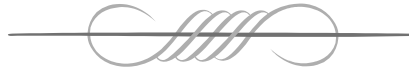




MINUTES OF THE REGULAR MEETING OF THE GOVERNING BOARD

February 11, 2014



1. Call to Order / Open Session

President McKean called the meeting of the Board of Trustees to order at 10:29 am.

Board members present:

Mark McKean, President
Nina Oxborrow, Vice President
Jack Minnite, Clerk
Jeff Levinson
Edna Ivans
Jack Minnite
Len Falter

Board members absent:

Kristian Wilson, Student Trustee

Administrators present:

Frank Gornick, Chancellor
Ken Stoppenbrink, Deputy Chancellor
Stu Van Horn, Vice Chancellor of Educational Services and Workforce Development
Don Warkentin, President, West Hills College Lemoore
Carole Goldsmith, President, West Hills College Coalinga
Becky Cazares, Director of Human Resources
Sylvia Dorsey-Robinson, Vice Pres. of Student Services, West Hills College Lemoore
Sandy McGlothlin, Vice President of Student Services, West Hills College Coalinga
Dave Bolt, Vice President of Educational Services, West Hills College Lemoore
Stephanie Droker, Vice Pres. of Educational Services, West Hills College Coalinga
Marcel Hetu, Director of North District Center, Firebaugh
Frances Squire, Executive Director of West Hills Community College Foundation
Keith Stearns, Assoc. Vice Chancellor of Academic and Information Services/Registrar
Tom Wixon, Director of Marketing
Anita Wright, Interim Director of Grants

A. Introduction of Guests

There were no guests introduced at this time.

B. Public Comments

There were no public comments made at this time.

2. Reports from Organizations / Colleges / District Office

A. 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, was not present to report at this time.

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

C. CSEA Report – Mr. Keith Brock, CSEA President, had nothing to report at this time.

D. Student Trustee Report – Ms. Kristian Wilson, Student Trustee, was not present to report at this time.

E. West Hills College Coalinga and North District Center, Firebaugh – Dr. Carole Goldsmith, President, commented on activities at the Farm of the Future, stating that staff have met with TopCon who is offering the use of a simulator for the farm. They are working on a Memorandum of Understanding for this project. Staff continue to work with area high schools and their involvement with the agriculture program. A group of about 15 West Hills College faculty recently visited Corcoran High School to view their Apple One to One Program. The faculty were impressed with what is happening there. Dr. Goldsmith expressed her congratulations to Mr. Mark Gritton who was recently named Citizen of the Year for Coalinga and Ms. Tracey Jaurena who was recently named Trainer of the Year for the state of California, stating that she is proud of their work. Dr. Goldsmith announced that the upcoming February 22 basketball game will also serve as the annual Coaches vs. Cancer fundraiser event. A Rodeo Booster fundraiser dinner is also being held at the Elks Lodge that same evening. Mr. Reginald Dunham, author of *From the Heart of a Grieving Father*, was the guest speaker at a book signing event on February 5 in the theatre.

Trustee Minnite requested an update on Mendota, San Joaquin, and the North District Center, Firebaugh. Dr. Goldsmith responded, stating that there has been difficulty in getting enrollment at the center in Tranquillity. The partnership with the high school continues and the child development classes are doing well. Staff continue to work with the city and local churches to identify classes to offer and are hoping to offer some ESL classes. Trustee Minnite commented on the recent event at the North District Center, Firebaugh, explaining that Ms. Amanda Renteria was the guest speaker. She attended Stanford and Harvard and is a first generation Latina. She became Chief of Staff for the United States Senate and was the first Latina to accomplish this. Dr. Goldsmith stated that due to last minute planning not much marketing was able to be accomplished. She stated that Ms. Renteria will be invited back and the event will be publicized

more. Trustee Minnite stated that it is important for the North District Center, Firebaugh to have a format for engaging students with special speakers.

Dr. Goldsmith reported that staff are continuing to plan for the new facility in Firebaugh regardless of the funding outlook. They will soon be looking at the plans for the interior design.

