



**WEST
HILLS**
COMMUNITY
COLLEGE
DISTRICT

WEST HILLS COMMUNITY COLLEGE DISTRICT

Board of Trustees
9900 Cody Street
Coalinga, CA 93210
(559) 934-2100

MINUTES OF THE REGULAR MEETING OF THE GOVERNING BOARD

February 27, 2007



CALL TO ORDER / OPEN SESSION

President McKean called the meeting of the Board of Trustees to order at 3:14 p.m.

Board members present:

Mark McKean
Bill Henry
Nina Oxborrow
Jeff Levinson
Jack Minnite
Edna Ivans
Steve Cantu

Board members absent:

Larry Logsdon, Student Trustee

Administrators present:

Frank Gornick, Chancellor
Tom Harris, Interim President, West Hills College Coalinga
Ken Stoppenbrink, Vice Chancellor of Business Services
Jose Lopez, Dean of Students, West Hills College Lemoore
Susan Kincade, Dean of Learning Resources
Carlos Diniz, Dean of Educational Services, 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

California Community College's Chancellor's Office – State Chancellor Mark Drummond addressed the Board of Trustees, stating that they are doing a great job with the district. He commented that the failure of the general obligation bond is

disappointing, but appreciates the Board's attitude and that they keep pressing forward. Chancellor Drummond provided a presentation on "An Economic Eclipse, California's Collision Course":

- Under-prepared Students/Achievement Gap
 - Half of America's adults lack literacy skills needed for the 21st century. Immigration is projected to account for more than half of our population growth between now and 2015.
 - High school graduation rates peaked at 77% in 1969 and have remained in the 70% range since 1995.

- Shifting Demographics
 - America's labor force will grow more slowly over the next 20 years, with almost none of the growth expected to come from native-born workers.
 - Immigration is projected to account for more than half of our population growth between now and 2015.
 - America's labor force will slow over the next 20 years.

- Massive workforce changes
 - Jobs requiring high level of education and skills are projected to account for almost half of the job growth over the next decade.
 - Comparative differences in the annual earning of U.S. adults have widened for those with higher levels of education and higher levels of skills. America's labor force will grow more slowly over the next 20 years.

Dr. Frank Gornick thanked Chancellor Drummond for taking note of the success with our grants. He stated that we have implemented work keys with many of our grants and this is an additional mechanism to help close the gap.

Mr. Scott Lay, CEO for the Community College League of California, thanked the Board of Trustees for their ongoing support of the Community College League. He briefly discussed the Community College Initiative and thanked everyone for their support.

Trustee Henry questioned California being the lowest in personal income per capita and how it compares to spending per student. Chancellor Drummond responded that there is no correlation. Trustee Minnite questioned where the faculty will come from to do all of the training that needs to be done. Chancellor Drummond stated that it is a great question and we are going to have to realign our investment and change the way we do things.

Mr. Ian Walton, State Academic Senate President, addressed professional development for faculty.

Dr. Gornick thanked Chancellor Drummond and his group on behalf of the Board of Trustees, the district and all of the staff.

Office of Institutional Effectiveness, Planning and Web Services – Mr. Pedro Avila provided a report on the district's Performance Indicators Score Card and Accountability Reporting for the Community Colleges. His presentation covered the following topics:

- Introduce the West Hills Community College District Strategic Planning Performance Indicators Score Card
- Accountability Reporting for the Community colleges (ARCC)
 - Background and Peer Group Comparison
- Summary of the ARCC Self-Assessment
- Alignment between ARCC, WHCCD and the Colleges

Academic Senate Report – Ms. Anita Bart, Academic Senate President for West Hills College Coalinga, reported that the first group of courses have come through with distance education addendums. This has been a great way for the faculty to assess what they do in the classroom and online. The Senate is still working on 5 year reviews, accreditation reports and Board policies and have finished their comments on policies that the Board will be considering. They have also been working on restructuring the equivalency policy and procedure. These documents will be sent to Dr. Gornick for review and comment.

