



**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**

**May 26, 2009**



**CALL TO ORDER / OPEN SESSION**

President McKean called the meeting of the Board of Trustees to order at 3:19 p.m.

Board members present:

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

Board members absent:

Jaqueline DePue, 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  
Jana Cox, Director of Human Resources  
Frances Squire, Director of Marketing  
Michelle Kozlowski, Director of Information Technology Services (ITS)  
Pedro Avila, Director of Institutional Effectiveness and Planning  
Marcel Hetu, Director of North District Center, Firebaugh  
David Reynolds, Associate Dean of Student Services, West Hills College Coalinga  
Kathy Watts, Director of Child Development Centers  
Jill Stearns, Dean of Student Learning, West Hills College Coalinga  
Carole Goldsmith, Director of Workforce Development/Title V/VTEA  
Susan Whitener, Dean of Learning Resources  
Tammy Weatherman, Director of Fiscal Services  
Rick Post, Interim Executive Director of West Hills Community College Foundation  
Bob Clement, Director of Athletics, West Hills College Lemoore  
Richard Larson, Director of Farm of the Future

### **Introduction of Guests**

There were no guests introduced at this time.

### **Public Comments**

There were no public comments made at this time.

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

Academic Senate Report - Ms. Stephanie Droker, Academic Senate President for West Hills College Lemoore, reported that the Senate has approved the various Board Policies and Administrative Procedures with minor changes. She reported that the Senate has worked on a program review flow chart and is currently working on flex day plans. Ms. Droker reported that Ms. Marty Ennes and Mr. Brian Abela are currently attending the NISOD conference. The Senate has finished revising their bylaws and constitution and the full time faculty will be ratifying the changes in the fall. Ms. Droker expressed her thanks to the senators who served this year.

Ms. Anita Bart, Academic Senate President for West Hills College Coalinga, was not present to report at this time. Dr. Willard Lewallen reported that Ms. Bart is currently traveling out of the state.

WHCFA Report - In the absence of Ms. Marty Ennes, WHCFA President, Ms. Sarah Shepard reported that the Faculty Association recently held elections but does not yet have the official results. A big issue being discussed by the faculty is the budget, and the negotiating team is anticipating collaborating and working together to address the budget crisis and continue providing the communities with the quality of education that they have come to expect from the district. Ms. Shepard stated that the faculty do not want the communities to suffer.

Ms. Faye Mendenhall, former instructor for the West Hills Community College District, acknowledged Ms. Sarah Shepard for the WHOO (We Honor Our Own) award which was recently presented to her on behalf of the state and local Academic Senates. Ms. Mendenhall stated that Ms. Shepard joined the West Hills family in 2001. She has served in many capacities including curriculum chair, accreditation co-chair, and negotiations team member. She has been an active and integral participant. Ms. Mendenhall commented that Ms. Shepard was also honored as the 2008 Teacher of the Year. She selflessly helps her colleagues and friends and has a great devotion to her family.

CSEA Report - Mr. Mark Millett, CSEA President, stated that he is glad the year is over and is glad to make it through another year with no layoffs. He stated that he

appreciates being involved in the process and working with the district as a team. Mr. Millett presented a plaque to Ms. Sandy Cavins in honor of her years of service.

Student Government Association (SGA) Report – Ms. Jaqueline DePue, Student Trustee, was not present to report at this time.

West Hills College Coalinga and North District Center, Firebaugh – Dr. Willard Lewallen, President, reported that last week was a busy week. A graduation celebration was held for students at the North District Center and the commencement ceremony was held on Friday. Dr. Lewallen recognized Mr. David Reynolds, Associate Dean of Student Services, who chaired the planning team for the commencement event. He reported that last week he had an opportunity to go to a couple of high schools for award events and 25 Presidents Scholars have been identified as planning to attend West Hills College Coalinga. Dr. Lewallen reported that the athletic department sponsored a very successful golf tournament in association with the Horned Toad Derby this past weekend. He also reported that a dedication ceremony in honor of the Vince Motte Weather Station was held last week. Dr. Lewallen thanked Mr. Richard Larson and the agriculture students for their help with this project.

Trustee Oxborrow questioned the faculty grant program. Dr. Lewallen stated that many proposals have been received and will be reviewed.

West Hills College Lemoore – Mr. Don Warkentin, President, distributed the graduation issue of the student newspaper. He reported that graduation ceremonies were held last week at Naval Air Station Lemoore and the college campus. There was a good turnout. Mr. Warkentin reported that the 5Cs summer camp begins June 15.

