



**MINUTES OF THE REGULAR MEETING OF THE GOVERNING BOARD**

**October 25, 2011**



**CALL TO ORDER / OPEN SESSION**

President McKean called the meeting of the Board of Trustees to order at 3:22 pm and led the Board members and audience in the flag salute.

Board members present:

Mark McKean, President  
Bill Henry, Vice President  
Nina Oxborrow, Clerk  
Jeff Levinson  
Edna Ivans  
Jack Minnite  
Steve Cantu  
Gerald Butler, 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  
Dr. Carole Goldsmith, Vice Chancellor of Educational Services and Workforce Development  
Frances Squire, Executive Director, West Hills Community College Foundation  
Jill Stearns, Vice President of Educational Services, West Hills College Coalinga  
Sylvia Dorsey-Robinson, Vice President of Student Services, West Hills College Lemoore  
Keith Stearns, Associate Vice Chancellor of Academic and Information Services  
Angela Allison, Interim Director of Special Grant Programs  
Raquel Rodriguez, Associate Dean of Student Learning, West Hills College Coalinga  
Tammy Weatherman, Director of Fiscal Services  
Deborah Soria, Director of Financial Aid, West Hills College Lemoore  
Dr. Marcel Hetu, Director of North District Center, Firebaugh  
Richard Larson, Director of Farm of the Future, West Hills College Coalinga

**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 – Dr. Mike Burke, Academic Senate President for West Hills College Coalinga, stated he was glad to be able to listen to Dr. Willard Lewallen’s comments during the study session. He reported that the Academic Senate is working on ranking full time faculty positions that have not been filled. He stated that twelve positions have not been filled. Dr. Burke reported that he received a resolution from West Hills College Lemoore concerning advanced placement tests. He did not think West Hills College Coalinga passed a similar resolution but will research the matter. The Academic Senate had a courtesy review of policies presented. There were no issues and the policies were approved.

Mr. Kurt Sterling, Academic Senate President for West Hills College Lemoore, reported that the Academic Senate has been working on drafting policies in terms of advanced placement. The Academic Senate has also had a courtesy review of the policies and found no issues. Mr. Sterling informed the Board that the Senate has also been preparing for the upcoming semester and preparing tenure resolutions.

Dr. Frank Gornick asked if in the review of the advanced placement, discussion was held on students taking the class but not the test. Mr. Sterling responded that he was not sure but would look into it. Dr. Gornick explained that some students take the class but not the test. Students assume they receive AP credit by taking the class but that is not the case. In order to receive AP credit, students must take and pass the test.

WHCFA Report – Mr. Ken Sowden, WHCFA President, provided a report on the recent retiree party held in honor of Cindy Blair-Hauki, Rhea Rehark-Griffith, and Tom Winters. He stated that everything went very well and thanked Dr. Lewallen and Dr. Gornick for their comments. Mr. Sowden informed the Board that there is an issue with compression of online courses. CTA is not in agreement with this change and will continue discussions with district staff. Mr. Sowden explained that there are several recommendations coming from CCA with regard to the Student Success Task Force report. The response from CCA is not favorable. CCA is not in agreement with outcome based funding based on student success as it is unfair to those districts who serve different socioeconomic areas. The report changes the terms of education. The report also discusses how community colleges should be funded and how student outcomes are handled.

Dr. Gornick stated that one of the good things is that the report is causing a lot of discussion. He further stated that he does not think program based funding will go anywhere but some of the other recommendations and some research has shown improvements in student success.

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

Student Trustee Report – Mr. Gerald Butler, Student Trustee, reported that West Hills College Lemoore will have a charity dance and a book drive to benefit the library. Mr.

Butler distributed an events calendar for West Hills College Coalinga. He reported that there will be a trick or treating event for the children in the child development center and for students who have children. This event will be sponsored by TRIO and ASB. In closing, Mr. Butler encouraged the Board and others to attend the different sporting events at the colleges.

West Hills College Coalinga and North District Center, Firebaugh – Dr. Willard Lewallen, President, recognized Mr. Butler for his work in coaching the cheerleaders for West Hills College Coalinga, stating that they are a great squad this year. He explained that the students are not enrolled in an actual class and are doing this on a volunteer basis.

Dr. Lewallen provided an update on Valley Christian Schools, who is now a partner with West Hills College. Currently there are seven courses being offered this semester and 80 students enrolled in two biology classes. He explained that West Hills College Coalinga is taking a unique approach with these classes and they are being conducted under contract education. Valley Christian Schools is paying for the classes and the instructor. The district is charging a fee to provide the classes. Valley Christian Schools is the largest private school in California. Dr. Lewallen stated that he has also received a call from Monte Valley Christian School in Watsonville. They are interested in the same program for either summer or fall.