Mr. James Preston, Academic Senate President for West Hills College Lemoore, reported that they are most proud of the basic skills department and the things that have been accomplished. An English lab has been created and they are looking at tutorial services. The Senate has been working on the mission and vision statement and it is enjoyable to watch the input and collaboration among the faculty. The Senate has also been working on identifying new faculty positions (ESL/Spanish; Psychology; PE/Coach). Mr. Preston reported that the Senate has voted on a resolution concerning release time for the Student Learning Outcomes (SLO) coordinator. He stated that the SLO committee is a sub committee of the curriculum committee. They are currently in the process of establishing benchmarks and timelines.

WHCFA Report – Ms. Faye Mendenhall, WHCFA President, reported that the Academic Senate presidents, curriculum chairs, and Faculty Association officers have held their meetings together and have had a lot of discussion regarding distance education; tenure recommendations; EduMetry; reassigned time, etc. The faculty on both campuses are very involved and active and they all feel that the meetings are informative and helpful. Ms. Mendenhall stated that the Faculty Association has some concerns about the Board policy and procedure tracking form as the Planning and Governance Council and the College Consultation Council are not included on the form. She stated that Board Policy 3430, Prohibition of Harassment, is not on the Board

agenda because of concerns from CTA's legal counsel. Ms. Mendenhall stated that it needs to be discussed. She also expressed concerns with the budget allocation model and stated that it needs to be revisited by the district and the colleges. Dr. Gornick stated that the discussion will begin at the Chancellor's Executive Cabinet level and will be routed to the colleges.

CSEA Report – Mr. Butch Brewer, CSEA President, reported that CSEA just completed a two week internal audit. They are trying to make sure that union officers receive training to perform their respective duties.

ASB Report – Mr. Larry Logsdon, Student Government Association President, West Hills College Lemoore, was not present to report at this time. President McKean referred to the written report provided by Mr. Logsdon and distributed prior to the meeting.

West Hills College Coalinga and North District Center, Firebaugh – Dr. Tom Harris, Interim President, distributed a college activities report and commented on recent and upcoming events.

West Hills College Lemoore – In the absence of Mr. Don Warkentin, President, Mr. Jose Lopez, Dean of Students, distributed a college activities report and commented on recent and upcoming events.

Chancellor's Report – Dr. Frank Gornick, Chancellor, thanked Tom Harris for hosting Chancellor Drummond and his group as guests at West Hills College Coalinga. He stated that he appreciates their visit. Dr. Gornick reported that Mr. Warkentin is currently attending a financial aid workshop in New Orleans. Dr. Gornick expressed his congratulations to Coach Mark Arce and the basketball team and reported that they will be playing in a semi-final game in San Francisco in semi-final game. Dr. Gornick reported that the black heritage month events in Lemoore were very nice.

CONSENT AGENDA

Dr. Gornick acknowledged the retirement announcement of Dr. Larry Rathbun, Director of the Farm of the Future, which is included in the consent agenda items. He stated that Ms. Dorothy Allen, who donated the land for the Farm of the Future, and Dr. Rathbun are responsible for the success of the farm. He stated that the district wishes him well in his health and his retirement.

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

CA-32 Minutes – The minutes of the January 23, 2007 Board of Trustees meeting were approved as submitted.

- CA-33 Warrants – The warrants were approved as submitted.
- CA-34 Declaration of Surplus Property – The list of property was declared as surplus.
- CA-35 Personnel Transactions – The list of personnel transactions was approved as submitted.

CHANCELLOR'S OFFICE

- CO-21 Honorary Degree – Dr. Gornick explained that Mr. Willie Wood is an alumni from West Hills College Coalinga (formerly Coalinga College). Mr. Wood left Coalinga to play football for USC and the Green Bay Packers. He is also a Hall of Fame Inductee for West Hills College Coalinga. Dr. Gornick stated that there is a group of people tracking his history and are putting on an event in his honor. Dr. Gornick will be attending the event and would like to present Mr. Wood with an honorary degree.

The granting of an honorary degree for Mr. Willie Wood, alumnus and past Hall of Fame inductee, was approved on a motion by Trustee Ivans, seconded by Trustee Oxborrow, and carried unanimously.

- CO-22 Board Policy and Administrative Procedure – Trustee Levinson questioned the inclusion of Board Members in the first sentence of the policy. Dr. Gornick stated that he will review the policy further.