Trustee Oxborrow questioned the independent living program referred to in Mr. Warkentin's report and stated that she would like to have more information. Mr. Warkentin stated that this is a future project and there are no immediate plans.

Chancellor's Report – Dr. Frank Gornick, Chancellor, discussed the current enrollment numbers and stated that they are up for the summer and fall enrollment and there is still room in classes.

Dr. Gornick introduced Dr. Rick Post, Interim Executive Director, West Hills Community College Foundation. Dr. Post reported that there was a great turnout at the recent Foundation Golf Tournament. There were 128 golfers and the sponsors really stepped up. Over \$83,000 in net proceeds were brought in and all of the money will go to the Presidents Scholars program. Dr. Post thanked all of the volunteers and stated that it was truly a great tournament.

Dr. Post distributed information on the weather station and stated that it was dedicated on May 20. A bronze plaque will soon be placed at the weather station site, which sits

on a three-acre parcel. The weather station will take about a year to be fully calibrated and will hopefully be the official weather station used statewide for Coalinga.

Dr. Gornick reported on the recent award received by Riverdale High School from The College Board. He stated that Riverdale High School is one of only three high schools in the United States to receive this award. Ninety percent of the graduating high school students have been accepted to two and four year colleges. Dr. Gornick commented on the Paramount Farms Employee Recognition Night that he recently attended and the Community College League Annual Conference. He presented Trustee Henry and Trustee Ivans with longevity awards that were presented at the League's conference.

Dr. Gornick recognized and thanked Ms. Sandy Cavins for her years of service to the district and presented her with a bouquet of flowers.

Dr. Gornick commented on the meetings that have been held with the CSEA and CTA representatives concerning the budget situation. He stated that it is good to be able to sit down and talk with them about it and he looks forward to their continued working relationship.

### **CONSENT AGENDA**

President McKean questioned the warrant for Alternative Systems. Mr. Ken Stoppenbrink stated that Alternative Systems is a consultant that is used in the information technology department. Trustee Oxborrow questioned the warrant for Alcorn Air. Mr. Stoppenbrink explained that the warranty on the equipment has expired and the warrant is for replacement parts. Trustee Oxborrow stated that she thinks this is costly.

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

- CA-50**      Minutes - The minutes of the April 9, 2009, April 21, 2009 and May 13, 2009 Board of Trustees meetings were approved as submitted.
  
- CA-51**      Warrants - The warrants were approved as submitted.
  
- CA-52**      Acceptance of Donation - The donation of sculptures from Mr. George Ollikkala was accepted.
  
- CA-53**      Personnel Transactions - The list of personnel transactions were approved as submitted.

President McKean invited Dr. Post to the podium. Dr. Post recognized Mr. George Ollikkala for his donation of sculptures to West Hills College, stating that they have

been appraised and their value is \$14,900. Mr. Ollikkala came to the podium and acknowledged the work of the original artists. Dr. Post also recognized Mr. Ollikkala's nephew, Mr. Paul Mork, who was in attendance.

### **CHANCELLOR'S OFFICE**

**CO-58**      Resolution – Classified School Employee Week – The resolution in the matter of Classified School Employee Week was adopted on a motion by Trustee Minnite, seconded by Trustee Oxborrow, and carried unanimously.

Dr. Gornick stated that this resolution is particularly fitting this time of year, especially during these economic times. He thanked CSEA for their work and congratulated them for a job well done.

**CO-59**      Board of Trustees Meeting Schedule – Discussion took place regarding suggested date and time changes for the meetings proposed in December and March. It was recommended that the proposed date of December 15, 2009 be changed to December 8, 2009, and the time of the March 8, 2010 meeting be changed to 10:00 a.m.

The Board of Trustees meeting schedule for 2009-2010, with the changes as recommended, was approved on a motion by Trustee Levinson, seconded by Trustee Cantu, and carried unanimously.

**CO-60**      Board Policies and Administrative Procedures – The following Board Policies and Administrative Procedures were approved on a motion by Trustee Ivans, seconded by Trustee Oxborrow, and carried unanimously:

- Board Policy and Administrative Procedure 4100, Graduation Requirements for Degrees and Certificates
- Administrative Procedure 4227, Repeatable Courses
- Board Policy and Administrative Procedure 4231, Grade Changes
- Administrative Procedure 5075, Course Adds and Withdrawals

**CO-61**      Resolution – Child Care Services – The resolution certifying approval of the child and adult care food program for the 2009-2010 fiscal year was adopted on a motion by Trustee Ivans, seconded by Trustee Minnite, and carried unanimously.

