



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

**June 25, 2013**



**CALL TO ORDER / OPEN SESSION**

President McKean called the meeting of the Board of Trustees to order at 3:02 pm.

Board members present:

Mark McKean, President  
Nina Oxborrow, Clerk  
Jeff Levinson  
Edna Ivans  
Jack Minnite  
Steve Cantu

Board members absent:

Bill Henry, Vice President

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  
Stephanie Droker, Interim Vice President of Educational Services, West Hills College Coalinga  
Pedro Avila, Vice President of Student Services, West Hills College Coalinga  
Sylvia Dorsey-Robinson, Vice President of Student Services, West Hills College Lemoore  
Keith Stearns, Associate Vice Chancellor of Academic and Information Services/Registrar  
Joel Ruble, Dean of Student Services, West Hills College Lemoore  
Tom Wixon, Director of Marketing  
Marcel Hetu, Director of North District Center, Firebaugh  
David Castillo, Director of Special Grant Programs  
Anita Wright, Director of Special Grant Programs

**Introduction of Guests**

There were no guests introduced at this time.

**Public Comments**

There were no public comments made at this time.

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## **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, was not present to report at this time.

WHCFA Report – In the absence of Mr. Ken Sowden, WHCFA President, Mr. Matt Magnuson reported on negotiations, stating that tentative agreements have been reached on all articles. On behalf of CTA, he expressed thanks for the work of the administration during negotiations. He reported that discussion of the tentative agreement will occur on Flex Day and it is expected that the ratification vote will take place soon thereafter. Dr. Frank Gornick expressed his thanks to the negotiating team.

CSEA Report – Mr. Keith Brock, CSEA President, reported that the chapter ratified their contract 43-1. Dr. Gornick commented that the CSEA negotiating team was very straightforward and they kept the negotiations on an interest based level. Mr. Brock stated that, although the negotiations were difficult, everyone understood and got through it. He also commented on the appeals process for the reclassification study.

West Hills College Coalinga and North District Center, Firebaugh – Dr. Carole Goldsmith, President, reported that she just returned from China and will be giving a report on her trip at the next meeting. Dr. Goldsmith reported that she was able to attend the WIB (Workforce Investment Board) meeting on June 5. The contracts were approved and everyone spoke highly of West Hills. Dr. Goldsmith reported that there are some amazing camps going on at West Hills. She explained that we are partnering with Paramount Farms and the kids are having a phenomenal time. Ms. Stephanie Droker provided a brief report on the camp activities. In closing, Dr. Goldsmith commented on administrative changes at West Hills College Coalinga, announcing that Mr. David Castillo is being recommended to serve as the Interim Director of Farm of the Future and Ms. Sandy McGlothlin is being recommended to serve as the Interim Vice President of Student Services. She will step in on a temporary basis as Mr. Pedro Avila has taken a job at State Center Community College District.

West Hills College Lemoore – Mr. Don Warkentin, President, reported that West Hills College Lemoore will be hosting the Kings Economic Development Corporation, Economic Development Summit this Thursday evening. Ms. Sylvia Dorsey-Robinson reported on student activities at West Hills College Lemoore and asked Mr. Joel Ruble to provide a report on the recent Leadership Academy. Mr. Ruble explained the Leadership Academy, and students in attendance at the Board meeting introduced themselves and discussed the leadership activities.

Chancellor's Report – Dr. Frank Gornick, Chancellor, provided a brief demonstration of the statewide Chancellor's Office Salary Surfer web page. He explained that Salary Surfer is a web application designed for students and families that provides an estimate on the potential median wages to be earned after completing an award or certificate in 179 of the most widely enrolled disciplines. The application also provides information on which colleges are offering programs in that specific discipline. This new online tool

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was released on June 19 by the California Community Colleges Chancellor's Office and allows students and the public to view aggregated median earnings of those who complete a certificate or degree in a specific community college discipline and then enter the workforce.

