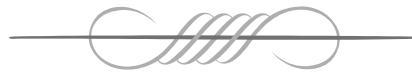




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**MINUTES OF THE REGULAR MEETING OF THE GOVERNING BOARD**

**September 24, 2013**



**CALL TO ORDER / OPEN SESSION**

President McKean called the meeting of the Board of Trustees to order at 1:00 pm.

Board members present:

Mark McKean, President  
Bill Henry, Vice President  
Nina Oxborrow, Clerk  
Jeff Levinson  
Jack Minnite  
Steve Cantu

Board members absent:

Edna Ivans

Administrators present:

Frank Gornick, Chancellor  
Ken Stoppenbrink, Deputy Chancellor  
Stuart Van Horn, Vice Chancellor of Educational Services and Workforce Development  
Don Warkentin, President, West Hills College Lemoore  
Carole Goldsmith, President, West Hills College Coalinga  
Frances Squire, Executive Director of West Hills Community College Foundation  
Becky Cazares, Director of Human Resources  
Stephanie Droker, Vice President of Educational Services, West Hills College Coalinga  
Dave Bolt, Vice President of Educational Services, West Hills College Lemoore  
Tom Wixon, Director of Marketing  
Joel Ruble, Dean of Student Services, West Hills College Lemoore

**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. Joel Rogers, Academic Senate President for West Hills College Lemoore, reported that the Senate held their first meeting of the semester yesterday and elected officers. They began initial discussions on policies and procedures with fairly lively conversation.

WHCFA Report – Mr. Ken Sowden, WHCFA President, was not present to report at this time.

CSEA Report – In the absence of Mr. Keith Brock, CSEA President, Mr. John Ieronimo stated that CSEA had nothing to report at this time.

Student Trustee Report – Dr. Carole Goldsmith stated that Mr. Terryeon Robinson, ASB Vice President for West Hills College Coalinga, will be serving as the Student Trustee. Mr. Robinson provided a report to the Board, stating that he has been keeping in touch with West Hills College Lemoore students. In Lemoore, a 9/11 service was held featuring speakers from the Lemoore Naval Air Station. West Hills College Lemoore has also held a blood drive; celebrated Constitution Day; and elected new SGA officers. With regard to West Hills College Coalinga and the North District Center, Firebaugh, a blood drive is planned for October 9. Hispanic Heritage Month will feature a display in the library, along with events. A 9/11 memorial ceremony was held with guest speakers in attendance and Constitution Day was celebrated. The ASB is deciding on events for Homecoming and are also planning a retreat for the month of October.

West Hills College Coalinga and North District Center, Firebaugh – Dr. Carole Goldsmith, President, reported on the recent Phi Theta Kappa meeting. She reported that staff are working closely with Avenal High School for the agriculture academy. Productive meetings have been held. Ms. Sarah Shepard and Mr. Arkady Hanjiev will be presenting on the Lumina Degree Qualifications Profile (DQP) at the upcoming Leadership Retreat. Dr. Goldsmith commented on Ms. Kaitlyn Vargas, agriculture student, who will be interning in Spain in an agriculture program. In closing, Dr. Goldsmith announced that the 19<sup>th</sup> annual Sunrise Breakfast (hosted by the West Hills College Coalinga Child Development Center) will be held on October 26 as part of the homecoming festivities.

West Hills College Lemoore – Mr. Don Warkentin, President, introduced Ms. Jacqueline Shehorn, English/Basic Skills Instructor. Ms. Shehorn reported on her recent sabbatical. She stated that she feels rejuvenated and her sabbatical leave focused on a research project on best practices in academic success centers. She stated that the purpose was to look for validation and what others are doing that we could put into practice at West Hills.

Trustee Oxborrow arrived at this time.

Ms. Shehorn reported that she sent out a survey, visited centers, interviewed people, and looked at websites of academic success centers. She discussed the expansion of online services, tutoring, and resources, stating that it is something we need to keep working on. Every center she visited had a full time faculty member or coordinator. She explained that West Hills has eight supplemental instruction tutors who help with students at risk and getting them more knowledgeable about their classes.

Trustee Minnite questioned if there is a goal for the implementation of follow through and questioned if we are just scratching the surface of where we need to go. Brief discussion took place and Dr. Frank Gornick questioned the surveys and if most colleges are extending services to evening students. Ms. Shehorn responded in the affirmative and stated that some even offer weekend services. Dr. Gornick questioned if colleges are using online resources such as Khan Academy. Ms. Shehorn stated they are not and this is an underused resource. President McKean commented that our program is focused on basic skills. Ms. Shehorn stated that our center is grant funded through basic skills but others are not. There are a lot of basic skills students in the writing and math centers. Brief discussion took place concerning measuring student success and Dr. Gornick commented that we track our own students internally. Mr. Warkentin stated that as funding improves we put more resources into our learning center and can hire more supplemental instruction tutors.

