. Warkentin reported on the West Hills College Lemoore wrestlers who have been named as Academic All Americans. Dr. Ron Oxford was introduced as one of the new administrative interns on the instructional side of the house. Dr. Oxford also serves as the librarian for West Hills College Lemoore. Mr. Warkentin reported that the start of the semester has gone well.

President McKean questioned the Wellness Center fee. Mr. Warkentin stated that the facilities are available to students, staff, and the community. The fees are community education dollars and stay with the program.

Student Trustee Report – Ms. Brittany Burkhart, Student Trustee, was not present to report at this time.

Chancellor's Report – Dr. Frank Gornick, Chancellor, welcomed Dr. Oxford, stating that he was one of his doctoral students. Dr. Gornick commented on the recent retirement dinner in Sacramento honoring Chancellor Jack Scott. The District has been notified that it has been awarded approximately \$300,000 to provide district contract education offerings to 80 incumbent workers. He stated that he will be providing a contract education training report at the Board Retreat in February. Dr. Gornick reported on the workshop held yesterday and today with regard to Expository Reading and Writing Courses (ERWC). One of the outcomes is that the high school faculty get an opportunity to grade college essays, and college faculty get an opportunity grade high school essays. It is a good opportunity to see the progression of work. This is one of the ways in which we are closing the gap. A complete report will be provided at a later date.

Dr. Gornick announced the upcoming retirement of Ms. Cathy Barabe. He acknowledged her great work in the District and the more than \$120 million that has been awarded under her leadership. She and her staff have done a wonderful job and the District is grateful for her work.

Dr. Gornick introduced Mr. Chris Addington and stated that negotiations have been completed with regard to the Pharris property in Lemoore. Mr. Addington provided a couple of diagrams with regard to the property that is being acquired. Dr. Gornick

reported that conversations are being held with the Pedersen family about purchasing some additional property that will “square off” the campus.

Trustee Levinson arrived at this time.

### **CONSENT AGENDA**

Trustee Minnite questioned pages 4 and 5 of the warrants and the payments to Mark Wilson Construction. Mr. Addington reported that one of the payments is a retention payment. Mr. Ken Stoppenbrink reported that the payments are tied together. Trustee Minnite also questioned the payments to Pro Tech that are one cent off. Mr. Stoppenbrink did not have an answer at this time. Trustee Minnite questioned the payment on page 21 to the West Hills Community College Foundation. Mr. Stoppenbrink explained that we are the agent for the International Student Consortium. The Foundation receives the funds through this process.

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

- CA-11**      Minutes – The minutes of the July 24, 2012 regular meeting were approved as submitted.
  
- CA-12**      Warrants – The warrants were approved as submitted.
  
- CA-13**      Declaration of Surplus Property – The lists of surplus property were declared as surplus.
  
- CA-14**      Award of Informal Bid – The contract for the North District Center, Firebaugh Child Development Center parking repairs project was awarded to Seal Rite Paving & Grading for a total bid of \$3,974.
  
- CA-15**      Personnel Transactions – The list of personnel transactions was approved as submitted.

### **CHANCELLOR’S OFFICE**

- CO-9**      Board Policy 7382, Postemployment Benefits – Board Policy 7382, Postemployment Benefits, was approved on a motion by Trustee Oxborrow, seconded by Trustee Minnite, and carried unanimously.
  
- CO-10**      Board Policy 4030, Academic Freedom – Trustee Minnite thanked everyone who participated in the revision of the academic freedom policy. He stated that it was very productive reading.

Board Policy 4030, Academic Freedom, was approved on a motion by Trustee Minnite, seconded by Trustee Oxborrow, and carried unanimously.

- CO-11**      Board Policies and Administrative Procedures – Dr. Gornick stated that Board Policy and Administrative Procedure 7215, Faculty Responsibilities, is going to go through further review. Trustee Oxborrow commented on page 5 of 13, number 8, stating that “reasonable” is not a precise statement. Dr. Gornick discussed the conversations held while reviewing the policies and procedures.

The following Board Policies and Administrative Procedures were presented for review at this time. Approval of the policies will be requested at a later date.

- Board Policy and Administrative Procedure 7215, Faculty Responsibilities
- Administrative Procedure 4030 Academic Freedom
- Board Policy and Administrative Procedure 7341, Sabbaticals
- Board Policy 2510, Participation in Local Decision Making
- Board Policy and Administrative Procedure 4230, Grading and Academic Record Symbols
- Administrative Procedure 5055, Enrollment and Registration Priorities
- Administrative Procedure 5520, Student Discipline

### **FISCAL SERVICES**

- FS-4**      Fiscal Services Report – Mr. Stoppenbrink provided the fiscal services report. He reported that the district is 8.3% through the fiscal year. General fund 11 revenues are at 2.8% and general fund 11 expenditures are at 7.5%. General fund 12 revenues are at 0% and general fund 12 expenditures are at 4.5%.