Board Policy and Administrative Procedure 6317, Conference/Travel and Expense Reimbursement, was presented for a first reading. Approval will be requested at a later date.

- CO-23 Curriculum Committee Action Report – West Hills College Coalinga – The Curriculum Committee Action Report for West Hills College Coalinga was approved on a motion by Trustee Levinson, seconded by Trustee Minnite, and carried unanimously.

FISCAL SERVICES

- FS-31 Fiscal Services Report – Mr. Ken Stoppenbrink, Vice Chancellor of Business Services, discussed the status of the budget expenses and revenues to date. He reported that we are 58.3% through the 2006-2007 fiscal year. General fund revenues are at 62.9% and general fund expenditures are at 54%. Discussion took place regarding bad debt and

why there is a line item for bad debt at the District Office. It was explained that this line item is used for collection agency fees, etc. that are incurred by the District Office.

- FS-32** Change Order No. 1 – Change Order No. 1 for the West Hills College Coalinga Child Development Center Phase 2 project was approved on a motion by Trustee Levinson, seconded by Trustee Ivans, and carried unanimously.
- FS-33** Notice of Completion – The notice of completion for the West Hills College Coalinga Child Development Center Phase 2 project was approved on a motion by Trustee Cantu, seconded by Trustee Oxborrow, and carried unanimously.
- FS-34** Bid Award, Paving Scheduled Maintenance – The bid award for the West Hills College Lemoore Paving Scheduled Maintenance project was approved on a motion by Trustee Levinson, seconded by Trustee Cantu, and carried unanimously.
- FS-35** Bid Award, Ag Science Facility Fencing – The bid award for the West Hills College Coalinga Ag Science Facility Fencing project was approved on a motion by Trustee Levinson, seconded by Trustee Oxborrow, and carried unanimously.
- FS-36** Resolution – Mr. Stoppenbrink explained that if we want to proceed with capital projects we have the option to borrow the money. In the event that we do borrow money, those investments can be presented as tax exempt to investors. The resolution gives us the authority in case we decide to borrow the money. Mr. Stoppenbrink explained that bond counsel has said that we need to identify projects and dollar amounts.

President McKean questioned if the resolution binds us to the agency indicated in item 5. Mr. Stoppenbrink responded in the affirmative. Trustee Henry questioned if this matter should go out to bid or RFP because of the considerable amount of money and Trustee Oxborrow questioned why we would want to use that particular firm. Mr. Stoppenbrink responded that it has to do with expediency and if we want to capture the money, this resolution is critical to have in place. Trustee Henry stated that he does not think we need item 5 and would recommend that it be looked at further. He stated that if and when we desire to utilize the resolution, we can determine who we want to use.

Trustee Levinson made a motion to table this item and asked that Mr. Stoppenbrink talk to legal counsel concerning the need for paragraph 5.

Trustee Minnite stated that he wants to see projects related to the North District Center included in the resolution as well. The motion to table the resolution was seconded on a motion by Trustee Oxborrow and carried unanimously.

PERSONNEL SERVICES

PS-10 New Administrative Position – Dr. Tom Harris stated that the position of Director of Student Success and Retention is grant funded. Trustee Oxborrow questioned the minimum qualifications and Dr. Gornick responded that we have different levels for Director positions; some require a Masters degree and others a Bachelors Degree or equivalent.

The following new administrative position for West Hills College Coalinga was approved on a motion by Trustee Henry, seconded by Trustee Cantu, and carried unanimously:

- Director of Student Success & Retention

BOARD REPORTS / COMMENTS / REQUESTS AND ANNOUNCEMENTS

Trustee Cantu thanked Chancellor Drummond and his group for coming to West Hills College.

Trustee Minnite thanked Chancellor Drummond for his visit. He also thanked all employees and students for making us who we are and supporting West Hills College. He thanked the Board for their strength and leadership.

Trustee Oxborrow thanked Chancellor Drummond for coming to Coalinga and expressed her thanks to all of the employees and the Board of Trustees for their hard work.

