



MINUTES OF THE REGULAR MEETING OF THE GOVERNING BOARD

November 19, 2013



CALL TO ORDER / OPEN SESSION

President McKean called the meeting of the Board of Trustees to order at 3:25 pm.

Board members present:

Mark McKean, President
Nina Oxborrow, Clerk
Jeff Levinson
Edna Ivans
Jack Minnite
Steve Cantu
Terryeon Robinson, 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
Frances Squire, Executive Director, West Hills Community College Foundation
Dave Bolt, Vice President of Educational Services, West Hills College Lemoore
Sylvia Dorsey-Robinson, Vice Pres. of Student Services, West Hills College Lemoore
Stephanie Droker, Vice President of Educational Services, West Hills College Coalinga
Frances Squire, Executive Director of West Hills Community College Foundation
Becky Cazares, Director of Human Resources
Lataria Hall, Director of DSPS, West Hills College Coalinga/West Hills College Lemoore
Keith Stearns, Assoc. Vice Chancellor of Academic and Information Services/Registrar
Tom Wixon, Director of Marketing

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 – Mr. Jeff Wanderer, Academic Senate President for West Hills College Coalinga, stated that it is good to see Trustee Ivans. He reported that Ms. Erin Corea, Counselor, and Mr. Rob Skaggs, English instructor, have implemented the Phi Theta Kappa honor society on campus. He also reported that the Commit to Complete event was well attended.

Mr. Joel Rogers, Academic Senate President for West Hills College Lemoore, was not present to report at this time.

WHCFA Report – Mr. Ken Sowden, WHCFA President, stated that it is good to see Trustee Ivans. He reported that the Faculty Association will hold a general meeting this evening in Lemoore and will be discussing the tentative agreement relating to the instructional calendars. They will be distributing a paper ballot on Thursday and Friday for voting on the instructional calendars. He will inform the District of the final vote on Friday afternoon.

CSEA Report – Mr. Keith Brock, CSEA President, was not present to report at this time.

Student Trustee Report – Mr. Terryon Robinson, Student Trustee, reported that the West Hills College Lemoore SGA is working on a Toys for Tots toy drive. They are hoping for media coverage and a live broadcast from KMPH. West Hills College Coalinga and the North District Center, Firebaugh will be holding a Lights of Love event. The North District Center is working on a turkey jar project and proceeds will be used to purchase turkeys for needy families. Some of the funds will also be used for Lights of Love. The West Hills Community College Foundation Board recently held their meeting at the North District Center and invited students to attend. West Hills College Coalinga is celebrating International Education Week and the cafeteria is preparing different ethnic dishes. The athletic department is planning a Thanksgiving dinner for students and a student flag football tournament will be held in December.

West Hills College Lemoore – Mr. Don Warkentin, President, thanked everyone for their kind words about Mr. Bill Henry over the past few days. He commented that Mr. Henry was a good friend and a great person. He was very gracious and supportive and he will be remembered for those kinds of things. Mr. Warkentin shared a couple of personal stories about Mr. Henry, stating that he will never be replaced and will be greatly missed.

Mr. Warkentin reported that the recent Jose Ramirez fight at the Golden Eagle Arena was a great event. He expressed his thanks and appreciation to Mr. Stu Van Horn for his work on this project. Mr. Warkentin reported that the women's basketball team is off to a good start. He reported that the men's and women's soccer teams have been placed on a one year probation with the COA for incomplete statistics and discussed the impact on West Hills College Lemoore and other colleges in the state. Mr. Warkentin reported that he was happy to hear that the paramedic program received substantive change approval from the Accrediting Commission. This program will soon be offered at West Hills College Lemoore.

West Hills College Coalinga and North District Center, Firebaugh – Dr. Carole Goldsmith, President, reported that it has been a very busy month. The Coalinga Recorder ran a story this week about the recent ICS drill at the college. Dr. Goldsmith thanked Ms. Anne Jorgens for working with the safety consultant to organize the event. Additional training opportunities for faculty and staff will be provided during flex and duty days. Dr. Goldsmith reported that West Hills College Coalinga is working with the Milken Institute and agriculture representatives. They are trying to change the perception of agricultural careers and hope to have a report ready by the first of the year. The Workforce Connection recently held an open house on campus. West Hills College Coalinga is one of six community colleges in the state that have this type of facility on campus. The services offered by the Workforce Connection draw people onto the campus that would not otherwise be there. Dr. Goldsmith commented on the upcoming agriculture field day; Commit to Complete event; Basketball Big Monday Bash event coming up on December 2; and the upcoming art reception.

