



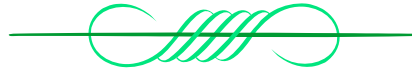
**WEST HILLS COMMUNITY COLLEGE DISTRICT**

**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**

**June 28, 2011**



**CALL TO ORDER / OPEN SESSION**

President McKean called the meeting of the Board of Trustees to order at 3:21 p.m.

Board members present:

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

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  
Pedro Avila, Vice Chancellor of Institutional Effectiveness and Enrollment Management  
Carole Goldsmith, Vice Chancellor of Educational Services and Workforce Development  
Jill Stearns, Vice President of Educational Services, West Hills College Coalinga  
Richard Larson, Director of Farm of the Future, West Hills College Coalinga  
Kathy Watts, Director of Child Development Centers  
Sylvia Dorsey-Robinson, Vice President of Student Services  
Marcel Hetu, Director of North District Center, Firebaugh  
Cathy Barabe, Director of Grants  
Michelle Kozlowski, Director of Information Technology Services  
Mark Gritton, Director of Athletics, Health and Physical Education

**Public Comments**

There were no public comments made at this time.

## **Introduction of Guests**

There were no guests introduced at this time.

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

Academic Senate Report – Mr. Mike Burke, Academic Senate President for West Hills College Coalinga, reported that he is newly elected to the Senate and has not yet met with them. He had nothing more to report at this time.

Mr. Kurt Sterling, Academic Senate President for West Hills College Lemoore, stated that the Senate is extremely proud of all the efforts of the staff at West Hills College Lemoore with regard to the positive news concerning accreditation. At the end of the spring semester a good meeting was held with the Academic Senates, Chief Instructional Officers, and College Presidents concerning Board Policy 4030, Academic Freedom. The group had an opportunity to work on the document and found a lot of common ground. Mr. Sterling reported that Mr. Michael McDowell will be the new Senate representative for Arts and Letters and Ms. Vera Kennedy will be the Curriculum Chair for West Hills College Lemoore. Ms. Kennedy will be attending the statewide Academic Senate Curriculum Institute. Mr. Sterling reported that faculty are working on the flex day schedule and will have a session on improving professional communication and a workshop on the ongoing evaluation of Student Learning Outcomes. The Senate is working on writing a new Senate handbook and developing an orientation process. They are also updating their bylaws and constitution. Mr. Sterling reported that he recently attended the Faculty Leadership Institute and had a good opportunity to meet other faculty leaders and have good conversations. He stated that he has some comments to make with regard to item CO-66 at a later time on the agenda.

WHCFA Report – In the absence of Ms. Marty Ennes, WHCFA President, Mr. Ken Sowden, Vice President, reported that Ms. Ennes will remain as Faculty Association President until September 1. Mr. Matt Magnuson will be the Vice President for West Hills College Coalinga and Mr. Scott Sutherland will be the Secretary. A Vice President is still needed for West Hills College Lemoore. With regard to personnel, Mr. Sowden commented that the Board is considering the creation of another Vice Chancellor position and salary increases for administrative and confidential employees. While the faculty agree with the provisions of step raises for all staff throughout the district, they believe that increases beyond step raises send the wrong message to employees, students, and the community in light of the many cuts that have been made and continue to be made.

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

West Hills College Coalinga and North District Center, Firebaugh – Dr. Willard Lewallen, President, commented on Board Policy 4030, Academic Freedom, and the consensus with the document. He stated that it was a good meeting and the group came to a quick resolution in less than an hour. He thanked the faculty for their participation. Dr. Lewallen reported that the good news from the Accrediting Commission is that both West Hills College Coalinga and West Hills College Lemoore were fully reaffirmed in terms of accreditation. He expressed his congratulations to the faculty, classified staff, and all administrators for their work in making this happen. Dr. Lewallen passed around a letter from the American Cancer Society with regard to the college's assistance in conjunction with a basketball game for a fundraiser. He also commented on the May/June 2011 California Country magazine article which featured the family of one of the rodeo students. Dr. Lewallen shared information about the summer groups on campus, explaining that several are participating in day programs, and others are participating in residential programs. 80 middle school students have been on campus through the migrant education program for English immersion and 80 migrant parents were on campus for a weekend retreat through the Fresno County Office of Migrant Education. Dr. Lewallen introduced several students from an international exchange agency and explained that the idea of the program is to give participants a perspective of the United States and what college life is like, combining it with cultural experiences. The goal is to increase awareness of the college's programs. President McKean questioned the results from the College National Finals Rodeo. Mr. Mark Gritton responded that one of the college's teams finished up in fourth place. They will be heading back there next year to compete again.

