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

**April 22, 2014**



**1. Call to Order / Open Session**

President McKean called the meeting of the Board of Trustees to order at 1:08 pm.

Board members present:

Mark McKean, President  
Nina Oxborrow, Vice President  
Jack Minnite, Clerk  
Jeff Levinson  
Edna Ivans  
Jack Minnite  
Eric Andrade, Student Trustee

Board members absent:

Len Falter

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  
Frances Squire, Executive Director of West Hills Community College Foundation  
Raquel Rodriguez, Associate Dean of Student Learning, West Hills College Coalinga  
Marcel Hetu, Director of North District Center, Firebaugh  
Tom Wixon, Director of Marketing  
Richard Wu, Associate Vice Chancellor of Connected Learning

**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, reported that three names have been submitted to the Board for tenure. Mr. Rogers stated that he also wants the Board to consider the name of Dr. Jiaxin Zhao. Dr. Zhao was a mid-year hire and will be completing his fourth year in December 2014. Mr. Rogers stated that he is advocating that the Board consider granting him tenure today. He distributed a petition signed by several students and feels that the tenure request is justified based on load to time. He stated that it is also in the best interest of students to grant Dr. Zhao tenure at this time.

- B. WHCFA Report** – Mr. Ken Sowden, WHCFA President, stated that he is looking forward to the retirement event on Saturday evening. He reported that elections are currently open for the positions of Treasurer and Vice President.
- C. CSEA Report** – Mr. Keith Brock, CSEA President, thanked the District for hosting the upcoming retirement celebration. He reported that a negotiation session has been scheduled to discuss the potential layoffs due to grant funding issues. Mr. Brock stated that as a member of the math and science team at West Hills College Lemoore, he supports the tenure recommendation put forth by the Faculty Association for Dr. Jiaxin Zhao.
- D. Student Trustee Report** – Mr. Eric Andrade, Student Trustee, summarized recent and upcoming campus events for the months of March and April including the calf dressing contest for the West Hills College Coalinga rodeo; blood drives; Relay for Life event; theatre performance (“7 Keys to Baldpate”); Firebaugh Water Rally; Phi Theta Kappa honor’s club; and recycling efforts.
- E. West Hills College Coalinga and North District Center, Firebaugh** – Dr. Carole Goldsmith, President, commented on the Milken Institute report included with the agenda packet. She also reported that Ms. Sandy McGlothlin is involved in the Baccalaureate Degree Task Force and provided information on the discussions at West Hills College Coalinga.
- F. West Hills College Lemoore** – Mr. Don Warkentin, President, commented on the tenure recommendation process. He explained that Education Code requires completion of 75% of the year in order for the service to be counted as a year. He explained that Dr. Zhao’s name was not recommended for tenure because of this stipulation. Mr. Warkentin commented on the athletic report and stated that the athletic program brings economic development to the community. He expressed his thanks to Dr. Stu Van Horn for the recent iPad event and briefly discussed Eagle Dayz. Trustee Minnite questioned Reg365 and if all of the classes are posted. It was stated that approximately 99.5% are posted.

### 3. Consent Agenda

The following consent agenda items were approved on a motion by Trustee Ivans, seconded by Trustee Levinson, and carried on the following votes: Ayes: 6 (McKean, Oxborrow, Minnite, Levinson, Ivans, Cantu); Noes: 0; Absent: 1 (Falter); Abstain: 0:

- A. **Warrants** – The warrants were approved as submitted.
- B. **Quarterly Financial Status Report, 311Q** – The quarterly financial status report, 311Q, for the quarter ending March 31, 2014 was approved as submitted.
- C. **Personnel Transactions** – The list of personnel transactions was approved as submitted.