Dr. Lewallen reported that West Hills College Coalinga is expanding the DeVry University program. Services will now be offered at the North District Center in Firebaugh and will be conducted via video conferencing. CSU Fullerton has also contacted Dr. Lewallen and would like to partner with West Hills College Coalinga. They would like to offer two bachelor programs which will provide additional options for students.

Dr. Lewallen distributed a flyer regarding the Marty Essen presentation at West Hills College Coalinga. He also reported that there were 230 guests at the recent Hall of Fame dinner.

West Hills College Lemoore – Mr. Don Warkentin, President, reported that West Hills College Lemoore is celebrating cancer awareness. Mr. Warkentin asked Ms. Sylvia Dorsey-Robinson, Vice President of Educational Services, to introduce the new director of financial aid for West Hills College Lemoore. Ms. Dorsey-Robinson reported to the Board that Ms. Deborah Soria has more than twenty years of experience in financial aid and has also served as the secretary in CASFA. Ms. Soria addressed the Board and stated that she is happy to be here. She has been given the task of closing the 2010-2011 year and starting up the 2011-2012 year. Ms. Soria stated that it is nice to be at a small college.

Mr. Warkentin presented Ms. Frances Squire with a certificate of appreciation from the United States Secret Service in special recognition for her services during the Laura Bush event. He stated that Mr. Don Branker has also been given a similar certificate of appreciation.

Mr. Warkentin distributed an open house postcard for the Golden Eagle Arena and stated that Hawaiian shirts are mandatory for this event. Over 1,100 invitations have been mailed and at least 200 attendees are expected.

A brief update on the recent air show at NAS Lemoore was provided. Mr. Warkentin thanked those who attended and also thanked Ms. Squire for all of her hard work.

Mr. Warkentin commented on the upcoming annual meeting with local principals and counselors. During this meeting discussion will be held concerning the registration process, student education plans, and more.

Mr. Warkentin reported that five West Hills College Lemoore wrestlers received status as Academic All American. Of the five, one received the highest grade point average of those awarded. West Hills College Lemoore was the only college to have five on the list.

Chancellor's Report – Dr. Frank Gornick, Chancellor, reported that Dr. Lewallen, Dr. Marcel Hetu, and Dr. Marlon Hall attended DeVry's 80<sup>th</sup> anniversary event. He also reported that he attended the recent Hall of Fame dinner and it was a great event.

Dr. Gornick provided an update on Ms. Donna Isaac, Executive Assistant to the Chancellor. He informed the Board that he had spoken with Ms. Isaac and she expressed her gratitude for everyone's thoughts and prayers. Dr. Gornick stated Ms. Isaac sounds very tired but her husband, Mike Isaac is doing better.

Dr. Gornick asked Dr. Carole Goldsmith to provide an update on the new \$20 million TAACCCT grant and the recent meeting held concerning the grant. Dr. Goldsmith provided an update on those who attended the meeting and the discussion concerning what the valley is doing to move forward with education. She stated that she is looking forward to implementing changes to help students succeed. Dr. Goldsmith also discussed the importance of having jobs or internships for students when they have completed their studies. Dr. Goldsmith informed the Board that West Hills College was the only group in California to be selected to do this type of work and the only college in California to be awarded the grant. She stated that she is very proud to be a part of West Hills College and this project.

Dr. Gornick asked Trustee Minnite to come forward. He explained that Trustee Minnite has been in the restaurant business for many years. A short video was played detailing Trustee Minnite's history in the restaurant business and his contributions to the community. Trustee Minnite was presented with an honorary degree in culinary arts from West Hills College Lemoore. Dr. Lewallen stated that Trustee Minnite has always been a big supporter of the North District Center in Firebaugh and thanked him for his continued support. Trustee Minnite expressed his thanks to everyone and stated that he appreciated the recognition and support from everyone. He explained that being on the Board of Trustees has helped him with his endeavor to help the west side. He also stated that West Hills College is special to him and has helped him with his goal to help people. A representative from Congressman Costa's office was also present and presented Trustee Minnite with a Certificate of Congressional Recognition.