West Hills College Lemoore – Mr. Don Warkentin, President, acknowledged the support from District Office staff on the accreditation self study report and accreditation visit for West Hills College Lemoore. He reported that the summer has been busy, stating that there are currently 180-190 5<sup>th</sup> through 8<sup>th</sup> grade students on campus for the 5Cs program. There are also students on campus involved in the Upward Bound programs. These are great opportunities for students. Mr. Warkentin reported on the Multi Use Sports Complex project, stating that the contractors are working on punch list items. Trustee Henry questioned the drainage issue and Mr. Warkentin reported that the lift station should alleviate the problem. It is a temporary fix until an underground drainage system can be put in and it should be operable by the fall. Trustee Henry questioned the landscaping behind the multi use sports complex. Mr. Warkentin reported that work is still being done to drive down the salts with an irrigation system. There are plans to lay sod in the second week of July and trees will be planted in the fall. The campus will look a lot better for the Laura Bush event in September.

Chancellor's Report – Dr. Frank Gornick, Chancellor, introduced Mr. Ken Stoppenbrink who provided a presentation in recognition of the Risk Management Committee. He stated the mission and goals of the committee and reported on the plans that have been completed. The members of the team were introduced and Mr. Stoppenbrink commented that there is good cross representation of district and college employees

that bring a good mix of knowledge to the committee. He distributed certificates and gifts to the committee members in attendance. Mr. Stoppenbrink introduced Mr. Jim Banks from Keenan & Associates and invited him to address the Board of Trustees. Mr. Banks stated that Ms. Anne Jorgens, chair of the Risk Management Committee, is very agenda oriented and does a great job with the committee.

Dr. Gornick stated that he attended the West Hills Community College Foundation Board meeting and planning session last week and acknowledged the Foundation's contribution to the Osher Scholarship in the amount of \$300,000. It will be matched with \$150,000 from the Osher Foundation. He stated that it is a positive step for our Foundation and gives us more scholarships to be able to offer to students.

With regard to the comments made by Mr. Sowden, Dr. Gornick stated that we are not adding any new administrators but are just changing titles. He commented on the notification just received from CTA with regard to an agency shop fee. Mr. Sowden stated that the membership knows it is coming.

Dr. Gornick expressed his congratulations to the Board of Trustees for the success with regard to accreditation. He thanked them for their support as well as the support of the staff.

Dr. Gornick reported that a statewide Student Success Task Force is meeting and discussing initiatives with regard to student success. Chancellor Scott has been made aware of our policy on priority registration and has expressed his interest. He has been sent a report.

### **CONSENT AGENDA**

Trustee Minnite questioned page 8 of the warrants and the amount paid to for Sysco for plates, saucers, etc. Mr. Stoppenbrink responded that the items were paid for by a restricted fund and will stay within the district for other functions. Mr. Warkentin stated that the items were purchased for the culinary program and will be used for future events.

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

**CA-59**      Minutes – The minutes of the following meetings of the Governing Board were approved as submitted:

- May 17, 2011 – Governing Board Hearing
- May 17, 2011 – Regular Meeting
- June 7, 2011 – Regular Meeting
- June 22, 2011 – Special Meeting

- CA-60**      Warrants – The warrants were approved as submitted.
- CA-61**      Records Destruction Annual Report – The records destruction annual report was approved as submitted.
- CA-62**      Declaration of Surplus Property – The list of property was declared as surplus
- CA-63**      Adult/Student Temporary Salary Schedule – The changes to the adult/student temporary salary schedule were approved as submitted.
- CA-64**      Personnel Transactions – The list of personnel transactions was approved as submitted.

