



**MINUTES OF THE ANNUAL ORGANIZATION MEETING
(REGULAR MEETING) OF THE GOVERNING BOARD**

December 11, 2012



CALL TO ORDER / OPEN SESSION

Vice President Henry called the meeting of the Board of Trustees to order at 3:02 pm.

Board members present:

Bill Henry, Vice President
Nina Oxborrow, Clerk
Jeff Levinson
Edna Ivans
Jack Minnite
Steve Cantu

Board members absent:

Mark McKean, President
Brittany Burkhart, Student Trustee

Administrators present:

Frank Gornick, Chancellor
Ken Stoppenbrink, Vice Chancellor of Business Services
Don Warkentin, President, West Hills College Lemoore
Tom Harris, Interim President, West Hills College Coalinga
Carole Goldsmith, Vice Chancellor of Educational Services and Workforce Development
Pedro Avila, Vice President of Student Services, West Hills College Coalinga
Sylvia Dorsey-Robinson, Vice President of Student Services, West Hills College Lemoore
Dave Bolt, Vice President of Educational Services, West Hills College Lemoore
Stephanie Droker, Vice President of Educational Services, West Hills College Coalinga
Keith Stearns, Assoc. Vice Chancellor of Academic and Information Services/Registrar
Frances Squire, Executive Director of West Hills Community College Foundation
Marcel Hetu, Director of North District Center, Firebaugh
Tom Wixon, Director of Marketing/Public Information Officer
Michelle Kozlowski, Assoc. Vice Chancellor of Ed Services and Information Technology
Cathy Barabe, Director of Grants
Richard Larson, Director of Farm of the Future, West Hills College Coalinga
Anita Wright, Director of Special Grant Programs
Robert Pimentel, 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.

Vice President Henry requested that item PS-5 be moved to the beginning of the agenda. A motion was made by Trustee Minnite, seconded by Trustee Oxborrow, and carried unanimously.

PERSONNEL SERVICES

PS-5 Employment of President, West Hills College Coalinga – The employment of Dr. Carole Goldsmith as President of West Hills College Coalinga was approved on a motion by Trustee Ivans, seconded by Trustee Oxborrow, and carried unanimously.

Dr. Goldsmith addressed the audience and Board of Trustees and thanked them for the opportunity to serve as President of West Hills College Coalinga. She stated that she is excited and thrilled about the position. She promised to be dedicated and hardworking and will serve the employees and students to the best of her ability.

Trustee Cantu arrived during the comments made by Dr. Goldsmith.

REPORTS FROM ORGANIZATIONS / COLLEGES / DISTRICT OFFICE

Academic Senate Report – Mr. Jeff Wanderer, Academic Senate President for West Hills College Coalinga, stated that the faculty are excited about the new direction the college will be taking.

Mr. Kurt Sterling, Academic Senate President for West Hills College Lemoore, was not present to report at this time.

WHCFA Report – Mr. Ken Sowden, WHCFA President, stated that he is looking forward to resolving issues and coming up with an agreement in negotiations tomorrow.

CSEA Report – Mr. Keith Brock, CSEA President, reported that CSEA is also in negotiations with the District tomorrow morning. He reported that CSEA elections are occurring on Thursday.

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

West Hills College Coalinga and North District Center, Firebaugh – Dr. Tom Harris, Interim President, stated that Dr. Goldsmith is going to do a wonderful job at West Hills College Coalinga. He reported that the Facilities Development Council recently toured Porterville College to get ideas about a future student services building. They will be meeting tomorrow morning to recap their tour and discuss the best location for the

facility. Dr. Harris introduced Ms. Stephanie Droker who has been working on accreditation and C6.

Ms. Droker reported that accreditation is up and running. Teams are working together to draft narratives and gather evidence. They are ahead of schedule and plan to have a strong draft to review in the summer. There are three new course offerings that will be available in January at the Farm of the Future. The cohorts will be academy style and staff are excited about the program. She expressed her thanks to Richard Larson for his work on the program. Ms. Droker also thanked Dr. Harris for his service to West Hills College Coalinga, stating that she appreciates his leadership.