Trustee Minnite asked for an update on the San Joaquin facility. Dr. Goldsmith reported that staff are continuing to work on getting the word out about class offerings, but have not had good participation. Trustee Minnite expressed his thanks for trying.

Chancellor's Report – Dr. Frank Gornick, Chancellor, thanked Mr. Warkentin and all of the individuals who assisted with the Jose Ramirez fight event, stating that there were great volunteers from throughout the district. Dr. Gornick also expressed his thanks to Dr. Goldsmith, Ms. Stephanie Droker, and Mr. David Castillo for their work at the farm. Dr. Gornick commented on the West Hills Magazine and stated that it is a great marketing effort with great stories. He thanked Mr. Tom Wixon and his staff for their work on this project.

Dr. Gornick explained that there is a process that must be followed within a specific timeframe concerning the provisional appointment of a trustee to fill the vacancy on the Board of Trustees due to the death of Mr. Bill Henry. Information on the provisional appointment procedure was distributed and reviewed. All Board members were in agreement with the process and the vacancy will be announced.

CONSENT AGENDA

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

- CA-25** Minutes – The minutes of the October 22, 2013 Regular Board Meeting were approved as submitted.

- CA-26** Warrants – The warrants were approved as submitted.

- CA-27** Out of State Travel – The following request for out of state travel was approved as submitted:

- Culinary class students (approximately 30) to travel to Las Vegas, Nevada November 24-27, 2013 to tour culinary and hospitality management industries, operations at hotels, casinos, restaurants, and catering functions

CA-28 Personnel Transactions – The list of personnel transactions was approved as submitted.

CHANCELLOR'S OFFICE

CO-18 Resolution – Trustee Absence at Board Meeting – The resolution in the matter of trustee absence at a Board meeting was adopted on a motion by Trustee Minnite, seconded by Trustee Ivans, and carried unanimously.

CO-19 Resolution – Annual Organizational Meeting – The resolution in the matter of the annual organizational meeting of the Board of Trustees was adopted on a motion by Trustee Minnite, seconded by Trustee Cantu, and carried unanimously.

FISCAL SERVICES

FS-18 Fiscal Services Report – Mr. Ken Stoppenbrink provided the fiscal services report. He reported that the district is 33.4% through the fiscal year. General fund 11 revenues are at 28% and general fund 11 expenditures are at 33.5%. General fund 12 revenues are at 21.2% and general fund 12 expenditures are at 25%.

FS-19 Change Order 1 – Farm of the Future Photovoltaic Array Project – Trustee Minnite questioned the purchase orders in item 1.2 of the change order. Mr. Stoppenbrink responded that they will not exceed the amount.

Change Order 1 for the West Hills College Coalinga Farm of the Future Photovoltaic Array project was approved on a motion by Trustee Ivans, seconded by Trustee Levinson, and carried unanimously.

FS-20 Notice of Completion – Farm of the Future Photovoltaic Array Project – The notice of completion for the West Hills College Coalinga Farm of the Future Photovoltaic Array project was approved on a motion by Trustee Cantu, seconded by Trustee Minnite, and carried unanimously.

FS-21 Change Order 1 – Workforce Development Project – Change Order 1 for the West Hills College Coalinga Workforce Development Project was approved on a motion by Trustee Minnite, seconded by Trustee Oxborrow, and carried unanimously.

FS-22 Notice of Completion – Workforce Development Project – The notice of completion for the West Hills College Coalinga Workforce Development

project was approved on a motion by Trustee Cantu, seconded by Trustee Minnite, and carried unanimously.

FS-23 Claim for Damages – Mr. Stoppenbrink explained that this issue is a workers compensation matter with regard to a former employee.

On a motion by Trustee Levinson, seconded by Trustee Ivans, and carried unanimously, the claim for damages submitted by Tamela Larson was rejected and referred to Keenan & Associates for resolution.

FS-24 Resolution – New Markets Tax Credit (NMTC) Financing – The resolution in the matter of New Markets Tax Credit (NMTC) financing was adopted on a motion by Trustee Levinson, seconded by Trustee Minnite, and carried unanimously.

Trustee Levinson left the meeting at this time.

President McKean entertained a motion to temporarily adjourn the regular meeting of the Board of Trustees to hold the meeting of FoF 1 NMTC.

The meeting was temporarily adjourned at 4:09 pm on a motion by Trustee Minnite, seconded by Trustee Oxborrow, and carried on the following votes:

Ayes – 5
Noes – 0
Absent – 1 (Trustee Levinson)
Abstain - 0

The regular meeting of the Board of Trustees was reconvened at 4:16 pm.

Trustee Levinson returned to the meeting at this time.