Dr. Gornick reported that the Educational Employees Credit Union has provided us with \$100,000 for the President's Scholars Program endowment. We are moving closer to our goal of \$1 million for the program.

Dr. Gornick reported that he and Mr. Warkentin recently met with the manager for Mr. Jose Ramirez, professional boxer from Avenal, about hosting a fight at West Hills College Golden Eagle Arena. It will be an internationally televised fight sometime in the month of November.

Dr. Gornick initiated discussion on the District's current mission statement and the need to make a change with regard to student success. He proposed that the new mission statement read as follows:

"The mission of the West Hills Community College District is to enhance student learning and enrich the lives of the populations we serve  
**by the relentless pursuit of student success.**"

He explained that the proposed revision will be run through the shared governance process. Related to the proposed changes to the mission statement is the implementation of merit pay tied to student success. He stated that it is also evident in our contracts with faculty.

### **CONSENT AGENDA**

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

- CA-62**      Minutes – The minutes of the May 14, 2013 Board meeting were approved as submitted.
- CA-63**      Warrants – The warrants were approved as submitted.
- CA-64**      Adult Temporary Salary Schedule – The changes to the adult temporary salary schedule were approved as submitted.
- CA-65**      Administrative Step Increases – The list of administrative step increases was approved as submitted.
- CA-66**      Personnel Transactions – The list of personnel transactions was approved as submitted.

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### **CHANCELLOR'S OFFICE**

**CO-38**     Board Policy and Administrative Procedure 6821, Lockout/Tagout – Trustee Ivans questioned how many areas we have on campus that would need lockout/tagout. Ms. Anne Jorgens stated that there are about eight.

Board Policy and Administrative Procedure 6821, Lockout/Tagout was presented for a first reading. Approval of the policy will be requested at a later date.

**CO-39**     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 2013-2014 was adopted on a motion by Trustee Cantu, seconded by Trustee Minnite, and carried unanimously.

**CO-40**     Resolution – Child Care Services – The following resolution in the matter of child care services for 2013-2014 was adopted on a motion by Trustee Minnite, seconded by Trustee Oxborrow, and carried unanimously:

- CCTR-3939-6213-00-2

**CO-41**     Resolution – Amendment to Trustee Area Plan – Brief discussion took place concerning the change and Dr. Gornick explained that it was due to a minor inaccuracy with the 2010 Census. The change only affects seven individuals who reside in Trustee Area 4.

The resolution in the matter of adopting a technical, non-substantive amendment to the trustee area plan was adopted on a motion by Trustee Minnite, seconded by Trustee Cantu, and carried unanimously.

**CO-42**     Resolution – Governing Board Member Election – The resolution in the matter of calling a Governing Board Member election, November 5, 2013, was adopted on a motion by Trustee Levinson, seconded by Trustee Minnite, and carried unanimously.

**CO-43**     Resolution – Citizens' Bond Oversight Committee – The resolution in the matter of School Facilities Improvement District No. 3, Citizens' Bond Oversight Committee for Measure E and Measure L was adopted on a motion by Trustee Minnite, seconded by Trustee Oxborrow, and carried unanimously.

### **FISCAL SERVICES**

**FS-56**     Fiscal Services Report – Mr. Ken Stoppenbrink provided the fiscal services report. He reported that the district is 91.7% through the fiscal year. General fund 11 revenues are at 55.7% and general fund 11

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expenditures are at 78%. General fund 12 revenues are at 42.9% and general fund 12 expenditures are at 40.5%.

**FS-57**     District Appropriations Limit (Gann Limit) – The District Appropriations Limit (Gann Limit) worksheet for 2013-2014 was presented for review. Section 7910 of the Government Code provides that the Board of Trustees establish the District’s appropriations limit annually based upon changes in the price index and enrollment growth. 15 days prior to the adoption of the appropriation limit (which is scheduled for the July 23, 2013 Board meeting), the Gann Limit worksheet shall be made available to the public for review.

