



MINUTES OF THE REGULAR MEETING OF THE GOVERNING BOARD

November 18, 2014



1. Call to Order / Open Session

President McKean called the meeting of the Board of Trustees to order at 3:28 pm.

Board members present:

Mark McKean, President
Nina Oxborrow, Vice President
Jack Minnite, Clerk
Jeff Levinson
Edna Ivans
Steve Cantu
Len Falter
Victor Chavarrin, Student Trustee

Administrators present:

Frank Gornick, Chancellor
Ken Stoppenbrink, Deputy Chancellor
Stu Van Horn, Vice Chancellor of Educational Services and Workforce Development
Carole Goldsmith, President, West Hills College Coalinga
Don Warkentin, President, West Hills College Lemoore
Becky Cazares, Director of Human Resources
Dave Bolt, Vice President of Educational Services, West Hills College Lemoore
Stephanie Droker, Vice President of Educational Services, West Hills College Coalinga
Sandy McGlothlin, Vice President of Student Services, West Hills College Coalinga
Sylvia Dorsey-Robinson, Vice Pres. of Student Services, West Hills College Lemoore
Frances Squire, Executive Director of West Hills Community College Foundation
Keith Stearns, Associate Vice Chancellor of Academic and Information Services
Joel Ruble, Dean of Student Services, West Hills College Lemoore
Raquel Rodriguez, Associate Dean of Student Learning, West Hills College Coalinga
Bertha Felix-Mata, Director of Title IV Projects, West Hills College Coalinga
Anita Wright, Director of Grants
Clint Cowden, Interim Director of Farm of the Future, West Hills College Coalinga
Robert Pimentel, Director of C6 Project

A. Introduction of Guests

There were no guests introduced at this time.

B. Public Comments

Ms. Frances Squire introduced Mr. Brett Freitas of Pepsi who presented a check in the amount of \$30,000. Dr. Frank Gornick and President McKean thanked Mr. Freitas for the generous donation.

2. Reports from Organizations / Colleges / District Office

A. Academic Senate Report – Mr. Jeff Wanderer, Academic Senate President for West Hills College Coalinga, reported that the Senate has had ongoing discussion about textbooks. They are working on suggesting revisions to the policy language which would allow access to more affordable books. He reported that the Senate continues to work on accreditation and is busy looking at what resources we currently have and what we have done in the past. A Student Learning Outcomes (SLO) assessment day is coming up in a couple of weeks and the Senate is also reviewing the Degree Qualifications Profile (DQP) process and trying to get more instructors to align the DQP with their program. With regard to the iPad initiative, faculty have been engaging in this activity. They are meeting regularly and discussing best practices.

Trustee Minnite questioned if Mr. Wanderer feels he has enough support in all of these areas. Mr. Wanderer responded in the affirmative.

Dr. Gornick expressed his thanks to the Academic Senate Presidents for taking on the task of suggesting revisions to the textbook policy language. He stated that it is important to identify the kinds of resources that will help students eliminate the cost of textbooks. This work is commendable.

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, reported that effective November 1, Mr. Rodney Ragsdale is the WHCFA Vice President for West Hills College Lemoore. He reported that the faculty are working with the District to clarify the language and come to an agreement with regard to the leave policy for faculty. He stated that he hopes to have this resolved fairly soon. Mr. Sowden reported that he will not be attending the next few Board meetings due to the time conflict.

C. CSEA Report – In the absence of Mr. Keith Brock, CSEA President, Mr. John Ieronimo stated that he had nothing to report at this time. He wished everyone a happy Thanksgiving.

D. Student Trustee Report – Mr. Victor Chavarrin, Student Trustee, reported that he is the newly elected Associated Student Body (ASB) President at West Hills College Lemoore. They have recently transitioned from Student Government Association (SGA) to ASB. Mr. Chavarrin reported on recent and upcoming events at West Hills College Coalinga including a homecoming rally and a blood

drive. At West Hills College Lemoore, all ASB executive positions have been filled and they are looking for students to serve on the Student Senate and are in the process of planning conferences. Recent and upcoming events include a canned food drive, health fair featuring flu shots and a blood drive, and various club and athletics activities.

- E.** Trustee Minnite questioned activities at the North District Center. Mr. Chavarrin responded that he did not receive a report from the students at that location. Dr. Carole Goldsmith stated that the North District Center students also recently held a blood drive and the student body remains very active.