**CO-62**      Educational Master Plan (EMP) – West Hills College Coalinga – The Educational Master Plan (EMP) for West Hills College Coalinga was approved on a motion by Trustee Cantu, seconded by Trustee Minnite, and carried unanimously.

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**FISCAL SERVICES**

**FS-54**      Fiscal Services Report – Mr. Ken Stoppenbrink, Vice Chancellor of Business Services, provided the fiscal services report. He stated that we are 83.4% through the fiscal year. General fund revenues are at 80.8% and general fund expenditures are at 78.8%. Trustee Oxborrow questioned legal expenses and why we are over budget in this area. Mr. Stoppenbrink explained that the budget is built on an estimated amount. This year we have had more activity in this area.

**FS-55**      Revisions to Adopted Budget – Mr. Stoppenbrink explained that the revisions to the adopted budget do not include apportionment.

The revisions to the 2008-2009 adopted budget were approved on a motion by Trustee Cantu, seconded by Trustee Minnite, and carried unanimously.

Before consideration of the resolutions with regard to Bond Anticipation Notes (BANs), Mr. Ken Stoppenbrink introduced Mr. Jon Isom of Dale Scott & Company. Mr. Isom distributed copies of a presentation on BANs. He stated that BANs do not require a reserve and can be repaid from any primary source of funds. Discussion took place regarding the necessity for the BANs and the timeframe for construction projects. President McKean questioned the cost of issuance for BANs. Mr. Isom responded that the cost would be 2.5% + 1% for underwriting for Coalinga and 1.6% + 1% for underwriting for Lemoore. The total cost of issuance is about \$140,000 for Coalinga and about \$164,000 for Lemoore. The reason the cost of issuance varies is because of the length of the notes due to the anticipated timeline for repayment.

Mr. Stoppenbrink provided a cash flow chart at this time. Trustee Henry stated that this information is all based on the anticipation that we are going forward with the construction projects. Dr. Gornick explained that there are options to consider. He stated that the Coalinga project has been delayed, and we are delaying the project in Lemoore by not yet accepting a bid. The dollars that have been moved from capital projects have not yet been received from the state. The issue is cash flow. The BANs will solve two problems and is a much better option than Certificates of Participation (COPs). Trustee Oxborrow questioned what happens if the state does not pay us again and where the money comes from to make the payment for the BANs which will come due. Mr. Isom stated that the payments are not due on the BANs for 12 months or 36 months. They can also be rolled over. Expenses relating to the BANs do not come from the general fund. Trustee Henry stated that this decreases our ability to buy in the long run. Trustee Ivans stated that we need to complete the project in Coalinga but should delay the project in Lemoore. Dr. Gornick stated that this is an alternative we have to look at. Trustee Henry questioned the total match for the Wellness Center. Dr. Gornick responded that it is \$1.2 million out of our match (non-bond money) and \$600,000 out of

the bond. The remainder comes from the state. Discussion took place regarding the state paying back and the timeline. Trustee Henry summarized the conversation, stating that it appears that we cannot aid operational expenses without issuing BANs. Dr. Gornick explained that we would be using the capital projects funds and the BANs would refund the capital projects. Trustee Henry discussed the argument in favor of issuing BANs, stating that delaying projects may cost us money. He stated that he wants to wait until we know what the state is going to do to us at the end of this fiscal year. Trustee Oxborrow questioned what the plan would be if we don't issue BANs. Mr. Stoppenbrink responded that we will stop paying vendor, with the exception of utilities.

Trustee Levinson stated that we are in troubling times. He stated that he doesn't have a problem with having another meeting for further discussion as he wants to see the entire picture before a decision is made. Mr. Stoppenbrink stated that we will be healthy with cash flow again in July, but will run into cash flow issues again in the fall and then again in the spring. Trustee Oxborrow questioned Mr. Stoppenbrink's confidence in receiving the funds. Mr. Stoppenbrink stated that he isn't sure, but the state has said they will give it to us. Mr. Isom commented that the approved ballot language is what it is in the language that was presented for the BANs. The question on dollar amounts is vague and flexible from a legal point of view, but there is a political issue. Discussion took place regarding adding language to section 4.02 for Coalinga only: "including COP or other lease obligations."