#### 4. Chancellor's Office

- A. **Chancellor's Report** – Dr. Frank Gornick, Chancellor, reported on his recent trip to Washington, DC to attend the AACC Convention. He stated that he made a number of visits to congressional districts and representatives offices. He also had discussions with the National Science Foundation. While in Washington, DC, Dr. Gornick reported that he received a phone call from Mr. Quay Hayes who inquired if West Hills would still be interested in doing some training. Upon returning to California, he met with Ms. Lynda Resnick and Chancellor Brice Harris regarding concurrent enrollment. Ms. Resnick is becoming aware of the issue with colleges offering classes on high school campuses and opening them to the public. Legislation is being developed with regard to this matter. Dr. Gornick complimented the enrollment management group for their work on Reg365.
- B. **Proposed 2014-2015 Board of Trustees Meeting Schedule** – The proposed Board of Trustees meeting schedule for 2014-2015 was presented for a first reading at this time. President McKean asked that Board members contact Ms. Donna Isaac if any changes need to be made to the proposed meeting schedule.
- C. **Board Policy 4050, Articulation** – Board Policy 4050, Articulation, was approved on a motion by Trustee Levinson, seconded by Trustee Minnite, and carried on the following votes: Ayes: 6 (McKean, Oxborrow, Minnite, Levinson, Ivans, Cantu); Noes: 0; Absent: 1 (Falter); Abstain: 0
- D. **CCCT Board Election** – On a motion by Trustee Minnite, seconded by Trustee Levinson, and carried on the following votes: Ayes: 6 (McKean, Oxborrow, Minnite, Levinson, Ivans, Cantu); Noes: 0; Absent: 1 (Falter); Abstain: 0, the Board of Trustees approved the following names to be submitted on the CCCT 2014 Board ballot: Paul Gomez; Brent Hastey; Jim Moreno; Donna Ziel; Lorrie A. Denson; Laura Casas; Stephan Castellanos; and Nancy C. Chadwick.
- E. **Resolution – Support of the California Community College Baccalaureate Degree** – The resolution in the matter of support of the California Community College Baccalaureate Degree was adopted on a motion by Trustee Ivans, seconded by Trustee Oxborrow, and carried on the following votes: Ayes: 6 (McKean, Oxborrow, Minnite, Levinson, Ivans, Cantu); Noes: 0; Absent: 1 (Falter); Abstain: 0

Dr. Gornick commented on discussion held at the CEOCCC Board meeting held on April 18, stating that the Nursing Association has voiced strong opinions both for and against the community college baccalaureate degree. The statewide academic senate took a pass on it as they want to see more research. The West Hills College Coalinga Academic Senate has adopted a resolution in support of the baccalaureate degree and the West Hills College Lemoore Academic Senate is working on a resolution. Dr. Gornick explained that the baccalaureate degree is a pilot program and most of the laws and funding will be worked out at the state Chancellor's Office.

## 5. Educational Services

**A. Vice Chancellor's Report** – Dr. Stu Van Horn, Vice Chancellor of Educational Services and Workforce Development, reported on the recent Essential Elements event held at Harris Ranch. He commented on the community college baccalaureate degree, stating that significant positioning and advocacy is occurring in Sacramento. With regard to the work of the Baccalaureate Degree Task Force, West Hills College Coalinga has been discussing a unique Agriculture Business degree bundle which would include plant production, animal science, agricultural education, sustainable agriculture, and the potential embedding of career technical education certifications. West Hills College Lemoore has been discussing a Bachelor of Arts in General Business, a Bachelor of Science in Nursing (BSN), and a Bachelor of Arts in Liberal Studies (elementary teacher emphasis). Dr. Van Horn reported that the 2013 Student Success Scorecard was released April 15 and is currently being analyzed. He provided brief highlights and stated that a more extensive presentation on the scorecard will be made at the May Board meeting.

Dr. Van Horn introduced Dr. Richard Wu, new Associate Vice Chancellor of Connected Learning. He stated that Dr. Wu will be a strong presence with regard to Title V. Dr. Gornick commented that his vision for Dr. Wu is that he will take the online program to a totally different level, statewide and nationally. Trustee Minnite initiated brief discussion concerning how many more dollars are going to be needed to be able to do this. It was agreed that this is a good question and one which will be further explored.

**B. Child Development Center Agency Certification and Designation of Authorized Representative** – The child development center official agency certification and designation of authorized representative was approved on a motion by Trustee Minnite, seconded by Trustee Cantu, and carried on the following votes: Ayes: 6 (McKean, Oxborrow, Minnite, Levinson, Ivans, Cantu); Noes: 0; Absent: 1 (Falter); Abstain: 0

Trustee Levinson left the meeting at this time.

**C. Child Development Center Resolution** – The resolution in the matter of the District's child development centers was adopted on a motion by Trustee Ivans, seconded by Trustee Oxborrow, and carried on the following votes: Ayes: 5

(McKean, Oxborrow, Minnite, Ivans, Cantu); Noes: 0; Absent: 2 (Levinson, Falter); Abstain: 0

**Curriculum Committee Action Report – West Hills College Coalinga –**

Trustee Minnite questioned how much of the new curriculum is offered at West Hills College Coalinga and how much at the North District Center, Firebaugh. It was stated that all of the new curriculum is offered at both locations with the exception of psychiatric technician.