Mr. Warkentin introduced Mr. Derek Lopez, Coach, and the women's soccer team. Mr. Lopez and his assistant coach, Ms. Rita Herghelian, discussed the expense involved with soccer balls. It was explained that the balls are priced based on their size, weight, material, safety, performance, and overall quality. The members of the soccer team in attendance at the meeting introduced themselves.

Mr. Joel Ruble provided a campus report and discussed the Bridge to Success (B2S) program, the 5C Experience, service learning, student success teams, and the adjunct faculty training video. Mr. Ruble also introduced Mr. Jason Loyche, new SGA president.

Mr. Warkentin reminded all in attendance about the Honor Flight event being held that evening, stating that the funds raised are used for airfare to fly World War II Veterans to Washington, DC to see the memorial.

Mr. Tom Wixon introduced Ms. Amy Seed, new marketing assistant at the District Office. Ms. Seed briefly addressed the Board of Trustees and provide her educational and career background.

Chancellor's Report – Dr. Frank Gornick, Chancellor, reported that Trustee Edna Ivans is doing well and recovering slowly. She may be at the October Board meeting. Dr. Gornick reported that several notes have been received from attendees of the recent Board of Governors meeting. A community forum will be held in Avenal on October 1 at 6:00 pm to discuss the possibility of a learning center at Avenal High School. Dr. Gornick reported that Dr. Goldsmith will be honored as a Top Dog at Fresno State on October 18. He discussed the option of an early retirement incentive plan, stating that he will ask the Board to consider the plan at the October meeting. The plan could include a \$5,000 incentive for early notification for employees who are eligible to retire, have five years of service, are full time, and who retire no later than June 30, 2014.

### **CONSENT AGENDA**

Trustee Minnite questioned page 10 of the warrants and the purchase of a used truck for the farm. Mr. Ken Stoppenbrink responded that the purchase is due to the theft and vandalism of the previous farm truck. Trustee Oxborrow questioned the purchase of a

battery in the amount of \$8,700 on page 9. Mr. Stoppenbrink explained that it is a battery that operates the backup for the computer system. Trustee Oxborrow questioned how long the battery lasts and Mr. Stoppenbrink stated that he will find out the answer to the question.

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

**CA-13**      Minutes – The minutes of the August 9, 2013 Special Board Meeting and the August 27, 2013 Regular Board Meeting were approved as submitted.

**CA-14**      Warrants – The warrants were approved as submitted.

**CA-15**      Change Order (Informal Bid Award Project) – The change order for the West Hills College Coalinga Sewer Line Replacement project (informal bid award project) was approved.

**CA-16**      Notice of Completion (Informal Bid Award Project) – The notice of completion for the West Hills College Coalinga Sewer Line Replacement project (informal bid award project) was approved.

**CA-17**      Out of State Travel – The following request for out of state travel was approved:

- West Hills College Lemoore wrestling team to travel to Sparks, Nevada for the 2013 Lassen College Wrestling Tournament, November 1-2, 2013

**CA-18**      Adult/Student Temporary Salary Schedule – The changes to the adult/student temporary salary schedule were approved.

**CA-19**      Personnel Transactions – The list of personnel transactions was approved as submitted.

#### **CHANCELLOR'S OFFICE**

**CO-11**      Resolution – Trustee Absence at Board Meeting – The resolution in the matter of trustee absence at Board meeting was approved on a motion by Trustee Levinson, seconded by Trustee Cantu, and carried unanimously.

**CO-12**      Board Policies and Administrative Procedures – The following new and revised Board Policies and Administrative Procedures were presented for a first reading at this time. Approval will be requested at a later date.

- Board Policy 4250, Probation, Dismissal and Readmission (REVISED)
- Administrative Procedure 4250, Probation (NEW)

- Administrative Procedure 4255, Disqualification and Dismissal (NEW)

**CO-13**      Curriculum Committee Action Report – The Curriculum Committee Action Report for West Hills College Lemoore was approved on a motion by Trustee Minnite, seconded by Trustee Henry, and carried unanimously.

### **FISCAL SERVICES**

**FS-10**      Fiscal Services Report – Mr. Ken Stoppenbrink provided the fiscal services report. He reported that the district is 16.7% through the fiscal year. General fund 11 revenues are at 13% and general fund 11 expenditures are at 15.4%. General fund 12 revenues are at 1.3% and general fund 12 expenditures are at 5%.

