



MINUTES OF THE REGULAR MEETING OF THE GOVERNING BOARD

June 26, 2012



CALL TO ORDER / OPEN SESSION

President McKean called the meeting of the Board of Trustees to order at 3:01 pm.

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
Pedro Avila, Vice Chancellor of Institutional Effectiveness and Planning
Carole Goldsmith, Vice Chancellor of Educational Services and Workforce Development
Willard Lewallen, President, West Hills College Coalinga
Don Warkentin, President, West Hills College Lemoore
Frances Squire, Executive Director, West Hills Community College Foundation
Sylvia Dorsey-Robinson, Vice President of Student Services, West Hills College Lemoore
Dave Bolt, Vice President of Educational Services, West Hills College Lemoore
Marcel Hetu, Director of North District Center, Firebaugh
Richard Larson, Director of Farm of the Future, West Hills College Coalinga
Kathy Watts, Director of Child Development Centers
Tammy Weatherman, Director of Fiscal Services
Cathy Barabe, Director of Grants

Introduction of Guests

Ms. Felicia Torrez, Marketing Assistant, introduced Ms. Patricia Amador from Proteus, Inc.

Public Comments

There were no public comments made at this time.

REPORTS FROM ORGANIZATIONS / COLLEGES / DISTRICT OFFICE

Academic Senate Report – Mr. Jeff Wanderer, Academic Senate President for West Hills College Coalinga, was not present to report at this time.

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, reported that Ms. Marty Ennes reported to him that the first negotiations session went very well and was congenial. They hope to wrap things up in August or September.

CSEA Report – In the absence of Mr. John Ieronimo, CSEA President, Mr. Keith Brock reported that CSEA is finalizing their negotiations proposal to be presented to the Board at an upcoming meeting.

West Hills College Coalinga and North District Center, Firebaugh – Dr. Willard Lewallen, President, discussed the request for hospital peace officer academy training, stating that it is a wonderful program. Dr. Lewallen introduced Ms. Rosemary Burciaga, North District Center Office Manager, and recognized her for 27 years of service to the West Hills Community College District. Ms. Burciaga will be retiring at the end of the month. Ms. Burciaga addressed the Board of Trustees and thanked them for their leadership and guidance. She also thanked Dr. Frank Gornick for being a great leader. Ms. Burciaga expressed her sincerest thanks to the administrators, faculty, and staff for their work and support during her many years of service.

Dr. Lewallen thanked the Board of Trustees and everyone for their support of his leadership over the past few years.

West Hills College Lemoore – Mr. Don Warkentin, President, briefly discussed the Summer Opportunity for Academic Readiness (SOAR) program. This program is a summer enrichment program for incoming ninth through twelfth grade students and will focus on robotics and web design.

Mr. Warkentin introduced Mr. Allen Fortune, head soccer coach and psychology instructor. He reported that Mr. Fortune will be assuming duties as Director of Athletics as of July 1. He will be given release time for those duties. Mr. Fortune addressed the Board of Trustees, stating that he is excited and there is a lot of new energy coming into the sports program. Mr. Warkentin also introduced Ms. Andrea Picchi, new women's basketball coach. Ms. Picchi attended Azusa Pacific University and comes to us from California State University San Marcos where she served as the assistant women's basketball coach. Ms. Picchi stated that she is excited and blessed to be here and it is exciting to be the first coach for the first women's basketball team at West Hills College Lemoore. She stated that she wants to be a positive role model for the students. They will compete, have fun, and will graduate. Ms. Picchi commented that she has been welcomed with open arms. President McKean questioned recruiting and Ms. Picchi responded that she will be leaving immediately following the meeting to recruit. She stated that she is confident in what West Hills College Lemoore has to offer. Mr.

Warkentin reported that a press conference is scheduled for 10:00 am on Wednesday, June 27 at the West Hills College Golden Eagle Arena.

Chancellor's Report – Dr. Frank Gornick, Chancellor, agreed with Mr. Ken Sowden's report that the first CTA negotiations session went well. Dr. Gornick commented on those employees who are leaving due to retirement or moving on to other colleges, stating that they will be missed terribly. Dr. Gornick presented President McKean with the Fulfilling the Trust Award from the Community College League of California. The award was presented for President McKean's 20 years of service as a member of the Board of Trustees.