West Hills College Lemoore – Mr. Don Warkentin, President, reported that West Hills College Lemoore has been very busy winding down the semester. A fall sports banquet was held last night. The college has a great group of student athletes. Mr. Warkentin reported on the state wrestling championship, stating that it brings recognition for the college and the district. He reported that the wrestling team placed third in the state. Sections have been added to the class schedule throughout the district and were available for enrollment beginning Monday, December 10. The staff at West Hills College Lemoore have been working on the writing of the accreditation report for Student Learning Outcome (SLO) progress and workshops have been conducted with faculty. Duty Day will be held at West Hills College Coalinga this year on January 11.

Chancellor's Report – Dr. Frank Gornick, Chancellor, discussed the FTES report. Mr. Keith Stearns stated that the estimate is based on past performance of sections. The information on the FTES report is updated on the website every day. Dr. Gornick commented on the sections that have been added to the class schedule, stating that they are the classes that most students needed and wanted. Brief discussion took place regarding FTES targets and building the budget.

Dr. Gornick reported that the District has finally closed on the New Market Tax Credits (NMTC). Mr. Ken Stoppenbrink provided an update, stating that West Hills is the first community college district in the state of California to do this. We will net approximately \$1.8 million. A new corporation has been created, NMTC-MUSC. Discussion took place concerning the funds. Mr. Stoppenbrink stated that we have a dire need for scheduled maintenance dollars for projects and emergency repairs. The NMTC funds are a good source of revenue for those types of projects. Mr. Stoppenbrink stated that the process took longer than originally thought.

Dr. Gornick briefly summarized the procedural changes in Administrative Procedure 4235, Credit by Examination.

Dr. Gornick called Ms. Cathy Barabe to the podium and presented her with a plaque recognizing her upcoming retirement and in honor of her service to the West Hills Community College District. He also presented a gift to Dr. Harris for his service at West Hills College Coalinga.

CONSENT AGENDA

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

- CA-30** Minutes – The minutes of the November 13, 2012 regular meeting were approved as submitted.
- CA-31** Warrants – The warrants were approved as submitted.
- CA-32** Surplus Property – The list of property was declared as surplus.
- CA-33** Adult/Student Temporary Salary Schedule – The additions to the adult/student temporary salary schedule were approved as submitted.
- CA-34** Personnel Transactions – The list of personnel transactions was approved as submitted.

CHANCELLOR'S OFFICE

- CO-20** Election of Board Officers – Dr. Frank Gornick announced that this being the annual organizational meeting of the Board of Trustees, a slate of officers for 2013 needs to be elected.

Trustee Cantu made a motion to elect the following slate of officers for 2013:

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
Retiree Health Benefits Plan Investment Committee	Jack Minnite

The motion was seconded by Trustee Minnite, and carried unanimously.

FISCAL SERVICES

- FS-26** Fiscal Services Report – Mr. Stoppenbrink provided the fiscal services report. He reported that the district is 41.7% through the fiscal year. General fund 11 revenues are at 26.9% and general fund 11 expenditures

are at 43.7%. General fund 12 revenues are at 25.3% and general fund 12 expenditures are at 23.1%.

Trustee Cantu questioned when we expect the new money to come in. Mr. Stoppenbrink responded that the State Chancellor's Office is waiting for the Department of Finance to get the answers. He stated that when we added sections, we added \$325,000 into the budget. At the February Board meeting there will be a mid-year adjustment. Brief discussion took place for purposes of clarification.

FS-27 Resolution – State Disability Insurance Coverage – Mr. Stoppenbrink explained that in the current collective bargaining agreement with CSEA there is an agreement with regard to disability insurance. Implementation of the new insurance requires passage of a resolution. The resolution and the application are then sent to the state for consideration. Mr. Stoppenbrink explained that this was a negotiated item that CSEA wanted and there are a multitude of benefits. The new insurance requires the employee to exhaust all leave banks (vacation and sick) before they are eligible for disability. He reported that this insurance will be a decrease in cost to the district.

