



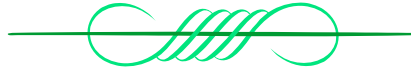
## WEST HILLS COMMUNITY COLLEGE DISTRICT

Board of Trustees  
9900 Cody Street  
Coalinga, CA 93210  
(559) 934-2100

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### MINUTES OF THE REGULAR MEETING OF THE GOVERNING BOARD

March 8, 2010



#### **CALL TO ORDER / OPEN SESSION**

President McKean called the meeting of the Board of Trustees to order at 10:02 a.m. 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  
Yohan Maeda, Student Trustee

#### Administrators present:

Frank Gornick, Chancellor  
Ken Stoppenbrink, Vice Chancellor of Business Services  
Pedro Avila, Vice Chancellor of Institutional Effectiveness and Enrollment Management  
Carole Goldsmith, Vice Chancellor of Educational Services and Workforce Development  
Willard Lewallen, President, West Hills College Coalinga  
Don Warkentin, President, West Hills College Lemoore  
Sylvia Dorsey-Robinson, Vice President of Educational Services, West Hills College Lemoore  
Jill Stearns, Vice President of Educational Services, West Hills College Coalinga  
Dave Bolt, Vice President of Educational Services, West Hills College Lemoore  
David Reynolds, Associate Dean of Student Learning, West Hills College Coalinga  
Frances Squire, Director of Marketing  
Richard Larson, Director of Farm of the Future, West Hills College Coalinga  
Jana Cox, Director of Financial Aid

#### **Introduction of Guests**

Ms. Frances Squire, Director of Marketing, introduced Mr. Kevin Cobb, District Architect.

## **Public Comments**

There were no public comments made at this time.

### **CLOSED SESSION**

The meeting was adjourned to closed session at 10:03 a.m.

- Conference with Labor Negotiator (as per Government Code Section 54957.6). Agency negotiator: Chancellor; Vice Chancellor of Business Services; Director of Human Resources. Employee organization: CSEA; CTA. Unrepresented employees: Administrative; Management; Confidential.

### **RECONVENE TO OPEN SESSION**

The meeting was reconvened to open session at 11:03 a.m.

President McKean announced that during closed session, the Board of Trustees directed the Chancellor to make the appropriate notifications to employees regarding the status of their grant funded positions.

### **REPORTS FROM ORGANIZATIONS / COLLEGES / DISTRICT OFFICE**

Academic Senate Report – Ms. Anita Bart, Academic Senate President for West Hills College Coalinga, reported that the Senate is working on curriculum forms to make them more user friendly. They have also worked on the college level budget process and are working on tenure recommendations, policies and procedures.

Ms. Stephanie Droker, Academic Senate President for West Hills College Lemoore, reported that they are also in the middle of tenure recommendations, policies and procedures. She commented on the recent Wine and Wellness fundraiser and expressed her appreciation and congratulations to the culinary and nursing department faculty.

WHCFA Report – Ms. Marty Ennes, WHCFA President, commented on the upcoming March 15 deadline and the concerns of the faculty. She stated that everyone is working hard to come up with ideas and make sacrifices. She expressed her appreciation of the College Presidents to come up with ideas. Ms. Ennes commented on the resolution with regard to the reduction of academic positions, stating that the effects will have to be negotiated. She stated that it is sometimes easy to forget the people behind the positions. We see figures and dollar amounts, but not the people and the things that they do. Ms. Ennes commented on the work of Mike Rodriguez, Stephanie Droker, Tammy Larson, Tiffany McGee, Rupinder Rai, Kim Sheffield, Leisa Wyman, and Raymond Rawn.

CSEA Report – Mr. John Ieronimo, CSEA President, was not present to report at this time.

Student Trustee Report – Mr. Yohan Maeda, Student Trustee, stated that he does not have a report at this time.

