



MINUTES OF THE REGULAR MEETING OF THE GOVERNING BOARD

July 24, 2012



CALL TO ORDER / CLOSED SESSION

President McKean called the meeting of the Board of Trustees to order at 3:00 pm and immediately adjourned to closed session:

- Public Employee Discipline/Dismissal/Release (as per Government Code Section 54957)

Board members present:

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

Board members absent:

Jeff Levinson

Administrators present:

Frank Gornick, Chancellor
Ken Stoppenbrink, Vice Chancellor of Business Services
Tom Harris, Interim President, West Hills College Coalinga
Don Warkentin, President, West Hills College Lemoore

TEMPORARY ADJOURNMENT TO FINANCING CORPORATION MEETING

At 3:40 pm the meeting was temporarily adjourned to conduct the meeting of the Financing Corporation.

RECONVENE TO OPEN SESSION

The regular Board meeting was reconvened to open session at 3:56 pm

Board members present:

Mark McKean, President
Bill Henry, Vice President
Nina Oxborrow, Clerk
Jeff Levinson (arrived during item FS-3)
Edna Ivans
Jack Minnite
Steve Cantu

Administrators present:

Frank Gornick, Chancellor

Ken Stoppenbrink, Vice Chancellor of Business Services

Carole Goldsmith, Vice Chancellor of Educational Services and Workforce Development

Tom Harris, Interim President, West Hills College Coalinga

Don Warkentin, President, West Hills College Lemoore

Pedro Avila, Vice President of Student Services, West Hills College Coalinga

Stephanie Droker, Vice President of Educational Services, West Hills College Coalinga

Dave Bolt, Vice President of Educational Services, West Hills College Lemoore

Sylvia Dorsey-Robinson, Vice President of Student Services, West Hills College Lemoore

Keith Stearns, Assoc. Vice Chancellor of Academic and Information Services/Registrar

Marcel Hetu, Director of North District Center, Firebaugh

Richard Larson, Director of Farm of the Future, 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

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. Marlene Smart will be retiring as of December 31. He announced that the next CTA negotiations session is scheduled for August 7.

CSEA Report – Mr. John Ieronimo, CSEA President, reported that three representatives from the chapter will be attending the annual conference at the end of the month in Las Vegas, Nevada. The initial proposal for negotiations has been presented and they will await the scheduling of negotiation sessions. Mr. Ieronimo reported that CSEA will also be meeting with the District this week to discuss the child development center reductions.

West Hills College Coalinga and North District Center, Firebaugh – Dr. Tom Harris, Interim President, reported that he arrived last week and hosted a coffee hour for the staff. He enjoyed seeing everyone again and stated that he remembers many. Today a facilities master plan meeting was held and the district architects were in attendance. Dr. Harris reported that the ideas for the facilities plans were vetted properly. We need to get in line for funding, which could happen in five to eight years.

Ms. Stephanie Droker addressed the Board of Trustees and discussed the ag science project. She stated that staff are anxious to get classes in the new buildings and the anticipated move date is next week. She briefly commented on the current enrollment numbers at the campuses.

Mr. Pedro Avila reported that the Upward Bound Program has been busy this summer. There are 80 high school students participating in the program. Mr. Avila commented on the various activities of the program. He also discussed the international students program. There are 75 students coming from 11 countries. Several Brazilian students will be playing soccer in Lemoore.

West Hills College Lemoore – Mr. Don Warkentin, President, introduced Ms. Sylvia Dorsey-Robinson who reported on the SOAR (Summer Opportunities for Academic Readiness) Program at West Hills College Lemoore. This program expands the college's reach into the high schools and provides enriched activities. Ms. Lataria Hall, who served as an administrative intern this past year, addressed the Board of Trustees and thanked them for the opportunity to serve as an intern. She also thanked Ms. Dorsey-Robinson for her leadership and guidance. Ms. Hall explained that the SOAR program was a two week program created to design academic readiness. She stated that the staff made a lifetime opportunity and a legacy for students. Ms. Dorsey-Robinson stated that the long term goal is to develop several strands that students can choose from. Discussion took place concerning the costs for the program, the number of students involved, and the possibilities for expanding the program to West Hills College Coalinga and the North District Center, Firebaugh.

Mr. Warkentin reported that flex day and duty days are being planned for August 9 and 10. West Hills College Lemoore will be the host for this year's duty day, at which Dr. Frank Gornick will provide a State of the District address.

Chancellor's Report – Dr. Frank Gornick, Chancellor, introduced Mr. Chris Addington, district architect, and asked that he provide a brief update on the hydroponics project. Mr. Addington reported that he has been meeting with the ag staff to develop a list of questions that need to be asked. He reported that they need to discuss water on the farm with regard to its use and quality, amounts needed, and availability. Methane production and an employee analysis will also need to be discussed. Trustee Minnite questioned if anyone has estimated the capacity of the underground aquifer. Mr. Addington responded that it is another question that needs to be discussed and answered. Trustee Cantu commented on the impact to the existing farm. Mr. Addington stated that the group is looking at the entire farm master plan. They will continue working on the project with due diligence. Mr. Richard Larson stated that the questions developed will help the group to project future needs.