PERSONNEL SERVICES

PS-7 Job Description – The following revised/updated confidential job description was approved on a motion by Trustee Ivans, seconded by Trustee Minnite, and carried unanimously:

- Human Resources Analyst

BOARD REPORTS / COMMENTS / REQUESTS AND ANNOUNCEMENTS

Trustee Cantu stated the Mr. Henry will be missed for a long time. His death is a big loss to the Board of Trustees. Mr. Henry was always analytical and was a great guy.

Trustee Minnite commented that he will miss Mr. Henry's wit and tenacity when it came to negotiations. He welcomed Trustee Ivans back from her recent illness and stated

that he is happy to see her here. Trustee Minnite stated that the Board is like family and you don't anticipate losing someone that quickly. Trustee Minnite stated that the magazine is fabulous and he really enjoyed it. He acknowledged several of the retirees and stated that Ms. Marlese Roton will be missed greatly at the North District Center. Trustee Minnite congratulated Mr. Warkentin on the successful fight event and expressed his thanks to Dr. Goldsmith and Dr. Gornick for their efforts as well.

Trustee Ivans reported that she is happy to be back and that she appreciates the support and care offered by her friends. She stated that she will really miss Mr. Henry. He was a seventh grade history teacher and had a photographic memory. He also taught economics at Embry Riddle. They were good friends and enjoyed one another. He will be missed for a lot of reasons. Trustee Ivans stated that she appreciated today's study session and the information was helpful. She also commented that the magazine was wonderful; welcomed Mr. Robinson, student trustee; and stated that the fight event was good.

Trustee Oxborrow stated that she will miss Mr. Henry and he was a great guy. She stated that she is glad to have Trustee Ivans back and she apologized for missing last month's meeting. Trustee Oxborrow stated that the West Hills Magazine is great; the presentations heard during the study session were good and she enjoyed hearing about the possible plans for the dorms; and the fight event was good and Mr. Warkentin and his staff did a great job. Trustee Oxborrow wished everyone a wonderful Thanksgiving.

Trustee Levinson stated that he loved Bill Henry and knew him for over 35 years. He was a true friend and will be missed dearly. Trustee Levinson commented that he is pleased that Trustee Ivans is back. He commented that there are not too many more years for some of the Board members. We have a great institution and need to begin thinking about how we are going to perpetuate this organization. Our focus has to be succession. Trustee Levinson stated that we have heard great things about the residence halls and how crucial they are to the institution. We have to be on top of our game and have to keep pressing forward with our eye on the future and how we can become better. The message today is to be proud of what we are doing in the future. Trustee Levinson stated that he enjoyed the fight event. He stated that we do marvelous things and need to move forward by putting the building blocks in place.

President McKean commented that Mr. Henry brought some very different experiences to every Board meeting with passion. He stated that he disagreed with Mr. Henry on many occasions, but didn't think any less of him; he just had a different perspective. Trustee McKean stated that Mr. Henry was a great guy and he is glad to have served with him.

President McKean announced that the next meeting of the Board of Trustees is scheduled for December 10, 2013 at 10:00 am. A special Board meeting will be held on that same day at 9:00 am for the purpose of appointing an individual to fill the vacancy in Trustee Area 4.

CLOSED SESSION

The meeting was adjourned to closed session at 4:33 pm.

- 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

ADJOURNMENT

There being no further business before the Board of Trustees, the meeting was adjourned at 5:07 pm.

Nina Oxborrow
Clerk of the Board of Trustees

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Personnel Transactions

1. New Hires

Name	Title & Location	Schedule	Salary Placement	Funding	Effective Date	Additional Information
Merk, Cassandra	Child Dev Center Associate Teacher Classified Lemoore Child Development Center	19 hrs/wk 10 mo/yr	Range 33 Step 1	Grant	11/1/13	Replacement for Sandy Uvalle
Trevino, Alissa	Program Assistant Classified West Hills College Coalinga	19 hrs/wk 12 mo/yr	Range 36 Step 1	District (Auxiliary)	12/2/13	Replacement for Sandy Haws
White, Tiffany	Program Assistant Classified West Hills College Lemoore	15 hrs/wk 12 mo/yr	Range 38 Step 1	Grant	11/4/13	Replacement for Pearl Gonzalez
Yanez, Tina	Foundation Secretary Classified West Hills Community College District	40 hrs/wk 12 mo/yr	Range 40 Step 4	District	10/28/13	Replacement for Monica Santino; Call back from layoff (39-month re-employment list)