West Hills College Coalinga and North District Center, Firebaugh – Dr. Willard Lewallen, President, reported on recent and upcoming events. He recognized Mr. Merlin Welch for his exemplary performance, stating that he was recently recognized as Contractor of the Year by LICA. LICA is a notional organization that has recognized Mr. Welch for his leadership in the organization.

West Hills College Lemoore – Mr. Don Warkentin, President, commented on the recent Wine and Wellness event which gave West Hills College Lemoore an opportunity to showcase its nursing and culinary programs. Mr. Warkentin thanked Ms. Sylvia Dorsey-Robinson, Dr. Marlon Hall, and Ms. Angela Barginear for their work on the recent Gospel and Gumbo event. He reported that the staff are busy working on accreditation. He will soon be bringing the college mission statement and performance indicators to the Board at an upcoming meeting. This is part of the accreditation process. The contractors on the multi use sports complex project are scheduled to pour the concrete slab this week.

Chancellor's Report – Dr. Frank Gornick, Chancellor, reported that he and other staff visited the Cisco headquarters in San Jose in February. They saw some of the latest and greatest technology and had an interesting visit. Dr. Gornick reported that a barbecue lunch will be held at noon on Friday at the district office to recognize Dr. Rick Post, whose last day with the West Hills Community College Foundation will be March 17. Dr. Gornick thanked Dr. Post for his work on the Wine and Wellness event.

Dr. Post distributed and discussed the quarterly report on recent Foundation activities including new members; upcoming golf tournament; the Wine and Wellness event; donations for the first quarter; member pledges; gift acceptance policy; amendments to the bylaws; IRS regulations; and new policies and procedures.

Dr. Gornick reviewed the Board of Trustees self evaluation results and trustees made several comments on the results, highlighting areas which they think they do a good job, and discussing areas where improvement is needed. Trustee Henry stated that the Board needs to follow Robert's Rules of Order. Trustee Oxborrow stated that she would like to have more information prior to the meeting and suggested having the PowerPoint presentations in advance. She stated that it is hard to make a decision when they don't have all the information. Trustee Ivans questioned if the Board is supposed to be more available for questions, or if they should be deferred to staff. President McKean posed this question to the audience. Ms. Ennes stated that the annual Board Retreat was an excellent way of making connections with Board

members. Trustee Cantu commented on attending college and district events and stated that the distance sometimes makes it difficult to participate in all of the events.

Mr. Warkentin stated that the Board's self evaluation results are good information for Accreditation Standard IV.B.

Dr. Gornick provided a presentation on Robert's Rules of Order. Trustee Cantu questioned amending an existing motion and the process to override the initial motion. The information is contained in the presentation which will be provided to the Board of Trustees as a handout.

### **CONSENT AGENDA**

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

**CA-39**      Minutes – The minutes of the February 5 & 6, 2010 and February 16, 2010 Board of Trustees meetings were approved as submitted.

**CA-40**      Warrants – The warrants were approved as submitted.

**CA-41**      Out of State Travel – The following request for out of state travel was approved as submitted:

- Approximately 15 agriculture students to travel to the following locations during the March 26 – April 3, 2010 spring break:
  - Klamath Falls, Oregon
  - Wells, Nevada
  - Salt Lake City, Utah
  - Laramie, Wyoming
  - Fort Collins, Colorado
  - Grand Junction, Colorado
  - Las Vegas, Nevada (Hoover Dam)

**CA-42**      Personnel Transactions – The list of personnel transactions were approved as submitted.

### **CHANCELLOR'S OFFICE**

**CO-21**      Curriculum Committee Action Report – West Hills College Lemoore – The curriculum committee action report for West Hills College Lemoore was approved on a motion by Trustee Minnite, seconded by Trustee Cantu, and carried unanimously.

- CO-22**      Nomination – CCC Classified Employee of the Year – The nomination of Mark Millett for the California Community Colleges Classified Employee of the Year Award was approved on a motion by Trustee Oxborrow, seconded by Trustee Minnite, and carried unanimously.