Dr. Gornick discussed the Presidential Search website and the online application and reference letter process. With the assistance of Mr. Carlos Posadas, Dr. Gornick navigated the website pages to show what the applicants will see and how the process will work.

Dr. Gornick introduced Mr. Dale Scott, who provided reauthorization bond election survey results. A survey of 400 registered voters was recently conducted over a four day period (June 18-24, 2012). Mr. Scott provided information on the general obligation bond reauthorization, stating that it would save millions of dollars in interest costs of previously approved bonds. There would be no increase in the amount of voter approved debt. Mr. Scott briefly discussed the demographics of the voters surveyed and how they receive information about the West Hills Community College District. He reported that most of the voters use email and about 51% use Facebook. Core values of the voters were discussed and Mr. Scott reported that voters feel strongly that community colleges should be a priority. They also feel the District provides a good education. With regard to voter support, before the bond information was provided there was 72.6% support for placing a school improvement bond reauthorization measure on an upcoming ballot. He discussed the support for various projects tested in the survey; local use of funds; and support for the arguments tested. The voters were also asked for their thoughts on Governor Brown's tax measure and the support for the reauthorization measure if it appeared on the same ballot. It was determined that there is strong voter support at \$9 per year and \$13 per year per \$100,000. Following information given concerning the bond reauthorization measure, support decreased slightly from 72.6% to 69.8%.

The next step for the Board of Trustees is to determine if they want to place the reauthorization measure on the November ballot. Action will need to be taken to do so prior to August 10. This would have to occur at the July 24 Board meeting. Discussion took place regarding the bond language and the pros and cons of placing the item on the ballot. Discussion took place regarding rules in Kings County versus Fresno County with regard to the taxes. President McKean suggested that we find out what will happen as a portion of the voters for SFID #3 are in Fresno County.

President McKean questioned what would happen if the reauthorization measure were to fail. Mr. Scott responded that things stay as they are now.

CONSENT AGENDA

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

- CA-53** Minutes – The minutes of the April 24, 2012 study session and May 15, 2012 regular meeting were approved as submitted.
- CA-54** Warrants – The warrants were approved as submitted.
- CA-55** Administrative Step Increases – The administrative step increases for 2012-2013 were approved as submitted.
- CA-56** Personnel Transactions – The list of personnel transactions was approved as submitted.

CHANCELLOR'S OFFICE

- CO-51** Board Policy 4400, Community Services – Board Policy 4400, Community Services, was presented for a first reading at this time. Approval will be requested at a later date.
- CO-52** Child Development Centers Annual Report – Ms. Kathy Watts presented the annual report for the district's child development centers. She explained that the report is one of the requirements for California Department of Education funding. She explained the results for three and four year olds in various areas including self and social development; language and literacy development; English language development; cognitive development; mathematics development; motor and perceptual development; and safety and health development. Ms. Watts reported that the Fall 2011 and Spring 2012 results are compared, but using that data, the action plan is for Spring 2013. The goal for Spring 2013 is for 65% of four year old children to be at the building and integrating levels in literacy and language and mathematics. The change by the California Department of Education was made to improve the outcomes through the implementation of focused and intensive strategies over time. Some of the strategies being used are to provide staff training on emergent literacy; increasing parent involvement in early literacy; and providing staff training modules to increase children's development in the area of math.
- Trustee Ivans thanked Ms. Watts for all of the work she does for the District's child development centers.
- CO-53** Child Development Center Handbooks – The following handbooks were approved on a motion by Trustee Minnite, seconded by Trustee Oxborrow, and carried unanimously:

- Parent Handbook – Early Care & Education Preschool Program
- Parent Handbook – Infant/Toddler Program
- Parent Handbook – Kindergarten Readiness Program
- Staff Handbook – Staff Respect & Responsibility Agreement

CO-54 Resolution – Child Care Food Program – The resolution for the 2012-2013 child care food program contract through the Department of Education was adopted on a motion by Trustee Minnite, seconded by Trustee Levinson, and carried unanimously.