**FS-58**     2013-2014 Tentative Budget – Mr. Stoppenbrink provided a brief presentation of the tentative budget, stating that assumptions for the budget include 1.63% FTES restoration; 1.57% COLA; funding at 5,000 FTES; step increases for all staff; and a beginning balance of \$4,521,722. The final budget will be presented in August. Dr. Gornick commented that we will still be in the 69-72% range of benefits, even with the recent negotiations for faculty.

The 2013-2014 tentative budget was approved on a motion by Trustee Minnite, seconded by Trustee Ivans, and carried unanimously.

**FS-59**     Resolution – Proposition 30, Education Protection Account (EPA) – Mr. Stoppenbrink stated that this resolution is a result of Proposition 30 passing and the resolution assures that we will spend the funds on academic salaries. Trustee Minnite questioned the duration of the income. Mr. Stoppenbrink responded that it is about seven years. Funds will not go away unless the state has another economic crisis. This is already a part of the general fund apportionment. Mr. Stoppenbrink stated that we are well covered and are far above the funding level than what is required by the EPA. Discussion took place regarding the addition of seven new faculty positions for 2014-2015. Mr. Stoppenbrink stated that he will be meeting with the College Presidents this week to discuss the disciplines that are needed and the augmentation of other areas that need resources. Dr. Gornick stated that the “relentless pursuit of student success” will be our main focus.

The resolution in the matter of Proposition 30, Education Protection Account (EPA) spending plan was adopted on a motion by Trustee Cantu, seconded by Trustee Minnite, and carried unanimously.

**FS-60**     Memorandum of Understanding – Mr. Stoppenbrink reported that the WIB offices are moving on to the Coalinga campus and will be located at the front of the campus.

The amendment to the Memorandum of Understanding (MOU) with the Fresno Regional Workforce Investment Board was approved on a motion

by Trustee Minnite, seconded by Trustee Levinson, and carried unanimously.

- FS-61**      Resolution – Equipment Lease-Purchase Agreement – Mr. Stoppenbrink explained that a similar resolution was on the agenda and approved last month, but the lease company had some concerns with the language. They refused to include a late payment clause in the contract and so we are using a different company. The interest rate will be 2.8%. Trustee Minnite questioned where the payment will come from and Mr. Stoppenbrink responded that it will be paid partially from SFID funds. Dr. Gornick commented that some of the funding is based on FTE and Mr. Chris Addington, district architect, is working on this. Trustee Cantu questioned the life of the solar panels and Mr. Stoppenbrink responded that it is his understanding that they will last about 25 years. Mr. Addington stated that they will last longer than that.

The resolution in the matter of an equipment lease-purchase agreement for the West Hills College Coalinga Farm of the Future photovoltaic array project was adopted on a motion by Trustee Levinson, seconded by Trustee Minnite, and carried unanimously.

- FS-62**      Resolution – California Energy Commission, Energy Partnership Program – Mr. Addington reported that the resolution is for a grant to get \$20,000 for an energy consultant.

The resolution in the matter of California Energy Commission, Energy Partnership Program was adopted on a motion by Trustee Ivans, seconded by Trustee Minnite, and carried unanimously.

- FS-63**      Contract Award – Video Conferencing Equipment – Mr. Stoppenbrink explained that the contract is for SAM (Speech/Arts/Music) building equipment.

On a motion by Trustee Minnite, seconded by Trustee Levinson, and carried unanimously, the contract for the West Hills College Coalinga video conferencing equipment was awarded to VSGL for a total bid amount of \$151,870.

- FS-64**      Contract Award – Site Improvements, Phase 2 – Ms. Celina Garcia reported that the contract is for the two properties we have acquired in Firebaugh. Trustee Minnite initiated discussion on the saturation of the property and putting water on the new grass; the soil analysis; and the use of the fence. Mr. Addington responded that when we have the actual reports from the lab we will determine if we will need to continue leaching. With regard to the fence, he stated that he is trying to salvage future costs on the fence and that it will be saved. He reported that the fence is a temporary measure and he wants to put a permanent, masonry, fence in with capital outlay dollars at a later date. The temporary fence is to save local constituent dollars at this time.