### **CONSENT AGENDA**

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

- CA-16**      Minutes – The minutes of the September 27, 2011 meeting of the Governing Board were approved as submitted.
- CA-17**      Warrants – The warrants were approved as submitted.
- CA-18**      Quarterly Financial Status Report, 311Q – The Quarterly Financial Status Report, 311Q for the quarter ending September 30, 2011 was approved as submitted.
- CA-19**      Out of State Travel – The following request for out of state travel was approved as submitted:
- 1 West Hills College Lemoore National Science Foundation Scholar student to attend the Student Tract Conference at the 25<sup>th</sup> Annual HACU Conference in San Antonio, Texas October 29-31, 2011
- CA-20**      Personnel Transactions – The list of personnel transactions was approved as submitted.

### **CHANCELLOR'S OFFICE**

- CO-22**      Board Policy 7381, Health and Welfare Benefits – Board Policy 7381, Health and Welfare Benefits, was approved on a motion by Trustee Minnite, seconded by Trustee Cantu, and carried unanimously.
- CO-23**      Board Policy 6330, Purchasing – Board Policy 6330, Purchasing, was approved on a motion by Trustee Ivans, carried by Trustee Minnite, and carried unanimously.
- CO-24**      Board Policy 6340, Bids and Contracts – Board Policy 6340, Bids and Contracts, was approved on a motion by Trustee Minnite, seconded by Trustee Levinson, and carried unanimously.

### **FISCAL SERVICES**

- FS-14**      Fiscal Services Report – Mr. Ken Stoppenbrink, Vice Chancellor of Business Services, provided the fiscal services report. He reported that the district is 25% through the fiscal year. General fund revenues are at 21.2% and general fund expenditures are at 22.3%.

Mr. Stoppenbrink also provided a quarterly summary of the enterprise fund revenues and expenses for the cafeteria, farm, child development centers, residence halls, and international student program.

- FS-15**     Easement Deeds – The easement deeds for Gale Avenue, Coalinga, were approved on a motion by Trustee Minnite, seconded by Trustee Oxborrow, and carried unanimously.

President McKean asked for clarification on the easement deeds. Mr. Stoppenbrink explained that it is an electrical easement to run electrical to the new Ag Science facility.

- FS-16**     Change Order, North District Center, Firebaugh, Parking Expansion Project – Change order number 1 in the amount of \$19,961.38 for the North District Center, Firebaugh parking expansion project was approved on a motion by Trustee Henry, seconded by Trustee Levinson, and carried unanimously. The contract total is now \$259,267.83.

- FS-17**     Notice of Completion, North District Center, Firebaugh Parking Expansion Project – The notice of completion for the North District Center, Firebaugh parking expansion project was approved on a motion by Trustee Minnite, seconded by Trustee Henry, and carried unanimously.

- FS-18**     Change Order, West Hills College Lemoore Multi Use Sports Complex – Change order number 2 in the amount of \$37,708.04 for the West Hills College Lemoore Multi Use Sports Complex project was approved on a motion by Trustee Henry, seconded by Trustee Minnite, and carried unanimously. The contract total is now \$20,835,808.04.

- FS-19**     Notice of Completion, West Hills College Lemoore Multi Use Sports Complex – The notice of completion for the West Hills College Lemoore Multi Use Sports Complex project was approved on a motion by Trustee Cantu, seconded by Trustee Henry, and carried unanimously.

Trustee Levinson questioned the difference in the notice of completion and the change order. Mr. Kevin Cobb explained that there was a credit.

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

Trustee Cantu expressed his congratulations to Trustee Minnite and congratulated the district for the new grant funds.

Trustee Minnite stated that he was humbled and thanked everyone for the honorary degree and the presentation. Most of all, he stated that he is enjoying what he is doing for West Hills College.

Trustee Ivans congratulated Trustee Minnite. She thanked everyone for the study reports and stated that she enjoyed the Hall of Fame dinner. Trustee Ivans also congratulated the wrestling students and stated she enjoyed the air show.

Trustee Henry congratulated Trustee Minnite and thanked Mr. Warkentin for the shirt. He also congratulated the grants office for the new grant.

Trustee Oxborrow expressed her congratulations to Trustee Minnite and thanked him for his service. She stated that she enjoyed the air show and she also congratulated Dr. Lewallen on the collaboration with Valley Christian Schools.

Trustee Levinson congratulated Trustee Minnite and thanked Ms. Squire for her hard work during the air show.

President McKean stated that the basketball team would now be able to play in their own gymnasium for the first time in a couple of years. He also congratulated Trustee Minnite on his honorary degree.

The next meeting of the Board of Trustees is scheduled for November 15, 2011 at 3:00 pm.