- F. West Hills College Lemoore** – Mr. Don Warkentin, President, reported that this year's Classified Staff Development Day is being hosted at West Hills College Lemoore. It is an all-day event and numerous breakout sessions will be offered. West Hills College Lemoore will also host their 9th Annual Gospel and Gumbo event. Dr. Deborah Blue will be the keynote speaker. Mr. Warkentin reported that a few administrators and faculty will be attending the upcoming Achieving the Dream Conference in Orlando, Florida. They will also participate in a convocation in June with all team members at which time the data and plan will be reviewed. Staff are continuing to meet to discuss On Demand Student Services. Plans for student equity and the Student Success Task Force will need to be turned in to the state Chancellor's Office in October. Mr. Warkentin reported that the basketball team is doing well. He also reported that an NRA dinner is scheduled to be held at the Golden Eagle Arena on March 22.

3. Consent Agenda

The following consent agenda items were approved on a motion by Trustee Minnite, seconded by Trustee Cantu, and carried on the following votes: Ayes: 7 (McKean, Oxborrow, Minnite, Levinson, Ivans, Cantu, Falter); Noes: 0; Absent: 0; Abstain: 0

- A. Minutes – January 14, 2014 Regular Meeting**
- B. Warrants**
- C. Declaration of Surplus Property**
- D. Change in Bid Threshold**
- E. Adult/Student Temporary Salary Schedule**
- F. Personnel Transactions**

4. Chancellor's Office

- A. Chancellor's Report** – Dr. Frank Gornick, Chancellor, introduced Ms. Celina Garcia, AP Architects, to discuss facilities. Ms. Garcia discussed district wide maintenance planning; 10-year scheduled maintenance; scheduled maintenance plans; scheduled maintenance projects; capital projects; and campus master plans. Discussion took place regarding Proposition 39 projects. Trustee Minnite initiated discussion on the North District Center, Firebaugh and doing what is best for students instead of focusing on cosmetics. President McKean questioned when the solar farm will be online. Mr. Ken Stoppenbrink explained that it will be done in a couple of weeks.

Dr. Gornick introduced Mr. Tom Wixon, Director of Marketing. Mr. Wixon briefly commented on Reg365 and the new paramedic program. He reported that

marketing plans are subject to change and review. The next edition of *West Hills Magazine* is on schedule and all stories have been assigned. It will be published in late March.

B. Board Policies – The following Board Policies were approved on a motion by Trustee Minnite, seconded by Trustee Levinson, and carried on the following votes: Ayes: 7 (McKean, Oxborrow, Minnite, Levinson, Ivans, Cantu, Falter); Noes: 0; Absent: 0; Abstain: 0

- Board Policy 1200, District Mission, Vision, and Goals
- Board Policy 3310, Records Retention and Destruction
- Board Policy 4021, Program Viability

C. Board Policies and Administrative Procedures (First Reading) – The following Board Policies and Administrative Procedures were presented for a first reading at this time. Approval will be requested at a later date.

- Board Policy and Administrative Procedure 4020, Program, Curriculum, and Course Development
- Administrative Procedure 5055, Enrollment and Registration Priorities

5. Educational Services

A. Vice Chancellor's Report – Dr. Stu Van Horn, Vice Chancellor of Educational Services and Workforce Development, discussed AAT and AST degrees. He reported that he is working closely with Ms. Elaine Cash and the Closing the Gap efforts. He expressed his thanks to the institutional research department for the data they have provided. Dr. Van Horn reported on contract training and the Westside Institute of Technology (WIT). He explained that the C6 grant has been extended and has almost 820 program completers. The Workforce Connection is providing training to about 300 individuals in the region in various fields. Contract training is an area of future growth for the district. The Career Advancement Academy going well and the interim coordinator, Mr. Brian Boomer, is doing a great job in this area. With regard to grants, Dr. Van Horn reported that there are 35 active grants receiving oversight at this time. They total \$9.2 million for 2013-2014. The grants department is in the peak busy time of their year (February – May) and they are focusing on various areas. The Child Development Centers are currently being co-directed by Ms. Conne Cleveland and Ms. Nancy Jeffcoach due to the recent retirement of Ms. Kathy Watts. The centers will be celebrating Week of the Young Child in April. There are 426 children being served in the District's child development centers in Fresno County and 230 children being served in Kings County. In closing, Dr. Van Horn reported that the Baccalaureate Task Force has been launched and the Essential Elements policy series is on track.

