



MINUTES OF THE REGULAR MEETING OF THE GOVERNING BOARD

March 5, 2013



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

Board members absent:

Steve Cantu
Brittany Burkhart, Student Trustee

Administrators present:

Frank Gornick, Chancellor
Ken Stoppenbrink, Vice Chancellor of Business Services
Don Warkentin, President, West Hills College Lemoore
Carole Goldsmith, President, West Hills College Coalinga
Frances Squire, Executive Director of West Hills Community College Foundation
Pedro Avila, Vice President of Student Services, West Hills College Coalinga
Dave Bolt, Vice President of Educational Services, West Hills College Lemoore
Stephanie Droker, Vice President of Educational Services, West Hills College Coalinga
Keith Stearns, Associate Vice Chancellor of Academic and Information Services/Registrar
Marcel Hetu, Director of North District Center, Firebaugh
Tom Wixon, Director of Marketing/Public Information Officer
Joel Ruble, Dean of Student Services, West Hills College Lemoore
Mark Gritton, Associate Dean of Student Services, West Hills College Coalinga

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

GASB Valuation Presentation – Mr. Ken Stoppenbrink introduced Mr. Geoff Kischuk from Total Compensation Systems, Inc. Mr. Kischuk explained that valuation is being done because of GASB 45. This particular accounting standard went into effect for the district in 2008-2009 and requires a valuation every two years. GASB 45 requires public agencies to account for retiree health benefits. GASB standards apply to accrual basis financial statements. The budgets are based on amounts paid for retiree benefits. Assumptions and methods must comply with GASB 45 and Actuarial Standards of Practice. The assumptions include a 7% interest rate; 4% annual increase in retiree costs paid by West Hills; and CalPERS and CalSTRS demographic tables. The expected 2012-2013 retiree costs as of November 1, 2012 for the West Hills Community College District are \$224,000. The actuarial accrued liability is \$8.7 million. The annual required contribution which is needed to fully fund retiree health benefits is \$661,000. The annual required contribution reflects \$3.89 million of plan assets.

Mr. Kischuk explained that as long as West Hills has an ongoing retiree health benefit program an increase is to be expected in the actuarial accrued liability and the normal cost. Increases will be uneven due to actuarial gains and losses and the extent depends on the plan design. The rate of increase will slow as the number of retirees with voluntary benefits decreases. There are special situations that can cause large changes. Unless limited by the plan design or agreement, the actual premium increases can be much different from the assumed increases. CalPERS and CalSTRS periodically update their demographic tables which can cause an increase or a decrease.

Mr. Kischuk explained that new GASB standards will likely take effect in 2016-2017 and will require immediate recognition of the entire liability. This will affect the interest assumption for the “unfunded” portion of the liability, increasing liability for plans that are not “fully funded”. With regard to new legislation, the original plan was to pass pension and retiree health legislation at the same time. The retiree health legislation was postponed to 2013. New pension legislation will reduce retiree health costs and liabilities due to delayed retirement. Other aspects of pension legislation could be extended to retiree health.

Dr. Frank Gornick summarized by stating that it appears in 2017 or 2018, if we continue the pace, we will have reached our obligation. Brief discussion took place regarding contributions to our portion. Mr. Stoppenbrink stated that the average is 11% per year.

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

Mr. Joel Rogers, Acting 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 a retirement party was recently held for Mr. Mike Burke. There was a good turnout and wonderful food. He also reported that the Faculty Association and the District have reached tentative

agreements on Articles 7, 9 and 20. They are still working on Article 4 and looking at success and retention as it relates to evaluation. They will meet for another negotiations session on March 22.

CSEA Report – Mr. Keith Brock, CSEA President, reported that the next negotiations session will be held in April for two days. They hope to have a new contract wrapped up in about a month and a half.

Student Trustee Report – Ms. Brittany Burkhart, Student Trustee, was not present to report at this time.

West Hills College Lemoore – Mr. Don Warkentin, President, briefly commented on the recent article in the San Francisco Chronicle concerning accreditation and sanction for which Dr. Frank Gornick was interviewed.