The Curriculum Committee Action Report for West Hills College Coalinga was approved on a motion by Trustee Ivans, seconded by Trustee Oxborrow, and carried on the following votes: Ayes: 5 (McKean, Oxborrow, Minnite, Ivans, Cantu); Noes: 0; Absent: 2 (Levinson, Falter); Abstain: 0

- D. 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 Ivans, seconded by Trustee Oxborrow, and carried on the following votes: Ayes: 5 (McKean, Oxborrow, Minnite, Ivans, Cantu); Noes: 0; Absent: 2 (Levinson, Falter); Abstain: 0

## 6. Fiscal Services

- A. Fiscal Services Report –** Mr. Ken Stoppenbrink, Deputy Chancellor, provided the fiscal services report. He reported that the district is 75% through the fiscal year. General fund 11 revenues are at 66.2% and general fund 11 expenditures are at 67.1%. General fund 12 revenues are at 49.6% and general fund 12 expenditures are at 51%.

Mr. Stoppenbrink provided examples of energy savings posters and fliers, stating that the energy conservation program through Cenergistic has begun. Interviews will be held later in the week to fill the energy specialist position.

Trustee Levinson returned to the meeting during this presentation.

Discussion took place concerning the West Hills Community College Foundation and MAA dollars which are down since 2010-2011 because no reimbursements have been received. Ms. Frances Squire commented that it is a challenging time in which to raise funds. She also stated that several new scholarships have been established.

- B. Resolution – Proposition 30, Education Protection Account (EPA) Spending Plan –** Mr. Stoppenbrink explained the need to provide evidence to the state Chancellor's Office each year. He stated that there are two components to Proposition 30: sales tax and income tax. As part of the passage of Proposition 30, a certain amount of money has to be allocated. This requirement will sunset in a couple of years.

The resolution in the matter of Proposition 30 Education Protection Account (EPA) Spending Plan was adopted on a motion by Trustee Levinson, seconded by Trustee Minnite, and carried on the following votes: Ayes: 6 (McKean, Oxborrow, Minnite, Levinson, Ivans, Cantu); Noes: 0; Absent: 1 (Falter); Abstain: 0

- C. Lease/Leaseback RFQ Statements – Recommended Pool of Contractors for LLB Projects** – Mr. Stoppenbrink reported that responses have been received and reviewed and four contracts are being recommended. Trustee Levinson stated that he needs to excuse himself from the discussion and the vote due to a conflict with one of the contractors. Trustee Minnite questioned if the contracts are specific to lease/leaseback projects. Mr. Stoppenbrink confirmed. Discussion took place concerning the contractors and future projects.

Bush Construction, Mark Wilson Construction, Durham Construction, and Selas/Biehle were accepted and approved into the pool of lease-leaseback contractors on a motion by Trustee Ivans, seconded by Trustee Oxborrow, and carried on the following votes: Ayes: 5 (McKean, Oxborrow, Minnite, Ivans, Cantu); Noes: 0; Absent: 1 (Falter); Abstain: 1 (Levinson).

- D. Contract Award – Site Lighting LED Retrofit** – Mr. Stoppenbrink explained that the project will be funded by a local match and state money from Proposition 39.

On a motion by Trustee Oxborrow, seconded by Trustee Ivans, and carried on the following votes: Ayes: 6 (McKean, Oxborrow, Minnite, Levinson, Ivans, Cantu); Noes: 0; Absent: 1 (Falter); Abstain: 0, the contract for the Site Lighting LED Retrofit project was awarded to Electricraft Inc. of San Luis Obispo, California in the amount of \$226,606.

- E. Contract Award – Mendota High School Health Careers** – Mr. Stoppenbrink stated that he recommends moving forward with the contract award, but will wait to execute the contract until the Memorandum of Understanding between the West Hills Community College District and Mendota Unified School District is finalized.

On a motion by Trustee Ivans, seconded by Trustee Oxborrow, and carried on the following votes: Ayes: 5 (McKean, Oxborrow, Levinson, Ivans, Cantu); Noes: 1 (Minnite); Absent: 1 (Falter); Abstain: 0, the contract for the Mendota High School Health Careers project was awarded to MPI Prime Construction Inc. of Visalia, California in the amount of \$108,000.

- F. Notice of Completion – North District Center, Firebaugh Site Improvements Phase 2 Project** – The notice of completion for the North District Center, Firebaugh Site Improvements Phase 2 project was approved on a motion by Trustee Levinson, seconded by Trustee Ivans, and carried on the following votes: Ayes: 6 (McKean, Oxborrow, Minnite, Levinson, Ivans, Cantu); Noes: 0; Absent: 1 (Falter); Abstain: 0

- G. Contract Award – West Hills College Lemoore Student Union LLB Project –** Mr. Stoppenbrink explained that it is recommended the contract be awarded to Bush Construction based on the terms being acceptable. Trustee Levinson stated that he needs to excuse himself from the discussion and the vote due to a conflict with of the contractors.