Trustee Levinson proposed that the matter be tabled and an additional meeting be scheduled for a later date. Dr. Gornick commented that the multiplier for P2 is predicted to be lower.

The following items (FS-56 and FS-57) were tabled on a motion by Trustee Levinson, seconded by Trustee Ivans, and carried unanimously.

- FS-56**        Resolution – Bond Anticipation Note (BANs) for SFID #2 – The resolution in the matter of Bond Anticipation Notes (BANs) for SFID #2 (Coalinga area) was tabled.
  
- FS-57**        Resolution – Bond Anticipation Note (BANs) for SFID #3 – The resolution in the matter of Bond Anticipation Notes (BANs) for SFID #3 (Lemoore area) was tabled
  
- FS-58**        Contract – GPS Grade Management and Machine Control Equipment – Trustee Oxborrow questioned who the request for proposals was sent to and Mr. Stoppenbrink responded that it was a published bid. Trimble and TOPCON are the main vendors in this field and only TOPCON submitted a bid. He further stated that this is a grant funded expenditure.

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On a motion by Trustee Ivans, seconded by Trustee Levinson, and carried unanimously, the contract for the GPS grade management and machine control equipment was awarded to TOPCON California in the amount of \$103,922.44.

**FS-59**      Contract – ITS Infrastructure Project – Mr. Stoppenbrink stated that we are “piggybacking” on a state bid for this contract.

On a motion by Trustee Levinson, seconded by Trustee Ivans, and carried unanimously, the contract for the ITS infrastructure project was awarded to AMS.NET in the amount of \$1,240,140.03. The project will include new switch equipment, including replacement and installation of switch equipment.

**FS-60**      Contract – Men’s Dorm Furniture – Mr. Stoppenbrink stated that the funds for the men’s dorm furniture project are coming out of the bond.

On a motion by Trustee Minnite, seconded by Trustee Oxborrow, and carried unanimously, the contract for the men’s dorm furniture project was awarded to Campus Loft Company in the amount of \$98,555.39.

**FS-61**      Child Development Center Annual Report – Ms. Kathy Watts provided a brief presentation on the district’s child development centers.

The Child Development Center annual report was approved on a motion by Trustee Oxborrow, seconded by Trustee Minnite, and carried unanimously.

## **PERSONNEL SERVICES**

**PS-9**      Revised Job Description – Dr. Gornick commented that the international student program has seen a significant increase and this is directly attributed to the work of the director, Mr. Daniel Tamayo. Dr. Lewallen commented on the changes in the program which include the addition of full time support staff that are supervised by the director and increased duties and responsibilities. He stated that the revision to the job description puts this position in line with other director positions in the district. The job description was reviewed through the classification study. Dr. Gornick stated that the international student program account is an auxiliary account. It has a neutral effect on the budget.

The revised job description for the Director, International Student Services was approved on a motion by Trustee Levinson, seconded by Trustee Ivans, and carried unanimously.



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

Trustee Cantu stated that he hopes everyone enjoys their summer. He stated that as we go through these times, it is good to see the cooperation. We will have some obstacles but will do good. Trustee Cantu expressed his congratulations to Ms. Shepard for her recent recognition by the faculty and Ms. Cavins on her retirement.

Trustee Minnite echoed Trustee Cantu's comments and expressed his personal thanks to all who continue to support West Hills. He thanked everyone for the dialogue and their undying dedication to the district and stated that he is proud to be a part of the organization.

Trustee Henry echoed the comments made and congratulated everyone on the recognitions made. He stated that we work hard and we guarantee that salaries will be paid. He thanked everyone for their dedicated work at the West Hills Community College District.

Trustee Ivans thanked everyone for their hard work and the reports given today. She stated that the graduation ceremonies were very nice and she expressed her congratulations to everyone who was recognized.

Trustee Oxborrow also expressed her congratulations to all who were recognized and stated that she appreciates everyone and the times we are going through. She stated that she takes the budget crisis very personally. We are a family and we take care of each other. She asked that if anyone has ideas to please bring them forward.

Trustee Levinson echoed the comments made by his fellow Board members. He expressed his congratulations to Trustees Henry and Ivans and Ms. Shepard.

President McKean expressed his congratulations to everyone and stated that he appreciates all the work. He also acknowledged Mr. Vince Motte who was recognized at commencement with an honorary degree.

President McKean announced that the next scheduled meeting of the Board of Trustees is scheduled for June 23, 2009 and that an additional meeting may be scheduled prior to that time.

