



MINUTES OF THE REGULAR MEETING OF THE GOVERNING BOARD

June 24, 2014



1. Call to Order / Open Session

President McKean called the meeting of the Board of Trustees to order at 3:05 pm.

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
Don Warkentin, President, West Hills College Lemoore
Carole Goldsmith, President, West Hills College Coalinga
Becky Cazares, Director of Human Resources
Michelle Kozlowski, Assoc. Vice Chancellor of Ed. Services and Information Technology
Richard Wu, Associate Vice Chancellor of Connected Learning
Anita Wright, Interim Director of Grants
David Castillo, Interim Director of Farm of the Future, West Hills College Coalinga
Sandy McGlothlin, Vice President of Student Services, West Hills College Coalinga
Stephanie Droker, Vice President of Educational Services, West Hills College Coalinga
Dave Bolt, Vice President of Educational Services, West Hills College Lemoore
Mark Gritton, Associate Dean of Students, 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, was not present 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, was not present to report at this time.

- C. CSEA Report** – Mr. Keith Brock, CSEA President, reported that negotiations have been finalized and CSEA will take a vote for ratification tomorrow.

- D. West Hills College Coalinga and North District Center, Firebaugh** – Dr. Carole Goldsmith, President, thanked the Board members who were able to visit the farm earlier in the day to see some of the things that are being accomplished. She commented on the good work of Mr. Clint Cowden and Mr. David Castillo. Dr. Goldsmith reported that the Paramount Summer Academy is going well. Students are learning about careers in agriculture. She expressed her thanks to the administrators who represented West Hills College Coalinga by attending the award ceremonies at the various high schools in the area. Dr. Goldsmith reported that the annual Horned Toad Derby golf tournament hosted by the athletic department made over \$3,000. She thanked the Board for their support of this event. Dr. Goldsmith reported that she recently served as the EDPAC representative for the District and learned about CTE policies. Funds are available for CTE programs and we have the opportunity to work on the next round of the Department of Labor grant.

Ms. Sandy McGlothlin introduced Ms. Amanda Stone as the new Director of Financial Aid for West Hills College Coalinga. Ms. Stephanie Droker reported that Ms. Joy Cowden is a new hire through the Title V grant. Mr. Mark Gritton introduced Mr. Stefan McGovern, Baseball Coach, and Mr. Justin Hampton, Rodeo Coach. Both are working on their Master's degrees. Dr. Goldsmith discussed the California Career Pathways Trust (CCPT) grant and the ag academy. She reported that Paramount Farms is the recipient of the grant. In closing, Dr. Goldsmith briefly discussed the international student program, stating that we may exceed sixty students this year.

- E. West Hills College Lemoore** – Mr. Don Warkentin, President, discussed the activities of the 5Cs camp at West Hills College Lemoore. He reported that he and a team of administrators and faculty recently attended the Achieving the Dream (ATD) Conference in North Carolina where they met the college's assigned leadership coach and data coach. The goal is to use data to make better decisions. The data coach will work with Mr. Keith Stearns. The ATD coaches have done a lot of research about the college and the District and they will provide assistance for the three years that we are a part of the project. Mr.

Warkentin commented that our involvement in Achieving the Dream will definitely help with accreditation and Student Learning Outcomes (SLO) progress. Mr. Warkentin reported that West Hills College Lemoore is being reviewed as a potential host site for the men's and women's basketball championships. He stated that he has been asked to serve on the California Community College Athletic Association Executive Board representing the Central Valley Conference.

3. Consent Agenda

The following consent agenda items were approved on a motion by Trustee Minnite, 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

- A. **Minutes** – The minutes of the May 20, 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.

4. Chancellor's Office

- A. **Chancellor's Report** – Dr. Frank Gornick, Chancellor, introduced Ms. Anita Wright as the new Director of Grants. He initiated discussion on FTES and discussion took place regarding the impact on the budget. Mr. Ken Stoppenbrink discussed unfunded FTES equating to \$1.5 billion over the last seven years throughout the community college system, stating that it is a huge number.
- B. **Board Policy 4104, Contract Training** – Board Policy 4104, Contract Training, was approved on a motion by Trustee Minnite, seconded by Trustee Levinson, and carried on the following votes: Ayes: 7 (McKean, Oxborrow, Minnite, Levinson, Ivans, Cantu, Falter); Noes: 0; Absent: 0; Abstain: 0.

5. Educational Services

- A. **Vice Chancellor's Report** – Dr. Stu Van Horn, Vice Chancellor of Educational Services and Workforce Development, expressed his congratulations to the new hires. He commented on the Achieving the Dream project, stating that it holds incredible relevance. He expressed similar commendations for the Degree Qualifications Profile (DQP) project at West Hills College Coalinga and congratulated both College Presidents for their work. Dr. Van Horn provided a brief update on the recent Essential Elements event, stating that he is waiting for the action outcomes report from the consultants. With regard to the Student Success Scorecard, an update will be provided at the July Board meeting.
- B. **Resolutions – Child Development Centers** – The following resolutions in the matter of the District's child development centers were adopted on a motion by Trustee Minnite, seconded by Trustee Cantu, and carried on the following votes:

Ayes: 7 (McKean, Oxborrow, Minnite, Levinson, Ivans, Cantu, Falter); Noes: 0;
Absent: 0; Abstain: 0

- Resolution in the matter of agreement number CCTR-4038-6213-00-2
- Resolution in the matter of agreement number CSPP-4089-6213-00-4

6. Fiscal Services

A. Fiscal Services Report – Mr. Ken Stoppenbrink, Deputy Chancellor, called Ms. Anne Jorgens to the podium. He stated that she has done a great job of putting together hundreds of entries in Datatel that helped to produce the budget reports throughout the past several years and he couldn't have done it without her. He thanked her for her work and wished her well in her retirement.