Dr. Gornick asked Dr. Harris for an update on the president search for West Hills College Coalinga. Dr. Harris reported that there are currently two applicants, both from out of state. He anticipates that there will be a lot of participation in developing the interview questions.

Dr. Gornick reported that he and Trustee Cantu recently attended an event at Tranquillity High School at which they had an opportunity to hear of the aspirations of high school students. Trustee Cantu stated that he learned that there is not enough Internet connectivity in Firebaugh, Mendota, and San Joaquin to offer a similar program at those locations. He suggested that the district might be able to help in this area. He stated that it was good to see the excitement about education in that area.

CONSENT AGENDA

Trustee Minnite questioned the warrant on page 27 for De La Rosa and Company and why the expenses come out of the general fund account and not the COP account. Mr. Stoppenbrink responded that it is not an applicable expense. Brief discussion took place regarding keeping track of the expenses and using the interest to pay for them.

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

- CA-1** Minutes – The minutes of the June 26, 2012 regular meeting were approved as submitted.

- CA-2** Warrants – The warrants were approved as submitted.

- CA-3** Quarterly Financial Status Report, 311Q – The Quarterly Financial Status Report, 311Q for the quarter ending June 30, 2012 was approved as submitted.

- CA-4** District Appropriations Limit (Gann Limit) – The District Appropriations Limit (Gann Limit) worksheet for 2012-2013 was approved as submitted.

- CA-5** Award of Contract – The contract for the West Hills College Lemoore Golden Eagle Arena AV Systems project was awarded to VSGi for a total cost of \$30,065.

- CA-6** Records Destruction Report – The records destruction annual report was approved as submitted.

- CA-7** Declaration of Surplus Property – This list of property was declared as surplus.

- CA-8** Adult/Student Temporary Salary Schedule – The addition to the adult/student temporary salary schedule was approved as submitted.

- CA-9** Administrative Salaries – The administrative salaries for 2012-2013 were approved as submitted.

- CA-10** Personnel Transactions – The list of personnel transactions was approved as submitted.

CHANCELLOR'S OFFICE

- CO-1** Resolution – Authorization to Sign Grant Agreements – The resolution in the matter of authorizing the Chancellor and College Presidents to legally sign for district and college contractual grant agreements for fiscal year 2012-2013 was adopted on a motion by Trustee Minnite, seconded by Trustee Cantu, and carried unanimously.

- CO-2** Grant Contract – Dr. Carole Goldsmith reported that the Perkins Grant is a grant that we have had for a number of years. The Chancellor's Office requires Board action to accept the grant. The grant helps to support CTE leadership activities. West Hills is the fiscal agent and it has been a very valuable project for us. This may be the last year of funding for us for this grant.

Contract R12-0382, Perkins Statewide Advisory Committee, was approved on a motion by Trustee Ivans, seconded by Trustee Minnite, and carried unanimously.

- CO-3** Resolution – Medi-Cal Administrative Activities – The resolution in the matter of Medi-Cal Administrative Activities was adopted on a motion by Trustee Cantu, seconded by Trustee Minnite, and carried unanimously.

- CO-4** Child Development Center Resolutions – On a motion by Trustee Minnite, seconded by Trustee Oxborrow, and carried unanimously, the following resolutions certifying approval to enter into transactions with the Department of Education for the purpose of providing child care and development services and authorizing the designated personnel to sign contract documents for fiscal year 2012-2013 were adopted:

- State Preschool Contract No. CSPP-2090-10-6200-00-2
- PreKindergarten Literacy Contract No. CPKS-2015-10-6213-00-2
- Department of Education Child Care Contract No. CCTR-2041-6213-00-2 for 2012-2013

- CO-5** Curriculum Committee Action Report – West Hills College Coalinga – Dr. Gornick commended the colleges for their work on the curriculum reports. He commented on the current procedure with regard to the curriculum committees.

The Curriculum Committee Action Report for West Hills College Coalinga was approved on a motion by Trustee Ivans, seconded by Trustee Oxborrow, and carried unanimously.

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- CO-6** Curriculum Committee Action Report – West Hills College Lemoore – The Curriculum Committee Action Report for West Hills College Lemoore was approved on a motion by Trustee Minnite, seconded by Trustee Oxborrow, and carried unanimously.
- CO-7** Board Policy 4400, Community Services – Board Policy 4400, Community Services, was approved on a motion by Trustee Ivans, seconded by Trustee Minnite, and carried unanimously.
- CO-8** Board Policy 7382, Postemployment Benefits – Mr. Stoppenbrink reported that a committee is in place. They met a couple of months ago and looked at some of the assumptions for the postemployment benefits survey. He discussed the percentages for the assumptions and discussed the recommendations of the committee. This policy allows for the inclusion of the key assumptions. Brief discussion took place regarding the percentages. Dr. Gornick stated that we are ahead of schedule with regard to payments for GASB.

