



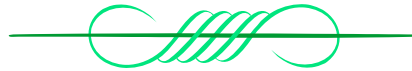
**WEST
HILLS**
COMMUNITY
COLLEGE
DISTRICT

WEST HILLS COMMUNITY COLLEGE DISTRICT

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

**MINUTES OF THE ORGANIZATIONAL MEETING
(REGULAR MEETING) OF THE GOVERNING BOARD**

December 7, 2009



CALL TO ORDER / OPEN SESSION

President McKean called the meeting of the Board of Trustees to order at 3:02 p.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
Willard Lewallen, President, West Hills College Coalinga
Don Warkentin, President, West Hills College Lemoore
Carole Goldsmith, Vice Chancellor of Educational Services and Workforce Development
Pedro Avila, Vice Chancellor of Institutional Effectiveness and Enrollment Management
Susan Whitener, Associate Vice Chancellor of Educational Planning
Jill Stearns, Vice President of Student Learning, West Hills College Coalinga
Sylvia Dorsey-Robinson, Vice President of Educational Services
Rick Post, Interim Executive Director, West Hills Community College Foundation
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

Introduction of Guests

Ms. Frances Squire, Director of Marketing, introduced Ms. Mary Reents with The Morro Group.

Public Comments

There were no public comments made at this time.

REPORTS FROM ORGANIZATIONS / COLLEGES / DISTRICT OFFICE

Academic Senate Report – Ms. Anita Bart, Academic Senate President for West Hills College Coalinga, reported that the Academic Senate is finishing the semester without anything outstanding. She stated there are two nominations for NISOD, Ms. Melissa Delaney and Mr. Kevin Wilds. Ms. Bart provided a brief description of the accomplishments of both faculty members. Ms. Bart stated that Ms. Delaney was hired mid-year and her name has been forwarded for tenure recommendation.

Dr. Frank Gornick reported that Ms. Bart was recently mentioned in an article with regard to the use of technology.

Ms. Stephanie Droker, Academic Senate President for West Hills College Lemoore, was not present to report at this time.

WHCFA Report – Ms. Marty Ennes, WHCFA President, explained that there have been many issues and grievances. She stated that when faculty make errors in grading they get a letter of reprimand in their personnel file, along with other disciplinary issues; however, when payroll errors are made, there is no discipline. Many of the issues have been corrected; however, there are still issues that have not been fixed. This has been going on for ten months and an accurate paycheck has not been provided to faculty members. Ms. Ennes stated that if this cannot be fixed, payroll should go back to being processed at the county.

Trustee Cantu asked if there has been discussion with the district administration regarding this issue. Ms. Ennes responded that there have been three meetings. Trustee Minnite asked Mr. Ken Stoppenbrink to provide an update. Mr. Stoppenbrink explained that one of the issues was the different accounts not showing on the paychecks. This issue has been resolved. He stated he is not sure of the issue with regard to accuracy. Ms. Ennes explained that either too much or not enough pay was withheld for insurance contributions. The same issue occurred with CTA dues. Stipends have been an issue as some faculty members have been underpaid and some overpaid. Ms. Ennes distributed notes from a meeting. Trustee Minnite asked for clarification on the process that has caused all of these problems. Mr. Stoppenbrink explained there were some issues with the county. The issue with the CTA dues has

been addressed with regard to when it is taken. Trustee Minnite asked why it has taken so long to address all of the issues. Mr. Stoppenbrink explained that new issues were brought forward at every meeting. Ms. Ennes explained that once an error is fixed, another one occurs. Trustee Cantu asked if the issues will cause problems with end of year payroll totals. Mr. Stoppenbrink stated that the wages would be adjusted the following year. Trustee Henry asked if other colleges use Datatel payroll. Mr. Stoppenbrink responded in the affirmative. Trustee Ivans recommended that CTA and the District continue meeting in order to resolve all of the issues. Trustee Henry asked if the issues were input errors. Mr. Stoppenbrink responded that some were, but not all. Ms. Ennes explained that there were ten overpayments.