Mr. Jody Ruble provided information on West Hills College Lemoore events including Black History Month and Eagle Dayz. Dr. Gornick expressed his congratulations for a job well done.

West Hills College Coalinga and North District Center, Firebaugh – Dr. Carole Goldsmith, President, commented on activities occurring over the past month. She reported that a wonderful dedication event was held to dedicate the Welborn Wellness Center. There were more than 150 people in attendance and several dignitaries spoke. She expressed her thanks to Mr. Mark Gritton for his assistance with the event. Dr. Goldsmith discussed the international student program and stated that Mr. Pedro Avila and Mr. Daniel Tamayo are taking a good look at this information. They will be keeping an eye on activities with China and Saudi Arabia. Dr. Goldsmith commented on the Lumina Foundation report and stated that West Hills was asked by the Accrediting Commission to participate and be one of 12 featured community colleges. Dr. Goldsmith commented that she thinks this is a direct correlation to the work that Mr. Arkady Hanjiev has done on Student Learning Outcomes.

Mr. Avila briefly commented on the recent successful financial aid drive at West Hills College Coalinga.

Dr. Goldsmith reminded that group of the upcoming Farm of the Future and Rodeo Arena dedication event planned for April 4.

Trustee Minnite questioned recent work with Mendota. Dr. Goldsmith responded by commenting on the Mendota farmworker event, stating that West Hills participated in the event and staff were available to provide information. She expressed her thanks to Dr. Bertha Felix-Mata, Mr. David Castillo, and Dr. Marcel Hetu. She also discussed access to bond funds with regard to a shared use facility at Mendota High School, stating that we will be able to offer classes.

Chancellor's Report – Dr. Frank Gornick, Chancellor, expressed his thanks to Dr. Goldsmith and her staff for their work on the Welborn Wellness Center dedication event. He reported to the group on the recent passing of Mr. Raymond Minnite (Trustee

Minnite's father), Mr. Clarence Atwell, and Mr. Roy Loftis. Dr. Gornick reported that recent meetings have been held with Chevron, PG & E, and Borba Farms and discussion took place concerning commitment to agriculture in the valley. Dr. Gornick stated that at the April Board Study Session he will be discussing plans for a revamped district newsletter. In future meetings he will also plan to discuss contract education, activities happening with industries, and C6 efforts.

CONSENT AGENDA

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

- CA-44** Minutes – The minutes of the February 1 & 2, 2013 Board Retreat and February 12, 2013 Board meeting were approved as submitted.
- CA-45** Warrants – The warrants were approved as submitted.
- CA-46** Award of Informal Bid – The bid for the West Hills College Coalinga sewer line replacement project was awarded to Hobbs Construction Group, Inc. in the amount of \$21,102.
- CA-47** Declaration of Surplus Property – The list of property was declared as surplus.
- CA-48** Personnel Transactions – The list of personnel transactions was approved as submitted.

CHANCELLOR'S OFFICE

- CO-30** Request to Serve Alcoholic Beverages – The request to serve alcoholic beverages at a West Hills Community College Foundation sponsored event was approved on a motion by Trustee Minnite, seconded by Trustee Ivans, and carried unanimously.

FISCAL SERVICES

- FS-35** Midyear Budget Adjustments – Mr. Ken Stoppenbrink commented on the midyear budget adjustments and summarized the beginning balance and increases, as well as additional expenditures. He stated that the net increase is \$1.6 million. We are now forecasting \$3.2 million for the ending fund balance and FTE will be 4,727.

The midyear adjustments to the 2012-2013 adopted budget were approved on a motion by Trustee Minnite, seconded by Trustee Henry, and carried unanimously.

FS-36 Contract Award – Supplemental ePlatform and Open Educational Resource Materials – On a motion by Trustee Minnite, seconded by Trustee Levinson, and carried unanimously, the contract for supplemental ePlatform and open educational resource materials for community colleges manufacturing programs was awarded to 180 Skills LLC in the amount of \$154,913.

FS-37 Contract Award – Portable Cardiac Monitor/Defibrillator/Pacer Units – On a motion by Trustee Minnite, seconded by Trustee Levinson, and carried unanimously, the contract for the portable cardiac monitor/defibrillator/pacer units was awarded to Bound Tree Medical in the amount of \$96,058.62.