CO-55 Child Development Centers Tuition Rate Increase – Trustee Minnite questioned the existing child development center tuition rates versus the proposed rates. Ms. Watts explained that although it appears there is a decrease, it is because the child development centers are providing service for less days.

The tuition rate increase for the district's child development centers was approved on a motion by Trustee Minnite, seconded by Trustee Oxborrow, and carried unanimously. The increase will be effective August 1, 2012.

CO-56 Citizens' Bond Oversight Committee – Trustee Levinson made a motion to appoint the following individuals to the Citizens' Bond Oversight Committee. The motion was seconded by Trustee Minnite.

- Jim McGee
- Scott Terrell

Dr. Lewallen questioned if Mr. Scott Terrell is an employee. Mr. Warkentin responded that he was a student worker this past semester. It was stated that the members of the Citizens' Bond Oversight Committees cannot be employed by the West Hills Community College District while they are serving as a member of the committee.

Trustee Levinson revised his motion to only appoint Mr. Jim McGee to the Citizens' Bond Oversight Committee for SFID #3, Lemoore Area. The motion was seconded by Trustee Minnite and carried unanimously.

Mr. Warkentin stated that he will look into the matter with the employment of Mr. Terrell.

CO-57 Memorandum of Understanding – Dr. Gornick explained the changes to the Memorandum of Understanding (MOU) for the hydroponics project which now includes the appropriate dates. Trustee Cantu stated that he is still concerned about the acreage involved. Trustee Minnite stated that he is concerned about the water needed for the project. President McKean agreed and commented on having to supply the appropriate water quality. He stated that he is hoping that the exploratory committee will be able to

determine this as there are still some issues that need to be addressed. Trustee Cantu questioned how many acres are needed. Dr. Gornick stated that the total proposed acreage is approximately 45. The MOU allows us to move forward with exploring the viability of the project. Trustee Henry asked for verification that what we are doing here is agreeing to explore the project. Dr. Gornick confirmed, stating that there is no financial commitment. Discussion took place concerning the eventual costs for the project. Trustee Minnite commented on the curriculum that would be needed for the training side of the project. Dr. Gornick commented on other districts that have been involved in this type of project. Trustee Henry stated that he would like to see the project implemented at Kern and visit the project after a year's time to see how it is working. Dr. Gornick discussed the individuals involved in the project and stated that they are creating opportunities for revenue streams for community colleges.

The Memorandum of Understanding between the West Hills Community College District and California APC Developments LLC was approved on a motion by Trustee Oxborrow, seconded by Trustee Ivans, and carried unanimously.

FISCAL SERVICES

FS-53 Fiscal Services Report – Mr. Stoppenbrink provided the fiscal services report. He reported that the district is 91.7% through the fiscal year. General fund revenues are at 70.1% and general fund expenditures are at 82.8%.

FS-54 District Appropriations Limit (Gann Limit) – The District Appropriations Limit (Gann Limit) for 2012-2013 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 24, 2012.

FS-55 2012-2013 Tentative Budget – Mr. Stoppenbrink provided a presentation on the tentative budget for fiscal year 2012-2013. He stated that some additional information on student success data will be included in the presentation for the final budget. Mr. Stoppenbrink expressed his thanks to Ms. Anne Jorgens for her assistance with the tentative budget.

Mr. Stoppenbrink explained that the assumptions for the budget include no growth in FTES; no COLA; student enrollment fee increase of \$10; \$1.3 million reduction due to tax initiatives failing and \$735,000 reduction due to RDA reductions; provide step increases for all staff; and a beginning balance of \$4 million. Dr. Gornick stated that the Board is being presented with a worst case scenario budget.

Trustee Minnite left the meeting at this time.

Mr. Stoppenbrink discussed the estimated beginning balance, apportionment base, property taxes, enrollment fees, and miscellaneous revenue, for a total revenue stream of \$33,464,593. The expenditure base is \$38,879,364 with wage/benefit changes, transfers, and reserve. He also discussed the ending balance for the capital outlay account. The District's apportionment history and FTES history was briefly discussed.