The following items were taken on a single vote with a motion by Trustee Minnite, seconded by Trustee Cantu, and carried as follows: Ayes: 7 (McKean, Oxborrow, Minnite, Levinson, Ivans, Cantu, Falter); Noes: 0; Absent: 0; Abstain: 0

B. Curriculum Committee Action Report – West Hills College Coalinga – The Curriculum Committee Action Report for West Hills College Coalinga was approved.

C. Curriculum Committee Action Report – West Hills College Lemoore – The Curriculum Committee Action Report for West Hills College Lemoore was approved.

6. Fiscal Services

A. Fiscal Services Report – Mr. Ken Stoppenbrink provided the fiscal services report. He reported that the district is 58% through the fiscal year. General fund 11 revenues are at 46% and general fund 11 expenditures are at 54.2%. General fund 12 revenues are at 37.6% and general fund 12 expenditures are at 38.9%.

B. Change Order No. 2 – West Hills College Lemoore Concrete Repairs Project – Change Order No. 2 for the West Hills College Lemoore concrete repairs project was approved on a motion by Trustee Minnite, seconded by Trustee Cantu, and carried on the following votes: Ayes: 7 (McKean, Oxborrow, Minnite, Levinson, Ivans, Cantu, Falter); Noes: 0; Absent: 0; Abstain: 0

C. Notice of Completion – West Hills College Lemoore Concrete Repairs Project – The notice of completion for the West Hills College Lemoore concrete repairs project was approved on a motion by Trustee Minnite, seconded by Trustee Cantu, and carried on the following votes: Ayes: 7 (McKean, Oxborrow, Minnite, Levinson, Ivans, Cantu, Falter); Noes: 0; Absent: 0; Abstain: 0

D. Audit Reports – Mr. Stoppenbrink introduced Mr. Bill Williams, auditor at Vavrinek, Trine, Day & Co., LLP. Mr. Williams distributed an executive summary of the District's Financial Audit Report. He summarized the report and also discussed the Proposition 39 General Obligation Bonds audit report.

Trustee Oxborrow left the meeting at this time.

Discussion took place regarding general fund comparisons to other community college districts and personnel costs. Mr. Williams explained that the District is conservative.

The District's Financial Audit Report and the Proposition 39 General Obligation Bonds Financial Audit were approved on a motion by Trustee Cantu, seconded by Trustee Minnite, and carried on the following votes: Ayes: 6 (McKean,

Minnite, Levinson, Ivans, Cantu, Falter); Noes: 0; Absent: 1 (Oxborrow); Abstain: 0

E. Contract Award – Maldonado Park Lighting – On a motion by Trustee Minnite, seconded by Trustee Ivans, and carried on the following votes: Ayes: 6 (McKean, Minnite, Levinson, Ivans, Cantu, Falter); Noes: 0; Absent: 1 (Oxborrow); Abstain: 0, the contract award for the Maldonado Park Lighting project was awarded to Modesto Executive Electric, Inc. for a total bid amount of \$251,252.00.

F. Contract – Cenergistic, Inc. – Trustee Minnite questioned the funding source for the contract. Mr. Stoppenbrink responded that the contract funding will be taken from the savings we earn. Trustee Minnite commented on the \$2,000,000 projected savings, stating that it is really about \$1.5 million after the contract is paid. He questioned security guards and office space. Mr. Stoppenbrink stated that during the first five years of the contract, Cenergistic brings in an employee and the costs are borne by them. We have to provide an office location for that individual. Trustee Minnite questioned the program liaison and if we are creating a new position. Mr. Stoppenbrink stated that he, himself, is the program liaison. Trustee Minnite questioned additional data hardware. Mr. Stoppenbrink responded that the software is proprietary and is built into the contract. It is not a separate cost. Trustee Minnite questioned page 5, number 7, stating that it does not specifically identify all of the campuses and is vague. He stated that he wants to see each campus designated for clarification. Mr. Stoppenbrink stated that we are not responsible for those contractual obligations. The district wide program is for those facilities that are on West Hills Community College District meters. Trustee Minnite stated that the program sounds like it is a re-education of our entire staff about how to be energy efficient. Mr. Stoppenbrink expressed his agreement with that statement. Trustee Minnite questioned if there are other agencies that can do an energy analysis. Dr. Gornick commented that the difference between Cenergistic and other companies is that the other companies want to sell you a product. Cenergistic separates itself by guaranteeing a savings. We get credit for what we are already doing. Dr. Gornick commented that we are bound by a directive from the legislature that we have to use the most energy efficient approaches to building our facilities.