2. Temporary Hires

Name	Title & Location	Schedule	Salary Placement	Funding	Effective Date	Additional Information
Mauga, Zachary	Campus Security Officer I Classified West Hills College Coalinga	19 hrs/wk	Range 32 Step 1	District	11/20/13	
Padilla, Nora	After School Prog Site Coordinator Classified West Hills College Lemoore (Liberty Middle School)	19-21 hrs/wk	Range 40 Step 1	Grant	11/20/13	

3. Changes in Assignment

Name	Current/Previous Assignment	Change	Effective Date	Additional Information
Avitia, Amber	Senior Secretary Classified West Hills College Lemoore 40 hrs/wk, 12 mo/yr Range 40, Step 5 Funding: District	Administrative Assistant Confidential West Hills College Lemoore 40 hrs/wk, 12 mo/yr Range 26, Step 1 Funding: District	11/4/13	Replacement for Samantha MacFarlane
Battisti, Maria	Accounting Services Technician I Classified West Hills Community College District 19 hrs/wk, 12 mo/yr Range 49, Step 1 Funding: Grant	Accounting Services Technician I Classified West Hills Community College District 40 hrs/wk, 12 mo/yr Range 49, Step 1 Funding: Grant	10/1/13	New position

3. Changes in Assignment (continued...)

Name	Current/Previous Assignment	Change	Effective Date	Additional Information
Coronado, Ashley	After School Prog Activity Specialist Classified West Hills College Lemoore 19 hrs/wk, 9 mo/yr Range 32, Step 4 Funding: Grant	After School Prog Site Coordinator Classified West Hills College Lemoore 19 hrs/wk, 10 mo/yr Range 40, Step 1 Funding: Grant	11/12/13	Temporary work out of class
Fernandez, Jessica	Library Technician I Classified West Hills College Lemoore 19 hrs/wk, 12 mo/yr Range 42, Step 5 Funding: District	Library Technician I Classified West Hills College Coalinga 40 hrs/wk, 12 mo/yr Range 42, Step 5 Funding: District	11/21/13	New position
Jimenez, Jose	Custodian Classified North District Center, Firebaugh 19 hrs/wk, 12 mo/yr Range 35, Step 4 Funding: District	Custodian Classified North District Center, Firebaugh 40 hrs/wk, 12 mo/yr Range 35, Step 4 Funding: District	10/14/13	New position
Lopez, Gabriel	Custodian/Groundskeeper Classified West Hills College Lemoore 19 hrs/wk, 12 mo/yr Range 37, Step 2 Funding: District	Custodian/Groundskeeper Classified West Hills College Lemoore 40 hrs/wk, 12 mo/yr Range 37, Step 2 Funding: District	10/1/13	New position
Rouska, Brian	Tutoring Specialist Classified West Hills College Coalinga 19 hrs/wk, 12 mo/yr Range 42, Step 5 Funding: District/Grant	Tutoring Specialist Classified West Hills College Coalinga 40 hrs/wk, 11 mo/yr Range 42, Step 5 Funding: District/Grant	11/1/13	New position
Silvestre, Anna	Senior Secretary Classified West Hills College Lemoore 40 hrs/wk, 12 mo/yr Range 44, Step 10 Funding: Grant/District	UBMS Coordinator Classified West Hills College Lemoore 40 hrs/wk, 12 mo/yr Range 58, Step 8 Funding: Grant/District	9/9/13	Temporary work out of class
Villarreal, Oscar	Math & Science Outreach Specialist Classified West Hills College Lemoore 40 hrs/wk, 12 mo/yr Range 57, Step 5 Funding: District/Grant	Interim Coordinator of Special Grants Classified Management West Hills College Lemoore 40 hrs/wk, 12 mo/yr Range 21, Step 8 Funding: Grant	9/1/13	Temporary work out of class

4. Resignations / Retirements / Releases During Probation / Terminations

Name	Title & Location	Effective Date
Allison, Angela	Director of Special Grant Programs Administrative West Hills Community College District	11/30/13
Beloof, Larry	English Instructor Certificated West Hills College Lemoore	5/23/14
Brixey, Jim	Farm Technician Classified West Hills College Coalinga	6/30/14
Castagna, Kim	Math Instructor Certificated West Hills College Lemoore	5/23/14
Grijalva, Veronica	Counselor Certificated West Hills College Lemoore	6/20/14
Jorgens, Anne	Budget Services Supervisor Classified Management West Hills Community College District	6/30/14
Macfarlane, Samantha	Administrative Assistant Confidential West Hills College Lemoore	10/23/13
Roton, Marlese	Counselor Certificated North District Center, Firebaugh	3/1/14
Welch, Merlin	Heavy Equipment Instructor Certification West Hills College Coalinga	6/30/14