Mr. Stoppenbrink provided the fiscal services report. He reported that the district is 91.7% through the fiscal year. General fund 11 revenues are at 76.3% and general fund 11 expenditures are at 81.8%. General fund 12 revenues are at 60% and general fund 12 expenditures are at 60.2%.

Brief discussion took place regarding the budgets for the North District Center and NAS Lemoore. Mr. Stoppenbrink explained the need to permanently allocate staff and charge the appropriate accounts.

B. Tentative Budget – 2014-2015 – Mr. Stoppenbrink provided an overview of the tentative budget, stating that the District will face a significant increase in retirement expenses in the next seven years based on what is being proposed by Sacramento. Dr. Gornick commented on keeping salary expenses in the 70% category, stating that we are at 72% and handling this well.

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

C. District Appropriations Limit (Gann Limit) – Mr. Stoppenbrink explained that each district is required to report what their appropriations limit would be. This information is required by the Chancellor's Office. There are only a few basic aid districts in California. If we were to hit \$42 million in property tax income then we wouldn't have to report our district appropriations limit.

The District Appropriations Limit (Gann Limit) was presented to the Board of Trustees for a first reading at this time. Approval will be requested at a later date.

D. Contract Award – Equipment and Services for iPad Use – It was stated that the funding source for this purchase is Title V.

On a motion by Trustee Minnite, seconded by Trustee Cantu, and carried on the following votes: Ayes: 7 (McKean, Oxborrow, Minnite, Levinson, Ivans, Cantu, Falter); Noes: 0; Absent: 0; Abstain: 0, the contract for equipment and services for iPad use was awarded to AMS.net in the amount of \$160,891.18.

7. Personnel Services

- A. Classified Job Description – Web Services Specialist** – It was stated that this new position is funded by Title V.

The Web Services Specialist job description was approved on a motion by Trustee Minnite, seconded by Trustee Oxborrow, and carried on the following votes: Ayes: 7 (McKean, Oxborrow, Minnite, Levinson, Ivans, Cantu, Falter); Noes: 0; Absent: 0; Abstain: 0.

- B. Memorandum of Understanding – Workload Reduction** – Ms. Becky Cazares explained that a request for a temporary workload reduction was received from a full time faculty member. This request is allowed by Education Code and there has been no objection from administration.

The Memorandum of Understanding with regard to a workload reduction for Ms. Tiffani Gonzales was approved on a motion by Trustee Levinson, seconded by Trustee Minnite, and carried on the following votes: Ayes: 7 (McKean, Oxborrow, Minnite, Levinson, Ivans, Cantu, Falter); Noes: 0; Absent: 0; Abstain: 0.

8. Board Reports / Comments / Requests / Announcements

A. Board Reports

Trustee Cantu stated that it has been a nice summer. He commented on the great meeting with the ag department earlier in the day and stated that we will see a lot of changes coming up. He welcomed all of the new employees.

Trustee Minnite welcomed all of the new employees and thanked them for choosing West Hills. He commented that Ms. Jorgens has gone above and beyond anything he can imagine to keep the District in check and solvent and watching her do her job has been rewarding. He expressed his best wishes to her upon retirement.

Trustee Ivans welcomed the new coaches and directors and expressed her congratulations to Ms. Jorgens. Trustee Ivans stated that she was amazed at the diversity of students during the scholarship ceremonies at the colleges. She commented that the energy series was wonderful and we are doing a great job.

Trustee Falter welcomed the new employees. He thanked Dr. Gornick for the FTE update.

Trustee Oxborrow welcomed all of the new employees and stated that she is excited about the experience we are able to use in other places. She wished everyone good luck and commented on the great reports heard today.

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

President McKean commented on the good meeting held with the ag staff before the Board meeting. He stated that he is looking forward to seeing some great results. President McKean expressed his thanks to Ms. Jorgens for her tenure at West Hills, stating that he appreciates her work and her contributions.

Dr. Gornick thanked Mr. David Castillo for his work at the farm while serving as Interim Director. He stated that Mr. Castillo will now move back into his position as the Director of the Westside Institute of Technology (WIT).

- B. Announcement of Next Board Meeting** – President McKean announced that the next regular meeting of the Board of Trustees is scheduled for July 22, 2014.

9. Closed Session

The meeting was adjourned to closed session at 4:20 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**
- D. Public Employee Performance Evaluation (as per Government Code section 54957). Title: Chancellor**

10. Adjournment

There being no further business before the Board of Trustees, the meeting was adjourned at 5:30 pm.

Jack Minnite
Clerk of the Board of Trustees