Trustee Oxborrow returned to the meeting during this discussion.

The contract with Cenergistic, Inc. was approved on a motion by Trustee Ivans, seconded by Trustee Falter, and carried on the following votes: Ayes: 5 (McKean, Oxborrow, Levinson, Ivans, Falter); Noes: 2 (Minnite, Cantu); Absent: 0; Abstain: 0

G. Resolution – Lease/Leaseback Contracting Method – Mr. Stoppenbrink explained that this contracting method allows for the use of an RFQ (Request for Quotes). Trustee Falter questioned if we have ever done this before. Mr. Stoppenbrink stated that we have not, with the exception of the NMTC projects.

Trustee Cantu questioned the increased expense of 10% by using this method. Mr. Stoppenbrink stated that it is an estimate but allows us to move forward more quickly. Mr. Stoppenbrink that this method is just for the student union project at this time.

The resolution in the matter of authorizing use of the lease/leaseback contract method as the project delivery method for the West Hills College Lemoore Student Union and related site improvements in accordance with Education Code Section 81335 was adopted on a motion by Trustee Ivans, seconded by Trustee Falter, and carried on the following votes: Ayes: 7 (McKean, Oxborrow, Minnite, Levinson, Ivans, Cantu, Falter); Noes: 0; Absent: 0; Abstain: 0

7. Personnel Services

A. Job Description – Ms. Becky Cazares, Director of Human Resources, explained that the job description is pending a contract with the California Department of Corrections and Rehabilitation.

Trustee Minnite questioned to whom the position will report. Ms. Cazares explained that the position will report to a Coordinator of Special Grants that is specifically assigned to the grant for the California Department of Corrections and Rehabilitation. Trustee Minnite questioned if the grant is ongoing. Dr. Van Horn explained that the grant is a two-year grant for approximately \$600,000. The grant has not yet been awarded. If awarded, it allows for the hiring of a paid director to shuttle between the two prison sites.

The following job description was approved on a motion by Trustee Minnite, seconded by Trustee Cantu, and carried on the following votes: Ayes: 7 (McKean, Oxborrow, Minnite, Levinson, Ivans, Cantu, Falter); Noes: 0; Absent: 0; Abstain: 0

- Transitions Program Facilitator

8. Board Reports / Comments / Requests / Announcements

A. Board Reports

Trustee Cantu had no comments at this time.

Trustee Minnite stated that he enjoyed the recent Board Retreat. He stated that he would like to hear more about the North District Center, Firebaugh and appreciated the good presentations given today.

Trustee Ivans thanked everyone for their reports, stating that it is good to hear positive financial news. She stated that she appreciates all of the news releases and hard work that everyone does.

Trustee Falter expressed his thanks for the reports and stated that the facilities report was very informative. He commented that he will soon be touring all of the District's facilities. He also commented that he had a chance to learn about California's acceleration program. He thanked everyone for a good meeting today.

Trustee Oxborrow thanked everyone for the good reports. She expressed her congratulations to Mr. Mark Gritton and Ms. Tracey Jaurena on their recent recognitions at the local and state levels. She also stated that she always loves a good audit report.

Trustee Levinson echoed the comments of his fellow Board members, stating that he likes to hear the Financing Corporation reports. He stated that we are going through an interesting and constantly evolving era. The issues with conservation and technology are exciting and changing rapidly. He stated that he appreciates the focus on moving forward.

President McKean expressed his appreciation for the good audit report.

- B. Announcement of Next Board Meeting** – President McKean announced that the next regular meeting of the Board of Trustees is scheduled for March 11, 2014.

9. Closed Session

The meeting was adjourned to closed session at 1:05 pm.

- A. Public Employee Discipline/Dismissal/Release (as per Government Code Section 54957)**
- B. Conference with Labor Negotiator (as per Government Code section 54957.6). Agency negotiators: Chancellor; Deputy Chancellor. Employee organizations: CSEA; CTA**
- C. Conference with Labor Negotiator (as per Government Code section 54957.6). Agency negotiators: Chancellor, Deputy Chancellor. Employee**

10. Adjournment

There being no further business before the Board of Trustees, the meeting was adjourned at 1:35 pm.

Jack Minnite
Clerk of the Board of Trustees