### **FISCAL SERVICES**

- FS-33**      Fiscal Services Report – Mr. Ken Stoppenbrink, Vice Chancellor of Business Services, provided the fiscal services report. He stated that we are 66.7% through the fiscal year. General fund revenues are at 66.1% and general fund expenditures are at 48.2%.

Jack Minnite questioned the expenses for the North District Center, stating that they always seem to be 1 or 2% above the others. He also questioned transfers out. Mr. Stoppenbrink stated that he would have to get the detailed information on the inquiry with regard to North District Center expenses and provide it at a later time. With regard to the transfers, Mr. Stoppenbrink explained the annual expenditure for the COP Audit. He stated that the calculations were based on the SFIDs but he will have to do some additional research for the specific information.

- FS-34**      Midyear Budget Adjustments – Mr. Stoppenbrink explained that the P1 adjustments just came out about two weeks ago. He explained the differences in the ending balance and provided a brief presentation on the midyear budget adjustments.

The midyear budget adjustments were approved on a motion by Trustee Levinson, seconded by Trustee Cantu, and carried unanimously.

- FS-35**      Facilities Update Report – Mr. Stoppenbrink commented on the surprise visit by the San Joaquin Valley Air Pollution Control District. The following items were cited: above ground gas tank at the district office; boiler at West Hills College Coalinga; dust control plan at construction site at West Hills College Lemoore; and commercial emissions at West Hills College Lemoore. We do not know what the cost of the violations will be; however, the fine will be in the range of \$1,500 – \$5,000. Trustee Oxborrow requested that a follow up report be provided at a later date.

Mr. Kevin Cobb addressed the facilities projects in the district. With regard to the ag science project, Mr. Cobb explained the memo that will be necessary in order to proceed to the next phase. Discussion took place regarding the PMI funding issue of December, 2008 and a disclaimer that is needed stating that the district is financially prepared to cover the cost. The state will reimburse the district at a later date. The deadline to award

this project is June. Dr. Gornick stated that at this time the Board is being alerted of the state's new conditions because of the poor bond performance.

It was stated that the Lemoore Redevelopment Agency (RDA) contribution for the multi use sports complex project is not going to materialize. We have a couple of options. The recommendation is to continue looking for other funding sources. We are currently taking the position that we will find a way of funding the portion of the funds anticipated from the RDA. In the meantime, we will need to earmark future SFID dollars. Dr. Gornick stated that we are aggressively looking at other sources to backfill the \$3.2 million by way of naming opportunities. We are currently waiting for a response. Trustee Henry commented that one of the members of the city council suggested that instead of asking the RDA to participate with \$3.2 million, we instead ask to borrow the money from the RDA. They may be in a position to lend. It was stated that it would be strictly a loan and no other conditions would apply.

**FS-36**      Notice of Completion – The notice of completion for the West Hills College Coalinga ag science facility irrigation project was approved on a motion by Trustee Cantu, seconded by Trustee Levinson, and carried unanimously.

**FS-37**      Escrow Agreement – The escrow agreement for security deposit in lieu of retention for the West Hills College Lemoore Multi Use Sports Complex was approved on a motion by Trustee Levinson, seconded by Trustee Minnite, and carried unanimously.

#### **PERSONNEL SERVICES**

**PS-6**      Resolution – Layoff and/or Reduction of Academic Positions – The resolution in the matter of layoff and/or reduction of academic positions was adopted on a motion by Trustee Levinson, seconded by Trustee Ivans, and carried unanimously.

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

Trustee Cantu expressed his congratulations to Mr. Welch. He expressed his regrets for having to reduce the contracts of the faculty and stated that hopefully things will change in the near future.

Trustee Minnite expressed his thanks to everyone. He stated that we all play an important part in the success and accomplishments of the district. He appreciates the

sacrifices everyone has made. He stated that we have a team that is impenetrable and we will continue to be successful.