**CHANCELLOR'S OFFICE**

- CO-63**      Resolution – Grants Authorization – The resolution in the matter of authorizing the Chancellor and College Presidents to legally sign for district and college contractual grant agreements for fiscal year 2011-2012 was adopted on a motion by Trustee Levinson, seconded by Trustee Oxborrow, and carried unanimously.
- CO-64**      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 Minnite, seconded by Trustee Cantu, and carried unanimously.
- CO-65**      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 Levinson, and carried unanimously.
- CO-66**      Administrative Procedure 4020, Program, Curriculum, and Course Development – Mr. Sterling addressed the Board of Trustees, establishing the Academic Senate's thoughts on the administrative procedure. He commented on AB 1725, stating that it gives specific responsibilities to the Academic Senate, legislated through the Education Code. Roles and responsibilities are laid out in education code and the primary function is to make recommendations. Mr. Sterling stated that none of the governance groups are in support of the recommended changes and they have not agreed to the changes. He stated that the Rule of 5 should still stand as it is. Mr. Sterling explained that the Academic Senates strongly recommend the Board of Trustees vote no on the approval of this

procedure, stating that if the Board does approve it, they will be disregarding the shared governance practices of the district.

Trustee Henry commented on the process concerning when the Academic Senate makes a recommendation to the Board, questioning if the Board can only vote in favor of the recommendation of the Senate. Mr. Sterling stated that it depends on the language. If the district is a “primarily relied upon district”, then yes. Trustee Henry questioned the voting process and why the Board votes, stating that if the administration doesn’t favor the recommendation, and the Board must go along with the faculty recommendation, the Board’s vote doesn’t matter. Mr. Sterling responded that the Board is the ultimate authority.

President McKean asked if there are other comments. Dr. Carole Goldsmith reminded the Board of Trustees of the study session held in April at which time the proposed revisions to the procedure were discussed, along with the Education Code and shared governance. Dr. Goldsmith commented on participatory governance, stating that this does not mean that the groups will always agree. She stated that it is important to remember that we are not talking about changing a policy, only adding to it. She stated that the additions are appropriate and we need to take a look at the return on investment. The same standard of quality is needed throughout the district. Dr. Goldsmith thanked the Board for their thoughtful consideration of the procedure.

President McKean asked for clarification concerning the changes and it was stated that the only change to the procedure is the addition of items 6 and 7 on page 2 and the language which follows the Rule of 7. Mr. Sterling stated that the position of the statewide Academic Senate is that prerequisites fall under their academic responsibilities. It is the responsibility of the faculty that the prerequisites are deemed worthy. Dr. Gornick stated that the Board of Governors just recently reaffirmed the prerequisite issue with the state and we are in compliance with what the Board of Governors has done. The faculty will follow the policy that we have established. Trustee Ivans stated that we are still one district and thinks the faculty can get together and establish those prerequisites.

Administrative Procedure 4020, Program, Curriculum, and Course Development, was approved on a motion by Trustee Levinson, seconded by Trustee Ivans, and carried unanimously.

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**FISCAL SERVICES**

**FS-47**      Fiscal Services Report – Mr. Ken Stoppenbrink, Vice Chancellor of Business Services, provided the fiscal services report. He reported that we are 91.7% through the fiscal year. General fund revenues are at 81.3% and general fund expenditures are at 76.9%.

Mr. Stoppenbrink also reported on the insurance program, stating that since the district changed to the SWACC JPA from the VIP JPA, \$167,664 has been saved. This year the workers compensation modification factor dropped down to .9288 from .9487 which is a 2.1 reduction. The workers compensation rates increased by 2.4% and the liability rates dropped by 1.4% evening though over \$10 million in property values were added. Mr. Stoppenbrink stated that the total asset value of SWACC is \$49.9 million and the net asset value is \$22.6 million.