### **CLOSED SESSION**

The meeting was adjourned to closed session at 4:26pm.

- Discussion of Land Acquisition/Disposition of Property (as per Government Code Section 54956.8). Property: Firebaugh, California
- Public Employee Discipline/Dismissal/Release (as per Government Code Section 54957)
- Potential Litigation (as per Government Code section 54956.9): 2 potential case
- Conference with Labor Negotiator (as per Government Code section 54957.6. Agency negotiator: Chancellor; Vice Chancellor of Business Services. Employee organization: CTA; CSEA

### **ADJOURNMENT**

There being no further business before the Board of Trustees, the meeting was adjourned at 5:15 pm.

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Nina Oxborrow  
Clerk of the Board of Trustees

## Personnel Transactions

### 1. New Hires

Name	Title & Location	Schedule	Salary Placement	Funding	Effective Date	Additional Information
Deaton, Sandra	Program Assistant Classified West Hills College Coalinga	19 hrs/wk 12 mo/yr	Range 36 Step A	District	10/3/11	Replacement for Lainey Shults
Koroma, Joseph	Director of Financial Aid Administrative West Hills College Coalinga	40 hrs/wk 12 mo/yr	Range 31 Step 12	District	11/21/11	Replacement for Jana Cox
Solorio, Esmeralda	Child Development Center Assistant Classified Huron Child Development Center	19 hrs/wk 9 mo/yr	Range 23 Step A	Grant	11/15/11	New position
Soria, Deborah	Director of Financial Aid Administrative West Hills College Lemoore	40 hrs/wk 12 mo/yr	Range 31 Step 12	District	10/17/11	Replacement for Jana Cox
Taylor, Aaron	Groundskeeper Classified West Hills College Coalinga	40 hrs/wk 12 mo/yr	Range 37 Step A	District	11/1/11	Replacement for John Benson

### 2. Temporary Hires

Name	Title & Location	Schedule	Salary Placement	Funding	Effective Date	Additional Information
Jorgens, Anna	Learning Disabilities Specialist Certificated West Hills College Coalinga	Prorated 177-day contract	Range IV Step 5	Grant	11/1/11	Replacement for Tom Winters

### 3. Changes in Assignment

Name	Current Assignment	Change	Effective Date	Additional Information
Catron, Leslie	Interim Nursing Director 177-day Temporary Contract Range II, Step 10	Nursing Instructor 177-day Contract Range II, Step 10	11/1/11	
Gore, Deborah	Accounting Services Technician II Classified District Office Range 52, Step E	Grants Accounting Services Supervisor Classified Management District Office Range 28, Step 3	11/1/11	Reorganization/Reclassification
Janzer, Petra	Child Development Center Cook Classified West Hills College Lemoore	Child Development Center Cook Classified Huron Child Development Center	11/15/11	New position
Martinez, Gina	Child Development Center Assistant Classified West Hills College Coalinga	Child Development Center Assistant Classified Huron Child Development Center	11/15/11	New position
Montoya, Rosa	Child Development Center Assistant Classified West Hills College Lemoore Range 23, Step B	Child Dev. Center Associate Teacher Classified Huron Child Development Center Range 30, Step A	11/15/11	New position



**3. Changes in Assignment (continued...)**

<b>Name</b>	<b>Current Assignment</b>	<b>Change</b>	<b>Effective Date</b>	<b>Additional Information</b>
Moreno, Reyna	Student Services Assistant Classified West Hills College Coalinga Range 36, Step E	Advising Specialist Classified West Hills College Coalinga Range 56, Step A	10/3/11	Replacement for Natalie Marvel

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

<b>Name</b>	<b>Title &amp; Location</b>	<b>Effective Date</b>
Bailey, Justin	Equipment and Event Coordinator West Hills College Coalinga	9/16/11
Gonzalez, Heriberto	Student Services Assistant West Hills College Coalinga	10/27/11
Mejia, Esmeralda	Security Guard West Hills College Coalinga	10/31/11
Riddle, Rebecca	Financial Aid Assistant II West Hills College Coalinga	10/28/11
Rodarte, Michelle	Child Development Center Associate Teacher West Hills College Coalinga	9/16/11
Santillan, Laura	Senior Secretary West Hills College Lemoore	9/30/11
Tippins, Kira	Financial Aid Coordinator West Hills College Coalinga	10/18/11
Velasco, Maria Rodriguez	Child Development Center Associate Teacher San Joaquin Child Development Center	10/21/11