Trustee Ivans thanked Chancellor Drummond, Mr. Lay and Mr. Walton for their visit. She stated that she enjoyed the lunch and forum. Trustee Ivans expressed her congratulations to the basketball and rodeo programs and best wishes to Dr. Rathbun. Trustee Ivans thanked Mr. Avila for his report.

Trustee Henry echoed the comments made by his fellow Board Members and stated that it was nice to hear from the students during the lunch. He stated that they were all very complimentary of West Hills College.

Trustee Levinson thanked Chancellor Drummond and his group for their visit. He stated that sometimes you worry about what we can do as citizens and the Board's way of making a contribution is to maintain a viable state.

President McKean thanked Chancellor Drummond, Mr. Lay and Mr. Walton for coming to Coalinga. He stated that it is nice to see that people are trying to hire the students because of their training.

President McKean announced that the next meeting of the Board of Trustees is scheduled for March 6, 2007.

CLOSED SESSION

The meeting was adjourned to closed session at 5:36 p.m.

- Public Employee Discipline/Dismissal/Release (as per Government Code Section 54957)
- Discussion of land acquisition/disposition of property (as per Government Code Section 54956.8). Property: Coalinga, California; Lemoore, California; Firebaugh, California

ADJOURNMENT

There being no further business before the Board of Trustees, the meeting was adjourned at 6:30 p.m.

Nina Oxborrow
Clerk of the Board of Trustees

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Personnel Transactions

1. New Hires – Classified

Name	Title & Location	Schedule	Salary Placement	Funding	Effective Date	Additional Information
Gambin, Daniel	Child Development Center Assistant West Hills College Coalinga	19 hrs/wk 12 mo/yr	Range 23 Step A	Grant	2/1/07	New position
Sanchez, Edwardo	Media Assistant West Hills College Coalinga	40 hrs/wk 12 mo/yr	Range 25 Step A	District	3/1/07	Replacement for Corey Kozlowski
Wilson, Penny	Accounting Services Technician District Office	40 hrs/wk 12 mo/yr	Range 49 Step A	Grant	2/7/07	New position

2. Temporary Hires

Name	Title & Location	Schedule	Salary Placement	Funding	Effective Dates	Additional Information
Holly, Kevin	Senior Employment Readiness Spec. One Stop Office	40 hrs/week	Range 57 Step A	Grant	2/21/07 – 6/30/07	Temporary assignment while recruiting for replacement
Silva, Stacy	Office Assistant I, Career Center West Hills College Lemoore	19 hrs/week	Range 29 Step A	Grant	2/21/07 – 4/30/07	Temporary assignment while recruiting for replacement

3. Changes in Assignment

Name	Current Assignment	Change	Effective Date	Additional Information
Castellon, Erick	Custodian West Hills College Lemoore 19 hrs/wk, 12 mo/yr Range 35, Step E	Groundskeeper West Hills College Lemoore 40 hrs/wk, 12 mo/yr Range 37, Step D	3/1/07	New position; district funded
Chavarria, April	Senior Employment Readiness Spec. All Youth One System	Senior Employment Readiness Spec. Health Careers	2/1/07	Replaced senior secretary position in health careers; grant funded
Fonseca, Barbara	Custodian West Hills College Lemoore 19 hrs/wk, 12 mo/yr	Custodian West Hills College Lemoore 40 hrs/wk, 12 mo/yr	3/1/07	New position; district funded
Tollison, Trista	Child Dev. Center Master Teacher West Hills College Coalinga 40 hrs/wk, 10 mo/yr Range 45, Step D	Child Dev. Center Site Supervisor West Hills College Coalinga 40 hrs/wk, 12 mo/yr Range 14, Step A	1/26/07 – 2/9/07	Temporary replacement for Conne Cleveland while out on medical leave.

4. Resignations / Retirements / Releases During Probation / Terminations

Name	Title & Location	Effective Date	Additional Information
Avila, Silvia	Child Development Center Teacher West Hills College Coalinga	2/6/07	Resignation
Jimenez, Jessica	Senior Secretary West Hills College Coalinga	2/19/07	Resignation
Rathbun, Larry	Director of Farm of the Future West Hills College Coalinga	6/30/07	Retirement
Rodriguez, Lucy	Child Development Center Assistant West Hills College Lemoore	2/12/07	Release during probation