Dr. Gornick commented on conversations with Mr. TJ Cox with regard to New Market Tax Credits (NMTC). One of the areas we are becoming more concerned with is the residence halls in Coalinga. We are at a tipping point. We are putting dollars into a facility that is not performing at its best. Some of the rooms are out of commission. We need to explore ways of maintaining a residence presence. There are many options available and we need to look at things from an architectural standpoint and a maintenance standpoint. Brief discussion took place and it was agreed that a private venture may be the optimum direction. This will be a topic of discussion at the October Board study session.

Mr. Stoppenbrink briefly discussed revenue coming in more quickly and the availability of apportionment dollars.

**FS-11**      Change Order, Diesel Fuel Relocation Project – Change order no. 1 for the West Hills College Farm of the Future Diesel Fuel Relocation project was approved on a motion by Trustee Cantu, seconded by Trustee Minnite, and carried unanimously.

**FS-12**      Notice of Completion – The notice of completion for the West Hills College Coalinga Farm of the Future Diesel Fuel Relocation project was approved on a motion by Trustee Minnite, seconded by Trustee Oxborrow, and carried unanimously.

**FS-13**      Notice of Completion – The notice of completion for the North District Center Site Improvements (Phase 1) project was approved on a motion by Trustee Minnite, seconded by Trustee Cantu, and carried unanimously.

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## **PERSONNEL SERVICES**

**PS-3**      Job Descriptions – The following job descriptions were approved on a motion by Trustee Levinson, seconded by Trustee Minnite, and carried unanimously:

- Associate Vice Chancellor of Connected Learning (Administrative)
- After School Program Lead Coordinator (Classified Management)

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

Trustee Cantu stated that he appreciated the soccer ball lesson and was impressed with the report from West Hills College Lemoore.

Trustee Minnite thanked Mr. Warkentin for being a great host and stated he appreciates being at West Hills College Lemoore. He stated that he attended the Board of Governors dinner and thanked everyone for their due diligence and hard work.

Trustee Henry stated that he enjoyed the Board of Governors visit and commented that they seemed to appreciate coming to West Hills. Trustee Henry stated that he liked the presentation on the 5C experience and appreciates that we enhance our ability to bring young people to West Hills. He thanked everyone for their hard work.

Trustee Oxborrow expressed her apologies for missing some of the day's presentations due to her late arrival at the meeting.

Trustee Levinson commented that the amount of traffic around the campus is amazing. He stated that he will have to miss the study session in October. He is looking forward to the implementation of BoardDocs.

President McKean stated that the group has heard interesting information about soccer balls. He stated that he enjoyed the recent Board of Governors dinner.

President McKean announced that the next meeting of the Board of Trustees is scheduled for October 22, 2013.

## **CLOSED SESSION**

The meeting was adjourned to closed session at 2:39 pm.

- 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

**ADJOURNMENT**

There being no further business before the Board of Trustees, the meeting was adjourned at 3:05 pm.

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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
Seed, Amy	Marketing Assistant West Hills Community College District	40 hrs/wk 12 mo/yr	Range 47 Step 1	District	9/16/13	Replacement for Felicia Torrez
Sigala, Octabiano	Skilled Maintenance Worker West Hills College Coalinga	40 hrs/wk 12 mo/yr	Range 46 Step 1	District	9/16/13	Replacement for Jay Darnell

### 2. Temporary Hires

Name	Title & Location	Schedule	Salary Placement	Funding	Effective Date	Additional Information
Mendez, Estefany	Child Dev Center Associate Teacher Avenal Child Development Center	40 hrs/wk	Range 33 Step A	Grant	9/25/13	

### 3. Changes in Assignment

Name	Current Assignment	Change	Effective Date	Additional Information
Jimenez Zaragoza (Byars), Fidela	Student Services Technician West Hills College Lemoore Range 36, Step 5	Senior Secretary West Hills College Lemoore Range 44, Step 3	10/1/13	New position

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

Name	Title & Location	Effective Date
Chavez, Daisy	Child Development Center Assistant Lemoore Child Development Center	8/12/13
Fernandez, Laura	Child Development Center Assistant Lemoore Child Development Center	8/12/13
Garcia, Antonio	Network Support Specialist I West Hills Community College District	9/3/13
Hernandez, Michael	After School Program Activity Specialist West Hills College Lemoore	8/30/13
Macias, Lauro	Custodian West Hills College Lemoore	9/11/13
Reyes, Fabiola	Child Development Center Assistant Lemoore Child Development Center	8/28/13
Rivera, Monica	Child Development Center Associate Teacher San Joaquin Child Development Center	9/30/13
Schawe, Jean	Accounting Technician I West Hills Community College District	4/1/14
Tincher, Christopher	History Instructor West Hills College Coalinga	8/1/13