**CLOSED SESSION**

President McKean announced that the Board of Trustees will hold a closed session pursuant to Government Code section 54957 and will be discussing the following topics:

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- Discussion of Land Acquisition/Disposition of Property (as per Government Code Section 54956.8). Property: Coalinga, California; Firebaugh, California; Lemoore, California
  - Anticipated Litigation (as per Government Code Section 54956.9). Number of potential cases: 4
  - 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: CTA; CSEA
  - Public Employee Discipline/Dismissal/Release (as per Government Code Section 54957)
  - Public Employee Performance Evaluation (as per Government Code Section 54957). Title: Chancellor

The meeting was adjourned to closed session at 5:54 p.m.

**RECONVENE TO OPEN SESSION**

The meeting was reconvened to open session at 7:59 p.m.

President McKean announced that on a motion by Trustee Levinson, seconded by Trustee Henry, and carried on the following roll call vote, the Board of Trustees ratified the issuance of a Notice of Insufficiency with regard to a claim for damages received:

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

**ADJOURNMENT**

There being no further business before the Board of Trustees, the meeting was adjourned at 8:00 p.m.

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Nina Oxborrow  
Clerk of the Board of Trustees

## Personnel Transactions

### 1. New Hires – Classified

Name	Title & Location	Schedule	Salary Placement	Funding	Effective Date	Additional Information
Call, Claudia	Business Account Specialist West Hills College Coalinga	40 hrs/wk	Range 57 Step A	Grant	6/1/09	New position; funding ends 9/30/09
Davis, Eric	Business Account Specialist West Hills College Coalinga	40 hrs/wk	Range 57 Step A	Grant	6/1/09	New position; funding ends 9/30/09
Gomez, Roselia	Child Development Center Assistant San Joaquin Child Dev. Center	19 hrs/wk 12 mo/yr	Range 23 Step A	Grant	5/11/09	New position
Gonzalez, Renee	Program Eligibility Specialist Intake/Recruitment West Hills College Coalinga	40 hrs/wk	Range 46 Step A	Grant	5/18/09	New position; funding ends 9/30/09
Hernandez, Rozanne	Program Eligibility Specialist Intake/Recruitment WHC Coalinga, North District Center	40 hrs/wk	Range 46 Step A	Grant	5/18/09	New position; funding ends 9/30/09
Hernandez de Garcia, Leticia	Child Development Center Assistant San Joaquin Child Dev. Center	19 hrs/wk 12 mo/yr	Range 23 Step A	Grant	5/11/09	New position
Lopez, Monica	Child Dev. Center Office Assistant San Joaquin Child Dev. Center	19 hrs/wk 12mo/yr	Range 29 Step A	Grant	5/11/09	Replacement for Rica Rodriguez
Ramirez, Oscar	Groundskeeper West Hills College Coalinga	19 hrs/wk 12 mo/yr	Range 37 Step A	District	5/6/09	Replacement for Nick Rodriguez
Rodriguez, Diana	Child Dev. Center Office Assistant North District Center, Firebaugh	19 hrs/wk 12 mo/yr	Range 29 Step A	Grant	5/26/09	Replacement for Rica Rodriguez
Rodriguez, Maria	Child Dev. Center Associate Teacher San Joaquin Child Dev. Center	19 hrs/wk 9 mo/yr	Range 30 Step A	Grant	5/11/09	Replacement for Lourdes Camacho
Soto, Zachary	Business Account Specialist West Hills College Coalinga	40 hrs/wk	Range 57 Step A	Grant	5/26/09	New position; funding ends 9/30/09

### 2. Temporary Hires

Name	Title & Location	Schedule	Salary Placement	Funding	Effective Date	Additional Information
Vasquez, Melissa	Child Dev. Center Associate Teacher San Joaquin Child Dev. Center	40 hrs/wk	Range 30 Step A	Grant	5/27/09 – 6/30/09	Temporary hire during active recruitment

### 3. Leave of Absence

Name	Title & Location	Effective Date	Additional Information
Valdeabella, Mina	Family Resource Coordinator Coalinga Child Development Center	5/5/09 – 6/1/09	FMLA Request

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

<b>Name</b>	<b>Title &amp; Location</b>	<b>Effective Date</b>
Baslee, Anthony	Custodian North District Center, Firebaugh	4/7/09
Heskett, Susanne	DSPS Instructor West Hills College Coalinga	5/22/09
Martinez de Garcia, Karla	Child Development Center Assistant West Hills College Coalinga	1/27/09