President McKean stated that he is uncomfortable with this process. He understands that it is different, but the Board is “on the hook” for it. Mr. Stoppenbrink explained that the actual contract still has to be presented to the Board of Trustees for approval. Approval of the contract award just expedites the construction process. Discuss took place for purposes of clarification.

On a motion by Trustee Ivans, seconded by Trustee Oxborrow, and carried on the following votes: Ayes: 3 (McKean, Oxborrow, Ivans); Noes: 2 (Minnite, Cantu); Absent: 1 (Falter); Abstain: 1 (Levinson), the contract for the West Hills College Lemoore Student Union LLB project was awarded to Bush Construction of Hanford, California contingent upon the agreed Guaranteed Maximum Price (GMP) and terms of agreement.

## 7. Personnel Services

- A. Tenure Recommendations –** Dr. Gornick reiterated the comments made by Mr. Warkentin with regard to the tenure decision for Dr. Jiaxin Zhao. He stated that it is no reflection on the work that has been done by Dr. Zhao.

Tenure for the following certificated employees was approved on a motion by Trustee Ivans, seconded by Trustee Cantu, and carried on the following votes: Ayes: 6 (McKean, Oxborrow, Minnite, Levinson, Ivans, Cantu); Noes: 0; Absent: 1 (Falter); Abstain: 0

- B. Acknowledgement of Reopener Proposal from California School Employees Association (CSEA) –** Ms. Becky Cazares stated that the reopener proposal from CSEA is presented for information at this time. Public comments will be requested at a later date.
- C. Resolution – Reduction and/or Elimination of Classified Services –** The resolution in the matter of reduction and/or elimination of classified services was adopted on a motion by Trustee Minnite, seconded by Trustee Levinson, and carried on the following votes: Ayes: 6 (McKean, Oxborrow, Minnite, Levinson, Ivans, Cantu); Noes: 0; Absent: 1 (Falter); Abstain: 0
- D. Resolution – Reduction and/or Elimination of Classified Management Services –** The resolution in the matter of reduction and/or elimination of classified management services was adopted on a motion by Trustee Minnite, seconded by Trustee Levinson, and carried on the following votes: Ayes: 6 (McKean, Oxborrow, Minnite, Levinson, Ivans, Cantu); Noes: 0; Absent: 1 (Falter); Abstain: 0

## **8. Board Reports / Comments / Requests / Announcements**

### **A. Board Reports**

Trustee Cantu questioned the approval of the accepted contractors for LLB projects and if the order in which the contractors are listed is the order in which they will be selected. Mr. Stoppenbrink responded that it is not and that the contractors will be selected based on the project and availability.

Trustee Minnite expressed his thanks to Mr. Tom Wixon and Ms. Amy Seed for their accomplishments in the marketing department; Mr. Al Graves for his involvement in the Metric Century event; Ms. Michelle Kozlowski for the new computers for students; Mr. Eric Andrade for the student trustee report; Dr. Stu Van Horn for his report on Essential Elements, the Baccalaureate Degree Task Force, and the Student Success Score Card; Mr. Ken Stoppenbrink for providing good financial information; and to everyone in attendance for making the trip to Firebaugh.

Trustee Ivans expressed congratulations to Mr. Wixon and his staff for the grate West Hills Magazine. She stated that she enjoyed the recent Essential Elements session on water, noting that it was a great meeting. Trustee Ivans stated that the reports heard today were wonderful and she enjoyed the recent rodeo and theater production. She closed by stating that she is proud to be a part of West Hills College.

Trustee Oxborrow thanked Dr. Marcel Hetu and his staff for hosting the Board meeting at their campus. She stated that the reports given were very good and she always learns a lot. She thanked everyone for their hard work.

Trustee Levinson echoed the comments made by his fellow Board members. He thanked Dr. Hetu for hosting the meeting and for doing a great job at the North District Center, Firebaugh.

President McKean stated that he appreciates the reports given today and thanked the Presidents and Athletic Directors for the follow up on the athletic programs. He also stated that he enjoyed the recent Essential Element event and congratulated Dr. Van Horn for an outstanding event. He commented on looking forward to the next one.

**B. Announcement of Next Board Meeting** – President McKean announced that the next regular meeting of the Board of Trustees is scheduled for May 20, 2014.

## **9. Closed Session**

The meeting was adjourned to closed session at 2:56 pm.

**A. Public Employee Discipline/Dismissal/Release (as per Government Code Section 54957)**



- B. Potential Litigation (as per Government Code Section 54956.9). Number of potential cases: 2**
- C. Conference with Labor Negotiator (as per Government Code section 54957.6). Agency negotiators: Chancellor; Deputy Chancellor. Employee organizations: CSEA; CTA**
- D. 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 3:11 pm.

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Jack Minnite  
Clerk of the Board of Trustees

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