- F. West Hills College Coalinga and North District Center, Firebaugh** – Dr. Carole Goldsmith, President, discussed the reorganization plans for West Hills College Coalinga. She commented on the resignation of Dr. Marcel Hetu, stating that he has been a great supporter of the North District Center, Firebaugh and that he will be missed. His resignation is effective December 31, 2014. Dr. Bertha Felix-Mata will replace Dr. Hetu on an interim basis. Ms. Raquel Rodriguez will assume the duties of Dr. Felix-Mata on an interim basis; and Mr. Robert Pimentel will assume the duties of Ms. Rodriguez on an interim basis. Upon approval by the Board of Trustees, the changes will be effective December 1 to ensure a smooth transition.

Dr. Goldsmith introduced Mr. Clint Cowden. Mr. Cowden distributed a report on the Farm of the Future and introduced Mr. JR Velazquez and Mr. Morgan Wicks. He thanked them for their work at the farm.

Dr. Goldsmith commented on the success of the football team and announced that West Hills College Coalinga will host the NCFC American Division Bowl game on Saturday, November 22. The team will compete against Yuba College. She also announced that the Big Monday Bash basketball fundraiser is scheduled for December 1 at the Elks Lodge in Coalinga.

Dr. Goldsmith briefly commented on an upcoming regional conference to be held in December which will focus on workforce programs and structured Career Technical Education (CTE) pathways.

- G. West Hills College Lemoore** – Mr. Don Warkentin, President, expressed his congratulations to Dr. Stu Van Horn and Dr. Gornick for the recent Essential Elements event. He introduced Mr. Joel Ruble to discuss the transition from SGA to ASB. Mr. Ruble reported that the former SGA developed a constitution to transition to ASB. It was an 18 month process. Mr. Ruble introduced Ms. Andrea Wood and Ms. Denise Gonzales who discussed the recently formed Go Green Environmental Science Club. They reported that the club's purpose is to sharpen the student's ability to understand nature; bring students together in a fun and friendly manner; and participate in consensus decision making. Their goals include adding more recycling bins and efficient hand dryers, and eliminating Styrofoam cups on campus. They shared some of their activities using recycled items.

Ms. Sylvia Dorsey-Robinson discussed Achieving the Dream (ATD) activities and the health fair. She reported that the Eagle Food Pantry club is now officially involved with the Food Recovery Network and donations of food are coming in.

It was reported that West Hills College Lemoore will have a visit from the ATD coaches this week. They have been working with Mr. Keith Stearns, Mr. Kyle Crider, and Ms. Jamie Pitts on data collection and analysis.

Mr. Warkentin reported that Huron Alternative Education will visit West Hills College Lemoore this Friday to tour the campus.

3. Consent Agenda

Trustee Minnite questioned the Employment Readiness Specialist position at the North District Center, Firebaugh. Ms. Becky Cazares explained that it is a position through the Workforce Connection.

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

- A. Minutes** – The minutes of the October 14, 2014 Study Session and October 14, 2014 regular meeting were approved.
- B. Warrants** – The warrants were approved as submitted.
- C. Annual Financial and Budget Report, 311** – The annual financial and budget report, 311 was approved as submitted.
- D. Declaration of Surplus Property** – The list of cattle was declared as surplus.
- E. Personnel Transactions** – The list of personnel transactions was approved as submitted.

4. Chancellor's Office

- A. Chancellor's Report** – Dr. Frank Gornick, Chancellor, reported that 71 employees recently attended an Academic Game Plan training session at Harris Ranch. He discussed the activities of the training session and the District's vision of the relentless pursuit of student success.

Dr. Gornick also commented on the Essential Elements series and thanked those who were able to participate. He expressed his congratulations to Dr. Van Horn on a successful event, stating that he did a great job. He stated that good information was gathered.

In closing, Dr. Gornick stated that it is nice to see all of the great successes with the football and soccer teams.

B. Resolution – Trustee Absence – The resolution in the matter of trustee absence from Board meeting was adopted on a motion by Trustee Levinson, seconded by Trustee Ivans, and carried on the following votes: Ayes: 6 (McKean, Minnite, Levinson, Ivans, Cantu, Falter); Noes: 0; Absent: 0; Abstain: 1 (Oxborrow).

C. Resolution – Setting the Date of the Annual Organizational Meeting – The resolution in the matter of setting the date of the annual organizational meeting of the Board of Trustees was adopted 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.

D. Resolution – Opposing Removal of the ACCJC as the Recognized Accreditation Agency – Dr. Gornick explained that the resolution is a result of the California State Audit of the Accrediting Commission for Community and Junior Colleges (ACCJC) concerning their practices and the number of colleges on sanction. He discussed the recommendations in the audit report, stating that he thinks the Board of Governors will listen to the Board's action on this resolution. Brief discussion took place for purposes of clarification and Dr. Gornick stated that we will follow up by sending a letter and a copy of the resolution to the President of the Board of Governors.