Mr. Stoppenbrink provided an update on the Retiree Health Benefits Plan. He explained that employee workshops have been held and to date there have been 48 attendees at the workshops. 40 employees have enrolled in the plan since it has been offered. Trustee Henry questioned the deadline to enroll. Mr. Stoppenbrink explained that current employees have 60 days from the date the plan was approved, and new employees have 30 days from the date of hire. He stated that enrollment in the plan is voluntary.

**FS-48**      District Appropriations Limit (Gann Limit) for 2011-2012 – The District Appropriations Limit (Gann Limit) for 2011-2012 was reviewed by the Board of Trustees. The document will be made available to the public for review 15 days prior to the adoption date which is scheduled for July 26, 2011.

Trustee Minnite made a motion to table items FS-49, PS-17, PS-18 and PS-19 until after closed session. The motion was seconded by Trustee Cantu and carried on the following roll call vote:

Trustee Cantu – Aye  
Trustee Minnite – Aye  
Trustee Ivans – Aye  
Trustee Henry – Aye  
Trustee Oxborrow – Aye  
Trustee Levinson – Aye  
President McKean – Aye

**FS-50**      Contract Award – On a motion by Trustee Henry, seconded by Trustee Ivans, and carried unanimously, the contract for the purchase of new servers and storage upgrades was awarded to GovPlace in the amount of \$117,668.94. The purchase is being made through WSCA Contract #B27164.

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

Trustee Cantu stated that he hopes everyone enjoys their time off during the summer. He stated that it is a pleasure to see such a good turnout at a summer Board meeting. Trustee Cantu commented that there were many good discussions and he hopes that the open line of communication continues.

Trustee Minnite echoed the comments made by Trustee Cantu. He recognized the colleges and district for success with regard to accreditation and expressed his congratulations to the Risk Management Committee. He wished everyone a great 4<sup>th</sup> of July holiday.

Trustee Ivans stated that she appreciates the good news from the investment representatives. She commented that she continues to receive positive comments concerning the Sarah Palin event. Trustee Ivans expressed her congratulations with regard to accreditation and also congratulated the Risk Management Committee. In closing she thanked the West Hills Community College Foundation for their work on the Osher Scholarships.

Trustee Henry expressed his concern with the comments made by Mr. Sterling with regard to voting but stated that the Senate's work is important and he appreciates it.

Trustee Oxborrow thanked everyone for their work on accreditation and stated that it is exciting to see where we fall. She expressed her appreciation to the Risk Management Committee for their time and efforts. Trustee Oxborrow wished everyone a good holiday weekend and summer.

Trustee Levinson echoed the comments made by his fellow Board member. With regard to the accreditation issue, he stated that we are truly ahead of the power curve.

President McKean congratulated all of the staff that took part in accreditation and stated that it is quite an accomplishment. He commented that it is nice to be a part of an institution that gets things done and thanked everyone for their input today.

### **CLOSED SESSION**

The meeting was adjourned to closed session at 4:43 p.m.



- Public Employee Discipline/Dismissal/Release (as per Government Code Section 54957)
- Conference with Labor Negotiator (as per Government Code Section 54957.6). Agency negotiator: Chancellor; Vice Chancellor of Business Services. Employee organization: CSEA; CTA. Unrepresented employees: Administrative; Management; Confidential.
- Discussion of Land Acquisition/Disposition of Property (as per Government Code Section 54956.8). Property: Firebaugh, California

### **RECONVENE TO OPEN SESSION**

The meeting was reconvened to open session at 5:31 p.m.

### **FISCAL SERVICES** (continued...)

**FS-49**      2011-2012 Tentative Budget – The 2011-2012 Tentative Budget was approved on a motion by Trustee Henry, seconded by Trustee Minnite, and carried unanimously.

### **PERSONNEL SERVICES**

**PS-17**      Revised Administrative Job Description – The following revised administrative job description was approved on a motion by Trustee Henry, seconded by Trustee Cantu, and carried unanimously:

- Associate Dean of Student Services

**PS-18**      New Administrative Job Description – The following new administrative job description was approved on a motion by Trustee Cantu, seconded by Trustee Minnite, and carried unanimously.