Trustee Minnite returned to the meeting at this time.

Mr. Stoppenbrink presented charts of revenue sources, expenditures by location, and expenditures by account type.

The tentative budget for 2012-2013 was approved on a motion by Trustee Henry, seconded by Trustee Minnite, and carried unanimously.

FS-56 Audit/Performance Review for SFID 1, 2, and 3 – Mr. Stoppenbrink reported that we recently issued series B for SFIDs 1 and 2. We purchased insurance for the bond rating and saved money over the life of the bond for the taxpayers.

Mr. Stoppenbrink stated that the audit was conducted in order to be in compliance with state regulations. It will be posted on the SFID websites.

The audit/performance review for SFID 1, 2, and 3 was approved on a motion by Trustee Ivans, seconded by Trustee Cantu, and carried unanimously.

FS-57 Validation Resolution – Dr. Gornick discussed the resolution and compliance with state and federal law. Public notices were published in the newspapers. Mr. Warkentin questioned Prayer for Relief on page 13. Mr. Levinson stated that it is standard language. Trustee Cantu questioned the worst case scenario with moving forward. Mr. Stoppenbrink responded that we could be ruled against and not be able to move forward. There are no issues or concerns with the Department of the Treasury.

FS-58 Bid Waiver Resolution – Mr. Stoppenbrink explained that this resolution allows us to waive the bid process through the Chancellor's Office.

Items FS-57 (Validation Resolution) and FS-58 (Bid Waiver Resolution) were approved on a motion by Trustee Ivans, seconded by Trustee Henry, and carried unanimously.

FS-59 Change Order – Change order no. 2 for the West Hills College Coalinga ag science facility project was approved on a motion by Trustee Minnite, seconded by Trustee Cantu, and carried unanimously.

FS-60 Contract Award – Roof Recoating and Repairs – On a motion by Trustee Levinson, seconded by Trustee Oxborrow, and carried unanimously, the

contract for the West Hills College Lemoore roof recoating and repairs project was awarded to Graham-Prewett, Inc. in the amount of \$164,000. The contract award includes base bid and alternates 1, 2, 3, 4, and 5.

FS-61 Contract Award – Ag Science Welding Fume Extractor – Mr. Addington explained that this contract is the equipment to make the welding lab operational. It extracts the toxic welding fumes.

On a motion by Trustee Minnite, seconded by Trustee Oxborrow, and carried unanimously, the contract for the West Hills College Coalinga ag science welding fume extractor project was awarded to Fresno Oxygen Company for a total bid amount of \$107,345.51.

FS-62 Contract Award – Diesel Fuel Relocation – On a motion by Trustee Levinson, seconded by Trustee Minnite, and carried unanimously, the contract for the West Hills College Coalinga diesel fuel relocation project was awarded to Hobbs Construction for a total bid of \$144,998.

FS-63 Contract Award – Wireless Access Expansion – On a motion by Trustee Henry, seconded by Trustee Minnite, and carried unanimously, the contract for the West Hills College Lemoore wireless access expansion project was awarded to AMS.net in the amount of \$62,068.19. The purchase will be made under the following contracts:

- CMAS Contract No. 3-09-70-0291Q (\$15,722.28)
- Merced Focus Contract No. 2009121 (\$46,345.91)

PERSONNEL SERVICES

PS-19 Job Descriptions – Mr. Stoppenbrink reported that the Director of Marketing/Public Information Officer positions have been combined into one position. He stated that this position is funded through the C6 grant.

Dr. Gornick explained that the job description for the College President was revised to include the C6 grant and includes the assignment of centers.

The following revised job descriptions were approved on a motion by Trustee Minnite, seconded by Trustee Ivans, and carried unanimously:

- College President
- Director of Marketing/Public Information Officer

PS-20 Resolution – Reduction and/or Elimination of Classified Management Services – Mr. Stoppenbrink explained that a proposal was presented to reduce the number of months of service instead of eliminating child development centers. He also explained that the reduction is based on a

worst case scenario. Beginning in January the child development centers will be closed every Friday. If the budget scenario is more positive, there may be less Fridays that the centers are closed.