Dr. Gornick reported that he met with representatives with regard to the San Joaquin River project. They want to help us with a number of things so he is trying to include them in discussions.

On a motion by Trustee Minnite, seconded by Trustee Cantu, and carried unanimously, the contract for the North District Center, Firebaugh site improvements phase 2 project was awarded to Mark Wilson Construction, Inc. for a total bid amount of \$85,000.

**FS-65**      Contract Award – Lemoore Concrete Repairs – Ms. Garcia reported that there are salt problems at West Hills College Lemoore and the salt is eating away the concrete and causing safety concerns.

On a motion by Trustee Levinson, seconded by Trustee Oxborrow, and carried unanimously, the contract for the West Hills College Lemoore concrete repairs project was awarded to Cen Cal Paving, Inc. for a total bid amount of \$175,000.

### **PERSONNEL SERVICES**

**PS-15**      Classified Job Description – Mr. Stoppenbrink stated that the new job position is grant funded and will report to the Associate Vice Chancellor of Academic and Information Services/Registrar.

The following new classified job description was approved on a motion by Trustee Ivans, seconded by Trustee Levinson, and carried unanimously:

- Evaluation Coordinator

**PS-16**      Administrative Job Descriptions – The following revised administrative job descriptions were approved on a motion by Trustee Levinson, seconded by Trustee Minnite, and carried unanimously:

- Deputy Chancellor (formerly Vice Chancellor of Business Services)
- Associate Vice Chancellor of Business Services (formerly Director of Fiscal Services)

**PS-17**      Administrative Salary Placement – The administrative salary placement for the Associate Vice Chancellor of Business Services was approved on a motion by Trustee Minnite, seconded by Trustee Levinson, and carried unanimously.

**PS-18**      Administrative Contracts – The following administrative contracts were approved on a motion by Trustee Levinson, seconded by Trustee Ivans, and carried unanimously:

- College President, West Hills College Coalinga
- College President, West Hills College Lemoore

- Deputy Chancellor
- Vice Chancellor of Educational Services and Workforce Development

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

Trustee Cantu stated that it is amazing what can happen in six months. He commented that we have a wonderful year coming up.

Trustee Minnite expressed his thanks to Mr. Pedro Avila for his service, dedication, and support, stating that it was great to watch him grow as an individual. He stated that he is happy for Mr. Avila and his family. Trustee Minnite expressed his thanks to Ms. Sandy McGlothlin and Mr. David Castillo for stepping into interim positions. He expressed his thanks to Dr. Marcel Hetu for his due diligence at the North District Center and for helping students and navigating their needs. He stated that the leadership class in Lemoore is tremendous and he enjoyed watching all of the students step forward to provide a report. Trustee Minnite wished everyone a great summer.

Trustee Ivans stated that she appreciates having students from both colleges in attendance. She expressed her congratulations to Mr. Castillo and Ms. McGlothlin on their new positions, and thanked Mr. Avila for all he has done. She commented that the Salary Surfer project will be very interesting.

Trustee Oxborrow expressed her best wishes to Mr. Avila, stating that he will be missed. She congratulated Mr. Castillo and Ms. McGlothlin on their positions and thanked them for stepping up. Trustee Oxborrow stated that she enjoyed the presentations given and is proud to be a part of the West Hills Community College District. She stated that we are the best and she expressed her thanks to everyone for everything they do.

Trustee Levinson echoed the remarks made by his fellow Board members and stated that he, too, enjoyed having Mr. Avila here. He stated that it is truly disappointing to hear about the resignation of the baseball coach and thinks his experience at West Hills was invaluable and he will be missed.

President McKean echoed the remarks made by his fellow Board members and also expressed his thanks to Mr. Avila and Ms. McGlothlin. He stated that he is looking forward to working with Mr. Castillo. In closing, President McKean stated that graduation is a positive time and it is truly a pleasure to attend the ceremonies.