Dr. Gornick asked how many issues were still pending. Mr. Ennes stated that there were 30 in the beginning and three remain, not counting the overpayments. Dr. Gornick asked Mr. John Ieronimo, CSEA President, if there were any classified staff members who have reported any payroll issues to him. Mr. Ieronimo stated that no issues have been reported. Ms. Ennes stated that many faculty members still do not understand how to read their paychecks. Dr. Gornick stated that the meetings have yielded some progress and he understands that the union is still not satisfied. Ms. Ennes stated that the Faculty Association is losing patience.

CSEA Report – Mr. John Ieronimo, CSEA President, introduced himself to the Board of trustees and stated that he will be resuming the role of CSEA President.

Student Trustee Report – Mr. Yohan Maeda, Student Trustee, provided a brief report of recent and upcoming activities and reminded everyone of the Lights of Love program.

West Hills College Coalinga and North District Center, Firebaugh – Dr. Willard Lewallen, President, reported this is the second year for Lights of Love. This year the need was greater than expected. The West Hills College Coalinga staff members have sponsored 194 children. Dr. Lewallen reminded those present that all gifts are due this Friday in the international student office. He also reminded everyone that the Big Monday basketball fundraiser is scheduled for later that evening and good attendance is expected. Dr. Lewallen reported that the second meeting of the Citizens' Bond Oversight Committee for SFID #1 will be held December 15 at the North District Center in Firebaugh. Dr. Lewallen also reported on the various holiday festivities that are occurring.

West Hills College Lemoore – Mr. Don Warkentin, President, reported that the wrestling team placed seventh in the Southern California Regionals. He also reported that there was a gas incident at the campus which was taken care of quickly. Many students participated in the recent Christmas parade in downtown Lemoore. Mr. Warkentin reported that a President's Forum was held last week and there were many questions regarding the budget. Good discussion was held. West Hills College

Lemoore will hold their first Citizens' Bond Oversight Committee meeting on December 9.

Chancellor's Report – Dr. Frank Gornick, Chancellor, introduced Dr. Rick Post who provided an update on West Hills Community College Foundation activities. Dr. Post distributed a summary reported and explained the various things that the staff have been working on, including a list of recent donations. He stated that officers were elected at the Foundation's October 14 meeting. With regard to campus support, the Foundation is supporting the Big Monday dinner by donating gift baskets. Donations received from January 1, 2009 through November 30, 2009 total \$259, 431.48.

Dr. Gornick reported that the administrative group participated in a professional development exercise through FranklinCovey with regard to the 360 Evaluation process. Administrators are reevaluating their goals to align them with district and college goals. It was a good workshop and attendees learned a lot.

Dr. Gornick reported that the heads of the three higher education units – Universities of California, California State Universities, and Community Colleges – will be testifying before the higher education committee in reference to the master plan. There is discussion of no midyear cuts but it will all depend on how things progress with the state budget.

CONSENT AGENDA

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

- CA-24 Minutes – The minutes of the November 17, 2009 Board of Trustees meeting were approved as submitted.
- CA-25 Warrants – The warrants were approved as submitted.
- CA-26 Acceptance of Donation – The donation of items from Avenal State Prison was accepted.
- CA-27 Personnel Transactions – The list of personnel transactions were approved as submitted.

CHANCELLOR'S OFFICE

At this time, President McKean turned the meeting over to Dr. Gornick to conduct the annual organizational portion of the meeting.

Dr. Gornick announced that Trustee Levinson and Trustee Minnite ran unopposed in the recent election. Trustee Oxborrow was opposed by Ms. Darlene Georgatos, but was re-elected for another four year term. He administered the oath of office to each of these Board members who will serve another four year term.

CO-16 Election of Board Officers – The following slate of officers was elected on a motion by Trustee Henry, seconded by Trustee Ivans, and carried on the following vote:

Ayes	6
Noes	1 (Trustee Oxborrow)
Absent	0
Abstain	0

President	Mark McKean
Vice President	Bill Henry
Clerk	Nina Oxborrow
Legislative Representative	Jack Minnite
Voting Representative (Fresno County)	Jack Minnite
Farm of the Future Advisory Committee (2)	Mark McKean Steve Cantu
Fresno County School Board Association	Mark McKean
Kings County School Board Association	Edna Ivans
West Hills Community College Foundation (2)	Steve Cantu Bill Henry

The meeting was returned to the charge of President McKean at this time.