The resolution in the matter of opposing removal of the ACCJC as the Recognized Accreditation Agency was adopted on a motion by Trustee Ivans, seconded by Trustee Falter, and carried on the following votes: Ayes: 7 (McKean, Oxborrow, Minnite, Levinson, Ivans, Cantu, Falter); Noes: 0; Absent: 0; Abstain: 0.

E. Board Policies – The following revised Board policies were approved on a motion by Trustee Ivans, 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

- Board Policy 2315, Closed Sessions
- Board Policy 2330, Quorum and Voting

F. Board Policies and Administrative Procedure – Mr. Ken Stoppenbrink explained that the revisions to the policies and procedure are housekeeping items and they have been reviewed and recommended by the District's Risk Management Committee.

The following revised Board Policies and Administrative Procedure were presented for a first reading at this time:

- Board Policy 6809, Hazardous Waste
- Administrative Procedure 6809, Hazardous Waste
- Board Policy 6810, Hazardous Materials
- Board Policy 6813, Hazardous Communication Program

G. Student Equity Plan, West Hills College Coalinga – The Student Equity Plan for West Hills College Coalinga was presented for a first reading at this time.

Trustee Minnite questioned the focus on ESL (English as a Second Language) at West Hills College Coalinga. Ms. Sandy McGlothlin addressed the question, stating that we need to put ESL back into the loop because we have ESL students and international students. We have to be prepared for any level of student that enters West Hills College. It is in the equity plan because we are an Hispanic Serving Institution. We have not made an institutional commitment to having an ESL teacher. The population is there but they are not filling the classes as they should. The faculty are trying to deal with every level of student in the same classroom and we need to make a benchmark for students coming to us so that we can bridge them to the appropriate English levels. We aren't there yet. This information is contained in the Student Equity Plan. Dr. Gornick stated that it is an integrity issue when we bring in students and is an action item on which we will focus. Discussion took place concerning what the students need so they can progress to basic skills English. Dr. Gornick stated that the way it is structured at this time is not economical or beneficial. The Student Equity Plan outlines a plan that is needed to address this matter.

H. Student Equity Plan, West Hills College Lemoore – The Student Equity Plan for West Hills College Lemoore was presented for a first reading at this time.

5. Educational Services

A. Vice Chancellor's Report – Dr. Stu Van Horn, Vice Chancellor of Educational Services and Workforce Development, provided a brief update on the Closing the Gap project and how it assists in identifying gaps in college and career preparation and gaps in student college transition. High school data reports are now available on the District's website. Mr. Crider explained where the reports are found and summarized the data included in each report. Dr. Van Horn discussed Senate Bill 850, Central Valley Higher Education Consortium (CVHEC) outcomes, and next steps. He announced that a West Hills Community College District mobile app is coming soon and will make navigation on mobile devices easier for students.

With regard to the Essential Elements series, Dr. Van Horn shared a brief video clip of Mr. Jim Mayer and his remarks. He commented on outcomes and alliances from the events.

Dr. Van Horn briefly discussed the Awards for Innovation in Higher Education, stating that Governor Brown and the California Legislature allocated \$50 million

to recognize innovation and ambitious efforts to improve higher education. The Awards for Innovation will reward institutions and partnerships that are working differently to achieve articulated priorities. Our application for the award will be anchored by the Reg365 innovation and the various related projects.

In closing, Dr. Van Horn commented on the work of the Westside Institute of Technology (WIT).

Trustee Oxborrow left the meeting at this time.

B. Curriculum Action Report, West Hills College Coalinga – The Curriculum Action Report for West Hills College Coalinga was approved on a motion by Trustee Ivans, seconded by Trustee Levinson, and carried on the following votes: Ayes: 6 (McKean, Minnite, Levinson, Ivans, Cantu, Falter); Noes: 0; Absent: 1 (Oxborrow); Abstain: 0.

C. Curriculum Action Report, West Hills College Lemoore – The Curriculum Action Report for West Hills College Coalinga was approved on a motion by Trustee Ivans, seconded by Trustee Levinson, and carried on the following votes: Ayes: 6 (McKean, Minnite, Levinson, Ivans, Cantu, Falter); Noes: 0; Absent: 1 (Oxborrow); Abstain: 0.