Dr. Gornick commented that Ms. Tammy Weatherman has done good work for us and her promotion to Associate Vice Chancellor of Business Services is appropriate. He also commented on the Paramount camp activities and the students learning about irrigation techniques. He stated that one of the students commented that they didn't know they had to know about math in order to water a field. He commented that the camp activities are relevant to the real world. Dr. Gornick stated that there are good things happening at both colleges.



President McKean announced that the next meeting of the Board of Trustees is scheduled for July 23, 2013.

**CLOSED SESSION**

The meeting was adjourned to closed session at 5:10 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
- Conference with Legal Counsel – Potential Litigation (as per Government Code Section 54956.9). 1 potential case
- Public Employment (as per Government Code section 54957). Title: Chancellor

**RECONVENE TO OPEN SESSION**

The meeting was reconvened to open session at 5:34 pm.

President McKean reported that during closed session the Chancellor's contract was approved on a motion by Trustee Levinson, seconded by Trustee Ivans, and carried on the following roll call vote:

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

**ADJOURNMENT**

There being no further business before the Board of Trustees, the meeting was adjourned at 5:35 pm.

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Nina Oxborrow  
Clerk of the Board of Trustees

## Personnel Transactions

### 1. Temporary Hires

Name	Title & Location	Schedule	Salary Placement	Funding	Effective Date	Additional Information
Balderas, Gloria	Child Development Center Assistant Coalinga Child Development Center	40 hrs/wk	Range 23 Step A	Grant	6/26/13 – 12/31/13	
Colin, Jessica	Child Development Center Assistant Coalinga Child Development Center	40 hrs/wk	Range 23 Step A	Grant	6/26/13 – 12/31/13	
Gomez, Guillermina	Child Development Center Assistant Coalinga Child Development Center	40 hrs/wk	Range 23 Step A	Grant	6/26/13 – 12/31/13	

### 2. Changes in Assignment

Name	Current Assignment	Change	Effective Date	Additional Information
Castillo, David	Director of Special Grant Projects West Hills Community College District Range 41, Step 10	Interim Director of Farm of the Future West Hills College Coalinga Range 42, Step 11	7/1/13	Interim replacement for Richard Larson
McGlothlin, Sandy	Counselor West Hills College Coalinga Class V, Step 18 197-day contract	Interim Vice Pres. of Student Services West Hills College Coalinga Range 48, Step 7 40 hrs/wk, 12 mo/yr	7/1/13	Interim replacement for Pedro Avila
Pelletier, Anita	Child Dev Center Associate Teacher Coalinga Child Development Center Range 30, Step B	Child Development Center Teacher Coalinga Child Development Center Range 40, Step A	6/26/13	
Valle, Maria	Child Development Center Assistant Avenal Child Development Center	Child Development Center Assistant Lemoore Child Development Center	7/1/13	Replacement for Dora Gamino
Wright, Anita	Director of Special Grant Programs West Hills Community College District Range 41, Step 11	Interim Director of Grants West Hills Community College District Range 42, Step 12	7/1/13	Interim replacement for Cathy Barabe

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

Name	Title & Location	Effective Date
Avila, Pedro	Vice President of Student Services West Hills College Coalinga	6/30/13
Curran, Michael	English Instructor/Baseball Coach West Hills College Coalinga	6/30/13
DeOchoa, Michelle	Counselor West Hills College Coalinga	6/30/13
Larson, Tamela	Remedial Basic Skills Instructor West Hills College Lemoore	5/25/13
Llamas, Cristal	After School Program Activity Specialist West Hills College Lemoore	6/7/13
Ramirez, Alicia	Child Development Center Teacher Avenal Child Development Center	6/27/13

**3. Resignations / Retirements / Releases During Probation / Terminations (CONTINUED...)**

<b>Name</b>	<b>Title &amp; Location</b>	<b>Effective Date</b>
Stafforini, Lori	Senior Secretary West Hills College Lemoore	6/11/13
Tafolla, Oscar	Equipment and Events Coordinator West Hills College Coalinga	6/21/13