The resolution in the matter of reduction and/or elimination of classified management services was adopted on a motion by Trustee Minnite, seconded by Trustee Cantu, and carried unanimously.

PS-21 Resolution – Reduction of Classified Services – The resolution in the matter of reduction of classified services was adopted on a motion by Trustee Minnite, seconded by Trustee Oxborrow, and carried unanimously.

BOARD REPORTS / COMMENTS / REQUESTS AND ANNOUNCEMENTS

Trustee Cantu commented that everyone seems to accept the budget situation that we are in and stated that things can only get better.

Trustee Minnite thanked Ms. Burciaga for 27 years of support and dedication to the North District Center. He stated that it has been a pleasure knowing her and being her friend. He expressed his thanks to Dr. Lewallen, Ms. Stearns, and Dr. Hall and wished them well in their new positions. Trustee Minnite stated that Mr. Warkentin has a good team in Mr. Fortune and Ms. Picchi. He expressed his congratulations to Ms. Stephanie Droker and Mr. Pedro Avila on their new positions and thanked Mr. Stoppenbrink for his diligence with the budget. He also thanked Ms. Watts for her contributions and dedication.

Trustee Ivans bid farewell to Dr. Lewallen, stating that he is appreciated and has done a wonderful job. Losing the three top administrators at West Hills College Coalinga will be a difficult transition. Trustee Ivans expressed her congratulations to Ms. Burciaga and stated that it is wonderful to have Mr. Fortune and Ms. Picchi on board. She stated that she appreciates the report on the child development centers and expressed her congratulations to Ms. Droker and Mr. Avila for their willingness to serve at West Hills College Coalinga.

Trustee Henry echoed the comments made by his fellow Board member.

Trustee Oxborrow also echoed the comments made by her fellow Board members. She expressed her thanks to Dr. Lewallen for being a part of the community and stated that he will be missed. She expressed her best wishes to Ms. Burciaga and stated that she has been an asset to West Hills College. Trustee Ivans thanked everyone for their work and wished the best to those who are leaving.

Trustee Levinson thanked everyone and expressed his best wishes to Dr. Lewallen.

President McKean stated that Dr. Lewallen has done a great job and is appreciated. He stated that he attended the graduation ceremonies and appreciated the opportunity to be involved.

President McKean announced that the next regular meeting of the Board of Trustees is scheduled for July 24, 2012.

CLOSED SESSION

The meeting was adjourned to closed session at 5:32 pm.

- Conference with Legal Counsel (as per Government Code Section 54956.9(1)). Existing Litigation. Name of case: Faculty Association Grievance: District Duty Day and Flex Day Faculty Obligations – AAA No. 73 390 00304 11
- Discussion of Land Acquisition/Disposition of Property (as per Government Code Section 54956.8). Property: Firebaugh, California; Lemoore, California
- 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: CTA; CSEA

RECONVENE TO OPEN SESSION

The meeting was reconvened to open session at 5:42 pm.

President McKean reported that the Board held conference with legal counsel regarding existing litigation in closed session, Faculty Association Grievance – AAA No. 73 390 00304 11 to consider the arbitrator's award. The Board took action to implement the award with the following vote:

Ayes: 7
Noes: 0
Absent: 0
Abstain: 0

The arbitrator found that the District did not violate Article 5, sections 5.2, 5.4, and 5.5 of the 2009-2012 collective bargaining agreement between the District and the Faculty Association by requiring that all full time teaching faculty members attend a meeting with Dr. Mary Allen on September 21, 2010.

ADJOURNMENT

There being no further business before the Board of Trustees, the meeting was adjourned at 5:43 pm.