Trustee Minnite questioned training. Mr. Stoppenbrink stated that some of the staff in each area are training and additional training is provided when necessary.

FS-38 Change Order No. 1 – Change Order No. 1 for the West Hills College Coalinga Cambridge Streetscape project was approved on a motion by Trustee Levinson, seconded by Trustee Minnite, and carried unanimously.

FS-39 Notice of Completion – The notice of completion for the West Hills College Coalinga Cambridge Streetscape project was approved on a motion by Trustee Levinson, seconded by Trustee Minnite, and carried unanimously.

Dr. Gornick commented on the consent agenda item with regard to surplus property, stating that staff are working with AP Architects to reduce our storage capacity. Trustee Ivans questioned if we still have storage units located off of our property. Dr. Gornick responded in the affirmative.

Dr. Gornick commented on the retirement announcement of Ms. Glenda Oliver. He reported that she has been with the district for a long time.

BOARD REPORTS / COMMENTS / REQUESTS AND ANNOUNCEMENTS

Trustee Minnite expressed his thanks to everyone for the continued efforts and progress being made in the district. He stated that the information provided today is good and it is nice to know we are doing what is right for our employees. He thanked everyone for their condolences concerning the passing of his father.

Trustee Ivans stated that she appreciates the work of all. She thanked Dr. Gornick for his attendance at funeral services as a representative for the district. Trustee Ivans stated that she enjoyed the Gospel and Gumbo event last week and also stated that she appreciated that GASB report given today.

Trustee Henry expressed his thanks to everyone.

Trustee Oxborrow expressed her thanks to everyone for their work. She stated that the Welborn dedication event was amazing and well-deserved. She thanked those who could make it to the event. Trustee Oxborrow thanked everyone for their presentations today and expressed her condolences to Trustee Minnite.

Trustee Levinson expressed his condolences to Trustee Minnite. He reported that he has been reading the San Francisco City College interaction and gets a strong sense of what a good job we do when he reads about them. He stated that we have a great sense of purpose and making a contribution to our community and is pleased to have this talented staff. He stated that it makes the job of the Board of Trustees quite simple.

President McKean stated that he appreciates the work that our people do. He stated that the GASB report is a good example of what we do.

President McKean announced that the next meeting of the Board of Trustees is scheduled for April 16, 2013.

CLOSED SESSION

The meeting was adjourned to closed session at 4:35 pm.

- Discussion of Land Acquisition/Disposition (as per Government code Section 54956.8). Property: Lemoore, California, Firebaugh, 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
- Conference with Legal Counsel – Potential Litigation (as per Government Code Section 54956.9). 1 potential case.

RECONVENE TO OPEN SESSION

The meeting was reconvened to open session at 5:37 pm.

President McKean announced that during closed session the Board of Trustees took action to non-renew an administrative contract (Director of Farm of the Future). The non-renewal was approved on a motion by Trustee Henry, seconded by Trustee Oxborrow, and carried on the following roll call vote:

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

President McKean announced that during closed session the Board of Trustees took action to reject a claim for damages submitted by Ms. Anne Leonard. The rejection of the claim was approved on a motion by Trustee Levinson, seconded by Trustee Henry, and carried on the following roll call vote:

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

ADJOURNMENT

There being no further business before the Board of Trustees, the meeting was adjourned at 5:38 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
Herghelian, Rita	Advising Specialist West Hills College Lemoore	15 hrs/wk 12 mo/yr	Range 56 Step A	Grant	2/19/13	New position

2. Changes in Assignment

Name	Current Assignment	Change	Effective Date	Additional Information
DeOchoa, Michelle	Advising Specialist West Hills College Coalinga Range 56, Step E	EOPS/SSS Counselor West Hills College Coalinga Range V, Step 4	3/1/13	District/Grant funded; Replacement for Martha Rodriguez

3. Resignations / Retirements / Releases During Probation / Terminations

Name	Title & Location	Effective Date
Nguyen, Truc	PC & LAN Systems Specialist III District Office	4/30/13
Oliver, Glenda	Administrative Assistant West Hills College Lemoore	8/14/13