CO-17 Certification of Election Results – The election results for the November 3, 2009 general election were accepted on a motion by Trustee Minnite, seconded by Trustee Levinson, and carried unanimously.

CO-18 Curriculum Committee Action Report, West Hills College Coalinga – The Curriculum Committee Action report for West Hills College Coalinga was approved on a motion by Trustee Cantu, seconded by Trustee Minnite, and carried unanimously.

FISCAL SERVICES

FS-23 Subcontractor Change – Mr. Stoppenbrink explained that the original subcontractor requested to be removed as the listed subcontract and we must make a replacement. Trustee Cantu questioned if there is a difference in cost. Mr. Stoppenbrink explained that there is no different as the replacement contractor honored the bid amount that is in the contract.

Trustee Minnite questioned if the district keeps the bond. Mr. Stoppenbrink explained that the bond is with the general contractor, not the subcontractors. Mr. Kevin Cobb, AP Architects, confirmed this information. Trustee Minnite asked who would be paying for the reposting. Mr. Cobb stated that any incidentals and time costs will have to be covered by the district. Trustee Minnite stated that there should be a price to pay in order to be released from the contract. He asked why the contract requested to be removed. Mr. Cobb stated that they did not provide that information; however, it sounded as though they were very busy and did not have enough staff and were therefore unable to meet the obligation. Trustee Minnite expressed concern over the changes as it appears to be an ongoing issue.

The approval of Otis Elevator Company as the substitute contractor for the West Hills College Lemoore Multi Use Sports Complex project was approved on a motion by Trustee Ivans, seconded by Trustee Levinson, and carried on the following vote:

Ayes	6
Noes	1 (Trustee Minnite)
Absent	0
Abstain	0

FS-24 Farm of the Future Master Plan and Final Master Environmental Impact Report (EIR) – At this time President McKean called for a public hearing with regard to the Farm of the Future Master Plan and Final Master Environmental Impact Report (EIR).

Hearing no public comments at this time, President McKean invited discussion from the Board of Trustees.

Trustee Cantu questioned if traffic will really increase as much as indicated. Mr. Stoppenbrink responded that there will be an impact and the mitigated expenses for the district will be \$3,225. As development occurs, other fees will be paid by those involved in the developments.

Trustee Minnite asked for clarification on the City limits for the EIR. Mr. Stoppenbrink explained that we are within the City of Coalinga, but not all sections are included. We are in the sphere of influence.

Trustee Cantu questioned how the water issues would be addressed. Mr. Stoppenbrink responded that he was not sure. Trustee Henry stated that he thought the city was taking care of the matter with the Will Serve letter. Mr. Stoppenbrink explained that with the Will Serve letter, the amount of

demand on ground water will be reduced. He also explained that there was a long term plan in place if Mr. Wellington develops his project to the east. If this occurs, the district would be able to tap into the purple pipe. Ms. Reents stated that the City of Coalinga is really stretching its water supply. The city obtains its water from the state water project which is not guaranteed. It is better under the California Environmental Quality Act (CEQA) to determine if there is a significant unavoidable laborious impact which is included in the findings and will provide the District protection. Mr. Stoppenbrink explained that Ms. Reents is with the agency that developed the EIR.

Trustee Cantu asked if Claremont Custody Center also had to provide an EIR. Mr. Stoppenbrink responded that he was not sure since it was built so long ago.

Trustee Oxborrow questioned the San Joaquin Air Quality Control Board and if we would be able to comply with the regulations. Mr. Stoppenbrink responded that the farm meets the regulations. Trustee Cantu questioned how many trucks the farm currently uses. Mr. Richard Larson stated there are four trucks and all will need to comply.

The proposed Farm of the Future Master Plan and resolution certifying Final Master Environmental Impact Report (EIR) was approved on a motion by Trustee Ivans, seconded by Trustee Cantu, and carried unanimously.