The resolution in the matter of the District's intention to apply for state disability insurance coverage for classified employees was adopted on a motion by Trustee Minnite, seconded by Trustee Cantu, and carried unanimously.

FS-28 Contract Award – Ms. Michelle Kozlowski discussed the proposed contract award. Dr. Gornick stated that he noticed a lot of Polycom equipment and questioned why we would not be using Cisco equipment. Ms. Kozlowski responded that the Polycom equipment ties in with the Cisco equipment. The decision to go this route was weighed heavily. The integration factor is there and the faculty already know it well.

On a motion by Trustee Levinson, seconded by Trustee Minnite, and carried unanimously, the contract for the West Hills Community College District video conferencing and AV equipment resolution was awarded to VSGI in the amount of \$274,555.

FS-29 Housing Fees Discount Proposal – Mr. Stoppenbrink stated that the theory behind the housing fees discount is that West Hills College Coalinga will be better able to fill the residence halls. They want to try this solution for a year. Mr. Pedro Avila has done the research and is very confident that it will be successful. Mr. Avila discussed the debt aspect of the residence halls. Trustee Levinson stated that he would like to hear a full report on this item in the future. Mr. Avila stated that in the past we have had problems with students living in the dorms and not being able to pay. Our process now is that we require in advance that they prove they can pay.

Trustee Levinson stated that he wants to see the fixed costs. Dr. Gornick stated that this will be a topic for the Board of Trustees retreat in February.

The housing fees discount proposal was approved on a motion by Trustee Minnite, seconded by Trustee Levinson, and carried unanimously.

BOARD REPORTS / COMMENTS / REQUESTS AND ANNOUNCEMENTS

Trustee Cantu stated that it has been a pleasure working with Dr. Harris and he has done a tremendous job. He expressed his congratulations to Dr. Goldsmith, stating that she will do a fantastic job. Trustee Cantu expressed his congratulations to Ms. Barabe on her retirement.

Trustee Minnite expressed his congratulations to Dr. Goldsmith and his thanks to Dr. Harris.

Trustee Ivans expressed her congratulations to Dr. Goldsmith and thanked Dr. Harris for his work. She also congratulated Ms. Barabe on her retirement and thanked Mr. Tom Wixon for the publicity. Trustee Ivans reported on the recent death of former Trustee, Dr. Herb Atkinson. She wished everyone happy holidays.

Vice President Henry thanked Dr. Harris for his service and congratulated Dr. Goldsmith on her new position.

Vice President Henry stated that Trustee Cantu was not present during the vote on the selection of Dr. Goldsmith as President of West Hills College Coalinga. Trustee Cantu stated that he also votes in favor of Dr. Goldsmith.

Trustee Oxborrow thanked Dr. Harris and stated that his work is appreciated. She congratulated Dr. Goldsmith, stating that she will have a lot of fun in the position. She also expressed her congratulations to Ms. Barabe, stating that she hopes she enjoys every bit of her retirement. She thanked everyone for their hard work and wished happy holidays to all.

Trustee Levinson stated that his only disappointment is that he never got to fly with Dr. Harris. He expressed his congratulations to Dr. Goldsmith and commented on the talent that has come out of the District. Trustee Levinson congratulated Ms. Barabe and stated that her tenure at West Hills has been valued and she will be missed. He wished everyone happy holidays.

Vice President Henry announced that the next regular meeting of the Board of Trustees is scheduled for January 15, 2013.

CLOSED SESSION

The meeting was adjourned to closed session at 4:32 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)

ADJOURNMENT

There being no further business before the Board of Trustees, the meeting was adjourned at 5:34 pm.

Nina Oxborrow
Clerk of the Board of Trustees

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Personnel Transactions

1. Resignations / Retirements / Releases During Probation / Terminations

Name	Title & Location	Effective Date
Del Real, Ramon	Custodian West Hills College Lemoore	11/14/12