6. Fiscal Services

A. Fiscal Services Report – Mr. Ken Stoppenbrink, Deputy Chancellor, provided the fiscal services report. He reported that the District is 33% through the fiscal year. General fund 11 revenues are at 30.5% and general fund 11 expenditures are at 35.2%. General fund 12 revenues are at 26.7% and general fund 12 expenditures are at 27.3%.

Mr. Stoppenbrink reported that FTES is current at 5,038 and we are within 44 FTES of our target. The budget is built on this number. Mr. Stoppenbrink commented on revenue and expenses being so close to the overall percentage through the fiscal year, stating that things look good.

Trustee Oxborrow returned to the meeting during the fiscal services report.

B. Property Tax Assessment Analysis 2014-2015 – Mr. Stoppenbrink summarized the property tax assessment analysis, stating that the county is holding back on reserves. The assessed value rates are generally down, averaging about 4% a year.

C. Bid Award - West Hills College Coalinga ADA Concrete Repairs Project – The contract for the West Hills College Coalinga ADA concrete repairs project was awarded to Brahma Construction, Inc. of Fresno in the amount of \$137,197.00 on a motion by Trustee Levinson, 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.

7. Board Reports / Comments / Requests / Announcements

A. Board Reports

Trustee Cantu welcomed Mr. Chavarrin as the new student trustee and he congratulated the West Hills College Lemoore Go Green Club for their work. Trustee Cantu stated that he will miss Dr. Hetu, stating that he is a great person to have at the North District Center, Firebaugh. He congratulated Dr. Felix-Mata, Ms. Rodriguez, and Mr. Pimentel on their interim positions. Trustee Cantu expressed his congratulations to the football team. He thanked the Eagle Food Pantry Club for their partnership with the Food Recovery Network.

Trustee Minnite expressed his thanks to Pepsi for their contribution to the West Hills Community College District. He also thanked Mr. Wanderer for his report on the Academic Senate activities. He welcomed Mr. Chavarrin as the new student trustee and expressed his congratulations to the administrators being moved to interim positions and Mr. Cowden for his work at the Farm of the Future. Trustee Minnite stated that the work of the Go Green Club is fantastic and he enjoyed the recent Essential Elements event. He expressed his thanks to Dr. Van Horn and Mr. Crider for their work. In closing, Trustee Minnite stated that Dr. Hetu will be missed. He made a great contribution to the North District Center, Firebaugh and motivated the communities of Firebaugh, Mendota and San Joaquin. Trustee Minnite stated that Dr. Hetu is a good friend and acquaintance and his resignation will benefit him.

Trustee Ivans expressed her congratulations to Dr. Felix-Mata, Ms. Rodriguez, and Mr. Pimentel, stating that she thinks they will all do a wonderful job. She commented that the textbook policy revisions will be a great improvement. Trustee Ivans reported that she attended the Hall of Fame event and enjoyed the evening. Mr. Scott Vokoun was also in attendance and sends his greetings to everyone. Trustee Ivans stated that she attended the Essential Elements event and appreciated the remarks and presentations. She wished everyone a happy Thanksgiving.

Trustee Falter welcomed Mr. Chavarrin and stated that he did a good job on his report. He thanked Dr. Van Horn for pushing key initiatives forward and for his leadership. He wished everyone a happy Thanksgiving.

Trustee Oxborrow stated that it is always exciting to have students in attendance at the Board meetings and she looks forward to more reports. She thanked everyone for the reports given and for the good events at the farm. She wished everyone a wonderful Thanksgiving.

Trustee Levinson echoed Trustee Minnite's comments. With regard to the football team, he stated that there is a synergy and it is exciting. Trustee Levinson commented on the Employee Scholars Program and the fact that College of the Sequoias has implemented a similar program, stating that the imitation of our program is truly a testament to the talent of our people. He

recognized the substantial donation from Pepsi, thanking them for their contribution. Trustee Levinson stated that we are in a competitive environment with regard to students and we need to make sure we are on top of our game. He wished everyone a happy Thanksgiving.

President McKean echoed the Board members' comments. He stated that the recent Essential Elements event was great and the power of speakers and subject matter was first class and very well done. President McKean expressed his appreciation for Dr. Van Horn's work, stating that it is quite impressive. He wished everyone a happy Thanksgiving.

- B. Announcement of Next Board Meeting** – President McKean announced that the next regular meeting of the Board of Trustees is scheduled for December 9, 2014.

8. Closed Session

The meeting was adjourned to closed session at 5:42 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 organizations: CSEA; CTA**

9. Adjournment

There being no further business before the Board of Trustees, the meeting was adjourned at 5:54 pm.

Jack Minnite
Clerk of the Board of Trustees