Trustee Ivans thanked everyone for their reports and stated that good publicity has been received on the accomplishments of our people. She stated that she hope not to have to lay off any employees. Trustee Ivans thanks Dr. Post for his work with the Foundation.

Trustee Henry thanked those who participated for supporting the Wine and Wellness event. He stated that it was nice to see a large level of participation by the community. He also thanked Dr. Post for his work and expressed his congratulations to Mr. Welch. Mr. Henry stated that the staff has shown extraordinary efforts during these hard financial times and he expressed his thanks to everyone.

Trustee Oxborrow expressed her thanks to everyone, stating that it is not easy. We are doing the best we can with the information, abilities, and constraints that we have. She stated that she appreciates everyone and it is nice to hear accolades about the staff. Trustee Oxborrow expressed her congratulations to Mr. Welch and her thanks to Dr. Post.

Trustee Levinson echoed the comments made by his fellow Board members. He wished Dr. Post good luck and thanked Ms. Ennes for putting a personal face on the employees.

President McKean expressed his thanks to Ms. Ennes for her comments and stated that he feels the Board has always done everything within their power before effecting a layoff. He stated that we have to secure the financial well being of the institution above all else and the Board will continue to do everything possible to keep staff intact.

President McKean announced that the next meeting of the Board of Trustees is scheduled for Tuesday, April 20, 2010.

### **CLOSED SESSION**

The meeting was adjourned to closed session at 12:53 p.m.

- Public Employee Discipline/Dismissal/Release (as per Government Code Section 54957)
- Discussion of Land Acquisition/Disposition of Property (as per Government Code Section 54956.8). Property: Coalinga, California; Firebaugh, California; Lemoore, California
- Conference with Legal Counsel – Anticipated Litigation (as per Government Code Section 54956.9). 1 potential case.
- Public Employment (as per Government code Section 54957). Title: Chancellor

**RECONVENE TO OPEN SESSION**

The meeting was reconvened to open session at 1:57 p.m.

**ADJOURNMENT**

President McKean announced that during closed session, on a motion by Trustee Ivans, seconded by Trustee Levinson, and carried unanimously, the Board of Trustees ratified the rejection of a claim for damages.

He also announced that the Chancellor's contract was approved on a motion by Trustee Henry, seconded by Trustee Ivans, and carried unanimously.

There being no further business before the Board of Trustees, the meeting was adjourned at 1:58 p.m.

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Nina Oxborrow  
Clerk of the Board of Trustees

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## Personnel Transactions

### 1. Temporary Hires

Name	Title & Location	Schedule	Salary Placement	Funding	Effective Date	Additional Information
Garcia, Margarita	Child Development Center Assistant Avenal State Preschool	40 hrs/wk	Range 23 Step A	Grant	3/9/10 – 6/30/10	
Morris, Destiny	Child Development Center Assistant West Hills College Coalinga	40 hrs/wk	Range 23 Step A	Grant	2/17/10 – 6/30/10	

### 2. Changes in Assignment

Name	Current Assignment	Change	Effective Date	Additional Information
Gambin, Daniel	Child Development Center Assistant West Hills College Coalinga 19 hrs/week Range 23, Step A	Custodian, Child Development Center West Hills College Coalinga 40 hrs/week Range 35, Step A	2/23/10 – 3/12/10	Substitute for Rosa Garcia while out on leave
Haggard, Trista	Advising Specialist West Hills College Coalinga Grant Funded Position	Advising Specialist West Hills College Coalinga District/Grant Funded Position	3/1/10	Replacement for Bobbi Boettiger

### 3. Leave of Absence

Name	Title & Location	Effective Date	Additional Information
Silvestre, Anna	Program Development Assistant West Hills College Lemoore	4/6/10 – 6/28/10	FMLA Request

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

Name	Title & Location	Effective Date
Naeher, Tanner	Web Administrator West Hills Community College District	3/1/10
Silva, Lydia	Financial Aid Assistant North District Center, Firebaugh	2/28/10