- Associate Vice Chancellor of Educational Services and Information Technology

**PS-19**      Administrative Salary Schedule; Administrative Contracts; Title/Range Changes and Salary Schedule Advancements – On a motion by Trustee Levinson, seconded by Trustee Minnite, and carried unanimously, the Board of Trustees approved the revised administrative salary schedule; administrative contracts; title/range changes and salary schedule advancements with the exception of the Dean of Student Services position at West Hills College Lemoore.

**ADJOURNMENT**

There being no further business before the Board of Trustees, the meeting was adjourned at 5:33 p.m.

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Nina Oxborrow  
Clerk of the Board of Trustees

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## Personnel Transactions

### 1. New Hires

Name	Title & Location	Schedule	Salary Placement	Funding	Effective Date	Additional Information
Allison, Angela	Interim Dir of Special Grant Programs (Administrative) District Office	40 hrs/wk 12 mo/yr	Range 41 Step 2	Grant	7/1/11	New position; 1 year interim
Higgins, Tawney	After School Prog. Site Coordinator (Classified) West Hills College Lemoore (placement at Avenal Elementary)	19 hrs/wk 11 mo/yr	Range 40 Step A	Grant	8/8/11	New position
Inman, April	After School Prog. Activity Specialist (Classified) West Hills College Lemoore (placement in Kettleman City)	19 hrs/wk 11 mo/yr	Range 32 Step A	Grant	8/8/11	New position
Plata, Marlo	Security Guard (Classified) West Hills College Lemoore	19 hrs/wk 12 mo/yr	Range 32 Step A	District	6/13/11	Replacement for Amber Piggue
Robinson, Kirsten	After School Prog. Activity Specialist (Classified) West Hills College Lemoore (placement in Avenal)	19 hrs/wk 11 mo/yr	Range 32 Step A	Grant	8/8/11	New position
Rojas, Cristina	After School Prog. Asst. Coordinator (Classified) West Hills College Lemoore	40 hrs/wk 12 mo/yr	Range 42 Step A	Grant	8/1/11	New position
Rubio, Elizette	After School Prog. Activity Specialist (Classified) West Hills College Lemoore (placement in Avenal)	19 hrs/wk 11 mo/yr	Range 32 Step A	Grant	8/8/11	New position

### 2. Temporary Hires

Name	Title & Location	Schedule	Salary Placement	Funding	Effective Date	Additional Information
Shults, Megan	Program Assist., Farm of the Future West Hills College Coalinga	40 hrs/wk	Range 36 Step A	Grant	6/29/11 – 9/30/11	
Yepez, Norma	Accounting Services Tech I District Office	40 hrs/wk	Range 49 Step A	District	6/29/11 – 12/31/11	

### 3. Leave of Absence

Name	Title & Location	Effective Date	Additional Information
Souza-Yanez, Tina	Secretary West Hills College Lemoore	6/1/11 – 5/31/12	FMLA Request; time will be used as needed

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

<b>Name</b>	<b>Title &amp; Location</b>	<b>Effective Date</b>
Alexander, Adriana	After School Program Activity Specialist West Hills College Lemoore	6/2/11
Balcazar, Priscilla	Research Assistant West Hills Community College District	12/31/11
Clement, Bob	Director of Athletics, Health & Physical Ed. West Hills College Lemoore	6/30/11
Covarrubias, Kayla	After School Program Activity Specialist West Hills College Lemoore	6/3/11
Cox, Jana	Director of Financial Aid West Hills Community College District	6/30/11
Jimenez, Donna	Senior Secretary West Hills College Lemoore	3/21/11
Ringo, Kristina	After School Program Activity Specialist West Hills College Lemoore	6/3/11
Robinson, Daisy	Child Development Center Teacher West Hills College Coalinga	6/13/11
Shults, Lainey	Program Assistant, Farm of the Future West Hills College Coalinga	6/29/11
Whitener, Susan	Assoc. Vice Chancellor of Ed. Planning West Hills Community College District	7/1/11