Nina Oxborrow
Clerk of the Board of Trustees

Personnel Transactions

1. New Hires

Name	Title & Location	Schedule	Salary Placement	Funding	Effective Date	Additional Information
Canseco, Farrah	Secretary West Hills College Lemoore	19 hrs/wk 12 mo/yr	Range 36 Step A	District	7/2/12	New position
Costa, Theresa	Nursing Instructor West Hills College Lemoore	177-day contract	Range III Step 10	Grant	8/9/12	Replacement for Leslie Catron 1 year temporary contract
Harris, Tom	Interim President West Hills College Coalinga	40 hrs/wk 12 mo/yr	Negotiated contract	District	7/1/12	Temporary replacement for Willard Lewallen
Kerchner, Alicia	Security Guard West Hills College Coalinga	19 hrs/wk 12 mo/yr	Range 32 Step A	District	6/4/12	Replacement for Esmeralda Mejia
Mahaffey, Geri	Nursing Instructor West Hills College Lemoore	177-day contract	Range III Step 10	Grant	8/9/12	New position 1 year temporary contract
Picchi, Andrea	Women's Basketball Coach/Instructor West Hills College Lemoore	199-day contract	Range V Step 9	District	7/1/12	New position
Stafforini, Lori	Senior Secretary West Hills College Lemoore	40 hrs/wk 12 mo/yr	Range 40 Step B	District	6/18/12	Replacement for Kyle Crider
Stumbaugh, Sheila	Psychiatric Technician Instructor West Hills College Coalinga	177-day contract	Range 1 Step 10	Grant	8/9/12	Replacement for Jody Mitchell 1 year temporary contract

2. Changes in Assignment

Name	Current Assignment	Change	Effective Date	Additional Information
Allison, Angela	Interim Director of Special Grant Programs District Office Range 41, Step 2	Director of Special Grant Programs District Office Range 41, Step 3	7/1/12	
Avila, Pedro	Vice Chancellor of Institutional Effectiveness and Enrollment Management District Office Set contract amount	Vice President of Student Services West Hills College Coalinga Range 48, Step 10	7/1/12	Replacement for Marlon Hall
Catron, Leslie	Nursing Instructor West Hills College Lemoore 1 year temporary contract Range II, Step 10	Nursing Instructor West Hills College Lemoore Tenure track position Range II, Step 11	8/9/12	Replacement for Marleen Smart
Droker, Stephanie	Work Experience Instructor West Hills College Lemoore 177-day contract Class II, Step 7	Interim Vice President of Educational Services West Hills College Coalinga Range 48, Step 1	7/1/12	Temporary replacement for Jill Stearns
Jorgens, Anna	Interim Learning Disabilities Specialist/Instructor West Hills College Coalinga 1 year temporary contract Range V, Step 5	Learning Disabilities Specialist/ Instructor West Hills College Coalinga Tenure track position Range V, Step 6	8/9/12	Replacement for Tom Winters

2. Changes in Assignment (CONTINUED.....)

Name	Current Assignment	Change	Effective Date	Additional Information
Mitchell, Jody	Nursing Instructor West Hills College Coalinga 1 year temporary contract Class I, Step 11	Nursing Instructor West Hills College Coalinga Tenure track position - 177 day contract Class I, Step 12	8/9/12	Replacement for Catherine Noel
Taylor, Janessa	After School Program Activity Spec. West Hills College Lemoore 19 hrs/wk, 11 mo/yr Range 32, Step B	Financial Aid Assistant West Hills College Lemoore 40 hrs/wk, 12 mo/yr Range 33, Step B	6/25/12	Replacement for America Bryant
Watts, Kathy	Director of Child Development Centers Administrative District Office 11 months/yr	Director of Child Development Centers Administrative District Office 10 months/yr	7/1/12	Voluntary reduction in assignment due to budget cuts

3. Resignations / Retirements / Releases During Probation / Terminations

Name	Title & Location	Effective Date
Boyd, Gary	Food Services Manager West Hills College Coalinga	7/1/12
Hall, Marlon	Vice President of Student Services West Hills College Coalinga	6/29/12
Lewallen, Willard	President West Hills College Coalinga	6/30/12
Ochoa, Liliana	After School Program Activity Specialist West Hills College Lemoore	6/28/12
Stearns, Jill	Vice President of Educational Services West Hills College Coalinga	6/30/12