Trustee Minnite questioned what happens if the tax initiative does pass. Mr. Stoppenbrink responded that we will be backfilled and the cash will come in January. Dr. Gornick commented that he suspects that even if it passes the Governor will look at the revenues in January. He may decide to push up his May Revise and may ask us for more money this fiscal year. This is a likely scenario for us and we have planned for it not passing.

- FS-5**      General Obligation Bond Sale Information – Mr. Stoppenbrink referred to the information provided to the Board members from Dale Scott and Company and provided brief comments on the recent General Obligation Bond sale.

- FS-6**      2012-2013 Adopted Budget – Mr. Stoppenbrink provided a presentation on the final budget. He explained that the assumptions for the budget include no growth in FTES; no COLA; student enrollment fee increase of

\$10; \$1.3 million reduction due to tax initiatives failing and \$735,000 reduction due to RDA reductions; provide step increases for all staff; a beginning balance of \$3.8 million; and a credible state budget.

Mr. Stoppenbrink discussed the states credibility with regard to their reserve versus the district's reserve. He also discussed the estimated beginning balance, apportionment base, property taxes, enrollment fees, and miscellaneous revenue, for a total revenue stream of \$33,394,593. The expenditure base is \$30,752,014 with wage/benefit changes, transfers, and reserve. Restricted revenues are at \$12,264,924.

Mr. Stoppenbrink discussed provided information on the district's apportionment and FTES history. He also provided information on overall course success and retention rates for the colleges, priority registration for high school seniors, and student transfer rates.

General fund 11 revenue sources, expenditures by location, expenditures by account type, and a three year forecast were shared with the group.

Dr. Gornick thanked Mr. Stoppenbrink and Ms. Anne Jorgens for putting the report together.

Trustee Henry questioned how we can lower the gap with the funded versus unfunded FTES. Mr. Stoppenbrink stated that one way is to reduce the number of sections offered; however, we have to be very careful to keep the 50% ratio. Brief discussion took place.

The adopted budget for fiscal year 2012-2013 was approved on a motion by Trustee Minnite, seconded by Trustee Cantu, and carried unanimously.

**FS-7**      Chancellor's Office Tax Offset Program – The district's participation in the 2013 Chancellor's Office Tax Offset Program (COTOP) was approved on a motion by Trustee Ivans, seconded by Trustee Minnite, and carried unanimously.

**FS-8**      Resolution – Acquisition of Property – The resolution in the matter of the acquisition of property in Firebaugh, California, was adopted on a motion by Trustee Minnite, seconded by Trustee Oxborrow, and carried unanimously.

**FS-9**      Contract Award – West Hills Community College District Office Relocatable Repairs Project – Dr. Gornick explained the purpose for the project in that some of the District Office staff will be moved into the vacated relocatables. The ITS staff will be moved off of the West Hills College Coalinga campus and out to the District Office. Trustee Minnite questioned the need for the project when we are seeing the need to reduce offerings. He questioned why more space is needed when we are

looking at budget reductions. Dr. Gornick responded that we have to move forward and look ahead. In order to accommodate the needs, we need a different space. The funds for the project are coming from the bond. Trustee Henry stated that now is a more economical time for construction and we can operate more efficiently. Trustee Minnite questioned the ratio of online classes to the face to face classes. He questioned if we need to focus on the online enrollment and not worry about the facilities. Dr. Gornick responded that we rely heavily on online classes. The colleges have done a good job of coordinating what we offer.

On a motion by Trustee Ivans, seconded by Trustee Minnite, and carried unanimously, the contract for the West Hills Community College District Office Relocatable Repairs project was awarded to MARKO Construction Group, Inc. for a total bid amount of \$175,286

**FS-10**      Change Order No. 3 – Change Order No. 3 for the West Hills College Coalinga Farm of the Future ag science facility was approved on a motion by Trustee Oxborrow, seconded by Trustee Levinson, and carried unanimously.

**FS-11**      Notice of Completion – The notice of completion for the West Hills College Coalinga Farm of the Future ag science facility was approved on a motion by Trustee Minnite, seconded by Trustee Cantu, and carried unanimously.

**FS-12**      Five Year Construction Plan – Mr. Addington reported that the Five Year Construction Plan is mandated by the State Chancellor's Office.

The 2014-2018 Five Year Construction Plan was approved on a motion by Trustee Henry, seconded by Trustee Oxborrow, and carried unanimously.

**FS-13**      Initial Project Proposals (IPPs) – The following Initial Project Proposals (IPPs) were approved on a motion by Trustee Ivans, seconded by Trustee Levinson, and carried unanimously:

- West Hills College Coalinga Speech Arts Music (SAM) Modernization
- West Hills College Lemoore Instruction Center Expansion
- North District Center, Firebaugh Environmental Lab
- West Hills College Lemoore Field Sports
- West Hills College Lemoore Institutional Supportive Services Expansion
- West Hills College Lemoore Library Expansion

**FS-14**      Final Project Proposals – The following Final Project Proposals (FPPs) were approved on a motion by Trustee Minnite, seconded by Trustee Levinson, and carried unanimously:

- West Hills College Coalinga Instructional Replacement
- West Hills College Lemoore – Instructional Center

### **PERSONNEL SERVICES**

**PS-2**      Public Comments – Initial Proposal from CSEA – There were no public comments made at this time.

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

Trustee Cantu welcomed everyone back to the new semester. He stated that he wished we were in a better financial condition. He wished Ms. Barabe the best of luck and stated that he is proud of her work.