Trustee Minnite left the meeting at this time.

Board Policy 7382, Postemployment Benefits, was presented for a first reading at this time. Approval will be requested at a later date.

FISCAL SERVICES

- FS-1** Fiscal Services Report – Mr. Stoppenbrink provided the fiscal services report. He reported that the district is 100% through the fiscal year. General fund revenues are at 100% and general fund expenditures are at 88.1%.

Trustee Minnite returned to the meeting at this time.

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-2** Contract Award – North District Center Site Improvements Project – This item was pulled from the agenda at this time.
- FS-3** Resolution – Ordering an Election – Mr. Dale Scott briefly reported on the ballot language.

Trustee Levinson arrived to the meeting at this time.

Dr. Gornick noted that a correction be made to page A-4, fourth bullet, striking the word “a” after Provide.

The resolution, with the correction as noted, in the matter of ordering an election to authorize the issuance of school bonds in School Facilities Improvement District No. 3 (Lemoore Area), establishing specifications of the election order, and requesting consolidation with other elections occurring on November 6, 2012 was adopted on a motion by Trustee Ivans, seconded by Trustee Minnite, and carried unanimously.

PERSONNEL SERVICES

PS-1 Initial Proposal from CSEA – At this time the district acknowledges receipt of the initial proposal from California School Employees Association (CSEA), Chapter 429.

BOARD REPORTS / COMMENTS / REQUESTS AND ANNOUNCEMENTS

Trustee Cantu thanked West Hills College Lemoore staff for providing the SOAR program this summer.

Trustee Minnite stated that he had no comments at this time.

Trustee Ivans welcomed Dr. Harris and stated that she appreciates the reports from Ms. Droker and Mr. Avila. She also thanked Ms. Dorsey-Robinson and Ms. Hall for their work on the SOAR program.

Trustee Henry welcomed Dr. Harris. He commented on the SOAR program, stating that it is very nice. He thanked everyone for their efforts.

Trustee Oxborrow thanked everyone for the presentations given. She stated that she is excited about the progress at the new farm facilities. She wished everyone a good ending to their summer.

Trustee Levinson had no comments at this time.

President McKean reported that he took a brief tour of the new farm facilities just prior to the Board meeting and things look good. He thanked everyone for their reports.

President McKean announced that the next regular meeting of the Board of Trustees is scheduled for August 28, 2012.

CLOSED SESSION

The meeting was adjourned to closed session at 5:10 pm.

- Conference with Labor Negotiator (as per Government Code section 54957.6. Agency negotiator: Chancellor; Vice Chancellor of Business Services. Employee organization: CTA; CSEA

- Public Employee Performance Evaluation (as per Government Code section 54957). Title: Chancellor

RECONVENE TO OPEN SESSION

The meeting was reconvened to open session at 6:20 pm.

President McKean reported that the resolution in the matter of the West Hills Community College District's intention to convey real property was approved on a motion by Trustee Henry, seconded by Trustee Ivans, and carried unanimously.

ADJOURNMENT

There being no further business before the Board of Trustees, the meeting was adjourned at 6:20 pm.

Nina Oxborrow
Clerk of the Board of Trustees

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Personnel Transactions

1. Call Back from Layoff List

Name	Title & Location	Schedule	Salary Placement	Funding	Effective Date	Additional Information
Soto, Zachary	Business Account Specialist West Hills College Coalinga	40 hrs/wk 12 mo/yr	Range 57 Step D	Grant	8/1/12	Call back from layoff list

2. New Hires

Name	Title & Location	Schedule	Salary Placement	Funding	Effective Date	Additional Information
Felton, Kwaun	Food Services Manager West Hills College Coalinga	40 hrs/wk 12 mo/yr	Range 18 Step 1	District	8/1/12	Replacement for Gary Boyd

3. Changes in Assignment

Name	Current Assignment	Change	Effective Date	Additional Information
Lopez, Jose	Dean of Student Services West Hills College Lemoore Range 47, Step 11	Director of Upward Bound West Hills College Lemoore Range 31, Step 15	8/1/12	
Ruble, Joel	Dean of Categorical Programs West Hills College Lemoore	Dean of Student Services West Hills College Lemoore	8/1/12	

4. Resignations / Retirements / Releases During Probation / Terminations

Name	Title & Location	Effective Date
Canseco, Farrah	Secretary West Hills College Lemoore	7/20/12
Mahrt, Idelle	Student Help Desk Coordinator West Hills College Coalinga	8/31/12
Robb, Thomas	Educational Technology Specialist West Hills College Coalinga	7/13/12
Romero de Fenton, Sonia	Child Development Center Assistant West Hills College Coalinga	7/10/12