FS-25 Resolution – Intention to Convey Real Property, City of Coalinga – The resolution in the matter of intention to convey real property, City of Coalinga, was approved on a motion by Trustee Minnite, seconded by Trustee Ivans, and carried unanimously.

FS-26 Resolution – Intention to Convey Real Property, Firebaugh – The resolution in the matter of intention to convey real property, Firebaugh, was approved on a motion by Trustee Cantu, seconded by Trustee Minnite, and carried unanimously.

FS-27 Increase in Residence Halls Rent and Meal Plans – Trustee Cantu commented that although it is a large increase, we still have the lowest rates. Mr. Stoppenbrink explained that he and Dr. Lewallen have discussed the increase in food costs and will be reviewing the costs more regularly in order to avoid having such a large increase at one time. Dr. Gornick stated there are also some procedures in the development stage with regard to who can occupy the residence halls. Trustee Levinson

questioned the procedures and Dr. Gornick explained that we will be asking for a deposit.

Student Trustee Maeda asked for clarification on the increases. He stated that he thought the increases are fine. He explained that the international students have to live in the residence halls for one year and he is aware that some students do not like the meals available and have left the residence halls. Dr. Lewallen explained to the Board the procedures involved for international students and the residence halls. Trustee Ivans questioned if the requirements also pertain to student athletes. Dr. Lewallen responded that they do not. Trustee Levinson questioned other requirements and Dr. Gornick explained that consistency is an area that will have to be addressed. Trustee Minnite questioned what data would be used in order to determine cost. Dr. Lewallen explained the costs and Mr. Stoppenbrink explained that labor is also a factor. Trustee Minnite expressed his concern that this is only being addressed now and stated that it should be revisited in order to obtain some accountability.

The increase in residence halls rent and meal plans at West Hills College Coalinga was approved on a motion by Trustee Minnite, seconded by Trustee Cantu, and carried unanimously.

BOARD REPORTS / COMMENTS / REQUESTS AND ANNOUNCEMENTS

Trustee Cantu stated that he is sure things will get better and thanked everyone for attending the meeting.

Trustee Minnite thanked everyone for their dedication and wished everyone happy holidays.

Trustee Ivans expressed her appreciation for the publications and thanked everyone for their reports. She wished everyone a merry Christmas and a happy new year.

Trustee Henry stated that he hopes the payroll issues are fixed rapidly. He wished everyone a merry Christmas.

Trustee Oxborrow thanked everyone for their attendance and reports.

Trustee Levinson wished everyone happy holidays.

President McKean thanked everyone for attending the meeting.

President McKean announced that the next meeting of the Board of Trustees is scheduled for January 19, 2010.

CLOSED SESSION

The meeting was adjourned to closed session at 4:30 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 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.

ADJOURNMENT

There being no further business before the Board of Trustees, the meeting was adjourned at 5:15 p.m.

Nina Oxborrow
Clerk of the Board of Trustees

/bc

Personnel Transactions

1. Changes in Assignment

Name	Current Assignment	Change	Effective Date	Additional Information
Brewer, Erin	Human Resources Specialist District Office Range 8, Step 2	Human Resources Assistant District Office Range 10, Step 1	1/1/10	Reclassification due to recent district/ college reorganization
Cortez, Edna	Child Development Center Assistant San Joaquin Child Dev. Center Range 23, Step B	Child Dev. Center Associate Teacher San Joaquin Child Dev. Center Range 30, Step A	11/16/09	Temporary assignment during recruitment for open position
Crider, Kyle	Secretary West Hills College Lemoore Range 36, Step C	Senior Secretary West Hills College Lemoore Range 40, Step A	1/1/10	Reclassification due to recent district/ college reorganization
Guerrero de Arreola, Gloria	Child Development Center Assistant West Hills College Lemoore Range 23, Step A	Child Dev. Center Associate Teacher West Hills College Lemoore Range 30, Step A	11/10/09 – 2/28/10	
Richerson, Melissa	Human Resources Specialist District Office Range 8, Step 4	Human Resources Assistant District Office Range 10, Step 3	1/1/10	Reclassification due to recent district/ college reorganization