Trustee Minnite stated that he is very grateful to have been acquainted with Ms. Barabe for the past several years. He thanked her for her work. Mr. Minnite applauded Mr. Addington, the district, and the trustees for the fantastic work that has been done on the new ag facilities. He stated that he is happy to hear that Dr. Harris, Mr. Avila, and Ms. Droker have settled in well. He congratulated Mr. Warkentin for the success of the wrestling team and thanked everyone for their reports.

Trustee Ivans thanked everyone for their work. She stated that Ms. Barabe will be missed. She encouraged everyone to keep looking forward.

Trustee Henry echoed the remarks of his fellow trustees. He stated that these hard times will pass. In closing, Mr. Henry thanked Ms. Barabe for her work.

Trustee Oxborrow welcomed everyone back to the new semester and stated that she appreciated hearing everyone speak. She echoed the comments made by the other Board members, stating that everyone does so well and works so hard. She stated that Ms. Barabe has done an amazing job. She expressed her thanks to everyone and wished everyone a good semester.

Trustee Levinson echoed the comments about Ms. Barabe. He stated that we are going to solve our own problems and will press on.

President McKean thanked Ms. Barabe for her service.

President McKean announced that the next regular meeting of the Board of Trustees is scheduled for September 18, 2012.



President McKean announced that in addition to the closed session items listed on the agenda, the Board of Trustees will also be discussing the following matter in closed session:

- Public Employee Performance Evaluation (as per Government Code section 54957). Title: Chancellor

### **CLOSED SESSION**

The meeting was adjourned to closed session at 4:57 pm.

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

### **RECONVENE TO OPEN SESSION**

The meeting was reconvened to open session at 5:50 pm.

President McKean announced that in the matter of Ms. Anne Leonard, a formal decision was completed after consultation with legal counsel following the July 24, 2012 Board meeting. The decision was signed by the President of the Board of Trustees on August 21, 2012. It was the unanimous decision of the Board of Trustees to uphold the July 3, 2012 administrative decision of President Don Warkentin.

### **ADJOURNMENT**

There being no further business before the Board of Trustees, the meeting was adjourned at 5:50 pm.

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Nina Oxborrow  
Clerk of the Board of Trustees

## Personnel Transactions

### 1. New Hires

Name	Title & Location	Schedule	Salary Placement	Funding	Effective Date	Additional Information
Felton, Kwaun	Food Services Manager Classified Management West Hills College Coalinga	40 hrs/wk 12 mo/yr	Range 18 Step 1	District	7/25/12	Change to start date (7/25/12 instead of 8/1/12)
Jackson, Sonja	After School Program Site Coor. Classified West Hills College Lemoore Placement in Avenal	19 hrs/wk 11 mo/yr	Range 40 Step A	Grant	8/20/12	

### 2. Temporary Hires

Name	Title & Location	Schedule	Salary Placement	Funding	Effective Date	Additional Information
Magana, Marisol	Home Instruction Teacher North Dist Center Child Dev Center Placement in San Joaquin	40 hrs/wk	Range 40 Step A	Grant	8/29/12 – 12/31/12	
Shortnacy, Sheryl	After School Program Site Coor. West Hills College Lemoore Placement at Liberty Middle School	40 hrs/wk	Range 40 Step A	Grant	8/29/12 – 12/31/12	

### 3. Changes in Assignment

Name	Current Assignment	Change	Effective Date	Additional Information
Aguilar, April	After School Program Activity Spec. 19 hrs/wk, 10 mo/yr Range 32, Step A	After School Program Site Coordinator 19 hrs/wk, 11 mo/yr Range 40, Step A	8/13/12	

### 4. Leave of Absence

Name	Title & Location	Effective Date	Additional Information
Nguyen, Truc	PC LAN System Specialist West Hills Community College District	8/12/12 – 9/12/12	FMLA Request

### 5. Resignations / Retirements / Releases During Probation / Terminations

Name	Title & Location	Effective Date
Barabe, Cathy	Director of Grants West Hills Community College District	12/31/12
Lopez, Patricia	Home Instruction Teacher North Dist. Center Child Development Center Placement in San Joaquin	8/22/12

**5. Resignations / Retirements / Releases During Probation / Terminations (CONTINUED...)**

<b>Name</b>	<b>Title &amp; Location</b>	<b>Effective Date</b>
Pauwells-Lopez, Erika	Child Development Center Associate Teacher West Hills College Lemoore	8/17/12
Richerson, Melissa	Human Resources Analyst West Hills Community College District	9/7/12
Rubio, Elizette	After School Program Activity Specialist West Hills College Lemoore	6/29/12